

**REQUEST FOR PROPOSAL**

**TRAFFIC ENGINEERING**

**ON-CALL SERVICES**

**FOR THE**

**TOWNSHIP OF MILLBURN,**

**ESSEX COUNTY, NJ**



**ISSUE DATE: January 10<sup>th</sup>, 2019**

**DUE DATE: January 30<sup>th</sup>, 2019 at 3:15pm**

**Issued by:**

**Township of Millburn  
375 Millburn Avenue  
Millburn, NJ 07041**

**REQUEST FOR PROPOSAL:**  
**Traffic Engineering On-Call Services**  
**Township of Millburn**

**1. Introduction**

The Township of Millburn is seeking an experienced and qualified traffic engineering design consultant to provide technical services to the Township on an on-call basis when the expertise of a qualified consultant is required.

The selected firm will work under the direction of the Business Administrator or designee to handle service tasks, as they are required. The highest rated consultant will be selected for on-call services. The Township intends to select a single qualified firm to enter into a master agreement to begin on April 1<sup>st</sup> and end on December 31<sup>st</sup>. The master agreement will specify the billing rates, personnel to be assigned, and other terms. Payment will be made based on each task completed, no monthly retainer is anticipated.

**2. Background**

The Township of Millburn is a suburban community comprised predominantly of residential neighborhoods connected with an extensive network of municipal, county and state roadways. The Township encompasses roughly 9.8 square miles of land, with a population of approximately 20,130 residents. Transportation services include direct connection to Manhattan from both Short Hills and Millburn train stations, as well as an extensive network of municipal, county and state roadways.

The Township of Millburn offers many options for entertainment, recreation, employment and shopping. Destinations such as the Paper Mill Playhouse, Cora Hartshorn Arboretum, South Mountain Reservation, Short Hills Mall and the upscale shops and restaurants within the Downtown continue to make the Millburn-Short Hills area an attractive destination.

**3. Scope of Services**

The contract for on-call services is a general agreement between the Township and the selected firm to provide technical traffic engineering design services on an as-needed basis. The services to be provided under this contract will be based on the needs of each on-call task. Specific items of work for each task will vary, however examples of tasks could include, but are not limited to, the following:

1. Traffic Calming Measures – Evaluate requests and develop recommendations for appropriate solutions to resident requests for traffic calming.

2. Speed Study – Perform data collection, evaluate field conditions and provide recommendations for speed limit on municipal roadways.
3. Warrant Analysis – Perform Engineering studies for the evaluation of stop sign installations or other traffic control device.
4. Design Plans – Develop construction ready design plans traffic signal equipment upgrades, intersection signing and striping improvements, roadway improvements, traffic signal timing changes, etc.
5. Traffic Signal Coordination Studies – Analyze the performance of traffic signal timing along street corridors or at multiple coordinated intersections. Collect data and timing plans, evaluate field conditions and provide a full traffic report.
6. Simulation/Modeling – Provide computer simulation of signalized corridors, roadway networks or individual intersections, utilizing microsimulation software.
7. Traffic Counts – Perform data collection as needed including ADT's, 12-hour counts, intersection turning movement counts, speed/delay runs, pedestrian and bike counts, parking turnover, etc.
8. Public Outreach- Assist Township staff in producing technical reports and making presentations to the public on transportation related topics.

The above list is not intended to be exclusive; other services will likely be sought as the need arises. The statement of qualifications does not need to include a fee proposal for any of these specific tasks; fee proposals for individual tasks would be requested during the course of the on-call contract.

#### **4. Proposal Format and Content**

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall not exceed 5 pages, excluding resumes. The proposal should contain the elements listed below:

1. Cover letter describing interest and commitment in providing professional services to the Township. The letter shall be signed by a person authorized to negotiate a contract with the Township.
2. Qualifications and experience of the firm on similar projects, emphasize successful projects completed for local government clients within the last five years.
3. Individual resumes for all staff to be assigned to this contract.
4. The most current rate schedule that includes the rates of all applicable staff that may be assigned to this contract.
5. Minimum of three references and no more than six (name, agency, title, address, email and telephone number) for recent similar or related work.
6. Any additional relevant information that may be helpful in the selection process including any exceptions taken to the Township's standard agreement.

#### 4. Evaluation Criteria

Proposals will be evaluated on the basis of the following criteria:

1. Experience and Qualifications of the Firm and Project Team. Proposals must specify how long the individual/company submitting the proposal has been in the business of providing services similar to those requested in this RFP. Resume or summary of qualifications, work experience, education, skills, etc., which emphasizes previous experience in this area, must be provided for all personnel on the Project Team. List any similar projects that have been successfully completed within the last three years and any citations or letters of commendation for work completed by the Company or Project Team.
2. Abilities and Method of Providing Services. Proposals must include a work plan and a description of the methodologies to be used for data collection and technical analysis. Respondents must demonstrate that the firm and Project Team will be available to dedicate hours and resources to the successful completion of this project.
3. Completeness of Proposal. Ensure that all documents as expressly required within this RFP are included in the proposal. The Township reserves the right to reject any incomplete proposal.

Sealed proposals will be received by the Township of Millburn, County of Essex, State of New Jersey, in the Administrator's Office at 375 Millburn Avenue, Millburn, New Jersey, on Friday, January 30, 2019, until 3:15 p.m., prevailing time at which time they will publicly opened and read.

The proposal (an original and 7 copies) must be enclosed in a SEALED ENVELOPE, properly endorsed with the name of the bidder, with the designation "TOWNSHIP OF MILLBURN, SEALED PROPOSAL, 2019 PROFESSIONAL SERVICES – TRAFFIC ENGINEERING ON-CALL SERVICES, FRIDAY, JANUARY 30, 2019, 3:15 p.m." Proposals submitted by facsimile or email will not be accepted.

Any questions regarding this proposal/process should be submitted in writing to Alexander McDonald, 375 Millburn Avenue, Millburn, New Jersey 07041, (973) 564-7748 FAX or email [administrator@millburntwp.org](mailto:administrator@millburntwp.org).