

City of Round Rock

Request for Statement of Interest and Qualifications

Transportation Master Plan Update

General

The City of Round Rock seeks qualified transportation planning and engineering firms to submit Statements of Interest and Qualifications (SIQ's) to provide services related to the update of the City of Round Rock's Transportation Master Plan. This master plan is a long range planning document incorporated into the city's General Plan which is used to forecast the performance of the transportation network and to program projects based on the anticipated growth of the city. Work included in this update may include conceptual roadway alignment development, demographic analyses, traffic demand modeling, financial forecasting and analyses, public involvement and all other items necessary to successfully complete the project.

Technical Expertise

Interested firms or teams must have extensive experience in the areas of municipal and/or county transportation master planning, multi-modal transportation networks, travel demand modeling, demographic analyses, financial analyses, cost projections, public outreach and involvement, roadway network identification and hierarchy, arterial and collector street design and connectivity, and contract management.

PERSONS AND FIRMS PRACTICING ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

Selection Process

A committee composed of city Transportation Department personnel and any other agencies as deemed appropriate by the city will review each SIQ and may develop a "short list" of firms. At the committee's discretion, interviews may be conducted with selected firms to discuss qualifications, resources, and availability to provide the services requested.

Based upon responses to this SIQ request and/or the results of the interviews, the committee will develop a list of qualified firms. This list may serve as the basis for award of any contract(s) under this request.

The City of Round Rock will not provide compensation or defray any costs incurred by any firm related to the response to this request. The City of Round Rock reserves the right to negotiate with any and all persons or firms. The City of Round Rock also reserves the right to reject any or all SIQ's, accept any SIQ deemed most advantageous, waive any irregularities or informalities in an SIQ received, and to revise the process and/or schedule as circumstances require.

Point of Contact

All responses to this request, as well as any questions, clarifications, or inquiries for general information are to be directed to:

John Dean
Assistant Transportation Director
City of Round Rock
2008 Enterprise Drive
Round Rock, Texas 78664
jdean@round-rock.tx.us

Please note any questions, clarifications or inquiries are to be in writing via email or other mail carriers. The deadline for questions, clarifications or inquiries will be Friday, June 12th, 2015 at 12:00 PM.

The City will host one (1) informational meeting on Monday, June 15th, 2015 at 3:00 PM at 2008 Enterprise Drive; Round Rock, Texas 78664. During this meeting, all questions which were previously submitted as described above will be answered. The duration of this meeting will be 1.0 hour.

Minimum Submission Requirements

The SIQ is limited to ten (10) single sided 8 ½ X 11 pages, using 12 pitch font. The SIQ must be submitted with a single staple in the upper left corner; no other binding will be accepted. The SIQ must include the following:

- Identification of the firm responding to the request. Location of the headquarters office for the firm should be indicated, as well as the office where work on City of Round Rock project (s) would be performed.
- A brief description of the firm should be provided along with a list of major services offered by each team member.
- A summary demonstrating the firm's qualifications to satisfy all the technical areas identified in the section "Technical Expertise".
- A representative list of clients with contact names and phone numbers.
- A representative list of projects. The list should include the project location, description, services provided by your firm for the project, and an owner contact name and phone number.
- List of key firm members proposed to provide the requested services with a brief summary of their experience.
- Resumes do not count in the ten (10) page limit.
- Submit one (1) original and five (5) copies.

Submittals must be mailed or hand delivered to:

John Dean
Assistant Transportation Director
City of Round Rock
2008 Enterprise Drive
Round Rock, Texas 78664

Submittals must be received no later than Monday, June 22nd, 2015 at 4:00 PM.