REQUEST FOR QUALIFICATIONS – PAVEMENT MANAGEMENT SERVICES

Pavement Rating, Assessment, & Management Strategy

A. Study Purpose

The Danville Area Transportation Study desires to evaluate the overall condition of roadways managed by its two largest member agencies to provide information that will aid in selection of projects that lead to cost effective and impactful improvements. Ultimately it is the goal of the MPO that member agencies would be able to deploy the right solution, at the right location, at the right time to maximize pavement conditions and minimize long-term pavement maintenance costs, therefore maximizing the funding that can also be invested in community and regional transportation enhancements.

B. Study Area

The proposed project scope will include assessment of all roadway pavements owned/maintained by the City of Danville and Vermilion County, the two largest member agencies of DATS. Assessment of all pavement assets is critical to facilitate the member agencies’ understanding of its overall pavement management strategy and how that impacts its ability to invest in enhancements to routes that are eligible for federal funding.

The total study area is expected to consist of 340 centerline miles (177 managed by the City of Danville and 163 managed by Vermilion County) of roadway pavement.

C. Study Participants

Study participants include but are not limited to DATS staff and committees. The consultant will coordinate all project activities with the DATS MPO. Based on input received from the MPO, the consultant will make the appropriate revisions and produce the requested final products.

D. Study Tasks/Deliverables

The intent of the study is to arrive at a sound pavement management strategy and understanding of the impacts of various funding levels on the pavement conditions within the area. The MPO desires to have the following work completed as part of this effort:

1. Consultant should complete an ASTM Standard (D6433) Condition (PCI) Assessment of the complete roadway networks for the City of Danville and Vermilion County. The assessment should include full HD Video of Network Inventory which should be assigned to a GIS based roadway network on the same coordinate system as the MPOs GIS data. This data shall be able to be exported and manipulated through the MPOs GIS platform but shall also be available for review and analysis using a web based portal that is hosted or facilitated by the consultant. There shall be a separate portal/login for the data pertaining to the roadway
assets for Vermilion County and the City of Danville. MPO staff shall have access to both portals with additional logins available to a minimum of 2 other member agency staff.

2. After completion of the condition assessment, consultant shall develop a separate, tailored pavement management system for the City of Danville and for Vermilion County. The pavement management system and report should address the following.

   a. Pavement Areas Under Management – total pavement and total by pavement type (asphalt, concrete, brick, sealcoat, etc.)
   b. Current Average PCI for network and by pavement type
   c. Optimum time in years/PCI to perform various preventative maintenance activities on roadways to extend life and minimize costs
   d. Recommended frequency for repetition of PCI rating process
   e. Total value of pavement maintenance backlog as well as the estimated cost of maintenance activity backlog by type.

3. The consultant shall develop separate pavement management models for Vermilion County and the City of Danville utilizing PAVER or other software deemed suitable by the MPO to develop a forecast of the PCI ratings and provide recommended annual budget by maintenance/improvement activity assuming the following conditions/scenarios.

   a. Budgets remain the same as they are today
   b. Budget needed to improve the road networks average PCI by 5 points over the next 5 years
   c. Budget required to get to achieve industry accepted target PCIs within a 5-10 year period, and then maintain that PCI.

4. Final report and presentation. In addition to the items above, the consultant shall be available for a remote presentation of its findings to either the MPO technical or policy committee, Danville City Council, and the Vermilion County Board. The final report should generally summarize the findings in numerous chart/graphs, highlight current conditions, discuss impacts of various levels of investment, make professional recommendations, and briefly discuss some potential options for creating sustainable revenue that have been successfully implemented by other communities to fund road maintenance/improvements.

E. Project Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 30, 2021</td>
<td>RFQ Advertisement</td>
</tr>
<tr>
<td>May 25, 2021</td>
<td>SOQs Due</td>
</tr>
<tr>
<td>June 4, 2021</td>
<td>Consultant Selection Finalized</td>
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<tr>
<td>June 25, 2021</td>
<td>Finalize Scope of Services/Agreement with Consultant</td>
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<tr>
<td>July 20, 2021</td>
<td>Council Approval of Professional Service Agreement</td>
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<tr>
<td>December 3, 2021</td>
<td>Presentation to DATS Technical Committee</td>
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<tr>
<td>December 7, 2021</td>
<td>Presentation to Danville Public Works Committee</td>
</tr>
<tr>
<td>December 14, 2021</td>
<td>Presentation to Vermilion County Transportation Committee</td>
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DATS, the City of Danville, Vermilion County, and other DATS member agencies may choose to utilize this procurement process instead of its own separate procurement for pavement management services. DATS and the member agencies may also choose to enter into ongoing or renewed services with the selected consultant for up to five years to facilitate updates to the pavement condition data and pavement management system.

F. Proposal Format / Requirements

Proposals must be succinct and in no case exceed 50 pages, inclusive of requirements #1 through #5 below.

1. Firm Identification & Qualifications
   Provide a brief description of the consultant's firm, size and organizational structure, number of full-time and part-time employees, area of practice, and number of years the firm has been in the business of conducting the described services. Provide a brief description of the consultant's qualifications for this project including a short history of the consultant's experience in similar projects. The firm's background, resources (financial and personnel), and capabilities in the relevant areas shall be described.

2. Project Understanding
   A demonstration of the consultant's understanding of the proposed project and its various tasks must be submitted as part of the proposal.

3. Technical Approach, Scope of Work, and Schedule
   Provide a detailed description of the consultant's proposed technical approach and scope of services for the completion of the tasks identified in Section D of this RFP. The consultant may propose alternate tasks that will meet the study objectives. Submittals should highlight the methods used in data collection and processing, the user interface that the client will have access to, method/software for pavement management system development, and man-hours/approach needed to maintain the pavement data and management system in future years. A preliminary schedule for completing the study along with key study tasks should be included.

4. Project Staffing
   The proposal should include information on how the consultant proposes to staff this project. This should include identification of the consultant's key project team members by name, field of expertise, specific responsibilities on the project and the estimated number of hours they will work on the project. Include any relevant experience, such as the number of similar projects the employee has directly participated in.

5. Recent Clients
   The proposal must include the three (3) most recent clients for whom the consultant has provided services similar to those required herein. The list should include the name, address, and telephone number of the client contact person. Identify when work was performed and the type of work and services performed. The MPO may contact these references.
G. Proposal Submittal

1. Digital (PDF) copies of the proposal must be received on or before **Tuesday, May 25, 2021 at 3:00 p.m. central time.** Proposals should be emailed to:

   **Danville Area Transportation Study**  
   **Attn: Sam Cole, PE**  
   **scole@cityofdanville.org**

   It is recommended that submittals be followed up with a phone call or email confirmation to verify receipt. As submittals are to be received electronically, they may be acknowledged by the receiving party but will not be read or evaluated until after the submittal deadline. DATS staff will not comment as to the number of submittals it has received or the names or submitting parties until after the submittal deadline.

2. The email subject should be clearly marked “**DATS Pavement Management Services**”. Submittals received after the time and date specified will not be considered.

3. This RFQ does not commit DATS to award a contract, to pay for any costs incurred in the preparation of a proposal, or to pay for any costs incurred in the preparation of a contract for services. DATS reserves the right to accept or reject any or all submittals received, or to cancel, in part or in whole, this RFQ.

4. Any questions about this RFQ should be directed to:

   **Sam Cole, PE**  
   **1155 E. Voorhees Street**  
   **Danville, IL 61832**  
   **Tel: (217) 431-2384**  
   **E-Mail: scole@cityofdanville.org**

   _Questions regarding clarification of the RFQ must be submitted by email on or before 3:00 p.m., Tuesday, May 18, 2021. Any addenda or clarifications that are not within the original RFQ will be posted to http://www.cityofdanville.org/bids--rfps.html. No addenda will be posted after May 20, 2021._

H. Proposal Evaluation

The Evaluation Team will review and rank the technical proposals using the factors listed below to select the preferred consultant. Based upon the evaluation of the submittals, DATS reserves the right to invite any or all consultants for an interview with the Evaluation Team before making a final selection. Such an invitation does not commit DATS to pay any costs incurred in participating in said interview.

The evaluation factors are:

1. Experience, Qualifications, and Capacity of the Consultant
The capabilities of each responding firm will be evaluated in these specific areas:

a. Recent relevant experience of the firm in similar projects
b. The extent to which the firm has personnel, equipment, and facilities to perform the scope of work
c. Experience of recent clients for similar services

2. Qualifications of the Project Team

a. The quality and experience of the proposed staff and the proper balance of relevant skills
b. The quality and experience of any proposed sub-contractors

3. Statement of Qualifications

The submittals will be evaluated for their demonstrated understanding of the requirements of this RFQ and their ability to meet the study objectives. This will include:

a. Project understanding
b. Clarity of the Proposal
c. Proposed scope of work and study approach

4. Deliverables

The firms will be evaluated for their ability to provide a product that is user friendly, impactful, and informative. This will include:

a. Ease of use and user experience with online interface and pavement management software
b. Final report formatting and presentation style
c. Ability of DATS/member agencies to use data/pavement management system to improve its decision making

5. Other Considerations

a. Method/repeatability of pavement rating techniques
b. Effort level required to update pavement condition data in future years
c. Firm is capable of supporting ongoing updates by consultant and/or MPO/agency staff
d. Value added options/services that are viewed as beneficial