

# Request for Proposals

– October 1, 2018 –

## ***On-Call Modeling and Technical Assistance for Transportation Planning Activities***

***Lincoln Metropolitan Planning Organization***

***Lincoln-Lancaster County, Nebraska***

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### **1. Introduction**

The Lincoln Metropolitan Planning Organization (Lincoln MPO) / Lincoln-Lancaster County Planning is soliciting proposals to provide for ***On-Call Modeling and Technical Assistance for Transportation Planning Activities***. This request is in accordance with Nebraska Consultants' Competitive Negotiation Act (Neb. Rev. Stat. §81-1712), the Brooks Act (40 USC 544), 23 CFR 172.5, the Lincoln MPO policies and procurement process for issuing a Request for Proposal (RFP) and contracting with qualified firms.

The purpose of this RFP is to establish contract(s) with one or more qualified firms, for the purpose of assisting the Lincoln MPO in short order and on an as-needed basis to complete various Travel Demand Modeling and Transportation Planning activities. The on-call contract process will facilitate the timely assignment of tasks to consultants, whose services will be dictated by the Lincoln MPO's workload, technical capacity and by the consultants' areas of expertise. Federal-aid funds will be used on individual task orders and all rules and procedures in the LPA Guidelines Manual must be followed.

The Lincoln MPO requires the selected firm to have experience in Metropolitan Transportation Planning and is qualified and experienced with using **TransCAD Modeling software** and **ESRI-Based Geographic Information Systems** that is compatible with Lincoln-Lancaster Planning's software. The firm is to have knowledge of emerging issues and trends in transportation planning and modeling and an understanding in the application of **Performance-Based Planning and Programming (PBPP)** principles and methods for integration into the **Long-Range Transportation Plan (LRTP)**.

Qualified firms are invited to submit a proposal with a statement of qualifications as outlined below. Consultant selection will be made by the Lincoln MPO based on qualifications in accordance with the provisions of this RFP. Selection criteria for award of contract(s) are further described in Section 4. The Lincoln MPO website referred to in this document is located at, [www.lincoln.ne.gov/city/plan/mpo/](http://www.lincoln.ne.gov/city/plan/mpo/).

This Request for Proposal does not commit Lincoln MPO to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Lincoln MPO reserves the right to award contracts to more than one qualified firm, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of Lincoln MPO to do so.

*All consultants interested in doing work for Lincoln MPO are strongly encouraged to review the Nebraska Department of Transportation (NDOT) template task order agreement, template standard Master*

*Indefinite Delivery/Indefinite Quantity (IDIQ) agreement and IDIQ Ordering Procedures prior to responding to any RFP. These documents can be found on NDOT's website link is: <https://dot.nebraska.gov/business-center/consultant/>.*

## **2. Scope of Services**

The work to be performed by the selected consultants is to include but not be limited to the tasks described in this section. The consultant is to provide qualified personnel to complete all of the tasks outlined. Completion of these tasks will require that the consultant to work with the Lincoln MPO staff to gain a clear understanding of proposed project and other relevant information.

The consultant is to utilize the **Lincoln TransCAD travel demand model software** and **ESRI-Based Geographic Information Systems** compatible with Lincoln-Lancaster Planning's software to analyze traffic conditions, project future transportation scenarios, and complete project analysis and mapping. The products of each project will need to be compatible with the existing MPO planning tools that may need to be updated at the conclusion of each project.

### **Role of the Consultant**

The Lincoln MPO's transportation planner will lead all assignments technically and administratively and will be accountable for all results and deliverables. The responsibility of the consultants will be to perform technical work in the areas of traffic forecasting, analysis of socio-economic data, analysis of subarea, corridor, and highway travel data, travel demand model documentation, and/or analytical report writing.

### **Types of Assignments**

Interested parties are invited to submit qualifications to provide services for one or more of the following Assignments. Proposals for each will be evaluated separately, but extra consideration will be given to those firms with staff who are qualified to perform multiple assignments.

- **Travel Demand Forecasting.** This task involves forecasting future-year highway traffic volumes within a specific area or corridor using the Lincoln MPO 's Travel Demand Model based upon TransCAD Modeling software. TransCAD is a 4-step, trip-based travel model trip generation is based upon the existing and committed network and projected land uses over the planning period.
- **Corridor, Subarea or Focus Area Traffic Forecasting.** The model may need to be focused on an area or corridor of interest, validated to current traffic volumes, and modified to reflect the projected land use and network alternatives under consideration.
- **Travel Demand Model Development and Enhancement.** The travel model may need to be updated based upon approved network alternative analysis or modifications.
- **Performance-Based Planning and Programming (PBPP).** Work may include updating the LRTP performance measures and targets that are reviewed and updated each year. This will be based upon data and analysis criteria identified in the LRTP.
- **Technical Analysis and Analytical Report Writing.** Project findings and data will need to be analyzed and documented for MPO Committee review. These reports may be used as report appendices or incorporated into policy recommendations.

- **Reports.** The outcome of a project may include maps, tables, and figures that may need to be created; out-of-date information may need to be updated; and technical processes explained.

The consultant may also work with MPO staff to develop, and analyze socio-economic and land use allocation models to assist in the determination of future traffic projections and sub-area scenario modeling.

### **Current Model**

The Lincoln MPO Travel Demand model is a four-step, trip based, time of day model that includes mode choice as a component. Lincoln MPO currently utilizes TransCAD version 6.0 as the modeling platform. The modeled area includes the existing urban area and the area likely to become urban within the next 20 years and the planned future roadway network extends to 2040. The current model was calibrated/validated to the 2016 network and is composed primarily of urban arterial streets and higher representing existing and committed conditions, posted speeds, number of lanes and parking restrictions.

### **Assignment of Work**

Individual assignments for specific projects will be made on an as-needed basis. Lincoln MPO staff will make specific assignments to the selected on-call Consultant(s) based on experience and expertise, proposed work product, current workload and ability to respond, or other relevant criteria. The scope of work and cost (consistent with submitted fee schedule) for each specific project will be established and agreed to by the Consultant(s) and the Lincoln MPO at the time individual projects are assigned.

The Lincoln MPO makes no specific guarantee of a minimum or maximum number of hours or amount of services, which shall be required of any single Consultant. The award of a contract for on-call services shall in no way be considered an exclusive agreement to provide service for the Lincoln MPO.

### **Long Range Transportation Plan Update**

This scope of work does not include work on the next major updating of the long range transportation plan. A separate effort is undertaken every five (5) years to update the Land Use Plan, the multi-modal transportation model, and the GIS-based analysis tools used in updating the long range transportation plan. A new RFP and scope of work will be initiated in two years for the next major update of the Lincoln MPO transportation model, GIS analysis tools and long-range transportation plan.

## **3. Project Schedule**

It is anticipated that a minimum of one (1) consultant will be awarded a contract under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed two-year contract with an optional two-year renewable terms will have guaranteed contract minimum value of \$5,000 per term with a maximum value of \$75,000 per term. Typical Task Orders that will be awarded under this IDIQ contract will range from \$1,000 to \$15,000. Individual Task Orders may be Cost Plus Fixed Fee, Lump Sum, with a Maximum project contract Not To Exceed \$25,000.

Lincoln MPO reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. Lincoln MPO also reserves the right to accomplish services for future phases on all the above projects with the selected consultant, select another consultant, or utilize its own forces.

It is the desire of the Lincoln MPO to interview three (3) short-listed consulting firms. The evaluation criterion to be used for the short-listing and final selection is outlined below. The anticipated project schedule is listed below.

<b>Activity</b>	<b>Date</b>
RFP Released	October 1, 2018
Deadline for Written Questions	October 10, 2018
Responses to Written Questions	October 17, 2018
Deadline for Submittals	October 26, 2018
Proposals Reviewed and Consultants Short-	November 8, 2018
Short-Listed Consultants Interviewed	November 15, 2018
Consultant Selection	November 29, 2018
Scope and Fee Negotiation Finalized	December 6, 2018
Oversight Committee Approval	To Be Determined
Lincoln MPO Board Approval	To Be Determined
Project Start Date	To Be Determined

#### **4. Evaluation Criteria**

The evaluation and selection of the winning proposal will be based on the qualifications of the responding firm. A consultant evaluation team made up of representatives from Lincoln MPO will screen the proposals to ensure they meet the minimum requirements of the proposal format. A review of qualifying proposals will identify potential firms that most closely meet the needs of the project. Upon review of the proposals, the top three (3) candidate firms will be ranked in order of preference and interviewed.

Price is not a selection factor, and consultants should not include a cost for their services within their proposal. The selection team will use different criteria when developing a short-list and then when evaluating final proposals.

Short-List Criteria	Points
<p>1. Professional qualifications necessary for satisfactory performance</p> <p>a) Project manager and key team members are qualified to perform the services necessary</p> <p>b) Consultant has demonstrated experience with subarea traffic modeling (using TransCAD and ESRI-Based Geographic Information Systems )</p> <p>c) Consultant’s knowledge of Lincoln MPO and MPO processes</p>	50
<p>2. Specialized experience and technical competence in the type of work required</p> <p>a) Consultant has provided comparable projects in which they have been involved. Consultant has limited its number of projects to ten (10) or fewer within its proposal</p> <p>b) Demonstrated experience using computer programs of the consultant, i.e. TransCAD or Cube traffic modeling software</p>	25
<p>3. Past performance of consultant</p> <p>a) Performance evaluations for the firm and study team with Lincoln MPO</p> <p>b) Has the consultant met project schedule on previous projects with Lincoln MPO?</p> <p>c) Has the consultant cooperated with Lincoln MPO staff on previous projects?</p> <p>d) If firm has no experience with Lincoln MPO, did they provide references for previous experience with other MPOs, states, local governments or other appropriate clients?</p> <p>e) Two (2) or more references included by consultant in proposal documentation</p>	25
<b>Total Points</b>	100

Final Selection Criteria	Points
1. Professional qualifications necessary for satisfactory performance a) Project manager and key team members are qualified to perform the services necessary b) Consultant has demonstrated experience with subarea traffic modeling (using TransCAD) c) Consultant's knowledge of Lincoln MPO and MPO processes	50
2. Specialized experience and technical competence in the type of work required a) Consultant has provided comparable projects in which they have been involved b) Demonstrated experience using computer programs of the consultant, i.e. TransCAD or compatible subarea traffic modelling software	20
3. Past performance of consultant a) Performance evaluations for the firm and study team with Lincoln MPO b) Has the consultant met project schedule on previous projects with Lincoln MPO? c) Has the consultant cooperated with Lincoln MPO staff on previous projects? d) If firm has no experience with Lincoln MPO, did they provide references for previous experience with other MPOs, states, local governments or other appropriate clients? e) Two (2) or more references included by consultant in proposal documentation	20
4. Quality of Interview a) Presentation was clear and concise b) Team's answer to the Selection Committee's questions were answered logically and thoroughly	10
<b>Total Points</b>	100

## 5. Submission of Proposals

Five (5) printed copies and one electronic version (PDF preferred) of the proposal must be received in the Lincoln MPO offices by **4:00 PM on October 26, 2018**. Proposals may not exceed 10 pages in length, including appendices and/or supplementary exhibits. A table of contents will not be counted toward the page limit when included in proposals. Proposals must include proof of insurance and compliance with Title VI of the Civil Rights Act.

The sole point of contact regarding the RFP from the date of issuance until selection is identified below.

Mike Brienzo  
Transportation Planner  
Lincoln Metropolitan Planning Organization  
555 South 10<sup>th</sup> Street  
Lincoln NE 68502  
[mbrienzo@lincoln.ne.gov](mailto:mbrienzo@lincoln.ne.gov)

From the issue date of this RFP until announcement of the successful vendor, vendors may contact only the Issuing Officer regarding this RFP. Vendors may be disqualified if they contact any employee or representative of Lincoln MPO other than the Issuing Officer regarding this RFP. Questions about the procurement process will be accepted by Lincoln MPO; all questions must be **submitted in writing by October 10, 2018**. Answers will be posted on the Lincoln MPO website by **October 17, 2018**.

Firms whose proposals are not accepted will be notified as soon as the selected firm has been approved and a contract has been negotiated.

## **6. Indefinite Delivery/Indefinite Quantity (IDIQ) Process**

When ordering specific on-call modeling services, Lincoln MPO will consider each selected firm's proposal along with any performance data on file with Lincoln MPO. Lincoln MPO will consider the firm's qualification, experience, past performance and location.

1. Lincoln MPO will request services in accordance with 48 CFR 16.505 in order to:
  - a. Ensure that all selected consulting firms have a fair opportunity to be considered for each task order
  - b. Provide for minimum task order requirements specified in the RFP
  - c. Maintain an even distribution of work among the selected firms
  - d. Consider the potential impact on the other orders placed with the firm
  - e. Match design services with selected firm's unique
2. Upon selection, Lincoln MPO will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all of the following performance details:
  - a. Detailed scope of work,
  - b. Detailed description of deliverables,
  - c. Description of performance/quality measures
  - d. Time line for delivery of services
3. Order Limitations Clause as stated in 48 CFR 52.216-18, 216-19, 216-22, and 216-27:
  - a. Minimum Order: When Lincoln MPO requires services covered by the Master Agreement in an amount of less than \$1,000, Lincoln MPO is not obligated to purchase, nor is the consultant obligated to furnish, those services under the Master Agreement.
  - b. Maximum Order: The consultant is not obligated to honor:
  - c. Any order for a single item in excess of \$25,000 or
  - d. Any order for a combination of items in excess of \$100,000 per term.

- e. Notwithstanding the Minimum and Maximum Order paragraphs above, the consultant shall honor any order exceeding the maximum order limitations, unless that order (or orders) is returned to the ordering office within 7 days after issuance, with written notice stating the Consultant's intent not to provide the services called for and the reasons. Upon receiving this notice, Lincoln MPO may acquire the services from another consultant.

## **7. Submittal Requirements**

The proposal shall include the following items and be organized in the manner specified below.

### *A. Front Cover*

The proposal shall include a front cover that identifies the Prime Consultant, Subconsultants (if applicable) and the title of the project or service

### *B. Letter of Interest*

The proposal shall include a letter of interest outlining briefly the firm's understanding of the work, as well as a general statement introducing the firm and individuals to be involved. The letter of interest shall not exceed two (2) pages.

### *C. Organizational Chart*

The proposal shall include an organizational chart not to exceed one (1) page.

### *D. Firm Profile & Qualifications*

The proposal shall include general information about the firm, the firm's area of expertise, and the firm's official name and address. Additionally, the proposal shall furnish the following qualifications to be considered for award of the contract:

1. Name of the anticipated project manager and his or her relevant qualifications and experience on similar projects, along with those of any ancillary technical and management personnel who will be involved with the project.
2. Experience of the firm in performing similar work and examples of this work.
3. Name and location of additional consulting firms (subcontractors) whose use is anticipated in order to complete the scope of work, accompanied by explanation of the specific tasks they will perform and the percentage of overall project work.
4. Statement of ability to integrate this contract into the present and anticipated workload of each key team member for the duration of the project.

### *C. Scope of Work*

A breakdown of all tasks listed in the RFP and the proposed approach to completion.

**(NOTE:** The detailed Scope of Services will be negotiated with the selected consultant at the time of contract development.)

#### *D. Conflict of Interest Disclosure*

*The proposal shall include a completed Consultant Conflict of Interest Disclosure form for the prime consultant and any subconsultants.*

#### *E. Proof of Insurance*

The proposal shall include proof of insurance for the prime contractor and any subconsultants.

#### *F. Electronic Copy of Proposal*

An electronic copy of the entire proposal package in .PDF format not to exceed a maximum file size of 5MB on a USB drive.

#### *G. Supplement to Statement of Qualifications*

A completed DR Form 498 not to exceed six (6) pages for the prime consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used. The latest DR Form 498 is available here:

<http://www.transportation.nebraska.gov/rfp/downloads/pdf/dr498.pdf>

### **8. Additional Submittal Requirements**

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be spiral bound. No 3-ring binders.

Five (5) copies of the submittal must be sent to the following:

Mike Brienzo  
Transportation Planner  
Lincoln Metropolitan Planning Organization  
555 South 10<sup>th</sup> Street  
Lincoln NE 68502

All information must be received by **4:00 PM on October 26, 2018**. No exceptions to this deadline will be given.

### **9. Interviews**

The short-listed firms will be notified by telephone of the interview time and duration. Interviews will be capped at 40 minutes maximum; please allot at least 10 minutes for questions and answers. Lincoln MPO's selection committee will conduct interviews with the short-listed firms on **November 15, 2018 at the Lincoln Metropolitan Planning Organization, Conference Room 210, 555 South 10<sup>th</sup> Street, Lincoln NE 68502. Interviews will begin at 10:00 a.m.**

## 10. Disadvantaged Business Enterprises (DBE) Policy

The Omaha –Council Bluffs Metropolitan Area Planning Agency (Lincoln MPO) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S Department of Transportation (DOT), 49 CFR Part 26. Lincoln MPO has received Federal Financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Lincoln MPO has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of Lincoln MPO to ensure that DBEs, as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT assisted contracts;
3. To ensure that the DBE Program is tailored narrowly in accordance with applicable law;
4. To ensure that only firms that meet 49 CFR Part 26 eligibility standards fully are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The following assurance is to be included on all DOT-assisted contracts:

“The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract, or such other remedy as the recipient deems appropriate.”

This Request for Proposal does not commit Lincoln MPO to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. Lincoln MPO reserves the right to award contracts to more than one qualified firm, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of Lincoln MPO to do so.

## 11. General Terms and Conditions

**Conflicts of Interest** – The proposer shall disclose any known or potential conflicts of interest with Lincoln MPO and the Federal Highway Administration (FHWA). The proposer must declare that the proposer is not currently, and will not during the performance of any services for Lincoln MPO, participate in any other work involving a third party with interests in conflict currently or likely to be in conflict with Lincoln MPO’s interests without Lincoln MPO’s approval. All sub-consultants must submit a conflict of interest form as well.

**Amendments to the RFP** – Lincoln MPO reserves the right to amend or cancel any or all parts of this RFP. Revisions to the RFP shall be posted on the Lincoln MPO website at least three (3) full business days prior to the deadline for submittal of responses.

**Non-commitment of Lincoln MPO** – This RFP does not commit Lincoln MPO to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for

services.

**Confidentiality** – Before award of the contract, all responses to this RFP will be designated confidential to the extent permitted by the Nebraska Public Records Law (84-712). After award of the contract (or if not awarded, after rejection of all responses), all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the responses confidential will be regarded as non-effective and will be disregarded.

**Access to Records and Reports** – The proposer acknowledges the selected consultant firm will give Lincoln MPO, NDOR, FHWA, and the Comptroller General of the United States access to any books, documents, papers and records of the consultant firm which pertain directly to the contract for the purposes of making audits, examinations, excerpts, and transcriptions. Related contractual documents will be maintained for no less than three years after the date of termination or expiration of the contract.

**Termination** – Lincoln MPO will retain the right to terminate the contract for convenience or default. These clauses will be incorporated into the contract with the selected consultant firm.

**Civil Rights** – Lincoln MPO is in compliance with Title VI of the Civil Rights Act, as amended, section 303 of the Age Discrimination Act of 1975, as amended, section 202 of the Americans with Disabilities act of 1990, and Federal transit law. Thus, clauses relating to nondiscrimination and equal employment opportunity (race, color, creed, national origin, sex, and disabilities) will be included in the contract with the selected consultant firm.

**Drug Free Workplace** – Lincoln MPO has established and maintains drug-free workplace policies. The selected consultant firm and all sub-consultants must have established and maintain drug-free workplace policies as well, such as those set forth in the Federal Drug Free Workplace Act of 1988.

#### **Award of Contract**

Lincoln MPO reserves the right to negotiate with the selected firm on matters related to project cost, or technical or other considerations that arise following announcement of the award of the contract. A decision to contract with the selected firm will be made by the Lincoln MPO Board of Directors following a recommendation by Lincoln MPO planning staff. Subject to selection and successful negotiation, Lincoln MPO intends to sign a contract on or about **December 6, 2018** with the objective of the selected firm being available work at that time.