



**CITY OF GREELEY
Purchasing**

**Request for Qualifications
RFQ #F23-08-074**

Professional Services for a Multi-Modal Mobility Plan

for

Public Works/Transit Services

**REQUEST FOR QUALIFICATIONS (RFQ)
RFQ #F23-08-074**

Procurement Contact: Sarah Adkins
Email Address: Purchasing@greeleygov.com
Telephone Number: 970-350-9794

Qualifications must be received no later than the date indicated in the Schedule of Events below.

Qualifications received after this date and time will not be considered for award.

ONLY ELECTRONIC RFQ RESPONSES WILL BE ACCEPTED DURING THE COVID-19 EVENT

Email your RFQ Response to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for qualifications. **DO NOT** submit your RFQ Response to multiple email addresses. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

Qualifications shall be submitted in a single PDF file under 20MB. The Qualifications must not exceed 20 total pages, excluding cover letter, index or table of contents, front and back covers, Billing rate and title pages/separation tabs. Pages shall be 8 ½ x 11 inch except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the qualifications and appendices. Resumes included as an appendix are not considered part of the 20 pages.

The RFQ number and Project name must be noted in the subject line, otherwise the qualifications may be considered as non-responsive to the RFQ.

Electronic submittals will be held, un-opened, until the time and date noted in the RFQ documents or posted addenda.

Schedule of Events (subject to change)	All times are MST
RFQ Issued	8/30/2023
Pre-Qualification Conference	None anticipated at this time
Inquiry Deadline	9/6/2023 by 2:00 p.m. MST
Final Addendum Issued	9/11/2023
Qualifications Due Date	9/20/2023 by 2:00 p.m. MST via email to purchasing@greeleygov.com
Interviews (tentative)	9/25/2023
Notice of Award (tentative)	9/29/2023

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1	Qualification Acknowledgement
2	Sample Contract
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“Public Viewing Copy: *The City is a governmental entity subject to the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 et seq. (“CORA”). Any proposals submitted hereunder are subject to public disclosure by the City pursuant to CORA and City ordinances. Vendors may submit one (1) additional complete proposal clearly marked “FOR PUBLIC VIEWING.” In this version of the proposal, the Vendor may redact text and/or data that it deems confidential or proprietary pursuant to CORA. Such statement does not necessarily exempt such documentation from public disclosure if required by CORA, by order of a court of appropriate jurisdiction, or other applicable law. Generally, under CORA trade secrets, confidential commercial and financial data information is not required to be disclosed by the City. Proposals may not be marked “Confidential” or ‘Proprietary’ in their entirety. All provisions of any contract resulting from this request for proposal will be public information.”*

Section I. – Background, Overview, and Goals

The City of Greeley (City) requests responses to this Request for Qualifications (RFQ) for professional services to support the development of its first Multimodal Mobility Development and Implementation Plan. The goal of this RFQ is to identify the most qualified professional firm to develop a framework/roadmap of strategic outcomes for a successful Multimodal Mobility Transportation Program for the residents and visitors of Greeley. The plan should be phase able and adaptable to changes in technology. Identified tentative components of the project are outlined in the provided Scope of Work.

A. Background

The City of Greeley is the county seat of Weld County and is designated as an Urban Area with a population of 108,795 according to the 2010 Census. From 2010 to 2020, the population of Weld County grew 30.1 percent making it the fastest-growing metro area in Colorado and the fourth fastest-growing metro area in the country. Of the population increase, 96 percent were people of color specifically residing in City of Greeley. The median age in the City of Greeley is 31.5 years old, which is significantly lower than the national average of 38 years old. The University of Northern Colorado and the AIMS Community College further add to the youthful culture in City of Greeley and boast a combined enrollment of over 22,000 students.

Recent community surveys indicate residents' concern and interest in exploring ideas that address housing choice and affordability, traffic congestion and compatible development. The City Council recently established a vision for 2045 that included a greater focus on all forms of transportation. The Greeley on the Go Transportation Master Plan adopted by the Greeley City Council in March 2023 calls out Transportation Investment for Quality of Life. The 2045 Mobility network emphasizes multimodal connectivity that meets current and future travel demands.

Connected and seamless transportation networks provide community members with access to a variety of resources and allow for comfortable travel options by multiple modes. Greeley on the Go vision was developed to ensure all community members can comfortably travel using a variety of modes that future transportation network supports.

The transportation vision for transportation in Greeley is for:

An ample, easy, and connected transportation system provides seamless mobility to enrich lives and promote economic vitality.

B. Mobility Umbrella

As outlined in the Greeley on the Go Master Plan, the new recommended direction for mobility services (formally the Transit Division: Greeley-Evans Transit, GET) is that of integrated mobility that focuses on the user and their access to a variety of seamless, connected mobility options that facilitate a variety of trip types. This new paradigm for mobility integrates transit, on demand, shared mobility, e-mobility, curb management and micromobility (bikes/scooters) services, and autonomous vehicles through a seamless user interface. *Figure A* represents the new mobility concept.

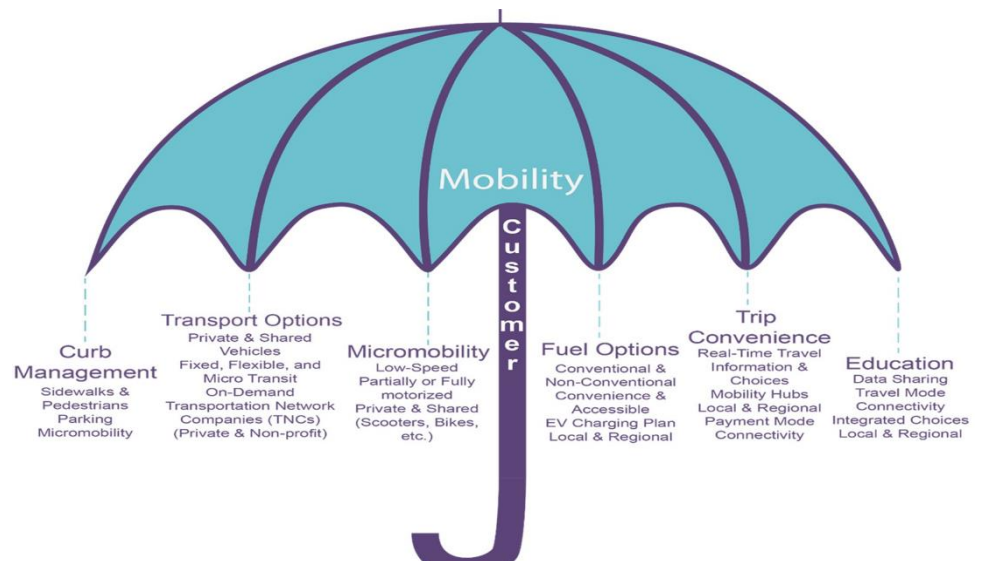


Figure A

The City of Greeley, the North Front Range Metropolitan Planning Council, and State of Colorado past and current planning efforts to address transportation issues include:

Greeley on the Go, Transportation Master Plan

Transportation Systems management and Operations (TSMO) – Currently being completed

Safe Streets for All (SS4A) Comprehensive Safety Action Plan – To be completed concurrently with this plan

2016 GET 5-10 Year Strategic Plan

City of Greeley MERGE Project

NFRMPO LinkNoCo Premium Transit Study

NFRMPO 2045 Regional Transit Element

NFRMPO 2021 Coordinated Public Transit/Human Services Transportation Plan

NFRMPO Regional Active Transportation Plan, 2021

NFRMPO Regional Transportation Plans

- 2045 RTP – existing RTP
- 2050 RTP – currently in planning process; anticipated approval Q3 2023

Colorado Statewide Transportation Plan, 2020

Colorado Statewide Transit Plan, 2020

Within the attached addendum are maps showing the study area, major corridors, and current transit routes.

Goals

The consultant will develop a strategic and phased mobility roadmap for the city to implement. This roadmap will include but will not be limited to mobility projects and services, policies, program recommendations, and strategies as outlined within the Greeley on the Go Transportation Master Plan. The City of Greeley is interested in innovative solutions for delivering MaaS, Mobility as a Service. Strategies may include, but not be limited to, in-depth analysis of current fixed route service, ADA paratransit service, commuter service, microtransit, micromobility, and on demand transit expansion of service options through public and private transit companies (i.e., Uber, Lyft).

Mobility Plan - will develop the framework for community mobility through safe, accessible multi-modal options, creating a balanced transportation network. Encouraging transportation choices and seamless, interoperable access across modes and demographics.

Technology and Connectivity- Identifying and planning for emerging technologies such as user-friendly mobile app that provides multimodal MaaS planning and scheduling application, autonomous vehicles, intelligent transportation technologies, increasing automation and envisioning how technology can enable better connectivity and interaction.

Public Engagement- Implementing an innovative and inclusive public outreach and engagement strategy will be crucial. Current ridership and current partners will play an active role in the changes from traditional transportation to a fully encompassed mobility transportation program within the City of Greeley. Partnerships- Cultivating new and existing partnerships, locally and regionally, for better communication, efficiency, and support. Critically, the outreach should ensure a representative sample of the Greeley population is reached, including historically silent and disengaged community members. Effort should be made to understand how people in the community struggle with transportation and how transit can meet those needs.

Strategic Implementation- Development of implementation roadmap for the mobility division—including short-term, mid-term and long-term needs with phasing and funding.

Section II. Statement of Work

A. Scope of Services

The draft scope of work outlined below provides guidance to the consultant team by outlining the major elements the city has identified for this effort. The city encourages innovative and thoughtful proposals that demonstrate an understanding of the tasks outlined as well as other potential creative and forward-thinking ideas and tasks that may be beneficial to incorporate during the work plan finalization task. The city foresees the need for a range of deliverables, but with an emphasis on highly visual materials that can be easily understood and accessed by a wide range of audiences.

The City's expectations for the new Multimodal Mobility Development Plan can be summarized as follows:

Goal-based – The plan will be organized around the mobility goals and needs developed in partnership with the City of Greeley stakeholders, staff, partners, and policy makers. It shall include public participation.

Action-oriented – An implementation component will be included to ensure that the plan is viable and feasible to incorporate into the City's overall transportation goal and strategies. This plan must include policies for ongoing decision making as well as specific, achievable-actions and strategies, both immediate and long-term solutions.

User-Friendly – The plan's format will be visually engaging and include understandable language to encourage the use by a broad audience (City Council, City leaders and staff, residents, and businesses). The plan will utilize a combination of maps, illustrations, infographics, tables, and succinct writing to convey its message actionable items. The plan should, much like the Greeley Evans Transit's 2016 5-10 Year Strategic Plan, provide a document that is usable and succinct.

Adoption of plan – The City anticipates the information gathering and plan development to take 6- 7 months and the plan to be completed and adopted by the end of the first quarter of 2024.

The following is a list of specific tasks to be considered and reviewed. This list is not a comprehensive list; however, the expectation is that the consultant will be able to add ideas and recommendations and should do so as part of their RFQ response.

1. Outline and analyze existing conditions of local mobility system across the Mobility Umbrella.
 - a. Identify existing ridership needs and gaps.
 - b. Analyze existing GET operations, organizational structure, and KPIs.
 - c. Provide analysis of existing division assets and opportunities to support efficiencies of resources.
 - d. Outline emergent transportation technology and impacts to system.
 - e. Identify existing local private and on-profit Transportation Network Companies and analyze their capacity to partner to support local mobility needs to enhance and expand transit options and the local mobility level of service.
2. Facilitate division goal setting to implement the Mobility Umbrella vision.
 - a. Include staff, public, stakeholder, and ridership involvement while developing goals.
 - b. Include strategies to improve established KPI's including ridership and customer satisfaction.
3. Recommend service improvements to provide a balanced mobility services system and meet the Mobility Umbrella vision.
 - a. Recommended mobility service changes shall include service times, schedules, stops, and cross-modal coordination under several potential fiscal constraint scenarios.
 - b. Identify feasible level of service and KPI improvements through efficiencies in departmental resources and strategic reallocation of mobility services.
 - c. Include recommendations for both in-house and contracted services to meet mobility demands.

- d. Recommend strategies and policies to leverage emergent technologies to improve mobility systems.
 - e. Recommend standard infrastructure and outline facility needs to achieve the Mobility Umbrella vision and support multimodal connections and coordination.
 - f. Identify and prioritize associated infrastructure and software improvements into project pipelines to support Mobility Umbrella vision and rider needs.
 - g. Analyze impact of recommended services on riders and outline strategy to mitigate negative impacts.
 - h. Recommend Mobility Coordination Application functionality to support Mobility Umbrella vision.
 - i. Recommend fare structure and subsidy scenarios to support recommended services and Mobility Umbrella vision.
 - j. Provide financial impacts, cost analysis, and financial plan of recommended and potential in-house, contracted, and subsidized services; include both operational and capital finances.
4. Create transition recommendations and a roadmap for implementation.
 - a. Include needed policy and organizational changes including coordination of land use and mobility.
 - b. Include operations implementation and communications plan.
 5. Recommend mobility performance measures.

B. Project Management and Organization

The City of Greeley will assign a project manager upon completion of the selection process. Greeley staff will assist the consultant with coordination of meetings. The consultant will prepare a work plan including a refined scope, timeline, and budget.

C. Period of Award

The completion date of providing the required qualifications and services shall be December 31st, 2024

If the City desires to extend the contract, no later than thirty (30) days prior to expiration, the City's Purchasing Contact may send a notice in writing to the vendor requesting firm pricing for the next twelve-month period. After the City evaluates the firm pricing qualification from the vendor, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extensions of the terms of the contract shall be null and void if the contract has been terminated or revoked during the initial term or any extension thereof. All decisions to extend the contract are at

SECTION III. ADMINISTRATIVE INFORMATION

A. Issuing Office

The City's contact name listed herein is to be the sole point of contact concerning this RFQ. Offerors shall not directly contact other personnel regarding matters concerning this RFQ or to arrange meetings related to such.

B. Official Means of Communication

All official communication from the City to offerors will be via postings on an electronic solicitation notification system, the Rocky Mountain Bid System (www.rockymountainbidsystem.com). The Purchasing Contact will post notices that will include, but not be limited to, qualification document, addenda, award announcement, etc. It is incumbent upon offerors to carefully and regularly monitor the Rocky Mountain Bid System for any such postings.

C. Inquiries

Prospective offerors may make written inquiries by email before the written inquiry deadline concerning this RFQ to obtain clarification of requirements. There will be opportunity to make inquiries during the pre-qualification conference, if any. No inquiries will be accepted after the deadline. Inquiries regarding this RFQ (be sure to reference RFQ number) should be referred to:

E-Mail: Purchasing@greeleygov.com
Subject Line: RFQ #F23-08-074

Response to offerors' inquiries will be published as addenda on the Rocky Mountain Bid System in a timely manner. Offerors cannot rely on any other statements that clarify or alter any specification or other term or condition of the RFQ.

Should any interested offeror, sales representative, or firm find any part of the listed qualifications, specifications, terms and conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the Purchasing Contact of such matters immediately upon discovery.

D. Insurance

The successful contractor will be required to provide a Certificate of Insurance (Exhibit 3) or other proof of insurance naming the City of Greeley as "additional insured". Coverage must include COMMERCIAL GENERAL LIABILITY coverage with minimum limits of \$2,000,000, and WORKER'S COMPENSATION coverage with limits in accordance with State of Colorado requirements.

COMPREHENSIVE AUTOMOBILE LIABILITY with minimum limits for bodily injury and property damage coverage of at least \$1,000,000, plus an additional amount adequate to pay related attorneys' fees and defense costs, for each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of this agreement.

The City shall be named as additional Insured for General and Auto Liability Insurance.

E. Modification or Withdrawal of Qualifications

Qualifications may be modified or withdrawn by the offeror prior to the established due date and time.

F. Minor Informalities

Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors. The Purchasing Manager may waive such informalities or allow the vendor to correct them depending on which is in the best interest of the City.

G. Responsibility Determination

The City will make awards only to responsible vendors. The City reserves the right to assess the offeror's responsibility at any time in this RFQ process and may not make a responsibility determination for every offeror.

H. Acceptance of RFQ Terms

A qualification submitted in response to this RFQ shall constitute a binding proposal. The autographic signature of a person who is legally authorized to execute contractual obligations on behalf of the offeror shall indicate acknowledgment of this condition. A submission in response to this RFQ acknowledges acceptance by the offeror of all contract and other terms and conditions as set forth herein.

I. Protested Solicitations and Awards

Right to protest. Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract must protest in writing to the City Manager as a prerequisite to seeking judicial relief. Protestors are urged to seek informal resolution of their complaints initially with the Purchasing Manager. A protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. A protest with respect to an invitation for bids or request for qualifications shall be submitted in writing prior to the opening of bids or the closing date of qualifications, unless the aggrieved person did not know and should not have known of the facts giving rise to such protests prior to bid opening or the closing date for qualifications.

1. Stay of procurement during protests. In the event of a timely protest under Subsection (A) of this Section, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the City Manager makes a written determination on the record that the award of a contract without delay is necessary to protect substantial interest of the City. (Ord. 75, 1984 §2 (part))

J. Confidential/Proprietary Information

All qualifications will be confidential until a contract is awarded and fully executed. At that time, all qualifications and documents pertaining to the qualifications will be open for public inspection, except for material that is proprietary or confidential. However, requests for confidentiality can be submitted to the Purchasing Contact provided that the submission is in accordance with the following procedures. This remains the *sole responsibility* of the offeror. The Purchasing Contact will make no attempt to cure any information that is found to be at variance with this procedure. The offeror may not be given an opportunity to cure any variances after qualification opening. **Neither a qualification in its entirety, nor qualification price information will be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFQ.

K. Acceptance of Qualifications Content

The contents of the qualification (including persons specified to implement the project) of the successful contractor shall become contractual obligations into the contract award. Failure of the successful offeror to perform in accordance with these obligations may result in the cancellation of the award and such offeror may be removed from future solicitations.

L. RFQ Cancellation

The City reserves the right to cancel this RFQ at any time, without penalty.

M. Negotiation of Award

In the event only one (1) responsive qualification is received by the City, the City reserves the right to negotiate the award for the services with the offeror submitting the qualification in lieu of accepting the qualification as is.

N. Contract

A sample copy of the contract award the City will use to contract for the services specified in this RFQ is attached as Exhibit 2. The attached contract is only a sample and is not to be completed at this time. A submission in response to this RFQ acknowledges acceptance by the offeror of all terms and conditions as set forth herein in the sample contract.

O. RFQ Response/Material Ownership

All material submitted regarding this RFQ becomes the property of the City of Greeley, unless otherwise noted in the RFQ.

P. Incurring Costs

The City is not liable for any cost incurred prior to issuance of a legally executed contract and/or a purchase order.

Q. Utilization of Award by Other Agencies

The City of Greeley reserves the right to allow other State and local governmental agencies, political subdivisions, and/or school districts to utilize the resulting award under all terms and conditions specified and upon agreement by all parties. Usage by any other entity shall not have a negative impact on the City of Greeley in the current term or in any future terms.

R. Non-Discrimination

The offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

S. News Releases

Neither the City, nor the offeror, shall make news releases pertaining to this RFQ prior to execution of the contract without prior written approval of the other party. Written consent on the City's behalf is provided by the Communications and Engagement Department.

T. Certification of Independent Billing Rate Determination

1. By submission of this qualification each offeror certifies, and in the case of a joint qualification each party, thereto certifies as to its own organization, that in connection with this procurement:
 - a) The billing rates in this qualification have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such rates with any other offeror or with any competitor.
 - b) Unless otherwise required by law, the billing rates which have been quoted in this qualification have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and
 - c) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a qualification for the purpose of restricting competition.
2. Each person signing the Request for Qualification form of this qualification certifies that:
 - a) He/she is the person in the offeror's organization responsible within that organization for the decision as to the qualifications and prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above; or
 - b) He/she is not the person in the offeror's organization responsible within that organization for the decision as to the qualifications and prices being offered herein but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1.a) through (1.c) above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above.
3. A qualification will not be considered for award where (1.a), (1.c), or (2.) above has been deleted or modified. Where (1.b) above has been deleted or modified, the qualification will not be considered for award unless the offeror furnishes with the qualification a signed statement which sets forth in detail

the circumstances of the disclosure and the City's Purchasing Manager, or designee, determines that such disclosure was not made for the purpose of restricting competition.

4. The Contract Documents may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document. The Contract Documents, including all component parts set forth above, may be executed and delivered by electronic signature by any of the parties and all parties consent to the use of electronic signatures.

U. Taxes

The City of Greeley is exempt from all federal excise taxes and all Colorado State and local government sales and use taxes. Where applicable, contractor will be responsible for payment of use taxes.

V. Assignment and Delegation

Neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

W. Availability of Funds

Financial obligations of the City of Greeley payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void without penalty to the City.

X. Standard of Conduct

The successful firm shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee as may be necessary.

The City may request the successful firm to immediately remove from this assignment any employee found unfit to perform duties due to one or more of the following reasons:

1. Neglect of duty.
2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
3. Theft, vandalism, immoral conduct or any other criminal action.
4. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for the City.

Y. Damages for Breach of Contract

In addition to any other legal or equitable remedy the City may be entitled to for a breach of this Contract, if the City terminates this Contract, in whole or in part, due to contractor's breach of any provision of this Contract, contractor shall be liable for actual and consequential damages to the City.

Z. Other Statutes

1. The signatory hereto avers that person is familiar with Colorado Revised Statutes, 18-8-301, et seq. (Bribery and Corrupt Influence) and 18-8-401, et seq. (Abuse of Public Office) as amended, and that no violation of such provisions is present.
2. The signatory hereto avers that to the person's knowledge, no City of Greeley employee has any personal or beneficial interest whatsoever in the service or property described herein. See CRS 24-18-201 and CRS 24-50-507.

SECTION IV. QUALIFICATION SUBMISSION

Following are the response requirements for this RFQ. All specific response items represent the minimum information to be submitted. Deletions or incomplete responses in terms of content or aberrations in form may, at the City's discretion, render the qualification non-responsive.

RFQ responses must be emailed to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for qualifications. **DO NOT** submit your RFQ Response to multiple email addresses. Emails sent to other City emails will be considered as non-responsive and will not be reviewed.

Qualifications shall be submitted in a PDF file under 20MB. The Qualifications must not exceed 20 total pages, excluding cover letter, index or table of contents, front and back covers, billing rate schedules, and title pages/separation tabs. Pages shall be 8 ½ x 11 inches except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the qualifications and appendices. Resumes included as an appendix are not considered part of the 20 pages.

The RFQ number and Project name must be noted in the subject line, otherwise the qualifications may be considered as non-responsive to the RFQ.

Electronic submittals will be held, un-opened, until the time and date noted in the RFQ documents or Posted addenda.

To facilitate the evaluation, the offeror shall submit and organize all responses in the same order as listed in Section V. Qualifications that are determined to be at a variance with this requirement may not be accepted.

Late qualifications will not be accepted. It is the responsibility of the offeror to ensure that the qualifications are received at the City of Greeley's Purchasing Division on or before the qualifications due date and time.

SECTION V. RESPONSE FORMAT

The following items are to be included in your qualifications, in the order listed. Deviation from this may render your qualifications non-responsive.

A. Cover Letter

Include a cover letter introducing your company, summarizing your qualifications, and any other areas of the RFQ you may want to emphasize. This letter should also provide principal contact information for this RFQ, including address, telephone number, fax number, e-mail, and website (if applicable).

B. Use of Subcontractors/Partners

There may be areas for use of subcontractors or partners in this project. If you are utilizing this approach, your qualifications must list the subcontractors/partners, their area(s) of expertise, and include all other applicable information herein requested for the prime for each subcontractor/partner. Please keep in mind that the City will contract solely with your company, therefore subcontractors/partners remain your sole responsibility.

C. Minimum Mandatory Qualifications

Any offeror (including sub consultants) is required to meet the following minimum mandatory qualifications to qualify for selection.

Include an itemized description of how your company meets each of the minimum mandatory qualifications. Failure to meet or exceed these requirements will disqualify your response.

- Should be registered with SAM.gov
- Should meet all necessary requirements to conduct business in the State of Colorado

D. Company Information (including Sub-Consultants)

1. Provide the following information as listed: Company Name, Address, Phone Number, and Names of Principals.
2. Identify the year in which your company was established and began providing consulting services.
3. Describe any pending plans to sell or merge your company.
4. Provide a comprehensive listing of all the services you provide.
5. Provide a Billing Rate Schedule for all classifications and expenses. Please note that the rates should be valid until December 31, 2024. Please note that the City of Greeley will not pay for any markups on direct expenses. Mileage will be reimbursed per IRS guidelines. The billing rate schedule should be a separate attachment and is not counted towards the page count. Please mark this as confidential if so desired.

E. Evaluation Criteria

Evaluation Criterion #1 - e.g., Company and Personnel Qualifications

1. Describe your customer service philosophy.
2. Provide information from at least three projects of similar scope. Include, at a minimum, the following information:
 - 1) company name, 2) contact name, 3) phone number, 4) fax number, 5) email address, 6) brief description of project scope and value, 7) status of project.

The City reserves the right to contact the references provided in your qualifications as well as other references without prior notification to you.

4. Provide an organizational structure (flow chart), showing all personnel who will work on executing the Scope of Services, including the identity of any alternate personnel, subconsultants or sub-contractors the Team intends to utilize to perform the Scope of Services. Please note that any changes in key personnel, especially the Project Manager, from those proposed in the proposal will need to be approved by the City. The City reserves the right to cancel the contract if there is a significant change in the staffing plan and personnel proposed to work on the project.
5. List the names of the subcontractors you expect to use, the services to be provided by the subcontractors and the amount of time that each is expected to spend on the project. Also, include the names and resumes of the key subcontractor personnel who will be working on the project.
6. Staffing Matrix: Provide a staffing matrix that graphically depicts the key personnel identified in above, who worked on the example projects listed above, and what their role was with respect to each example project. List the roles and responsibilities each of those personnel will have with respect to the proposed project and availability of the staff to work on the project.
7. Provide a specific timeline or schedule for the work. (Spell out mile marks if needed. Example: including development of preliminary design & cost estimates, meetings with City staff, completion of final design, cost estimates and bidding documents.) Show milestones and completion dates on the schedule.

Evaluation Criterion #2 – e.g., Project Understanding and Approach to Scope of Work

1. Describe project approaches and/or ideas that you would apply to this project and that you feel would enhance the quality of your services and best facilitate the goals and objectives outlined within the adopted transportation plan and identified mobility umbrella. Examples of other work should be included.
2. Describe how the team will handle quality control, specifically how design issues would be monitored and resolved, plans checked and cross-referenced and bid documents ensured to be complete, accurate, and coordinated with subcontractors.

3. The project approach should include a proposed schedule and deliverables that support the project narrative.

E. Qualification Acknowledgement

Include this form as provided in Exhibit 1.

F. Certificate of Insurance

A sample Certificate of Insurance is provided in Exhibit 3.

H. Debarment Form

Include this form as provided in Exhibit 4.

SECTION VI. EVALUATION AND AWARD

A. Qualifications Evaluation

All qualifications submitted in response to this RFQ will be evaluated by a committee in accordance with the criteria described below. Total scores will be tabulated, and the highest ranked firm will enter into negotiations.

If the City requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. Please note that presentations have been tentatively scheduled per the Schedule of Events on the first page of this RFQ. If your company is invited to give a presentation to the committee, these dates may not be flexible.

In preparing responses, offerors should describe in great detail how they propose to meet the specifications as detailed in the previous sections. Specific factors will be applied to qualification information to assist the City in selecting the most qualified offeror for this contract. Following are the evaluation criteria that will be used. Criteria will be assigned a points value.

	Criteria	Total Points
Criterion 1: Company and Personnel Matrix	A. Does the consultant have direct and correct experience to meet the requirements of this RFQ? B. Does the consultant have the availability and commitment of staff members and resources to complete the tasks set out in the Scope of Work? C. Does the consultant outline their ability meet the expected project completion schedule? Does it align with City of Greeley goals?	50
Criterion 2: Project Understanding and Approach to Scope of Work	A. Did the proposal respond to all aspects outlined in the Scope of Work? B. Did the request for qualifications demonstrate an understanding of the problem and scope of work? C. Does the consultant's approach provide evidence to how the respondent will best meet the needs of the project?	50
Total Possible Points		100

A presentation and/or demonstration may be requested by short-listed offerors prior to award. However, a presentation/demonstration may not be required, and therefore, complete information should be submitted with your qualifications.

B. Determination of Responsibility of the Offeror

The City of Greeley awards contracts to responsible offerors only. The City reserves the right to make its offeror responsibility determination at any time in this RFQ process and may not make a responsibility determination for every offeror.

The City of Greeley's Municipal Code defines a "Responsible Offeror" as one who has "the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance." The City reserves the right to request information as it deems necessary to determine an offeror's responsibility. If the offeror fails to supply the requested information, the City shall base the determination of responsibility upon any available information or may find the offeror non-responsible if such failure is unreasonable.

COOPERATIVE PURCHASING STATEMENT

The City of Greeley encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions. To the extent, other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors; the City of Greeley supports such cooperative activities. Further, it is a specific requirement of this proposal or Request for Qualifications that billing rates offered herein to the City of Greeley may be offered by the vendor to any other governmental jurisdiction purchasing the same products. The vendor(s) must deal directly with any governmental agency concerning the placement of purchase orders, contractual disputes, invoicing, and payment. The City of Greeley shall not be liable for any costs or damages incurred by any other entity.

**EXHIBIT 1
QUALIFICATION ACKNOWLEDGEMENT**

The offeror hereby acknowledges receipt of addenda numbers _____ through _____.

Falsifying this information is cause to deem your qualification nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this RFQ, except where expressly described in your cover letter.

Original Signature by Authorized Officer/Agent

Type or printed name of person signing

Company Name

Title

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Qualifications Valid Until (at least for 90 days)

E-Mail Address

Website Address

Project Manager:

Name (Printed)

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Email Address

EXHIBIT 2
SAMPLE CONTRACT

(Incorporated by Reference)

**EXHIBIT 3
SAMPLE CERTIFICATE OF INSURANCE**

Client#: 12170 GRECI

ACORD. CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)
05/14/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC Insurance Company P. O. Box 1234 Anywhere, USA	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ FAXED ADDRESS: _____ PRODUCER CUSTOMER ID #: _____														
INSURED Sample Certificate	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Financial Rating of A</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Financial Rating of A		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER	TYPE OF INSURANCE	POLICY NO.	POLICY EFF.	POLICY EXP.	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO- PORT <input type="checkbox"/> LOC				EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAMS-MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below				<input checked="" type="checkbox"/> WC STALL- POLICY LIMITS <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 City of Greeley is named as Additional Insured on General Liability. Waiver of subrogation is included on Work Compensation. This insurance is primary and noncontributory to insurance policies held by the City.

CERTIFICATE HOLDER City of Greeley 1000 10th St Greeley, CO 80631-3808	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

EXHIBIT 4
DEBARMENT/SUSPENSION CERTIFICATION STATEMENT

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

UEI # (Optional) _____

Name of Organization _____

Address _____

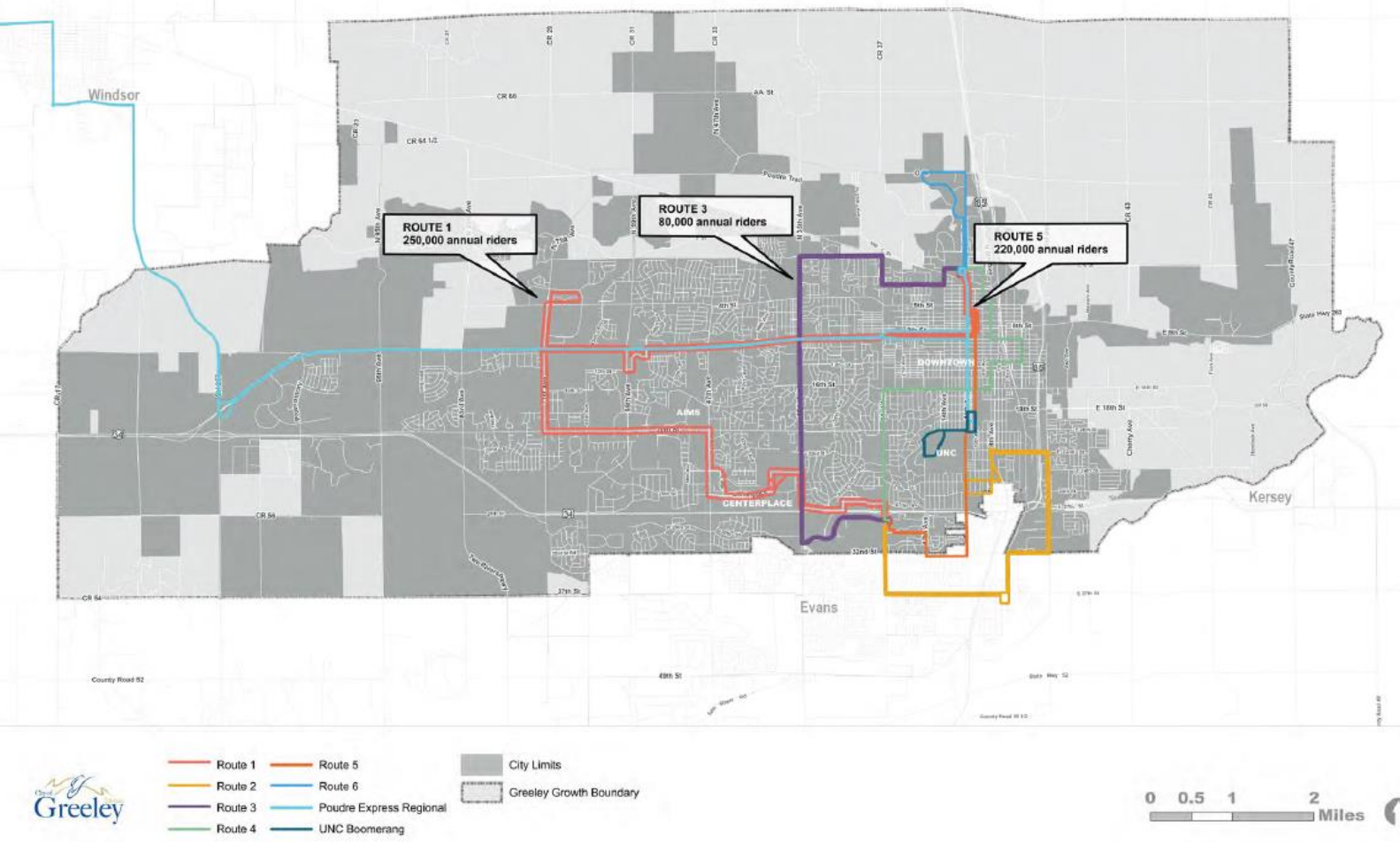
Authorized Signature _____

Title _____

Date _____

Addendum

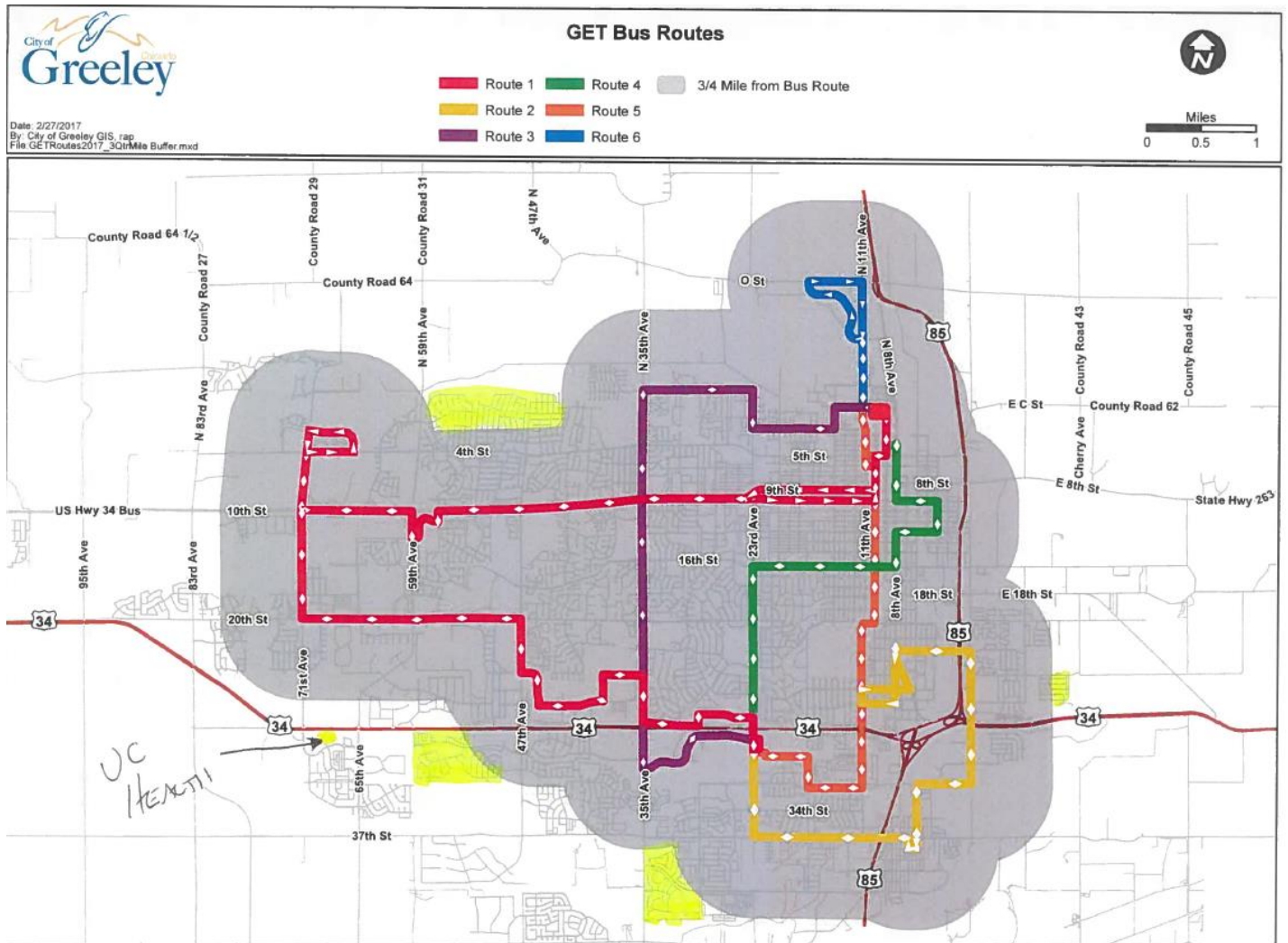
A. Existing Fixed Routes



Greeley-Evans Transit currently operates eight routes as seen above in our system map.

1. Red/Route 1 – Existing Schedule
2. Yellow/Route 2 – Existing Schedule
3. Purple/Route 3 – Existing Schedule
4. Green/Route 4 – Existing Schedule
5. Orange/Route 5 – Existing Schedule
6. Blue/Route 6 – Existing Schedule
7. Poudre Express Regional Route – Existing Schedule
8. UNC Boomerang – Existing Schedule

B. Existing Paratransit Service Area and Call-n-Ride Service Details



Greeley-Evans Transit operates Paratransit service in-house. The paratransit zone is outlined above. The gray service area is the ADA required $\frac{3}{4}$ a mile from GET fixed-route local services. Areas highlighted in yellow are expanded paratransit service to avoid diving service in neighborhoods and to serve the UC Health hospital in west Greeley. Rides cost \$3 for a one-way trip and must be scheduled one to fourteen days in advance. GET Paratransit Service operates:

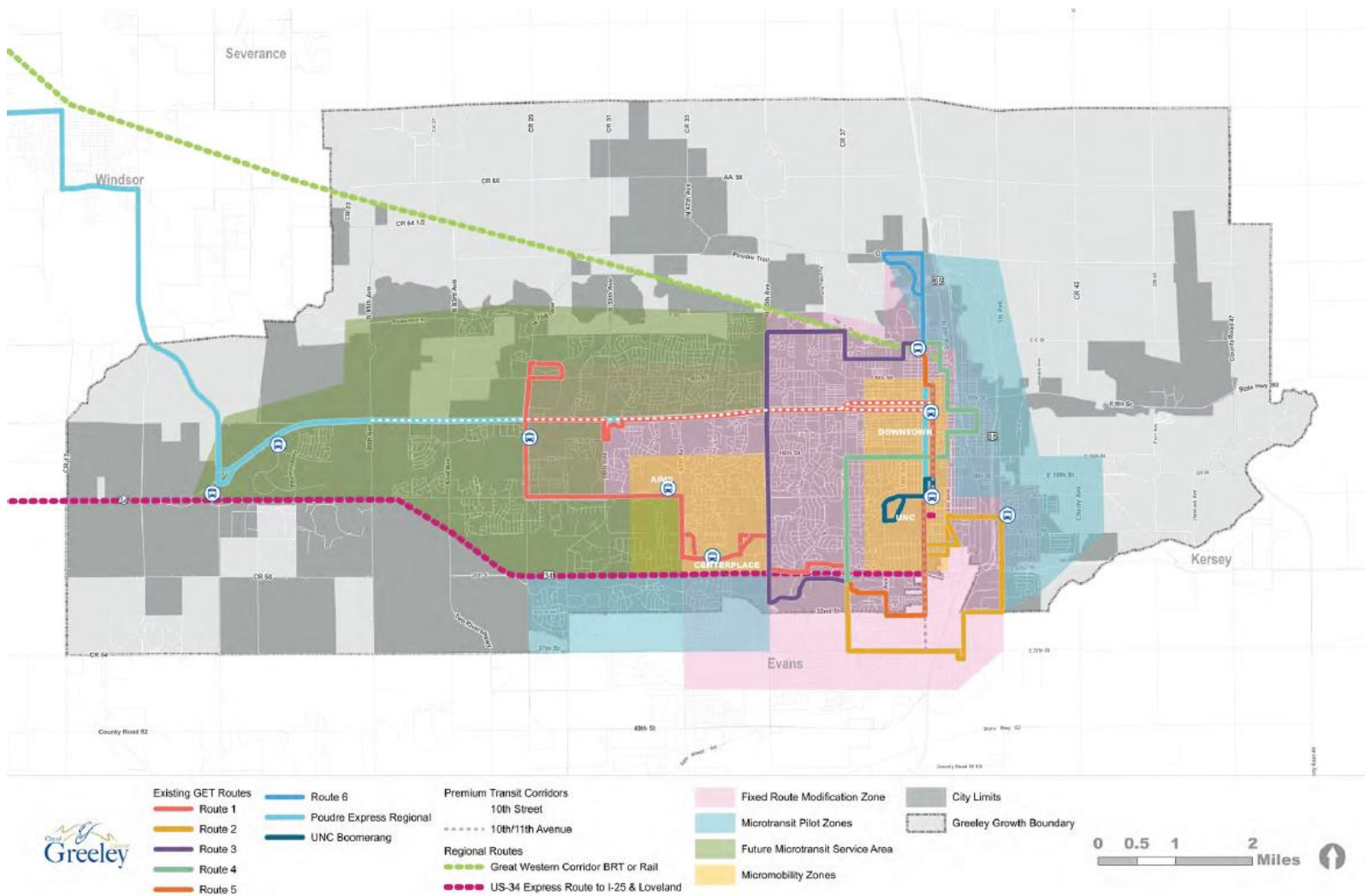
- Monday-Friday 5:45 AM to 6:30 PM
- Saturday 6:30 AM to 5:30 PM
- During call-n-ride hours

GET currently operates a [call-n-ride service](#) to expand mobility access. Rides must be scheduled one to fourteen days in advance. Call-n-ride is a door-to-door service available to the general public for \$3/trip after normal fixed route hours end:

- Monday through Saturday until 9 PM
- Sundays from 7:45 AM to 1:45 PM

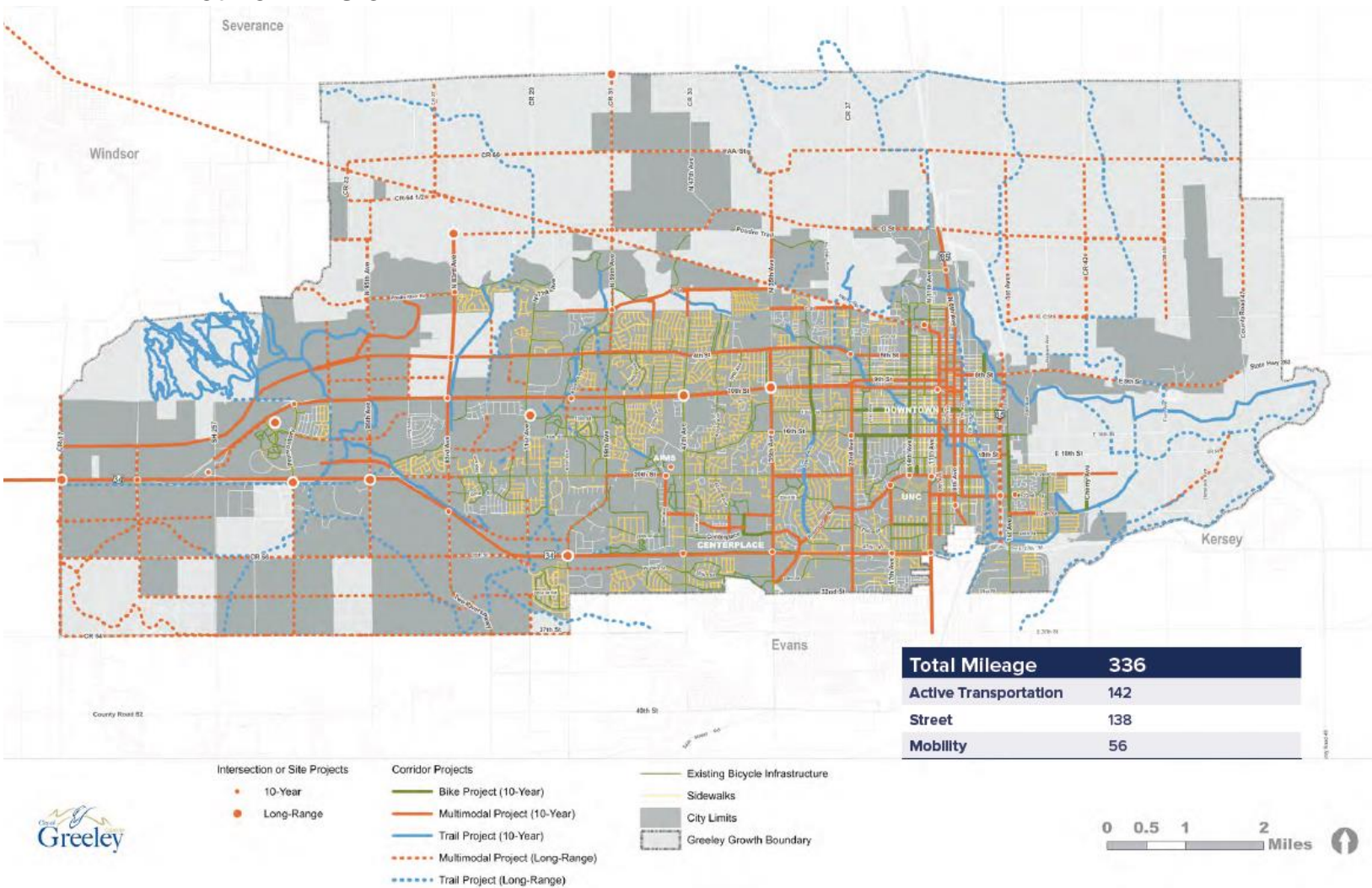
Additionally, GET operates a curb-to-curb call-n-ride service to [UC Health](#) in west Greeley.

c. Greeley on the Go Transportation Master Plan Long-Term Mobility Vision



The map above displays the Greeley on the Go Transportation Master Plan of a potential long-term mobility vision within the City of Greeley. Notable changes include introducing micromobility and microtransit into the system, modifying fixed routes (including potential BRT corridors on 10th Street and 10th/11th Avenues), creating mobility hubs throughout the community, and adding regional routes along US34 and along the Great Western Corridor (BRT or Rail). These recommendations must be explored and evaluated further during the Mobility Development Plan.

D. Greeley on the Go Transportation Master Plan Long-Term Multimodal Network Vision



The map above displays the Greeley on the Go Transportation Master Plan of the recommended long-term multimodal network within the City of Greeley. This map provides context to the recommended multimodal infrastructure in the City.