



REQUEST FOR PROPOSALS

for

**PROFESSIONAL CONSULTING SERVICES
FOR UPDATING THE GIAMPO TRAVEL DEMAND MODEL AND
LONG RANGE TRANSPORTATION PLAN,
PROJECT NO. PLG-1(56), STATE CONTROL NO. 00992C**

Submittal Opening

Tuesday, February 26, 2019 @ 4:00 pm
City of Grand Island, City Hall
100 East 1st Street
Grand Island, NE 68801

**ENGINEERING DIVISION
DEPARTMENT OF PUBLIC WORKS
GRAND ISLAND, NEBRASKA**

JANUARY 2019



ADVERTISEMENT

**REQUEST FOR PROPOSALS
FOR PROFESSIONAL CONSULTING SERVICES
FOR UPDATING THE GIAMPO TRAVEL DEMAND MODEL AND
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STATE CONTROL NO. 00992C**

CITY OF GRAND ISLAND, NEBRASKA

Sealed proposals will be received by the **City Clerk's Office**, 100 E. First Street, Grand Island, NE 68802 until **4:00 P.M. (local time) on Tuesday, February 26, 2019** for **Professional Consulting Services for Updating the GIAMPO Travel Demand Model and Long Range Transportation Plan; Project No. PLG-1(56), State Control No. 00992C**. Proposals received after the specified time will be retained unopened until after award. Proposals must be based on the City's Request for Proposals.

The Request for Proposal solicitation package, as well as any addenda, may be downloaded from the Quest CDN website, www.QuestCDN.com (www.grand-island.com under Business - Bid Calendar), for a twenty-five dollar (\$25) fee. Alternatively, documents for use in preparing proposals are available at City Hall, Public Works Department (second floor), 100 E 1st Street, Grand Island, Nebraska. Proposals must be received at the City Clerk's Office before the specified time to be considered.

The chosen consultant will be required to comply with the City of Grand's insurance requirements and the Nebraska Department of Transportation's Conflict of Interest policies. This is a Federal Aid project and the selected Consultant will be required to follow the "LPA Guidelines Manual for Federal-Aid Projects" and all applicable Federal, State, and Local requirements and procedures.

Proposals will be evaluated based upon professional qualifications necessary for satisfactory performance; specialized experience and technical competence in the type of work required; past performance of consultant; capacity to accomplish the work in the required time; and quality of interview. Proposals shall remain firm for a period of ninety (90) days after the proposal due date. The City of Grand Island reserves the right to refuse any or all proposal(s), to waive technicalities, and to accept whichever proposal(s) that may be in the best interest of the City, at its sole discretion.

Contact Allan Zafft, MPO Program Manager, by email at allanz@grand-island.com for concerning this Request for Proposal.

TITLE VI

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in

response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

SECTION 504/ADA NOTICE TO THE PUBLIC

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

City Administrator
308-389-0140
100 East First Street, Grand Island, NE 68801
Monday through Friday; 8:00 a.m. to 5:00 p.m.

RaNae Edwards, City Clerk



CITY OF GRAND ISLAND
REQUEST FOR PROPOSALS
FOR PROFESSIONAL CONSULTING SERVICES
FOR UPDATING THE GIAMPO TRAVEL DEMAND MODEL AND
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INTRODUCTION

The City of Grand Island is soliciting proposals to provide professional services in Updating the Grand Island Area Metropolitan Planning Organization (GIAMPO) Travel Demand Model and Long Range Transportation Plan. This request is in accordance with Nebraska Consultants' Competitive Negotiation Act (Neb. Rev. Stat. §81-1702), the Brooks Act (40 USC 1101), 23 CFR 172.5, the City of Grand Island procurement process for issuing a Request for Proposals (RFP) and contracting with qualified firms.

This is a Federal Aid project and the selected consultant will be required to follow the "LPA Guidelines Manual for Federal-Aid Projects" and all applicable Federal, State, and Local requirements and procedures. This manual is located at <https://dot.nebraska.gov/business-center/lpa/projects/>.

The City of Grand Island requires the selected firm to have experience in Metropolitan Transportation Planning and is qualified and experienced with using TransCAD Modeling 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).

This Request for Proposals does not commit the City of Grand Island 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 City of Grand Island reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the Request for Proposals, if it is in the best interest of the City of Grand Island to do so.

Federal Requirements for Performance-based Planning

Moving Ahead for Progress in the 21st Century (MAP-21) placed increased emphasis on performance management within the Federal-aid highway program and transit programs, and requires use of performance based approaches in metropolitan transportation planning. The Fixing America's Surface Transportation Act (FAST Act) made no significant changes to the performance-based planning and programming policy requirements included in MAP-21. This will be a critical consideration in this LRTP update.

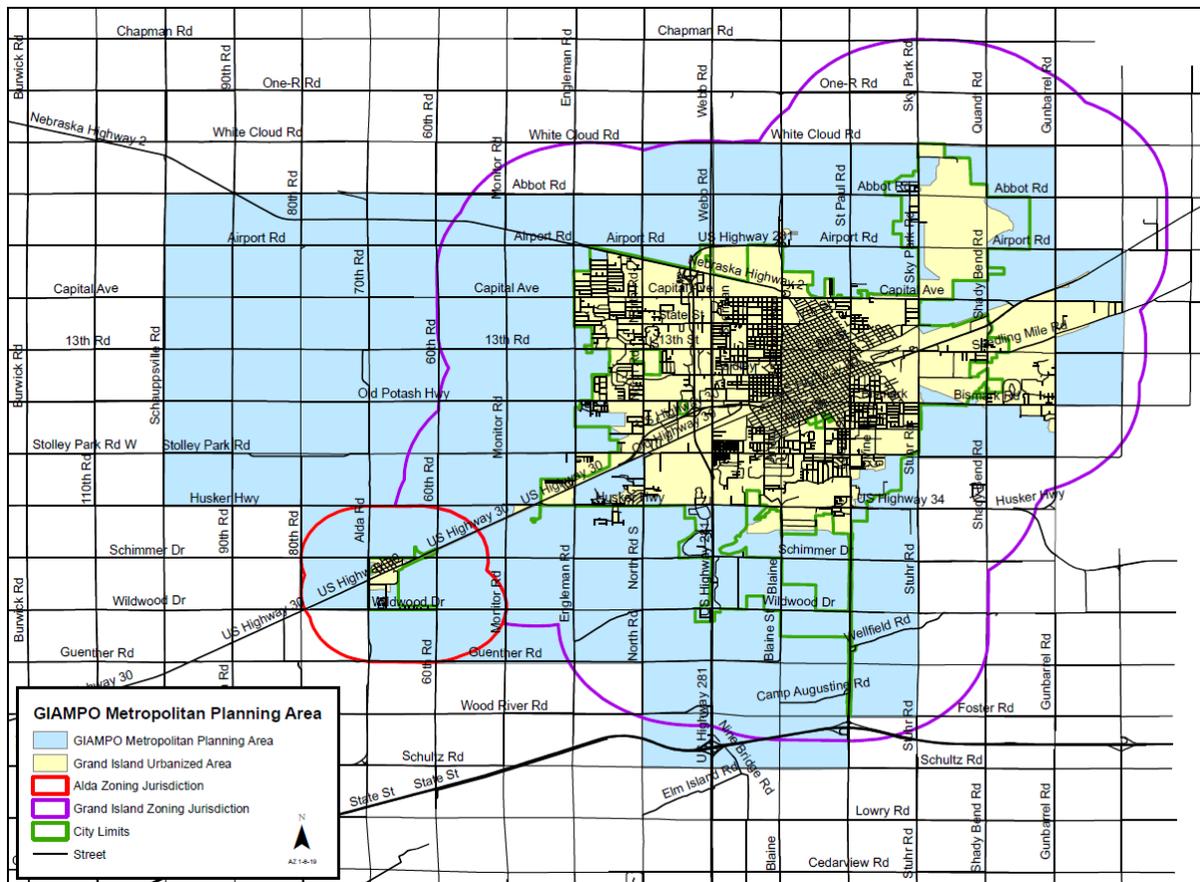
Metropolitan planning organizations in cooperation with the State and public transportation operators, shall develop long-range transportation plans and transportation improvement programs through a performance driven, outcome-based approach to planning. [23 USC § 134(c)(1); 49 USC § 5303(c)(1)] The metropolitan transportation planning process shall provide for the establishment and use of a performance-based approach to transportation decisionmaking.... [23 USC §134(h)(2); 49 USC § 5303(h)(2)]

BACKGROUND

About GIAMPO

GIAMPO is the federally-designated Metropolitan Planning Organization (MPO) for the Grand Island metropolitan region. The GIAMPO planning area comprises the City of Grand Island, Village of Alda, portions of Hall County, and a portion of west Merrick County.

GIAMPO Metropolitan Planning Area (MPA)



In April 2016, the GIAMPO Policy Board adopted the current and first Long Range Transportation Plan, *Journey 2040*, for the Grand Island planning area. *Journey 2040* outlines policy recommendations and projects to move the region towards achieving the plan's goals and objectives.

GENERAL SCOPE OF WORK

Standard Work Categories anticipated on this project are:

- 102 - Transportation Planning
- 211 - Public Involvement

Information regarding the Standard Work Categories can be found on the Nebraska Department of Transportation's (NDOT) website at <https://dot.nebraska.gov/business-center/consultant/certification/>.

The overall objective of this project is to obtain GIAMPO Policy Board approval of the Long Range Transportation Plan (LRTP) update by February 2021. The general scope of work has three (3) major elements resulting in the development of an updated Long Range Transportation Plan for GIAMPO covering the Metropolitan Planning Area. These elements are the following: Updating the GIAMPO Travel Demand Model, Updating the Long Range Transportation Plan, and Public Involvement and Stakeholder Outreach. The assumptions, procedures, data, and

decisions made which culminates in the successful completion of this project must be sound and clearly documented. The plan must be consistent with the regulations outlined in 23 CFR 450.324.

The work to be performed by the selected consultant is to include but not be limited to the tasks described below for the three (3) major elements. 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 GIAMPO staff to gain a clear understanding of the proposed project and other relevant information.

Updating the GIAMPO Travel Demand Model

The first objective is to update and enhance the current TransCAD model for the base year of 2017 or 2018. The GIAMPO model uses TransCAD modeling software which is a traditional four-step travel modeling process. The consultant will work with GIAMPO staff, NDOT, and the Federal Highway Administration to update the baseline model. This work is to include evaluating and updating each of the four processes (trip generation, trip distribution, mode choice, and traffic assignments), which consists of tasks such as the following:

- Update model resource code to latest TransCAD version
- Transportation Analysis Zone (TAZ) structure and socioeconomic data update
- Roadway network and attributes update
- Centroid connectors update
- Utilize the mode split functionality of TransCAD, if applicable
- Evaluate and update and/or develop the origin-destination (O-D), trip tables and other required datasets
- Calibration and validation

The existing GIAMPO Model was developed in 2015 using TransCAD (version 7.0) modeling software with network or centerline files developed in ArcGIS. The update will be in TransCAD version 8.0. The modeled area includes the existing urban area and the area likely to become urban within the next 20 to 25 years. The *Travel Demand Model Technical Report* documents the model development and model process for the current model. This report is available here:

<https://www.grand-island.com/departments/public-works/metropolitan-planning-organization/giampo-long-range-transportation-plan>

The consultant will develop socioeconomic datasets for 2030 and 2045, which will be used towards the development of 2030 and 2045 model run (see Future Traffic Assignments of this Request for Proposals).

Updating the GIAMPO Long Range Transportation Plan

The consultant will work with GIAMPO staff and the GIAMPO Technical Advisory Committee in the updating the fiscally constrained multi-modal Long Range Transportation Plan and the associated performance-based planning analysis to document the processes, data, and analyses used as the basis for future to make investment decisions.

The LRTP update will include key items, including: 1) changes to the GIAMPO transportation network, land uses, and socioeconomic characteristics that have occurred since the 2016 Plan (*Journey 2040*); 2) integration of recently completed pedestrian, bicycle, transit, freight, and roadway projects and plans; 3) assessment of project needs and the performance impacts of those projects; and 4) the evaluation and prioritization of future infrastructure investments. The plan is to include the following basic elements:

Future Conditions Assessment and Emerging Issues. Assist GIAMPO in defining transportation issues and needs in the urban and regional area and identify the new challenges and emerging issues that will need to be addressed. This will include identifying the possible effects of demographic trends and effect travel demand within the urban area.

Goals, Performance Measures, and Desired Trends or Targets. Review and update the goals and objectives established in the 2016 Plan. Taken together with PBPP objectives, these will form the basis for selecting policies and investments in developing the components of the LRTP to ensure the community vision is adequately addressed in the system analysis. Goals and performance measures will need to address both local and national policy directions and the National Performance Management Measures according to 23 CFR 490.

Status Report of Current Conditions. Status reports include an analysis of the existing transportation system's condition/performance. This information serves as a baseline of performance within the plan.

Assessment of System Needs. Needs are composed of two different sets of information. The first component is the shortfall between existing conditions and optimal system conditions. The second component is established by comparing existing conditions with anticipated trends in population, employment, land use, and other factors. Taken together, needs reflect the investment required to bring the system to an acceptable state of performance before the time horizon of the plan.

Identification of Investment Priorities, Policies, and Strategies. The LRTP update should identify investments and strategies to be implemented to help meet performance targets that support progress toward the LRTP strategies and goals. This will include operational and management strategies to improve the performance of the existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods. Scenario analysis may be used to compare alternative packages of strategies to explore what level of funding would be required to achieve a certain level of performance.

Future Traffic Assignment. The projected socioeconomic data for the traffic analysis zones will be applied to the travel demand model and developed for base year conditions and base year plus the committed network to produce traffic assignments for 2030 and 2045. Transportation system improvements will be determined by analyzing deficiencies in the base year plus committed network when subject to future traffic levels. This is to establish the Base 2045 Network for evaluating alternative transportation improvement scenarios. Traffic projections will need to be developed for the following networks.

- Base Year Network [2017 or 2018 network and land use],
- 2030 Mid-Range Network (E&C),
- 2045 Long-Range Network (E&C),
- 2045 Long-Range Network (E&C with Fiscally-Constrained Improvements), and
- Additional scenarios for the 2030 and 2045.

Prior to the model runs, the consultant will work with GIAMPO staff in determining trip distribution, trip assignments, and other variables for the models' horizon years.

Future 2045 Grand Island Area Transportation Conditions. Develop a technical discussion reflecting projected future year travel demand forecasts and projected congestion issues based upon socioeconomic and land use-transportation data from land development assumptions.

- Establish the system analysis criteria such as LOS, VMT, and VHT
- Identify the traffic operations
- Identify the existing-plus-committed network

Multi-modal Transportation Alternatives Analysis. Provide a technical analysis for examining multi-modal and non-motorized travel in the planning area, including alternative analysis for public transit and multi-modal travel and other non-motorized modes travel strategies.

Financial Plan. The consultant will develop a financial plan for program implementation. This will involve forecasting future revenues from existing sources and estimating how alternative revenue sources and financing strategies can be used to meet the region's transportation capital and operating needs. Revenue forecasts will be

developed through the period of the LRTP update and include fiscal projections for a baseline year, a mid-term (2030), and a long-term (2045). This analysis is crucial to the accuracy of the financial feasible plan development.

Establish a Programming Link to the MPO TIP. Based upon the financial plan and investment priorities, programming analysis tools will need to be developed as an extension of the LRTP to create a programming link to the Transportation Improvement Program (TIP) document. Under a PBPP framework, the TIP will incorporate the specifics of network and transit project investments, their funding sources, and how they are contributing to transportation system performance improvements.

Environmental Review. The consultant will conduct an environment review as needed for projects, including potential environmental mitigation activities. Projects will be assessed at a broad level in terms of potential environmental impacts. This process should identify any fatal flaws affecting project selection. The environmental overview should include potential locations or listing of threatened and endangered species, cultural and historic resources, wetlands, floodplains, hazardous waste sites, etc. The consultant will perform an Environmental Justice review of selected projects and document findings. A system level review of environmental justice impacts will be conducted for these projects.

System Performance Report. Develop a system performance report evaluating the condition and performance of the transportation system with respect to the State established and GIAMPO supported targets for the National Performance Management Measures.

Project Documentation. The consultant will prepare a final Technical Report documenting the process, draft recommendations and adopted 2045 Long Range Transportation Plan. A final report in both hard copy and electronic versions will be provided to GIAMPO, which includes all modeling and GIS information and data. Hard copies include but are not limited to; background, existing conditions, system analysis, financial plan, implementation plan, graphics, financial tables, modeling and GIS information and data.

Note: GIAMPO staff may complete specific elements in-house, which are the following: Status Report of Current Conditions relating to rail, aviation, and freight; Financial Plan; Environmental Review; and/or System Performance Report. The detailed scope of scope services and fee of the contract will be written where the consultant will complete these elements with the option of this work being completed in-house by GIAMPO staff.

Public Involvement and Stakeholder Outreach

Public involvement activities and interagency and stakeholder coordination is critical in the development process of the LRTP update.

GIAMPO staff and the GIAMPO Technical Advisory Committee will provide overall guidance and input to the consultant throughout the project. The consultant team will attend all key GIAMPO Technical Advisory Committee meetings and GIAMPO Policy Board meetings. The consultant will be required to prepare meetings materials and/or give presentations.

The consultant will support a public involvement program for the LRTP update that should entail the following elements:

Public Involvement Plan. This document will lay out the major public involvement tasks that will take place throughout the course of the LRTP update. The Public Involvement Plan will need to be consistent with the public involvement elements of the GIAMPO Public Participation Plan (PPP), as amended February 28, 2016.

Implementation Tools. Public outreach and involvement will include opportunities to participate and comment during the LRTP update process through various forums or methods such as public informational meetings, workshops, mailers, new releases, on-line and social media, and interactive surveys. The consultant will be required to prepare materials, documents, and other products and conduct meetings/workshops associated with the public outreach and involvement.

Interagency and Stakeholder Coordination. Engagement efforts with key agencies and stakeholders will occur during the development of the LRTP. The consultant will be required to prepare materials and/or conduct meetings associated with these efforts.

The selected consultant will meet with the City of Grand Island to develop a detailed work plan. The work plan consists of a detailed scope of services along with a staffing plan identifying key members. The staffing plan should identify the categories of personnel whom will be working on this project, along with their associated labor rates.

All submissions and work product including complete plans shall be submitted in electronic format suitable for archiving by the City of Grand Island. Submissions shall include, but are not limited to, Microsoft files, GIS files, TransCAD files, reports, documentation, public comments, etc. Consultant shall not copyright any work product and work shall remain property of the City of Grand Island.

REFERENCE DOCUMENTS

GIAMPO Transportation Plans & Documents: www.grand-island.com/GIAMPO

- Long Range Transportation Plan, *Journey 2040*
- Travel Demand Model Technical Report
- Bicycle and Pedestrian Master Plan
- Summary Final Report for Regional Transit Needs Assessment and Feasibility Study
- FY 2019-2023 Transportation Improvement Program
- Public Participation Plan

NDOT Transportation Plans & Documents: <https://dot.nebraska.gov/>

- Operating Manual for MPO Transportation Planning
- Long Range Transportation Plan, *Vision 2032*
- Nebraska State Freight Plan

PROJECT SCHEDULE

The schedule on the next page is provided as a guide to ensure responding consultants have staff available to complete the necessary services required. A more detailed schedule of the professional services will be required of the selected consultant, once negotiations have been concluded.

Activity	Date(s)
RFP Released	January 24, 2019
Deadline for Written Questions	4:00 p.m. CST, February 4, 2019
Responses to Written Questions via Addendum	February 11, 2019
NDOT Form 497 on File at Nebraska Department of Transportation (NDOT)	4:00 p.m. CST, February 21, 2019
Deadline for Proposal Submittals	4:00 p.m. CST, February 26, 2019
Notification of Short-List Firms for Interviews	March 8, 2019
Interviews	March 18-22, 2019
Notification of Selection	March 29, 2019
Scope of Services and Contract Negotiations	April 1-May 3, 2019
Grand Island City Council Approval	May 28, 2019
Issue Notice to Proceed	June 2019
GIAMPO Policy Board Approval of the Long Range Transportation Plan Update	February 2021

The City of Grand Island operates on a fiscal year beginning October 1st and ending on the following September 30th. Any portion of the contract from this Request for Proposals which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.

SUBMISSION OF PROPOSALS

Respondents to this Request for Proposals must be received in the office of the City Clerk no later than **4:00 p.m. CST on Tuesday, February 26, 2019**. No exception to this deadline will be given. Respondents must provide five (5) printed copies and one (1) electronic version (PDF format) of their proposal in a sealed envelope clearly marked on the exterior as containing **“Proposal for Professional Consulting Services for Project No. PLG-1(56), State Control No. 00992C, Updating the GIAMPO Travel Demand Model and Long Range Transportation Plan”** to:

City of Grand Island
City Hall, 100 East First Street
P.O. Box 1968
Grand Island, NE 68802-1968
Attn: City Clerk

Documents provided shall remain firm for a period of ninety (90) days after the submittal due date. Submittals received after the designated time will not be considered in the selection process and will be retained unopened until after award. The City reserves the right to accept or reject any or all submittals and to waive informalities or irregularities in the selection process.

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

All questions concerning this Request for Proposals should contact Allan Zafft, MPO Program Manager, by email at allanz@grand-island.com. Questions must be submitted in writing by 4:00 p.m. CST on February 4, 2019. The City of Grand Island will answer all questions through a Question and Answer (Q&A) Sheet, which will be posted as an addendum on the Quest CDN website, www.QuestCDN.com (www.grand-island.com under Business - Bid Calendar), by February 11, 2019. The addendum will also be sent to each firm to whom this Request for Proposals has been furnished and upon request.

SUBMITTAL REQUIREMENTS

The proposal should not exceed twelve (12) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Front and back covers, transmittal letter, table of contents, and appendix material are not included in the page count. Proposals should be comprised of the items detailed below. While these items provide a general description of what is expected in the proposal, it is not meant to limit or exclude other pertinent information from being included.

- Letter of Transmittal
The letter of transmittal is a brief summary of the key points of the proposal and approach to accomplish the work, and it should state an expression of the firm's interest in the work. This letter will include the name, mailing address, telephone number, and fax number of the firm as well as the name of the project manager to contact regarding the proposal. The transmittal letter shall not exceed two (2) pages. This letter should be addressed to the MPO Program Manager.

Mr. Allan Zafft, AICP
MPO Program Manager
City Hall, Public Works Department
100 East First Street, PO Box 1968
Grand Island, Nebraska 68802-1968

- **Table of Contents**
If necessary, a table of contents can be provided to reference key items, charts, and tables in the proposal.
- **Management Summary**
A management summary that states the consultant’s understanding of the project to be performed and a conceptual work plan with the consultant’s approach to performing the work, which includes the proposed methodology to accomplish the tasks identified in the General Scope of Work in this Request for Proposals.
- **Organizational Chart**
The organization chart will identify the project manager and other key personnel of the firm’s project team to perform the work. This chart shall not exceed two (2) pages.
- **Qualifications and Experience**
Experience with using TransCAD Modeling software and with the development of Long Range Transportation Plan projects, familiarity with Metropolitan Transportation Planning and Performance-based Planning and Programming, and a satisfactory record of performance should be substantiated. Staffing proposed for this project should be discussed along with their resumes indicating qualifications, experience, and recent projects. This section shall include the following as a minimum:
 - Description of recent similar projects in which key staff presented in this proposal played an important role.
 - References for the projects listed above, i.e. contact name, agency, address, and telephone.
 - Identify the proposed subconsultants and their key staff that would be utilized if your firm were selected. Describe the role of the subconsultants to accomplish the work of the project and identify their percentage of work to the overall project.
 - Current workloads and future commitments for the project manager, task managers, and other key staff should be discussed.
- **Project Work Program and Schedule:**
GIAMPO Policy Board approval of the LRTP update is required by February 23, 2021. Performance of the project is expected to begin immediately after a contract has been negotiated and executed. The timeframe of each phase of the project will be based upon the project scope and provide the basis of the following phase. Project phases may overlap as necessary. The overall project timeframe for study completion is approximately 18 months. The project goal is to have the GIAMPO Technical Advisory Committee approval of the Draft LRTP by December 14, 2020 to release the document for the public comment period. The proposal shall contain your proposed schedule, management plan, and manpower commitment for meeting these dates. **If your firm does not believe it has the ability to commit the adequate resources necessary to meet these dates, please do not submit a proposal for this work.**
- **Appendix**
The Appendix shall only include the below items. No other information is allowed in the Appendix.
 - Resumes of key staff proposed for the project. Resumes included should be limited to those key personnel who will be committed to this project. A resumes shall be no more than two (2) pages for each person.
 - 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:
<https://dot.nebraska.gov/business-center/consultant/manuals-forms/>
 - A Drug-Free Workplace Policy for the prime consultant and any subconsultant. An example of a Drug-Free Workplace Policy is available here:
<https://dot.nebraska.gov/business-center/consultant/certification/>

- A Conflict of Interest Disclosure Form for the prime consultant and any subconsultant. The latest Conflict of Interest Disclosure Form for consultants is available here: <https://dot.nebraska.gov/business-center/lpa/projects/downloads/>
- Proof of Insurance for the prime consultant and any subconsultant.

Interested consultants must have a current [NDOT Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with NDOT prior to the deadline identified in the Projects Schedule section of this Request for Proposals. If necessary, a completed NDOT Form 497 should be submitted to: NDOT.PDAnnualCertification@nebraska.gov.

SELECTION PROCESS

It is anticipated that one (1) consultant will be awarded the contract under this Request for Proposals. The payment method for the contract will be Cost Plus Fixed Fee.

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

The City of Grand Island has established a consultant selection team made up of representatives from the City and GIAMPO Technical Advisory Committee to select a consultant. The desire of the City of Grand Island is to short-list a minimum of three (3) consultants for interviews. The evaluation criteria to be used for the shorting listing and final selection is outlined in the Evaluation Criteria section of this Request for Proposals.

The City of Grand Island will contact the short-listed consultants to schedule interviews. Interviews are anticipated to be conducted on March 18-22, 2019 at Grand Island City Hall, 100 East First Street, Grand Island, Nebraska. Interviews will be capped at ninety (90) minutes, which consist of not more than sixty (60) minutes for presentation and thirty (30) minutes for questions and answers. The City of Grand Island will contact the selected consultant by phone after all the interviews have been completed and the City of Grand Island has sufficient time to discuss and rank the consultants.

The project timeline allows for more than thirty (30) calendar days for developing the detailed scope of services and contract negotiations with the selected consultant (see Project Schedule section of this Request for Proposals). If agreement on the scope of services and contract negotiations cannot be reached within thirty (30) calendar days then the City of Grand Island may end this activity and begin developing the detailed scope of services and contract negotiations with the next ranked firm.

EVALUATION CRITERIA

Price is not a selection factor, and consultants should not include a cost for their services within their proposal. The consultant selection team will evaluate proposals using the criteria for the short listing and final selection as shown on pages 10-11 of this Request for Proposals.

Short-List Criteria	Points
1. Professional qualifications necessary for satisfactory performance <ul style="list-style-type: none"> a) Project manager and key team members are qualified to perform the services necessary b) Consultant has demonstrated experience with long range transportation plans and subarea traffic modeling (using TransCAD) c) Consultant’s knowledge of GIAMPO and MPO processes 	20
2. Specialized experience and technical competence in the type of work required <ul style="list-style-type: none"> a) Consultant has provided comparable projects in which they have been involved. b) Consultant has demonstrated experience using computer programs of the consultant, i.e. TransCAD or Cube traffic modeling software, and ESRI-Based Geographic Information Systems software c) Consultant has integrated performance-based planning and programming principles and methods into long range transportation plans 	25
3. Past performance of consultant <ul style="list-style-type: none"> a) Past performance on contracts with the City of Grand Island, government agencies, and/or regional planning organizations on previous similar projects b) Three (3) or more references included by consultant in proposal documentation 	10
4. Capacity to accomplish the work in the required time <ul style="list-style-type: none"> a) Consultant has adequate staff for this project b) Current workload of the consultant 	10
5. Project understanding and approach <ul style="list-style-type: none"> a) Consultant has demonstrated understanding of the requirements and regulations for the development and content of MPO long range transportation plans b) Consultant has recognized and identified special circumstances on the project c) Consultant has an understanding of the scope of work and provided logical approach to tasks and issues of the project 	35
Total Points	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 long range transportation plans and subarea traffic modeling (using TransCAD) c) Consultant's knowledge of GIAMPO and MPO processes	20
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) Consultant has demonstrated experience using computer programs of the consultant, i.e. TransCAD or Cube traffic modeling software, and ESRI-Based Geographic Information Systems software c) Consultant has integrated performance-based planning and programming principles and methods into long range transportation plans	20
3. Capacity to accomplish the work in the required time a) Consultant has adequate staff for this project b) Current workload of the consultant	10
4. Project understanding and approach a) Consultant has demonstrated understanding of the requirements and regulations for the development and content of MPO long range transportation plans b) Consultant has recognized and identified special circumstances on the project c) Consultant has an understanding of the scope of work and provided logical approach to tasks and issues of the project	30
5. Quality of interview a) Presentation was clear and concise b) Consultant addressed evaluation factors adequately. c) The consultant's answer to the consultant selection team's questions were answered logically and thoroughly	20
Total Points	100

ADDENDA TO THE RFP

The City of Grand Island reserves the right to amend or cancel any or all parts of this Request for Proposals. Revisions to the RFP will be accomplished by issuance, in writing, of an addendum to this Request for Proposals. Any addendums will be posted on the Quest CDN website, www.QuestCDN.com (www.grand-island.com under Business - Bid Calendar), at least five (5) full business days prior to the deadline for submittal of responses.

GRATUITIES AND KICKBACKS

City Code states that it is unethical for any person to offer, give or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a consultant under a contract to the prime consultant or higher tier consultant or any person associated therewith, as an inducement for the award of an agreement or order.

INSURANCE

Provide a summary of the firm's (and sub-consultant's) insurance coverage. Minimum limits and types of insurance that are required to be maintained throughout the term of the project are identified in this section.

Workers' Compensation and Employer's Liability

1. "Worker's Compensation and Employer's Liability." This insurance shall protect the Contractor against all claims under applicable State worker's compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The Contractor shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law. This policy shall include an "all states" endorsement. The liability limits shall be not less than the following:

Worker's Compensation	Statutory Limits
Employer's Liability	\$100,000 each accident
	\$100,000 each employee
	\$500,000 policy limit

2. "Business Automobile Liability." This insurance shall be written in comprehensive form and shall protect the Contractor, Contractor's employees, or subcontractors from claims due to the ownership, maintenance, or use of a motor vehicle. The liability limits shall be not less than the following:

Bodily Injury & Property Damage	\$500,000 Combined Single Limit
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3. "Comprehensive General Liability." The comprehensive general liability coverage shall contain no exclusion relative to explosion, collapse, or underground property. The liability limits shall be not less than the following:

Bodily Injury & Property Damage	\$ 500,000 each occurrence
	\$1,000,000 aggregate

4. "Umbrella Liability Insurance." This insurance shall protect the Contractor against claims in excess of the limits provided under employer's liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits. The liability limits shall not be less than the following:

Bodily Injury & Property Damage	\$1,000,000 each occurrence
	\$1,000,000 general aggregate

5. Additional Requirements. The City may require insurance covering a Contractor or Subcontractor more or less than the standard requirements set forth herein depending upon the character and extent of the work to be performed by such Contractor or Subcontractor.

Insurance as herein required shall be maintained in force until the City releases the Contractor of all obligations under the contract.

The Contractor shall provide and carry any additional insurance as may be required by special provisions of these specifications.

6. Certificate of Insurance. Satisfactory certificates of insurance shall be filed with the City prior to starting any work on this contract. The certificates shall show the City as an additional insured on all coverage except Workers Compensation. The certificate shall state that thirty (30) days written notice shall be given to the City before any policy is cancelled (strike the "endeavor to" wording often shown on certificate forms). If the Contractor cannot have the "endeavor to" language stricken, the Contractor may elect to provide a new certificate of insurance every thirty (30) days during the contract. The Contractor shall immediately notify the City if there is any reduction of coverage because of revised limits or claims paid which affect the aggregate of any policy.

FAIR EMPLOYMENT PRACTICES

The Contractor agrees to comply with all applicable State fair labor standards in the execution of this contract as required by Section 73-102, R.R.S. 1943. The Contractor further agrees to comply with the provisions of Section 48-657, R.R.S. 1943, pertaining to contributions to the Unemployment Compensation Fund of the State of Nebraska. During the performance of this contract, the Contractor and all subcontractors agree not to discriminate in hiring or any other employment practice on the basis of race, color, religion, sex, national origin, age or disability and to comply at all times with all applicable state and federal civil rights acts and executive orders of the President of the United States.

LB 403

Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

FISCAL YEARS

The City of Grand Island, Nebraska operates on a fiscal year beginning October 1st and ending on the following September 30th. It is understood and agreed that any portion of this agreement which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.

TERMS AND CONDITIONS

The City will not pay any costs incurred by the firm in preparing or submitting the requested documents. The City reserves the right to modify or cancel, in part or in its entirety, this RFP. The City reserves the right to reject any or all submittals, to waive defects or informalities, and to offer to contract with any firm in response to any RFP.

This RFP does not constitute any form of offer to contract.

TITLE VI

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

SECTION 504/ADA NOTICE TO THE PUBLIC

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

City Administrator
308-389-0140
100 East First Street, Grand Island, NE 68801
Monday through Friday; 8:00 a.m. to 5:00 p.m.

End of Request for Proposals Information