



Northeast Ohio Areawide Coordinating Agency

NOACA

1299 Superior Avenue

Cleveland, Ohio 44114-3204

(216) 241-2414

www.noaca.org

Request for Proposals (RFP) for a Signal Timing Optimization Program

Issue Date: September 9th, 2019

Closing Date: October 8th, 2019

NOACA is seeking a qualified person or firm to contract for consulting services for the signal timing optimization program. The deadline for submittals is 12:00PM ET on October 8, 2019. Please read entire RFP for specific information and requirements.

This RFP includes a Disadvantaged Business Enterprise (DBE)

Goal of 12%

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1. THE NORTHEAST OHIO AREAWIDE COORDINATING AGENCY (NOACA)

The Northeast Ohio Areawide Coordinating Agency (NOACA) is a Cleveland-based transportation and environmental planning organization that serves as the metropolitan planning organization (MPO) and designated areawide water quality management agency for the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina in Ohio.

In these capacities it:

- Works with other organizations to help address northeast Ohio's transportation, air quality, and water quality needs.
- Conducts metropolitan planning for various modes of transportation, including vehicles, freight, transit, bicycle, pedestrian, etc., while considering the transportation system's impact on the environment and land use.
- Prepares the region's long-range transportation plan and short-range transportation improvement program, which is the region's capital budget for federally funded transportation projects.
- Conducts studies that address congestion, improve safety and strengthen community livability.

The vision of NOACA is as follows: NOACA will **STRENGTHEN** regional cohesion, **PRESERVE** existing infrastructure, and **BUILD** a sustainable multimodal transportation system to **SUPPORT** economic development and **ENHANCE** quality of life in Northeast Ohio.

NOACA is directed by a 45-member Board of Directors, representing the City of Cleveland and all five NOACA counties and their communities, plus transit agencies, the Northeast Ohio Regional Sewer District (NEORS), the Cleveland-Cuyahoga County Port Authority, the Ohio Environmental Protection Agency (Ohio EPA), and the Ohio Department of Transportation (ODOT). The NOACA region is home to 2.1 million people and over 150 units of government. The region is anchored by several urban core cities with the largest being Cleveland. More information about NOACA is available on our website at www.noaca.org

2. BACKGROUND

Today, there are more than 272,000 traffic signals in the United States. They play an important role in the transportation network and are a source for significant frustration for the public when not operated efficiently. As the era of freeway building draws to a close, urban arterials are being called upon to carry more users than ever before at a time when the users of these facilities are growing more complex (older drivers, more distractions, larger vehicles, etc.) and the demand for such use continues to outpace transportation supply. Traffic signal timing efficiency degrades over time as volume patterns and magnitude change, development occurs, or infrastructure changes. Outdated or poor traffic signal timing accounts for a significant portion of traffic delay on urban arterials and traffic signal optimization is one of the most cost effective ways to reduce emissions, improve mobility, reduce delays and improve corridor safety.

One solution to inefficient traffic signal timing is NOACA's signal timing optimization program (STOP). NOACA will utilize a consultant to implement signal timing corridor projects to provide technical assistance that includes minor equipment upgrades to improve the safe and efficient operation of traffic signal systems and corridors in Northeast Ohio.

NOACA will administer and manage this Program, but the projects will not be implemented without the approval of the agencies that own, operate and/or maintain the project signals. NOACA will work closely with the project sponsors and consultants to successfully complete the STOP projects.

3. SCOPE & PROJECT DETAILS

NOACA is seeking proposals from qualified persons or firms to contract for consulting services to provide technical assistance to Northeast Ohio agencies to help improve the safe and efficient operation of certain traffic signal systems and corridors. The role of NOACA will be to provide streamlined program administration, project management, and facilitation of inter-agency communication and coordination. The STOP aims to provide high-quality technical assistance and project management in a cost-effective manner.

The project consists of Part I and Part II with Part II being “if authorized”.

Part I consists of two corridors:

- Bagley Road (from Lindbergh Rd. to Pearl Rd. 3.56 miles, 25 signalized intersections) in the Cities of Berea and Middleburgh Heights.
- Ridge Road (from Pearl Rd. to Denison Ave., 3.47 miles, 20 signalized intersections) in the Cities of Parma, Brooklyn, and Cleveland.

Part II consists of two corridors of similar lengths and numbers of traffic signals to be identified at a later date by NOACA.

The goals of the STOP are to help Northeast Ohio achieve the following outcomes:

- I. **Goal: Improve air quality** through decreased motor vehicle emissions and fuel consumption.
 - a. Develop and implement signal coordination plans (a.m., p.m., and/or midday) that reduce travel time and delay.
 - b. Develop and implement signal coordination plans that reduce starts and stops of vehicles and promote uniform travel speeds.
 - c. Develop and implement transit signal priority plans to improve speed and reliability of transit through reducing the number of vehicles on arterials.
- II. **Goal: Improve reliability** and predictability of travel along arterials.
 - a. Collect peak period turning movement counts at all study intersections, including pedestrian and bicycle counts
 - b. Develop specialized timing plans to address mobility issues during school start and end times, special events, construction projects, etc.
 - c. Develop and implement flush plans for arterials that are used as diversion routes in the event of freeway incidents, in conjunction with other incident management initiatives.
- III. **Goal: Improve the safety** of motorists, pedestrians, and bicyclists.
 - a. Collect pedestrian and bicyclist volume data
 - b. Develop and implement signal coordination plans that promote uniform travel speeds, possibly reducing rear-end collisions.
 - c. Review existing pedestrian crossing times and bicycle timings at intersections to be coordinated, and update them to current Ohio Manual of Uniform Traffic Control Devices (OMUTCD) and/or federal standards.

- d. Review crash history for patterns that can be corrected through signal timing coordination and recommend any changes as necessary.

The focus of this program is to accomplish these goals by implementing optimized signal timing plans, low-cost equipment repairs, or additions that have direct impact on safety or operational improvements of the signal system (e.g., vehicle detection, pushbuttons, GPS time clock). The program focus is on making more efficient use of the existing signal equipment, and addressing needed repairs. Although all-inclusive, high-cost signal equipment upgrades are not the focus of this program, the consultant should evaluate the existing equipment for any potential needed upgrades.

Consultant tasks will include the following:

1. Kickoff meeting

The successful consultant shall hold the meeting within (20) working days of the effective date of the agreement at 1299 Superior Avenue, Cleveland, Ohio 44114. Minutes of the meeting shall be submitted to NOACA for approval within (5) working days. The kickoff meeting will include a discussion of expectations for the project. The agenda for the meeting will be developed by the NOACA project manager.

2. Develop project management plan

The project management plan (PMP) is the main planning document describing how the project will be managed. The PMP is a living document and should be updated throughout the project.

At a minimum the plan should contain:

- a. Project overview
- b. Scope
- c. Methodology
- d. Schedule
- e. Budget
- f. Project team
- g. Risk management
- h. Data collection plan
- i. Communication/Public Involvement

The completed PMP should be submitted to NOACA within 2 months of contract execution.

3. Data collection

- a. Conduct field inspection of all signalized intersections by an IMSA certified Level II Field Technician (minimum) traffic signal inspector
- b. Conduct turning Movement counts using Miovision, or equivalent, equipment and processing; on days which local schools are in session during the months of April, May, September, or October
 - i. Classify lights, buses, single-unit trucks, articulated trucks, bicycles on the road, and pedestrians for all hours processed
 - ii. Weekdays:

1. Only count Tuesdays, Wednesdays, or Thursdays unless agreed to otherwise by NOACA
2. Count the expected 8 highest hours at each intersection to determine AM, midday, and PM peak hour volumes
- c. Additionally, count the hours 6 am to 9 am and 3 pm to 7 pm at 20 intersections (these hours are needed to supplement the regional model)
- d. Conduct directional classification counts using portable counters for 7 continuous days at a minimum of 10 locations in each corridor, to be proposed by the Consultant for review and approval by the maintaining agencies and NOACA prior to collection. Refer to Appendix A “NOACA Traffic Count Reporting Format” for requirements on submitting traffic count data.
- e. Obtain traffic signal as-built drawings
- f. Obtain signal timing plans
- g. Obtain most recent 3-year crash history using ODOT TIMS/GCAT
- h. Perform “Before” travel time studies documenting existing conditions. Perform travel time studies through the use of a GPS-based automated device using Tru-Traffic. Evaluate each of the periods for which a timing plan is created.

The data collection task should be completed within 4 months of contract execution.

4. Review data from Task 3 and document any needed equipment repairs, or additional equipment needs that would impact the ability to improve signal timings for efficiency or safety based on the following:
 - a. SAFETY; Coordinate with the local safety forces to review crash data to determine if any crash patterns could be improved via signal timing adjustments and/or minor striping or lane configuration adjustments (e.g., adding a turn lane, changing lane-use assignments, adjusting alignment of existing lanes, modifying controller phasing, improving signal head indications, adjusting stop bar placement, installing high-visibility crosswalks, installing regulatory or warning signage)
 - b. PEDESTRIAN SAFETY: Review all signal timings with regard to safe pedestrian crossing. Consider if a slower pedestrian walking speed should be accommodated at certain locations
 - c. PEDESTRIAN PRIORITY: Identify any signals in the study area that should prioritize pedestrian travel, or improve pedestrian safety, by adjusting the signal phasing (e.g., Leading Pedestrian Interval, Lagging Left Turns, or other strategies outlined in the NACTO Urban Street Design Guide, NHI Designing for Pedestrian Safety training)
 - d. BICYCLE: Determine if any intersections are part of a bicycle route, or otherwise should be sensitive to bicycle needs. Review these intersections for bicycle detection capabilities and clearance intervals that are appropriate for bicycle travel speeds
 - e. TRANSIT: Coordinate with transit agencies to consider any changes they have planned for, such as consolidated stops, moving stops to the far-side of an intersection, transit signal priority, and any other known issues with existing signal operations
 - f. REPAIRS: Identify damaged or malfunctioning equipment (e.g. vehicle detection, vehicle and pedestrian signal heads, pushbuttons, signal coordination equipment)

- g. IMPROVEMENTS: Identify missing equipment (e.g. pedestrian crosswalks and equipment, signal coordination equipment, protected turn signals)
- h. WARRANTS: Evaluate existing signals using Ohio Manual of Uniform Traffic Control Devices traffic signal warrants to identify if existing signals meet warrants
- i. COST: Develop cost estimates for proposed equipment upgrades, and review with NOACA and the municipalities involved

5. Develop signal timing plan

- a. Calculate required yellow and all-red clearance intervals using methodology presented in ODOT Traffic Engineering Manual and meeting OMUTCD requirements based on field measurements of travel paths. Review results with maintaining agencies and make recommendations for changes as part of implementation in Task 7.
- b. Develop timing plans for corridors as follows:
 - i. Weekday AM peak
 - ii. Weekday MID peak
 - iii. Weekday PM peak
 - iv. Weekday and Weekend Off peak
 - v. Weekend AM peak
 - vi. Weekend MID peak
 - vii. Weekend PM peak
- c. Use Synchro/SimTraffic software to assess existing conditions. These results will be the baseline for calculating benefits of the signal timing adjustments
- d. Use Synchro/SimTraffic software to develop optimized signal timing plans that require no equipment upgrades or lane reconfigurations
- e. Use Synchro/SimTraffic software to develop optimized signal timing plans that require minor equipment upgrades and/or decommissioned traffic signals (if applicable, per Task 4)
- f. Use Synchro/SimTraffic software to develop optimized signal timing plans that require minor equipment upgrades and/or decommissioned traffic signals and/or minor striping adjustments (if applicable, per Task 4). Any recommendations for additional turn lanes must be justified by applicable warrant procedures beyond the software analysis

Tasks 4 and 5 should be completed within 9 months of contract execution.

- 6. Conduct meetings to review proposed improvement options with NOACA and the municipalities involved in each corridor, a minimum of one meeting for each corridor.
- 7. Implement the selected proposed improvements identified in Task 6, and field adjust the timings.
 - a. Coordinate timing plan implementation, equipment upgrades, and/or minor striping adjustments with local municipalities prior to implementation
 - b. Implement improved timing patterns during the months only during the months of April, May, September, or October.
 - c. Fine-tune the timings based on field observation and input from maintaining agencies and NOACA staff members.

- d. Perform “After” travel time studies documenting existing conditions. Perform travel time studies through the use of a GPS-based automated device using Tru-Traffic. Evaluate each of the periods for which a timing plan is created.

8. Video Recording

- a. Video record real travel times for each corridor by driving the corridor during peak times, before and after signal timing adjustments are made
- b. Edit the video to produce a simple comparison of before/after conditions, demonstrating the travel time and number of stops benefits

9. Final Report and Deliverables

- a. Prepare final report documenting Tasks 1 through 8. Provide one hard copy to each maintaining agency and one to NOACA.
- b. Present a summary of Before/After measures of effectiveness including vehicle delay, number of stops, travel time, emissions, and benefit/cost ratio
- c. Use an FTP site to provide traffic data, Synchro models, Tru-Traffic files, existing and implemented signal timing plans, signal inspection reports, photos, turning movement counts, and video observations
- d. Present final report including “before” and “after” analysis to the Board of Directors

Tasks 6 through 9 should be completed within 12 months of contract execution.

4. COST

A proposed budget is not being requested at this time and will not be considered as part of the selection criteria. However, be aware that due to the procurement timeline, the selected consultant should be prepared to submit a formal fee proposal within a short time frame and would be advised to have a proposed budget of no more than 1 page, including detailed project costs, by task, staff member, and estimated hours prepared in advance. If selected please be prepared to negotiate costs/budget based on this detail. Actual compensation is subject to contract negotiation.

5. QUALIFICATIONS

Consultant Team must demonstrate experience with the tasks included in the scope of services including programming signal controllers, have completed the NHI Designing for Pedestrian Safety course, and have valid prequalification status from ODOT for the following:

- Basic Signal Design
- Traffic Signal System Design
- Bicycle Facilities & Enhancement Design
- Complex Roadway Design
- Safety Study
- Traffic and Electrical Inspector (for inspection of existing equipment to make recommendations)
- Cost Accounting System - Unlimited (Prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement)

7. PROCUREMENT TIMELINE

NOACA's process and timeline for selection of a consultant are as follows:

September 9th, 2019. NOACA Signal Timing Optimization Program RFP Released

September 25th, 2019. Deadline for Question Submittal

For questions regarding the RFP, please contact procurement@mpo.noaca.org. All questions must be submitted by email **by noon on September 25th, 2019**. All answers will be publicly posted on www.NOACA.org.

October 8th, 2019. 12:00 noon – Deadline for Submittals.

Submittals must be received at NOACA by the above deadline. Digital proposals are to be submitted via e-mail to procurement@mpo.noaca.org, but NOACA assumes no responsibility for formatting or transmission errors. Submittals received after the deadline will not be considered. Please reference, "Signal Timing Optimization Program RFP" in email subject line.

October 8th-11th, 2019 – Consideration of Submittals and Selection of Interview Candidates

An evaluation team will select candidate(s) from submittals received for interview(s). This process will include review of submittals, references, and other information as necessary, as well as rating of submittals.

October 15th -16th, 2019 – Interviews with Selected Candidates (If Needed).

Interviews will provide an opportunity for NOACA and selected candidates to further gauge their fit and ability to work with each other.

Please ensure that the appropriate representative, including the designated Project Manager, will be available to attend an interview if selected as a finalist. A digital meeting format such as, "Go to Meeting" may be utilized.

November, 2019. NOACA Committee Review Process

December, 2019. Approval of Contract by NOACA Board of Directors.

6. SELECTION PROCEDURES

NOACA will directly select a consultant based on the contents of the submitted proposal and interview, if requested. The requirements for the RFP and the Consultant evaluation are contained in this document.

Firms interested in being considered for selection should respond by submitting (1) copies of the Proposal electronically to procurement@mpo.noaca.org **by 12:00 PM on the response due date** listed above.

Responses received after 12:00 PM on the response due date will not be considered. Please ensure that the appropriate representative, including the designated Project Manager, will be available to attend an interview if needed (October 15th-16th, 2019) if selected as a finalist. Interviews may occur via conference call.

Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. The Letters of Interest shall be limited to twelve (12) 8½" x 11" single-sided pages.

3. Please adhere to the following requirements in preparing letters of interest:
 - a. Please use a minimum font size of 11-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.

B. Letter of Interest Content

Firm & Staff:

- Team Personnel – List the Project Manager and other key staff members, including key sub consultant staff. Include personnel for important disciplines and staff members that will be responsible for the work, and the project responsibility of each. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection sub factors noted. Provide resumes of each firm/team member along with a list of major services offered by each team member.

- Firm Experience – Provide detail of the firm’s qualifications as well as success with projects of similar programs, budgets, and/or clients. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff. List significant sub consultants, their current prequalification categories and the percentage of work to be performed by each sub consultant.

Project Approach:

- Provide a description of your Project Approach, not to exceed four pages. Address your firm’s: 1) Technical approach; 2) Understanding of the project; 3) Your firm's qualifications for the project; 4) Innovative ideas; 5) Your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs; 6) Schedule for completing the tasks.

The above items must be included within the 12-page body of the LOI. Remaining space within the twelve (12) pages may be utilized to provide additional information concerning general qualifications.

8. EVALUATION CRITERIA:

Criteria	Weight %
Project Approach: Exhibit 1, Note 3	50
Demonstrated experience with similar projects-Exhibit 1, Note 2	25
Qualifications of Staff- Exhibit 1, Note 1	25
Total	100

Exhibit 1 - Consultant Selection Rating Form Notes

1. **Qualification of Staff** - The Proposal must demonstrate that the Consultant has the organizational capability and experience to complete the project. Identify the project team members, the role of the prime consultant, and any subconsultant(s). The rankings and scores will be based on the Staff's experience on similar projects and past performance for other agencies.

Differential scoring will consider the relative importance of the Project Managers role in the success of a given project. The Project Manager's role in a simple project may be less important than for a complex project, and differential scoring will reflect this, with higher differentials assigned to projects that require a larger role for the Project Manager.

2. **Demonstrated Experience with Similar Projects** – The proposal must demonstrate each consultant's experience and established competence related to this procurement. Each consultant shall be ranked, with the highest ranked consultant and proposed subconsultants receiving the greatest number of points, and lowest ranked consultant and proposed subconsultants receiving commensurately lower scores. The rankings and scores will be based on each firm's experience on similar projects and past performance for NOACA and other appropriate agencies. The selection team will consider documented performance ratings if available, and consult other agencies as appropriate. The use of documented ratings shall place emphasis on the specific type of services requested.
3. **Project Approach** - Each consultant shall be evaluated based on the approach presented in the proposal to complete the project. Factors for evaluation shall include project schedules; demonstration of understanding for the project; methods and strategies to best accomplish the project; creativity; viability; and implementation. Proposals should clearly describe how each task or deliverable will be completed.

9. ADMINISTRATIVE PROCEDURES AND CONDITIONS

A. DISADVANTAGED BUSINESS ENTERPRISES (DBE):

It is the policy of NOACA, as required by the United States Department of Transportation (US DOT) that Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for this federally assisted contract and/or subcontract with another other consultant to perform the requested services. Consequently, the requirements of Title 49 CFR Part 26 will apply to this contract. If not a DBE itself, the Consultant must use its best efforts to solicit from and to utilize DBE subconsultants with meaningful minority groups and female representation among their employees. The Consultant must ensure that the DBE subcontractor(s) is performing a "commercially useful function" as defined in NOACA policy.

This proposal includes a DBE Goal of 12%. At least this percent of the agreement shall be performed by certified DBE firms. The percentage goal may be met if the awarded Consultant is DBE certified. DBE certification must be from the State of Ohio.

Only firms certified as DBE through a State's Unified Certification Program (UCP) will be counted toward meeting this goal. A listing of currently certified **DBEs in Ohio** can be accessed on the UCP website at www.ohioucp.org. Potential DBEs may also access the website to obtain information on how to become certified. To qualify for certification as a DBE, an applicant must meet the eligibility standards established in the federal regulations at 49 CFR Part 26 and 13 CFR Part 121. DBE certification must be in place at the time of contract award and throughout performance of the contract.

The Consultant must document the progress and efforts being made in securing the services of DBE subconsultants. In the event the Consultant is unable to meet the DBE goal placed on the contract, a request for a waiver of all or part of the goal may be made to NOACA. The written request must indicate a good faith effort was made to meet the goal.

The Consultant's proposal must include the percentage of work to be performed by each DBE subconsultant, and a description of the work to be performed by each. Consultant proposals that do not include the minimum percentage of DBE participation noted above, or that cannot demonstrate good faith efforts to include DBEs, will be rejected. If selected, the Consultant's price proposal shall reflect the required level of DBE participation, or provide an explanation of how the requirement will be met in later phases of the work.

GOOD FAITH EFFORTS

The Consultant must document the progress and efforts being made in securing the services of DBE subcontractors. In the event the Consultant is unable to meet the DBE Goal placed on a project, good faith efforts to secure DBE participation must be demonstrated. The written request must indicate a good faith effort was made to meet the goal and be sent to the DBE Liaison Officer, NOACA Division of Programming, 1299 Superior Avenue, Cleveland, Ohio, 44114. There will be no extension of time for the project granted if the Contractor wishes to avail themselves of this process.

NOACA shall consider the following information and documentation when considering Good Faith Efforts (GFE) have been met:

1. Dollar value and % of DBE goal. Dollar value and % of waiver request.
2. Signed copy of each subcontract or purchase order agreement between the Consultant and DBE subconsultant utilized in meeting the contract goal.
3. Copy of dated written communication, fax confirmation, personal contact, follow up and negotiation with the DBE's.
4. Copy of dated written communication and/or fax confirmation that bidder solicited and provided DBE's with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation.
5. Copy of dated written communication of each noncompetitive DBE quote that includes the dollar value of each reference item and work type.
6. Copy of dated written communication of DBE's that were not interested in providing a quote for the project.
7. Documentation of all negotiating efforts and reason for rejecting DBE bids for service.
8. Solicitations made by the Consultant for subcontracting opportunities and DBE quotes through associations, networks, or other appropriate methods of announcement.
9. Documentation of GFE to meet the DBE subcontract goal, by looking beyond the items typically subcontracted or consideration of subcontracting items normally performed by the prime as a way to meet the DBE goal.

NOACA will review the submitted documentation and issue a written decision within ten (10) business days.

COMMERCIALY USEFUL FUNCTION

NOACA is required to monitor DBE Consultants and subconsultants to ensure they are performing a Commercially Useful Function (CUF) on the project. A DBE is performing a

CUF when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved with the DBE's employees. A DBE firm must have the proper North American Industry Notification System (NAICS) codes for the type of work they are performing. The DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the materials and installation (where applicable), and paying for the work components itself.

B. NONDISCRIMINATION

Consultants agree not to discriminate against any employee or applicant for employment because of race, color, religion, age, creed, sex, sexual orientation or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultants further agree to comply with all requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., 49 C.F.R. Part 21.

- C. All proposals received by NOACA in response to this RFP shall remain valid for 90 days from the date of submittal.
- D. An RFP does not constitute an offer or a contract. No contract may be awarded without a resolution by the NOACA Board of Directors.
- E. NOACA reserves the right to cancel or reissue the RFP or to revise the timeline at anytime. NOACA reserves the right to reject any and all proposals and to waive minor irregularities in the proposal process. NOACA may accept any proposal if such action is believed to be in the best interest of the agency.
- F. NOACA is not liable for any cost incurred by the proposer prior to execution of a contract.
- G. The contract between the successful proposer and NOACA shall include all documents mutually entered into specifically including the contract instrument, the RFP, and the response to the RFP. The contract must include, and be consistent with, the provisions stated in the RFP.
- H. The Consultant will be required to assume the responsibility for all services offered in the proposal whether or not directly performed by the Consultant. Further, the Consultant will be the sole point of contact for NOACA with regard to contractual matters.
- I. The consultant project team shall be approved by NOACA. NOACA must approve any changes in the project team.
- J. Consultant must show proof of liability insurance.
- K. NOACA reserves the right to cancel or reissue the RFP or to revise the timeline at anytime.
- L. **Suspended or Debarred Firms**
Firms or individuals included on the [Systems Award Management \(SAM\)](#) and [Ohio Findings for Recovery](#) as suspended or debarred are not eligible for selection.

10. COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

NOACA, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

11. COMMUNICATIONS AND QUESTIONS

For questions regarding the RFP, please contact procurement@mpo.noaca.org. All questions must be submitted by email and be submitted no later than seven (7) days prior to the due date, **September 25th, 2019** at noon. Pre-proposal questions and answers provided are for informational purposes only and are not part of the RFP documents. If a question warrants a clarification, NOACA will issue an addendum addressing the request.

Please note the following policy concerning communication between Consultants and NOACA during the announcement and selection process:

- During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:
 - Communications which are strictly prohibited:
 - Any discussions or marketing activities related to this specific project.
 - Allowable communications include:
 - Technical or scope of services questions specific to the project or RFP requirements.

12. SUBMITTALS

All responses to this RFP shall contain the following sections in the following order:

1. Letter of interest
2. Abstract
3. Background and Experience
4. Project Staffing and Organization
5. Project Approach
6. References

And, optionally:

7. Supplementary and/or reference material

Submittals received for items 1-7, above, will be confirmed via email. Please call (216) 241-2414 if you do not receive an email response within 48 hours indicating that your submittal was received. Supplementary and/or reference material, may be submitted or referenced as a DVD, website, via FTP, or other media or means. Accessibility to any website or platform, including any login information and passwords must be provided. Such material or references, including authority to review such information (if client-proprietary, for example) must be made available by the procurement deadline indicated above. Any media that must be mailed shall be sent to the address below and shall be referenced in the pdf document containing Sections 1-7. (Any items mailed or sent via courier services must arrive before the procurement deadline to be considered as submission supplementary material.)

Proposal package should include the following:

Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. The Letters of Interest shall be limited to twelve (12) 8½" x 11" single-sided pages.
3. Adhere to the following requirements in preparing letters of interest:

- a. Use a minimum font size of 11-point and maintain margins of 1" on all four sides.
- b. Page numbers must be centered at the bottom of each page.
- c. Use 8½" x 11" paper only.

B. Letter of Interest Content

Firm & Staff:

- **Team Personnel** – List the Project Manager and other key staff members, including key sub consultant staff. Include personnel for important disciplines and staff members that will be responsible for the work, and the project responsibility of each. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection sub factors noted. Provide resumes of each firm/team member along with a list of major services offered by each team member.

- **Firm Experience** – Provide detail of the firm’s qualifications as well as success with projects of similar programs, budgets, and/or clients. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff. List significant sub consultants, their current prequalification categories, and the percentage and areas of work to be performed by each sub consultant.

Project Approach:

- Provide a description of your Project Approach, not to exceed four pages. Address your firm’s: 1) Technical approach; 2) Understanding of the project; 3) Your firm's qualifications for the project; 4) Innovative ideas; 5) Your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs; 6) Schedule for completing the tasks.

The above items must be included within the 12-page body of the LOI. Remaining space within the twelve (12) pages may be utilized to provide additional information concerning general qualifications.

Submissions must be made electronically by **12:00 noon on Monday, October 8th, 2019**, using a PDF or Microsoft Office format. To submit the proposal, please email the proposal to procurement@mpo.noaca.org. If the proposal is a large file, greater than 65MB, please instead request the Dropbox site and password for posting the proposal materials.

NOACA supports environmental consciousness and discourages mailed submissions for this RFP. However, for material that must be mailed, use:

Susanna Merlone, Director of Administrative Services
Northeast Ohio Areawide Coordinating Agency
1299 Superior Ave.
Cleveland, OH 44114

Appendix A

NOACA Traffic Count Reporting Format

All traffic counts are to be submitted to NOACA in their "raw" format from the traffic counters, along with information on how to interpret and manipulate the raw data. All raw traffic counts shall be converted to an Excel spreadsheet. The spreadsheet shall contain one separate row of a 24-hour volume count for each direction, and one separate row of a 24-hour classification volume count for each classification category and each direction. Hourly details are stored in the record in the columns specified below. All numeric fields should be right-justified and zero-filled. The fields of each record are described one by one as follows:

Column 1: A-B Model Link: This field refers to the model highway network of the NOACA travel forecasting model. Each value starts with a character N, followed by a six digits of the A node and another six digits representing the B node of the model link for the road segment of the count location.

Column 2: General Description of the Location

Column 3: Direction: This field shows the directional abbreviation for the traffic count:

- NB - Northbound
- EB - Eastbound
- SB - Southbound and
- WB - Westbound

Column 4: City: This field shows the location city of the count.

Column 5: County: County Name Abbreviated; the county of the count location:

- CUY - Cuyahoga
- GEA - Geauga
- LAK - Lake
- LOR - Lorain, and
- MED - Medina

Column 6: Latitude of the count location (decimal degree)

Column 7: Longitude of the count location (decimal degree)

Column 8: Code: This field is for vehicle classifications:

- All - Total count of cars and trucks
- Car - Car count
- Truck - Truck count

Column 9: Year: The year in which the count was collected.

Column 10: Month: The month in which the count was collected.

Column 11: Day of Month: The collection day of the month.

Column 12: Weekday: The collection day of the week.

Columns 13-36: Hourly Counts.

Column 37: Daily Total: Total daily counts.