



**REQUEST FOR QUALIFICATIONS**

for

**PROFESSIONAL CONSULTING SERVICES  
FOR  
UPDATING THE GIAMPO TRAVEL DEMAND MODEL  
AND  
LONG RANGE TRANSPORTATION PLAN**

***Bid Opening***

Tuesday, February 27, 2024 @ 4:15 pm  
City of Grand Island, City Hall  
100 East 1<sup>st</sup> Street  
Grand Island, NE 68801

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

**JANUARY 2024**

**ADVERTISEMENT  
REQUEST FOR QUALIFICATIONS**

**PROFESSIONAL CONSULTING SERVICES FOR  
UPDATING THE GIAMPO TRAVEL DEMAND MODEL AND  
LONG RANGE TRANSPORTATION PLAN**

**CITY OF GRAND ISLAND, NEBRASKA**

Statements of qualifications submittals will be received by the City Clerk's Office, 100 E 1<sup>st</sup> Street or PO Box 1968, Grand Island, NE 68802 until **4:15 p.m. (local time) on Tuesday, February 27, 2024** for **Updating the GIAMPO Travel Demand Model and Long Range Transportation Plan**. Submittals received after the specified time will be retained unopened until after award. Submittals must be based on the City's Request for Qualifications and will be publicly opened at the designated time in Conference Room #1 located on the 1<sup>st</sup> floor of City Hall. Submittals received after the specified time will be returned unopened to sender.

Documents for use in preparing submittals may be downloaded from the Quest CDN website, [www.QuestCDN.com](http://www.QuestCDN.com) for a forty two dollar (\$42) fee. Respondents must provide five (5) printed copies and one (1) electronic copy (PDF format) of their submittal before the specified time to be considered. The electronic copy of the submittal must either be uploaded to the Quest CDN website or received in the office of the City Clerk.

Contact Allan Zafft, MPO Program Manager, at [allanz@grand-island.com](mailto:allanz@grand-island.com) for further information.

The statement of qualification and any addenda may be viewed on-line at [www.grand-island.com](http://www.grand-island.com) under Business - Bid Calendar.

Submittals shall include, but are not limited to:

- **Letter of Interest**
- **Organizational Chart**
- **Qualifications and Experience**
- **Management Summary**
- **Schedule**
- **Appendix**

The award winning submittal(s) will be required to comply with the City'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.

Submittals will be evaluated based upon qualifications, past performance, understanding of the services to be provided, capacity to accomplish the work in the required time, and interviews. Submittals shall remain firm for a period of ninety (90) days after due date. The City of Grand Island reserves the right to refuse any or all submittals, to waive technicalities, and to accept whichever submittal that may be in the best interest of the City, at its sole discretion.

**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.

Jill Granere  
City Clerk



**CITY OF GRAND ISLAND**  
**REQUEST FOR QUALIFICATIONS**  
**FOR PROFESSIONAL CONSULTING SERVICES**  
**FOR UPDATING THE GIAMPO TRAVEL DEMAND MODEL AND**  
**LONG RANGE TRANSPORTATION PLAN**

**INTRODUCTION**

The City of Grand Island is soliciting submittals from qualified consultants to provide professional consulting services for *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, and the City of Grand Island procurement process for issuing a Request for Qualifications (RFQ) 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 Qualifications does not commit the City of Grand Island 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. The City of Grand Island reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all responses 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 Qualifications, if it is in the best interest of the City of Grand Island to do so.

**Federal Requirements for Performance-Based Planning**

Since the passage of Moving Ahead for Progress in the 21st Century (MAP-21) and Fixing America's Surface Transportation Act (FAST Act) and continuing through the Infrastructure Investment and Jobs Acts (IIJA), the Federal government has placed an increasing emphasis on performance management within the Federal-aid highway program and transit programs, and requires use of performance based approaches in metropolitan transportation planning. This will be a critical consideration in this LRTP update.

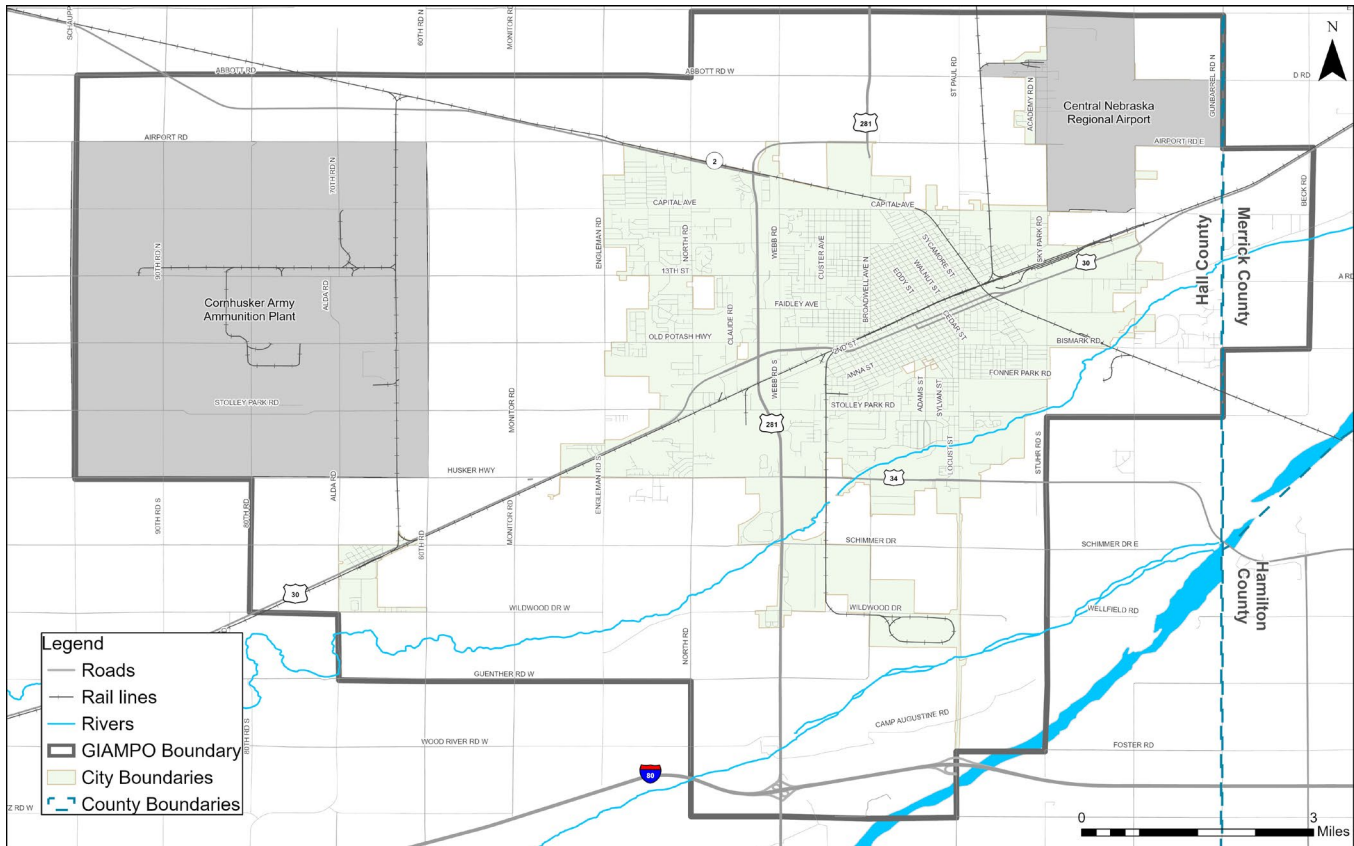
*Metropolitan planning organizations in cooperation with the State and public transportation operators, shall develop long-range transportation plans and transportation improvement programs through a performance driven, outcome-based approach to planning. [23 USC § 134(c)(1); 49 USC § 5303(c)(1)] The 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) to carry out the Continuing, Cooperative, and Comprehensive (3-C) transportation planning process for the Grand Island metropolitan region. The GIAMPO Metropolitan Planning Area comprises the City of Grand Island, Village of Alda, portions of Hall County, and a portion of west Merrick County. The Metropolitan Planning Area is shown in **Figure 1**.

**Figure 1 – GIAMPO Metropolitan Planning Area**



In February 2021, the GIAMPO Policy Board adopted the 2045 Long Range Transportation Plan for the Grand Island planning area, which is the current LRTP and first LRTP update for GIAMPO. The 2045 Long Range Transportation Plan lays out a 25-year roadmap for the region's future transportation system that details the condition, issues, and opportunities of the existing system, while outlining a realistic plan for future improvements based on historical and projected funding trends.

Federal regulations require metropolitan planning organizations that are in attainment areas to update their LRTPs at least every five years. This Request for Qualifications refers to an update to the 2045 Long Range Transportation Plan.

### 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/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 2026. 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.<sup>1</sup> 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 and demonstrate compliance with all other applicable federal rules and regulations.

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 2022 or 2023. The GIAMPO model uses TransCAD modeling software which is a four-step, trip-based travel demand model. 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 2019 using TransCAD (version 8.0) modeling software. The update will be in TransCAD version 9.0. The modeled area of the update includes the existing urban area and the area likely to become urban within the next 20 to 25 years. The *GIAMPO 2045 Travel Demand Model Validation Report* summarizes the development of the existing model. This report is available in the appendix of the 2045 Long Range Transportation Plan at <https://www.grand-island.com/departments/public-works/metropolitan-planning-organization/giampo-long-range-transportation-plan>.

The consultant will develop socioeconomic datasets for 2035 and 2050, which will be used towards the development of 2035 and 2050 model runs (see Future Traffic Assignment of this Request for Qualifications).

#### **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.

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<sup>1</sup> One of the first tasks of the consultant will be to review and possibly expand the Metropolitan Planning Area limits to include areas that are anticipated to become urban within the 20-year planning horizon; however, it is anticipated the boundary will be close to the boundary shown in the 2045 Long Range Transportation Plan.

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 2045 Long Range Transportation Plan; 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 2045 Long Range Transportation 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 and 49 U.S.C. 5326 and 5329.

*Status Report of Current Conditions.* Status reports include an analysis of the existing transportation system's performance. This information serves as a baseline of performance within the plan. Baseline condition analysis should include tracking of progress over several years to show recent trends in performance. This can help inform meaningful discussion of targets.

*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 2035 and 2050. 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 2050 Network for evaluating alternative transportation improvement scenarios. Traffic projections will need to be developed for the following networks.

- Base Year Network [2022 or 2023 network and land use],
- 2035 Existing plus Committed (E+C) Network,
- 2050 Existing plus Committed (E+C) Network,
- 2050 Fiscally Constrained Plan, and
- Additional network scenario(s) for 2035 and 2050.

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 2050 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. Significant projects currently programmed in the Transportation Improvement Program that would affect the base year network will be added to the base network model.

- Establish the system analysis criteria such as LOS, VMT, and VHT, costs, and emerging multimodal analysis tools)
- Identify the traffic operations characteristics
- 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 (2035), and a long-term (2050). This analysis is crucial to the accuracy of the financial feasible plan development.

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 reports, memos, and summaries that represent the information developed for specific tasks of the scope of work as they completed. These documents can be used in the development of the full LRTP document. The consultant will develop an Executive Summary and a full LRTP document. The Executive Summary will be the primary way the public reviews the LRTP when complete. The focus of the full LRTP document would be a reader friendly, graphic document, which would include references to the appendices for more technical information. Project documentation will be provided to GIAMPO in an electronic version, which includes all modeling and GIS information and data.

### **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 be developed by the consultant team to clearly lay out the details of 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 Draft GIAMPO Public Participation Plan Update 2024, which is scheduled for approval by the GIAMPO Policy Board in February 2024.

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 project website, interactive surveys, mailers/e-blasts, new releases, social media, public informational meetings and workshops. 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 products 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.

In an effort to standardize with other City of Grand Island departments, the City of Grand Island Public Works Department has adopted the Low Distortion Projection (LDP) coordinate system as the standard coordinate system for all spatial data housed in GIS and CAD. Additional information about the LDP projection standard is available on the city website at [www.grand-island.com/departments/public-works/engineering/standard-coordinate-system](http://www.grand-island.com/departments/public-works/engineering/standard-coordinate-system).

## REFERENCE DOCUMENTS

GIAMPO Transportation Plans & Documents: [www.grand-island.com/GIAMPO](http://www.grand-island.com/GIAMPO)

- 2045 Long Range Transportation Plan
- 2045 Travel Demand Model Validation Report (2045 LRTP – Appendix)
- Bicycle and Pedestrian Master Plan
- FY 2024-2028 Transportation Improvement Program
- Public Participation Plan Update 2024

CRANE Public Transit Plans & Documents: [www.crane-transit.com/home-transit](http://www.crane-transit.com/home-transit)

- Transit Development Plan - Final Report (also known as GO GI Transit)
- Agency Safety Plan (2022 PTASP Final)

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

- NDOT Operating Manual for MPO Transportation Planning

- Nebraska Statewide Transportation Plan 2040 (Long Range Transportation Plan)
- 2023 Nebraska State Freight Plan

**RFQ Schedule**

The following is the proposed schedule for developing and submitting a qualifications submittal and for the consultant selection process:

Activity	Date(s)
RFQ Released	January 30, 2024
Deadline for Written Questions	4:00 p.m. CST, February 7, 2024
Responses to Written Questions via Addendum	February 13, 2024
NDOT Form 497 & Drug-Free Workplace Policy on File at Nebraska Department of Transportation (NDOT)	4:00 p.m. CST, February 22, 2024
Deadline for Qualifications Submittals	4:15 p.m. CST, February 27, 2024
Notification of Short-List Firms for Interviews	March 8, 2024
Interviews	March 18-22, 2024
Notification of Selection	March 29, 2024
Scope of Services and Contract Negotiations	April 1-May 3, 2024
Grand Island City Council Approval of Agreement	May 28, 2024
Issue Notice to Proceed	June 2024

**SUBMISSION OF QUALIFICATIONS**

Respondents to this Request for Qualifications must be received in the office of the City Clerk no later than **4:15 p.m. (local time) on Tuesday, February 27, 2024**. No exception to this deadline will be given. Respondents must provide five (5) printed copies and one (1) electronic copy (PDF format) of their submittal in a sealed envelope clearly marked on the exterior as containing **“Qualifications for Professional Consulting Services for Updating the GIAMPO Travel Demand Model and Long Range Transportation Plan”** to:

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

The electronic copy (PDF format) of the respondent’s submittal must either be uploaded to the Quest CDN website, [www.QuestCDN.com](http://www.QuestCDN.com), or received within the envelope containing the printed copies of the respondent’s submittal.

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.

All questions concerning this Request for Qualifications should contact Allan Zafft, MPO Program Manager, by email at [allanz@grand-island.com](mailto:allanz@grand-island.com). Questions must be submitted in writing by 4:00 p.m. CST on February 7, 2024. 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-line at [www.grand-island.com](http://www.grand-island.com) under Business - Bid Calendar, by February 13, 2024. The addendum will also be sent to each firm to whom this Request for Qualifications has been furnished and upon request.

## SUBMITTAL REQUIREMENTS

The submittal should not exceed ten (10) pages total. A page is defined as 8-1/2 by 11 inches and printed on one (1) side. Fold-out pages are not allowed. Letter of interest, table of contents, organizational chart, and appendix material are not included in the page count. Front and back covers and dividers between the sections are allowed and not included in the page limit. Submittals should be comprised of the items detailed below. While these items provide a general description of what is expected in the submittal, it is not meant to limit or exclude other pertinent information from being included.

- Letter of Interest

The letter of interest is a brief summary of the key points of the submittal and approach to accomplish 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 submittal. The letter of interest shall not exceed two (2) pages, and should be addressed to the following:

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 submittal.

- 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 submittal played an important role.
- References for the projects listed above, i.e. contact name, agency, address, phone number, and email address.
- 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.

- 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 Qualifications.

- Schedule  
GIAMPO Policy Board approval of the Final LRTP document is required by February 24, 2026. 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 document by December 8, 2025 to release the document for the public comment period. The submittal will include your proposed schedule for completing the scope of work to meet 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 submittal 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 resume shall be no more than two (2) pages for each person. The total number of resumes may not exceed twelve (12).
  - Completed NDOT DR Form 498, “Architect, Engineer, & Related Services Supplement to Statement of Qualifications” 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 DR Form 498 is located at <https://dot.nebraska.gov/media/w4rnfydy/ndot498.pdf> and a MS Word version of the this form is located at <https://dot.nebraska.gov/media/mtpam01g/ndot498.dotx>.
  - Completed 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 be certified by NDOT or have a completed certification form on file with NDOT prior to the deadline identified in the Projects Schedule section of this Request for Qualifications. Instructions for completing the NDOT Annual Consultant Certification form is available at <https://dot.nebraska.gov/media/g1qb344b/cert-instruc-annual-certification.pdf>.

Please submit your Drug-Free Workplace Policy (DF Policy) separate from the response to this Request for Qualifications. An example of a DF Policy Example is located at <https://dot.nebraska.gov/business-center/consultant/consultant-certification/>. The DF Policy is a one-time submittal to NDOT. Please do not re-submit unless your DF Policy has changed or you never have previously submitted a DF Policy. While the DF Policy is not a submittal requirement, all consultants must have an acceptable DF Policy on file prior to the deadline identified in the RFQ Schedule section of this Request for Qualifications. If necessary, the consultant’s DF Policy may be submitted via email to: [NDOT.PDAnnualCertification@nebraska.gov](mailto:NDOT.PDAnnualCertification@nebraska.gov).

Price is not a selection factor, and consultants must not include a cost to perform the scope of work of this Request of Qualifications in their submittal.

## **SELECTION PROCESS**

It is anticipated that one (1) consultant will be awarded the contract under this Request for Qualifications. 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 committee 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 are outlined in the Evaluation Criteria section of this Request for Qualifications.

The City of Grand Island will contact the short-listed consultants to schedule interviews. Interviews are anticipated to be conducted on March 18-22, 2024. Interviews will be capped at 15 minutes for consultant's presentation, followed by up to 10 minutes of questions and answers (Q&A).

The consultant selection committee will conduct interviews with the short-listed consultants via Zoom. Consultant may contact Allan Zafft, MPO Program Manager, to make any special arrangements.

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 had sufficient time to discuss and rank the consultants and has received NDOT's concurrence on the selection documentation.

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 RFQ Schedule section of this Request for Qualifications). 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.

Final selection is subject to review and approval by the Grand Island City Council and is contingent upon negotiating a satisfactory agreement.

## **EVALUATION CRITERIA**

### **Short-List (70 points)**

#### **A. QUALIFICATIONS (30 points)**

1. Qualifications of the project manager and key team members to perform the work.
2. Consultant has demonstrated expertise and experience with long range transportation plans, travel demand modeling (using TransCAD).
3. Knowledge of the GIAMPO and MPO processes and the applicable federal regulations, and State and Federal procedures related to Metropolitan Transportation Planning.
4. Applicability and relevance of comparable projects provided by the Consultant.

#### **B. PAST PERFORMANCE (10 points)**

1. Past performance on contracts with the City of Grand Island, MPOs, government agencies, and/or regional planning organizations on previous similar projects (i.e. completed project to complete satisfaction of clients, completed project on schedule and within budget).
2. Three (3) or more references included by consultant in submittal documentation.

#### **C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (20 points)**

1. Consultant demonstrated understanding of the nature and scope of work for this project.
2. The consultant has recognized and identified special circumstances to be considered as part of the project.
3. Consultant provided a logical approach to complete tasks and resolve issues of the project.
4. Consultant has illustrated how they can meet the timeframe.

#### **D. CAPACITY TO ACCOMPLISH THE WORK IN THE REQUIRED TIME (10 points)**

1. Consultant has adequate staff for this project.
2. Current workload of the consultant.

**Final Selection (30 points, 100 points total)**

**E. DISCUSSION OF FOCUS AREA TOPICS (20 points)**

1. Consultant’s interview presentation was clear and concise.
2. Consultant showed knowledge and understanding of the topics.

**F. COMMITTEE Q&A SESSION (10 points)**

1. Consultant answered committee questions logically and thoroughly.

**ADDENDA TO THE RFQ**

The City of Grand Island reserves the right to amend or cancel any or all parts of this Request for Qualifications. Revisions to the RFQ will be accomplished by issuance, in writing, of an addendum to this Request for Qualifications. Any addendums will be posted on-line at [www.grand-island.com](http://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 RFQ. 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 RFQ.

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

The projects listed in this RFQ are subject to the final approval of the 2024 City of Grand Island budget by city council. If a project gets cut from the budget, professional services for that project will not be required. Scope may be reduced or project may not be awarded if other circumstances change.

**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 Qualifications Information