



REQUEST FOR PROPOSAL: TRAFFIC STUDY

Pre-Proposal Meeting Minutes

January 28, 2015

Addendum : 1 - Revised

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes, and is hereby made a part of the RFP documents. Please attach this addendum to the documents in your possession.

MEETING MINUTES

Attending from City of Parkville: Alysen Abel, Public Works Director; Jan Davis, Admin. Asst.-Public Works

1. This RFP is the first of several RFP's to be issued by the City of Parkville. It was suggested that attendees sign up for e-mail alerts for future RFP's. The link to the City's website is <http://parkvillemo.gov/email-signup/>.
2. Attendees were asked to introduce themselves and state company represented.
3. This RFP was issued seeking traffic experience for two developments on the horizon. Successful Firm(s) will be issued a 2-year contract with the option for one additional year. It is the City's intent to hire 2-3 firms on an "on-call" basis, and they will be asked to sign a contract similar to the one included in the RFP.
4. The following were questions submitted prior to the meeting:

Q: Will the City be conducting interviews?

A: *Interviews will be based on response and the City will make that determination when all proposals are received. It is the City's intent to submit the contract for the successful proposer(s) to the Finance Committee on 2/9/15, and the Board of Aldermen 2/17/15.*

Q: Can you cite the specific projects?

A: *Quik Trip at Hwy. 45 and 9 Highway, and an apartment complex south of the Quik Trip.*

Q: Will there be DBE goals?

A: *No – not required*

Q: Is there a page limit for proposals?

A: *There is no page limit but you are asked to include only information important to this RFP.*

Q: Is attendance at this meeting mandatory for consideration?

A: *No.*

Q: Will PTOE be required?

A: *Would be nice, but not required.*

5. Firms who have previously prepared traffic studies currently under review will not be disqualified from submitting a proposal.
6. The City of Parkville will have future RFP's:
 - A. Active RFP due Friday, 1/23 by 5:00 p.m. (River Hills Sinkhole).
 - B. Upcoming RFP's for professional services:
 1. Testing
 2. Survey
 3. Structural
7. What is the scope of the traffic services anticipated in the on-call contract?
a) Traffic impact, b) site distance, c) signal review, d) pedestrian connectivity, etc.
8. The City currently has an on-call engineer for general and civil engineering (specializing in sanitary sewer).
9. Alysen encouraged everyone to keep up with the City of Parkville as it looks forward to very exciting things in the near future.
10. Additional questions for this RFP will be accepted until Noon, Monday, January 26, 2015.

****Adjourned****

11. Additional questions/comments after the meeting:
 - A. The City is looking for a company that will be objective when reviewing the traffic data; someone with an un-biased opinion.
 - B. The consultants are encouraged to submit current hourly rate sheets. These hourly rates will be locked in for the duration of the 2-year contract. It will be at the City's discretion to negotiate rate increases with the 1-year contract extension.
 - C. With each work authorization the total amount and number of hours will be negotiated, but the hourly rate will be fixed.
 - D. Are we to complete the professional service agreement as part of the proposal?
 1. No. The agreement will be signed after selection has been made.
 - E. Do you need an overall fee or just rate schedules for the personnel included on the team?
 1. Just include the fee schedule. As the project scopes are unknown, fees would be determined at this time.

Cc: All meeting attendees