

7/14/2014 RFQ for 2040 LRTP

Southern Illinois Metropolitan Planning Organization

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Request for Qualifications

Long Range Transportation Plan Consultant Services

Issue Date: July 14, 2014

The Southern Illinois Metropolitan Planning Organization (SIMPO) is soliciting qualifications from consulting firms for the development of the MPO's 2040 Regional Transportation Plan which must be adopted prior to March 27th, 2016. The plan must meet all requirements of the Illinois Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration including, but not limited to, those arising from the MAP-21 transportation legislation.

Qualifications Submittal Due Date: Submittals will be received until **4:30PM EDT August 14, 2014**. Any submittal not received by the MPO prior to the time set in this request shall be disqualified.

Submittal Copies: **nine (9)** hard copies of the submittal and **one (1)** copy in digital format must be submitted in a SEALED ENVELOPE or BOX with **RFQ SIMPO 2040 LRTP** written clearly on the outside.

Contact: All inquiries for information should be directed to:
Cary Minnis, Executive Director (Staff for MPO)
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1. QUALIFICATIONS SUBMITTAL FORMAT

The SIMPO shall not be responsible for any expenses, which consultants may incur in the preparation and submitting of a proposal. The consultants shall furnish such additional information that SIMPO may reasonably require. The SIMPO also reserves the right to negotiate modifications to the proposals that it deems are acceptable, reject any and all proposals, and to waive any minor irregularities in the procedures.

This RFQ is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this RFQ. To assist the SIMPO in evaluating your proposal, the following are minimum requirements that should be included in the proposal:

- A narrative describing the Consultant's understanding of the scope of services, the approach to the project, the reports and deliverables that are to be presented, and a work plan that outlines Consultant's approach and methodology. Consultant should indicate how they propose to meet the timeline for this project.
- A description of Project Manager's experience, expertise, knowledge, capabilities and resources in transportation planning processes, particularly with corridor development and area transportation studies.
- A description of each professional team member's experience and expertise that will be assigned to the project.
- A list and description of related projects of a similar nature for which the Project Manager and/or key team leaders have been involved.
- A minimum of three references, including contact person, address, and telephone number, for similar projects.
- The consultant shall provide a list of supporting documents and data necessary to conduct and complete this study.
- The consultant shall provide project schedule for the project.
- 10 pages max for the main proposal. Any supplemental material, including resumes, shall not exceed 15 pages (25 pages in total maximum).
- An organization chart limited to one (1) page containing the names of the prime provider and any sub-providers' task leaders proposed for the team and their contract responsibilities by work category. Task leaders should be clearly designated. Other personnel can be identified at the prime provider's discretion. The organization chart should also include the name, address, e-mail, telephone and fax numbers of the prime provider and all sub-providers proposed for the team.
- The prime provider's Quality Assurance/Quality Control (QA/QC) program.

Other Consultant Requirements

The Consultant, when selected, will be expected to enter a contract that meets all State and Federal requirements with respect to Civil Rights and all other standard requirements for consulting contracts involving the expenditure of State and Federal funds.

2. FEDERAL, STATE, AND MPO REQUIREMENTS

This Request for Qualifications (RFQ) is intended to result in the selection of a Consultant who will produce a Long Range Transportation Plan (LRTP), herein referred to as the “2040 Long Range Transportation Plan” or “2040 LRTP”, with consideration of multimodal transportation and land use while recognizing public participation as a critical component towards plan development. The proposed study process seeks to address the full range of challenges and opportunities affecting, and affected by, the current and future transportation systems of the region. The study area is the SIMPO planning area (MPA) as indicated in the attached EXHIBIT 1. The study should consider the transportation and traffic influences of adjacent areas.

This RFQ provides the interested CONSULTANT/CONSULTANT TEAM, hereafter referred to as “Consultant”, with specific information concerning the key outcomes of this study. This RFQ provides sufficient information to enable the Consultant to prepare qualifications for submittal to and consideration by the Southern Illinois Metropolitan Planning Organization.

The 2040 Long Range Transportation Plan is the first LRTP for SIMPO. It will set the long-range vision for how the MPO’s surface transportation system will develop over the next 25 years.

The 2040 LRTP is the foundation of the transportation planning process as regulated by the latest transportation legislation, Moving Ahead for Progress in the 21st Century, or MAP-21. The 2040 LRTP must also incorporate requirements of previous transportation legislation that remain in effect after MAP-21.

The 2040 Long Range Transportation Plan conveys the area’s priorities and creates the overarching planning framework to guide future transportation decisions. The 2040 LRTP’s fundamental purpose is to guide resources to be used in ways that best meet the economic, community, and environmental needs of the metropolitan planning area. Through analysis of existing conditions and projected 2040 conditions, the plan will outline goals, objectives, and projects for the wellbeing of the regional transportation network.

The Consultant shall prepare a 2040 LRTP that is acceptable to IDOT, FHWA, and FTA. Additionally, if a new federal transportation act is passed during the course of preparing the LRTP, the Plan must address any new planning requirements. If amending the scope of work for the 2040 LRTP to address any new planning requirements, the MPO shall work with the chosen Consultant to amend the contract to allow for appropriate compensation.

Work to be performed by the Consultant on the 2040 LRTP consists of the furnishing of all labor, equipment, materials, expertise, tools, supplies, bonds, insurance, licenses and permits, and performing all tasks necessary to accomplish work items concerning

the design and development of the 2040 LRTP, unless specifically excluded as agreed upon by contract.

Eight Planning Factors Requirements

MAP-21 identified eight (8) major planning factors that should be considered when developing transportation plans and programs. The 2040 LRTP must address the following:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and nonmotorized users;
3. Increase the accessibility and mobility options available to people and for freight;
4. Protect and enhance the environment, promote energy conservation, and improve quality of life;
5. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
6. Promote efficient system management and operation;
7. Emphasize the preservation of the existing transportation system; and
8. Increase the security of the transportation system for motorized and nonmotorized users.

Federal Initiatives Requirements

The following federal initiatives need to be addressed in the development of the 2040 LRTP:

1. Climate Change/Extreme Weather
2. Livability
3. Sustainability
4. Freight:
5. Planning for Operations

Scenarios Requirements

MPOs have the option of developing multiple scenarios for consideration during the development of the Plan. The SIMPO would like to consider this option for the 2040 LRTP. The Consultant needs to address how scenarios might be developed.

MAP-21 Performance Measures Requirements

The 2040 Long Range Transportation Plan is to follow the applicable requirements of MAP-21 as these related to performance measures, performance targets, and a performance-based approach to transportation decision making and the development of transportation plans. The Consultant will coordinate with the MPO and with IDOT as additional information related to performance and performance-related requirements becomes available. In general, performance measures and targets developed for the MPO must support these national goals:

Goal area	National goal
Safety	To achieve a significant reduction in traffic fatalities and serious injuries on all public roads
Infrastructure condition	To maintain the highway infrastructure asset system in a state of good repair
Congestion reduction	To achieve a significant reduction in congestion on the National Highway System
System reliability	To improve the efficiency of the surface transportation system
Freight movement and economic vitality	To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development
Environmental sustainability	To enhance the performance of the transportation system while protecting and enhancing the natural environment
Reduced project delivery delays	To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices

The Consultant is required to develop and implement, in cooperation with MPO staff, a public involvement process for the 2040 Regional Transportation Plan. This public involvement process will be consistent with IDOT requirements. The public involvement will need to be inclusive of populations within the MPO planning area (MPA).

Other Requirements for the 2040 Long Range Transportation Plan

The 2040 LRTP document, and the process of developing that document, is to include the following:

- Long range and short range planning strategies
- Latest available estimates and assumptions for land use, population, travel, employment, congestion and economic activity
- Projected transportation demand of persons and goods
- Identification of existing and proposed transportation facilities including roads, transit, bicycle and pedestrian facilities, multimodal and intermodal facilities
- Operational and management strategies to improve performance of the existing and proposed transportation facilities to relieve vehicular congestion and maximize safety

- Assessment of capital investment and other strategies to preserve existing and projected future transportation infrastructure and multimodal capacity increases
- List of all existing and proposed transportation facilities (including design concept, scope, descriptions and source of funds)
- General discussion of types of potential environmental mitigation activities at the corridor or regional level (i.e. policy/strategy level, not project specific) and potential areas to carry out activities developed in consultation with Federal, state and tribal wildlife, land management and regulatory agencies
- Pedestrian walkway and bicycle facilities
- Transit enhancement activities
- Financial plan that demonstrates how the adopted transportation plan can be implemented and includes strategies for implementation of any new funding sources
- Financial plan that contains system level estimates of costs and revenue sources reasonably expected to be available to operate and maintain the transportation system
- Public transit operators involvement in the cooperative development of funding estimates for the financial plan
- Recommendations on any additional financing strategies to fund projects and programs in the metropolitan transportation plan
- All projects and strategies proposed for funding reflect “year of expenditure” dollars
- Consultation with state and local agencies responsible for environmental protection, land use management, natural resource and historic preservation agencies for the development of the metropolitan transportation plan
- Comparison of conservation plans/maps with transportation plans
- Comparison of natural or historic resources with transportation plans
- A safety Element/Section that incorporates or summarizes the priorities, goals, countermeasures, or projects for the Metropolitan Planning Area
- contained in the IL Strategic Highway Safety Plan required under 23 USC 148 as well as (as appropriate) emergency relief and disaster preparedness plans and strategies and policies that support homeland security (as appropriate) and safeguard the personal security of all motorized and nonmotorized users
- A Security Element/Section

3. ANTICIPATED WORK TASKS AND CONSULTANT’S PROJECT UNDERSTANDING AND APPROACH

Provide a clear statement of the project, including the overall objectives and key challenges as your team understands them. Provide an outline of specific tasks to be performed indicating what will be done, in what sequence, and as led by whom. Identify key assumptions and required reference documents or resources which would be provided by others (i.e., not by your team). Describe key features of the planning approaches that could be employed by the project team to meet or exceed the basic project requirements if the firm is selected, noting any previous experience with these features. The project understanding section should include a project schedule.

- List all major tasks and activities (see discussion of tasks below)
- List all deliverables
- List any key assumptions
- List any optional services or deliverables and identify why/when these should be included
- Propose a project schedule* (see below)
- Describe project management approach
- Describe project staffing plan and lead office location

*Proposed Project Schedule – Provide a Gantt chart (bar chart) showing the proposed project schedule assuming the **project commences on September 8, 2014 and ends no later than June 30, 2015**. Indicate how long each task will require. Identify any meetings proposed with MPO, and other stakeholders. Show project management activities on the schedule as appropriate.

Note: Some of the required information for the 2040 LRTP has been completed as part of SIMPO's 2014 Multi-Modal Transportation Assessment and it is available for update/use in the 2040 LRTP. Consultants should note what information will be taken from the Multi-Modal Transportation Assessment. The final report is available at <http://www.greateregypt.org/SIMPO/simpo-planning-documents/>.

It is anticipated that the component task list for the 2040 LRTP would include, possibly with further modification as suggested by the Consultant's professional expertise, those tasks enumerated below. The Consultant is responsible to develop an approach to the work which incorporates the work requirements given in the preceding sections within a task list similar to that given below. TASK 1 Public Involvement/Stakeholder Outreach and Visualization Techniques will require the planning, implementation, and documentation of a process that is ongoing throughout the development of the 2040 RTP.

TASK 1: Public Involvement/Stakeholder Outreach and Visualization Techniques

TASK 2: Project Start-up and Data Collection

TASK 3: Freight Management Study

TASK 4: Projected Future Traffic Volumes and Traffic Analysis

TASK 5: Pedestrian and Bicycle Facilities

TASK 6: Traffic Calming

TASK 7: Proposed Transportation Improvements and Standards

TASK 8: Transit System and Facilities

TASK 9: Financial Sources and Financial Feasibility Plan

TASK 10: Illustrative Projects List and Relationship to applicable Comprehensive Plan(s) and Major Street Plan(s).

5. EVALUATION OF QUALIFICATIONS AND CONSULTANT SELECTION

The Selection Committee, made up of the SIMPO Staff and the Technical Advisory Committee Members, will review and evaluate all responsive proposals, taking into consideration the following items as a minimum:

- Consultant's understanding of the project and approach, and time frame (35%)

- Experience, expertise, and qualifications of the Project Manager (25%)
- and the Consulting Firm's individual team members (25%).
- Responses of the Consultant's references. (5%)
- Compliance with required format. (5%)
- The prime provider's Quality Assurance/Quality Control (QA/QC) program. (5%)

The SIMPO reserves the right to reject any or all proposals and to waive formalities and irregularities in proposals received. Final approval of contract award is subject to the action of the SIMPO Policy Board. A letter will be mailed to the consulting firms that are selected for the interview process that will define the interview steps.

CONTRACT TYPE

A cost-reimbursement not-to-exceed type of contract is anticipated. Scope of Work and specific tasks will be assigned by individual work items. The consultant will be paid based on work actually performed. Invoices shall be paid once per month. The total contract award is estimated between \$80,000 and \$110,000.

Exhibit 1

