

## **REQUEST FOR QUALIFICATIONS**

The Move Rolla Transportation Development District (TDD) is requesting qualification statements from firms desiring to provide professional services for the following:

### **Traffic data collection and modeling**

The TDD is seeking professional services to assist in the data collection and traffic modeling of the existing roadway network including but not limited to Tim Bradley Way, Route 63, Route E, and Kingshighway. The traffic modeling shall include any existing signals and evaluate the LOS of the roadway network and intersections and evaluate for a future no-build scenario. The model shall also take into account pedestrian/bike traffic.

### **Future Build Scenarios**

The TDD is seeking professional services to evaluate future build scenarios for the above-mentioned roadway network. The build scenarios shall include an outer road between the Westside Marketplace and Vista Drive, an overpass connecting the outer road to 10<sup>th</sup> Street, improved intersection at Vista Drive/Route E, and improvements to any intersection determined to be failing in the future no-build scenario. Future Build Scenarios shall also include improvements to the pedestrian facilities in the planning area.

### **Conceptual Design**

The chosen consultant shall evaluate improvements to the roadway network and provide conceptual designs for the chosen improvements with cost estimates. The improvements will be chosen by the TDD board for conceptual design.

### **Pedestrian and Bicycle Safety**

Pedestrian and Bicycle Safety are of the utmost importance to the TDD Board. Any improvements considered for conceptual design must include enhancements for bicycle and pedestrian safety. The chosen consultant shall evaluate the existing roadway network for pedestrian/bicycle safety and propose improvements to be included with conceptual designs.

## EVALUATION CRITERIA

All submitted Statements of Qualifications will be evaluated by a TDD review panel based on the following criteria. The TDD reserves the right to request additional information or clarification from any respondent during the evaluation process.

Criteria	Description	Maximum Points
1. Firm Qualifications and Experience	Demonstrated experience in traffic modeling and development of conceptual designs. Includes relevant project history and references.	25
2. Technical Approach and Understanding of Scope	Clarity, completeness, and feasibility of the proposed approach to meeting the TDD's technical and operational requirements	20
3. Key Personnel and Team Structure	Qualifications and experience of proposed team members, including project manager and technical staff. Includes organizational structure and roles.	15
4. Innovation of pedestrian and bicycle safety	Demonstrated ability to think "out of the box" for pedestrian and bicycle safety. Includes relevant project history and references.	20
5. Project Management and Timeline	Ability to meet the project timeline, including a clear plan for coordination with TDD and City staff. Includes proposed schedule and milestones.	10
6. Responsiveness and Quality of Submission	Overall quality, clarity, and organization of the proposal. Responsiveness to all RFQ requirements.	10

**Total Possible Points: 100**

## SELECTION PROCESS

The TDD may invite top-ranked firms for interviews or presentations as part of the final selection process. Final selection will be based on the best overall qualifications, fit with the TDD's needs. The process is being managed by the City of Rolla.

## SUBMITTAL INFORMATION & INSTRUCTIONS

### A. Tentative RFQ Schedule & Services Timeline

The following is a tentative schedule of the RFQ key dates. While the City will attempt to apply the necessary resources to maintain this schedule, the following dates are merely projections, and the City reserves the right to modify this schedule as needed to accommodate the completion of this RFQ process.

Item	Due Date
RFQ Published	2/20/26
Deadline to Submit Questions	3/09/26
Answers to Questions Published	3/13/26
Deadline to Submit Qualifications	3/20/26
Evaluation & Selection of Qualified Vendors	Week of 3/23/26
Interviews with Qualified Vendors	Week of 3/23/26
Review and Finalization of Selected Proposal	3/30/26
Negotiation of Professional Services Contract	Week of 4/06/26
Council/TDD Board Approval	TBD

### B. Questions, Answers & Addendum to RFQ

All questions pertaining to this RFQ should be submitted directly to the Public Works Director, Darin Pryor, at [dpryor@rollacity.gov](mailto:dpryor@rollacity.gov) until 3/09/2026, at 5:00 PM CST. Responses to all questions submitted will be posted on the City's Bids and RFPs webpage at the address below on 3/13/2026. Changes to the RFQ itself shall only be made by the City via a formal written addendum and shall become a part of the RFQ document.

[https://rollacity.gov/how\\_do\\_i/bids\\_rfps.php](https://rollacity.gov/how_do_i/bids_rfps.php)

### C. Submittal Process

Qualifications are due to the Public Works Director Darin Pryor on 3/20/2026, by 5:00 PM CST. Qualifications will only be accepted in Portable Document Format (PDF). No exceptions to this requirement will be considered. Qualifications submitted by any other method, such as hard copy or by mail, will be disqualified. Failure to submit the required documents by the deadline shall

result in disqualification for consideration. Qualifications may be submitted at any time prior to the RFQ submittal deadline.

## **IX. TERMS & CONDITIONS**

- The City of Rolla reserves the right to accept or reject any or all submittals, waive any informalities or irregularities, and modify or cancel this RFQ in part or in its entirety at any time.
- The City reserves the right to request clarification, additional information, or supplemental materials from any respondent during the evaluation or selection process.
- All responses become the property of the City of Rolla and are subject to disclosure under Missouri Sunshine Laws.
- Any costs incurred by respondents in preparing or submitting a response to this RFQ, including interviews, presentations, or contract negotiations, shall be borne solely by the respondent.
- Submittal of qualifications does not obligate the City to award a contract, nor will any respondent be entitled to claim any compensation for participation.
- The City makes no guarantees regarding the amount of work or value of services to be awarded as a result of this RFQ. Award of a contract does not guarantee any minimum volume of services or exclusivity.
- Selection will be based on demonstrated competence and professional qualifications. Cost may be considered during contract negotiations, but it shall not be the sole or primary factor in the selection process.
- The City reserves the right to disqualify any respondent that is debarred, in litigation with the City, or has previously failed to perform under a contract with the City.
- Submission of a response to this RFQ shall not create any legal or contractual rights for the respondent. Only execution of a formal agreement approved by the City Council shall bind the City.
- By submitting a response, the respondent certifies that its proposal is made without prior understanding, agreement, or connection with any other entity submitting a proposal for the same services, and that it is in all respects fair and without collusion or fraud.