

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
REQUEST FOR QUALIFICATIONS (RFQ)**

SOLICITATION NO: NV-001

SERVICE DESCRIPTION: Transportation Planning:
Luling Relief Route Study

DATE ISSUED: March 5, 2018

PRE-PROPOSAL CONFERENCE TIME AND DATE:
2:00 PM (CST), Monday, March 12, 2018

LOCATION: 3300 N Interstate 35 Frontage Road, Suite
630, Austin, Texas 78705

A call-in number has been established for those
potential proposers that cannot attend the Pre-
Proposal meeting:

Call-in Number: (415) 655-0001
Access Code: 192 793 835

FOR CONTRACTUAL AND TECHNICAL ISSUES

CONTACT: Theresa Hernandez, Financial Manager
CAMPO

Phone: (512) 215-8225

Email: Theresa.hernandez@campotexas.org

PROPOSAL DUE PRIOR TO: 2:00 P.M. (CST), Monday,
March 19, 2018

ATTENTION: Theresa Hernandez

LOCATION: 3300 N Interstate 35 Frontage Road, Suite
630, Austin, Texas 78705

TENTATIVE INTERVIEW DATE(S): TBD

NOTE: Offers must be received and time stamped in the CAMPO office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the CAMPO office prior to the time and date indicated. All updates regarding this solicitation can be found on the CAMPO procurement web page (<http://www.campotexas.org/about/requests-for-proposal-and-qualifications/>). It is the responsibility of the Offeror to view the procurement web page for all updates including addenda associated with this solicitation.

OFFER SUBMITTED BY

By the signature below, I certify that I have submitted a binding offer:

Signature of Person Authorized to Sign Offer Signer's Name and Title: (please print or type)

FEDERAL TAX ID NO _____ Date: _____

Company Name: _____

Address: _____

City, State, Zip Code _____

Phone No. () Fax No. ()

SUBMIT BOTH (HARCOPY AND ELECTRONIC) – BOTH MUST BE SUBMITTED

- **HARDCOPY: 1 ORIGINAL, 5 COPIES**
- **ELECTRONIC: PDF:** theresa.hernandez@campotexas.org or USB included with proposal

*****SIGNATURE FOR SUBMITTAL REQUIRED*****

RFQ SUBMITTAL

Each respondent of this RFQ is requested to present a proposal discussing the scope of work as described in Section III. CAMPO reserves the right to reject any or all proposals or portions of proposals, if it is deemed to be in the best interest of CAMPO. This RFQ document is organized as follows:

I. Proposal Contents and Specifications

This section contains the specific and general description of the information to be provided within the proposal. Federal requirements and specifications are noted. Due to the nature of this contract, all the contents and specifications may not apply to this contract.

II. Evaluation of Proposals

This section describes the methodology by which the proposals will be evaluated and firms/individuals selected for proposal interviews.

III. Contract Objectives and Scope of Work

This section describes the work to be performed in the study and tasks to be executed.

RFQ PROCESS INFORMATION

This RFQ will be sent to all consultants in CAMPO's consultant database, which satisfies the search criteria of: firms with experience in regional and transportation planning. All requests for this RFQ packet will be welcomed. This RFQ will be available on CAMPO's website at <http://www.campotexas.org/about/requests-for-proposal-and-qualifications/>.

After the proposals are received, CAMPO's evaluation committee will score the submissions then select the top ranked firm(s). Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked provider.

CAMPO retains the right to select from the firms responding to this RFQ. Any or all submissions may be rejected, if they do not meet the Evaluation Committee's criteria or fail to comply with RFQ specifications. CAMPO also retains the right to withdraw this RFQ at any time.

At any point in the procurement process, any dispute, protest, or claim may be filed. The dispute, protest, or claim should be directed to the MPO Executive Director within seven (7) days after the aggrieved party knows or should have known of the facts or events giving rise to the complaint.

CAMPO is responsible for this contracted project. Further inquiries should be directed to Theresa Hernandez, Financial Manager at 512-215-8225.

SECTION I
SUBMISSION CONTENTS AND SPECIFICATIONS

Submissions should include the following:

A. Executive Summary

The executive summary of three (3) pages or less should include a summary of important points/sections of the proposal, project objectives, brief description of each section of attached proposal, and any special considerations. The letter must include the primary contact name, telephone number, and email address for the responding agency.

B. Project Work Program

The consultant should detail their approach to undertaking the tasks listed in this RFQ. A recommended methodology for performance of each task identified in the RFQ should be included, along with demonstration of ability to meet specified deadlines from CAMPO management as assigned. This contract should be completed within nine (9) months of contract execution, although CAMPO may extend the contract due to extenuating circumstances.

C. Responsibility and Qualifications

The project manager and other key staff members must be specified and a clear indication given as to their involvement in the project, the amount of time they will be on-site and the percent of their time dedicated to this project. Brief resumes of staff members should be included. The successful respondent to this RFQ must understand they are expected to provide qualified personnel to accomplish each portion of the work in the scope outlined. Substitutions for essential personnel involved in the tasks will not be allowed without CAMPO's prior approval and resulting delays will be the responsibility of the consultant. CAMPO retains the right to request the removal of any personnel found, in CAMPO's opinion, to be unqualified to perform the work.

D. Prior Experience

Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include experience prior to 2008. Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects were accomplished.

E. References

The consultant should provide three references from Governmental agencies that have solicited similar assistance in providing both general and technical planning services. References should include contact name, title, agency, project name, email, and phone number.

F. Disadvantaged Business Enterprise (DBE) Goal

In connection with receiving grants from the U. S. Department of Transportation (DOT), CAMPO has established a goal of 25% Disadvantaged Business Enterprise (DBE) participation in its total annual third-party consulting opportunities. Each respondent is encouraged to take affirmative action and make every effort possible to use DBE firms in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any DBE firm, which is either unqualified or unavailable.

G. Title VI Requirements

The Capital Area Metropolitan Planning Organization (CAMPO), in accordance with the provisions of 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 bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, 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, or national origin in consideration for an award. Successful consultants will be required to comply with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), the Regulations of DOT issued there-under (49 C.F.R. part 21), and the assurances by CAMPO thereto.

H. Conflict of Interests/Debarment

Proposals shall state whether there is a potential conflict of interest and be cognizant of the requirement for executing a Debarment Certification stating that the firm has not been barred from doing work involving federal funds. A signed Debarment Certification will be required of successful respondent for each of the consultant team members.

While the above items provide a general description of what sections and information are expected in the proposal, they are not meant to limit or exclude other information from being included. For example, Sections II and III in this RFQ contain requirements for information that may not be specifically mentioned in this section. Responders should include such information in their proposal.

Also, the Texas House Bill 914, codified as Chapter 176 of the Local Government Code, requires vendors and consultants contracting or seeking to do business with CAMPO to file a conflict of interest questionnaire (CIQ). The required questionnaire is located at the Texas Ethics Commission website <http://www.ethics.state.tx.us/>.

The CIQ must be completed and filed with the bid/proposal response. Vendors and consultants that do not include the form with the response, and fail to timely provide it, may be disqualified from consideration by CAMPO.

I. Special Provisions relating to Local Government Officers

At the time a proposal is submitted, a prospective consultant must disclose whether an owner (in whole or part), officer or employee of the prospective consultant is a local government officer of a political subdivision that (a) conducts business with CAMPO and (b) is located within CAMPO's geographic boundaries.

J. Specific Disclosure, related Certification & Policy Board Review

If a solicitation indicates that the resulting product of the solicitation shall be presented by CAMPO for the concurrence or approval of a governing body of a political subdivision on which the prospective consultant (or an owner, in whole or in part, officer or employee) serves, any finding of a perceived conflict of interest by the Executive Director of CAMPO may be remedied by the local government officer's certified disclosure of the relationship with the prospective consultant and abstention from the local governing body's participation, consideration or concurrence with the product. Any such certification shall be made in writing and submitted to the Executive Director at the time any response to the solicitation is submitted. The Executive

Director shall then transmit the same to the Chair of the Transportation Policy Board. The Chair of the Transportation Policy Board shall present the related solicitation and certification to the Executive Committee of the Transportation Policy Board. The Executive Committee shall review the solicitation and certification, and may (1) take no action or (2) submit the same to the Transportation Policy Board for any action it deems appropriate, in its reasonable discretion, under CAMPO's procurement policies and applicable law. Such action by the Transportation Policy Board may include a finding of a perceived conflict of interest, notwithstanding the consultant's disclosure and certification described above. In the event that the Transportation Policy Board determines that a perceived conflict of interest exists, the Board will notify the prospective consultant in writing of the basis for the conclusion that a perceived conflict of interest exists, without any implied or actual limitation on any legal rights or defenses that might thereafter be asserted.

For purposes of this provision, "local government officer" has the definition established by Section 176.001{4} of the Local Government Code.

SECTION II EVALUATION OF SUBMISSIONS

Procedures have been established for the evaluation and selection of Consultant(s) that provide for a consistent approach to carry out CAMPO projects. In order to accomplish this objective, the CAMPO Consultant Evaluation committee will review each submission based on the following criteria:

- Previous Experience - Submissions will be assessed on prior experience of the firm in the subject areas covered in Section III of this RFQ. (20 points);
- Understanding of Project Scope – The responding consultant team must present their team’s approach through further clarification and understanding of all tasks involved in this study and the project. Any work on similar type projects may be listed to validate this understanding. The proposal should also include a project timeline/schedule demonstrating completion of tasks within the allotted project timeframe. (25 points);
- Availability of Consultant – This project involves many simultaneous tasks; the consultant team must demonstrate its ability to meet the project schedule. The consultant team should indicate other significant projects being worked on by the principals, % of involvement, and probable completion dates. (15 points);
- Project Management – The responding consultant team should include individuals that have relevant and effective project management experience. This includes a strong project manager, if applicable, deputy project manager, and strong subconsultants. Strong proposals will demonstrate how each team member, including any subconsultants, will be utilized in relevant tasks. (20 points);
- Past Performance – The Consultant must have a demonstrated track record of timely performance, quality, and integrity, as evidenced by a list of client references. (10 points);
- Additional Services, Ideas, Innovation or Products - Any additional services, innovative ideas, cost-saving measures, safety-measures, products, DBE/WBE/MBE/HUB usage, etc. will be considered for their usefulness to CAMPO or their contribution to the project. (10 points);

The Evaluation Committee will evaluate all submissions according to the criteria described. Based on scores of written submittals, CAMPO reserves the right to invite top ranked teams to participate in oral presentations. The oral presentation can carry a score of up to 25 points that will factor into the final overall scores (written proposal plus oral presentation). Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked consulting firm. If a contract cannot be negotiated with the top ranked firm, CAMPO may choose to proceed to negotiate with the next ranked firm, and so on, until a contract has been successfully negotiated.

CAMPO retains the right to select from the firms responding to this RFQ. Any or all submissions may be rejected, if they do not meet the Evaluation Committee's criteria or fail to comply with RFQ specifications. CAMPO also retains the right to withdraw this RFQ at any time.

SECTION III
Scope of Work
SOLICITATION NO. NV-001

Description: Luling Relief Route Study

1. PURPOSE

The Capital Area Metropolitan Planning organization, hereinafter referred to as CAMPO, seeks offers in response to this Solicitation from planning firms qualified and experienced in travel demand methodology to explore the potential of developing a relief route around Luling, TX.

2. BACKGROUND

The City of Luling has experienced traffic congestion in its downtown core in recent years. CAMPO proposes to assist the City of Luling and Caldwell County with a feasibility study to examine the pros and cons of a potential relief route. The feasibility study will have traffic and roadway geometric analysis components and will be conducted in cooperation with the TxDOT Austin District, Caldwell County, and the City of Luling. The feasibility study will look at current and future travel demand on the affected facilities.

3. STUDY AREA

City of Luling with a focus on US 183, SH 80 and US 90.

4. SCOPE OF WORK

Task 1.0: Program Administration/Management, Outreach and Public Engagement

Task 1.1: Program Administration/Management

- This task shall include management of all project activities and work. This task will involve continuous project coordination and administration; preparation of monthly progress reports, invoices and billings; meetings and coordination activities; preparation of meeting minutes; quality assurance/quality control (QA/QC); and other project management activities specified by CAMPO.
- Project Management Plan – Outlines project team organization, roles and responsibilities; program schedule; coordination and communication procedures; document and graphics formatting protocols; QA/QC plan; filing protocols; contract close-out procedures, and other important operational information.
- Quality Assurance/Quality Control Plan – Documents the quality control program to be implemented by the consultant team. It will outline review processes for all work to assure that the work is conducted and completed in accordance with CAMPO requirements and applicable standards.
- Management of Work Activities – Management of all project activities and work to assure they are conducted and completed in accordance with applicable CAMPO requirements and applicable Federal and State statutes, regulations, rules and guidelines.
- Program Schedule – Schedules will be developed, maintained and actively monitored for each major work program or effort. Progress will be reviewed during coordination

meetings.

- Invoice Preparation and Submittal – Monthly invoices prepared in accordance with current CAMPO invoicing procedures.
- Progress Report Preparation and Submittal – Unless otherwise directed in the work authorization, progress reports shall be submitted no later than the tenth day of the month following the month to which they apply. Each invoice shall include a copy of the progress report or reports for the period covered by the invoice. Each progress report shall specify, for each type of work that has been assigned under a work authorization, any deliverables that were completed during that month or other backup documentation as requested, physical and financial percent complete for that work, the precise nature of work that was done that did not result in a deliverable, whether the work is on schedule or not, any issues that may delay the work in the future, any actions by CAMPO or other remedial actions that are required, and for the following month, the anticipated work to be performed and the deliverables that will be submitted.
- Kick-off and Coordination Meetings – A kick-off meeting to be held immediately after each work authorization. Coordination meetings to be held at regular intervals – established in work authorizations.
- Action Tracking Log – The Consultant shall develop and maintain a log of action items. The log shall identify the action item, its status, responsible party, date assigned, and date completed. The log shall be a tool for managing assignments and shall be reviewed with CAMPO staff during coordination meetings.
- Document Control – The Consultant shall develop, implement and maintain an electronic document control and filing system that shall govern the distribution and file copies of all program-related correspondence, reports, plans and technical data.
- Project Files – Project files (electronic and hard copy) shall be assembled, maintained and delivered to CAMPO with a complete index at project closeout or as directed by CAMPO.
- Information Technology – Establishment and/or maintenance of a web-based electronic management tool (EMT) for internal and external transfer of program and planning data, document management, scheduling and coordination.

1.1 Deliverables:

- Draft Project Management Plan
- Final Project Management Plan
- Draft QA/QC Plan
- Final QA/QC Plan
- Program Schedule – updated at least monthly
- Monthly Invoices
- Monthly Progress Reports
- Draft Kick-Off Meeting Summary
- Final Kick-Off Meeting Summary
- Draft Coordination Meetings Summaries
- Final Coordination Meetings Summaries
- Action Tracking Log – updated weekly
- Indexed Project File (electronic and hard copy)

Task 1.2: Outreach and Engagement

On behalf of Caldwell County, the consultant will work with CAMPO to develop a comprehensive and inclusive public engagement plan (PEP) that will lead to meaningful participation of various stakeholders.

Task 1.2.1 - Luling Relief Route Advisory Committee

CAMPO will take the lead in forming the Luling Relief Route Advisory Committee (LRRAC) as a subcommittee of CAMPO's Technical Advisory Committee. LRRAC will serve as the steering committee for the Luling Relief Route Study, will help develop the goals and objectives, and vet the study's recommendations. LRRAC will receive updates on the planning process and provide feedback at each of their monthly meetings.

Task 1.2.2 – Steering Committee

Stakeholder outreach will focus on entities, through focus groups and interviews, most affected by a potential relief route including Luling downtown business owners, civic groups, etc. The public should be engaged throughout the process and specifically during development of the existing conditions analysis and the implementation plan.

Task 1.2.3 – Public Meetings (A minimum of three (3) meetings in Luling)

A minimum of three public meetings will be held in Luling at integral points during the study to gain the perspective of local residents, key advocacy groups, homeowner associations, business and community leaders, school boards, as well as other stakeholders.

The Consultant team will collaborate with CAMPO staff to broaden the channels of communication with the public and develop innovative outreach tools to garner meaningful input. The Consultant will facilitate and provide support personnel and exhibits for outreach meetings. The Consultant will collaborate with CAMPO staff to coordinate necessary logistics for meetings. Throughout the project if CAMPO determines there is a need for public outreach materials to be advertised or produced in a language other than English, the consultant will produce print and electronic materials in several languages (prevalent in the target area).

Task 1.2.4 – Targeted Outreach – Underserved Populations

A series of focus groups should be conducted to target underserved and under engaged populations that could be affected by a relief route.

Task 1.2.5 – Project Website and Other Online Engagement Methods

CAMPO will develop and host a project website that will include materials, meeting dates, and other information. The Consultant will be responsible for submitting deliverables and other content when applicable to the CAMPO Project Manager for posting to the project website. As part of Task 0, the consultant may suggest to CAMPO and, upon approval, develop additional outreach methods relevant to the study area such as through social media, online town hall meetings, apps, webinars, focus groups, etc.

1.2 Deliverables:

- Technical memorandum documenting the vision, goals and objectives for the

Luling Relief Route Study and the process of their development.

- PEP developed in coordination with CAMPO and TxDOT that includes methods, proposed schedule, and target groups/populations.

Task 2 – Discovery and Data Development

Task 2.1 – Discovery, Existing Conditions, and Needs Assessment

The Consultant shall review and evaluate current local, state, and regional plans and policies relevant to the Luling Relief Route Study. The Consultant will identify and contact the appropriate agencies and organizations to obtain needed data, to the extent that it is readily available. The following list of plans and documents is only a sample of the many relevant documents that shall be included as part of this analysis. It is expected that the consultant will complete an exhaustive discovery period to identify related documents completed by CAMPO and its local partners:

Relevant Plans (this is not an all-inclusive list):

- 2040 Regional Transportation Plan
- City of Luling Comprehensive Master Plan
- Caldwell County Transportation Plan
- TxDOT Unified Transportation Program (UTP)
- Statewide Transportation Improvement Program (STIP) / Transportation Improvement Program (TIP)
- TxDOT 24-month Letting Schedule

Current codes and ordinances pertaining to transportation and land use

This includes but is not limited to:

- County and city subdivision and development regulations
- Local zoning codes
- Infrastructure and/or roadway design standards
- Local parking regulations (as it pertains to on-street parking)
- Access management policies

Environment and Sustainability

- Evacuation efficiency – intraregional and local disaster and emergencies, interregional mass evacuation
- Natural – wildfires, floods, hurricanes, tornadoes – or manmade disasters
- Conduct a land suitability analysis
- Air quality data for the study area
- Water quality and supply data, specifically as it pertains to impacts of development on water quality and infiltration

Land use and cover

- Land use – obtain mapping showing existing land use, existing building footprints, major utility right-of-way (ROW), and street names
- Current and 2045 forecasted land use
- Obtain, review, and analyze existing development guidelines and restrictions,

- development densities, etc., for the study area
- Analyze recent digital aerial orthophotography of the study area (CAMPO or TxDOT, or another source as appropriate)

2.1 Deliverables:

- Technical report with photographs, maps, graphs, and charts summarizing the existing conditions of the roads involved with a potential relief route, with key issues identified (including bottlenecks, operational issues and interchange/intersection deficiencies)
- Land suitability analysis

Task 2.2 – Data Development

Collect all data necessary to evaluate the effects of a potential relief route and other information pertinent to its development. This effort shall include at a minimum an inventory of: current and future mobility needs in the study area, demographics data, traffic counts, crash and accident data, signal timing data, property values along existing roads and potential relief routes, and any other data requested by the CAMPO Project Manager.

2.2 Deliverables:

- Annotated listing of all data identified as necessary to evaluation

Task 3 – Alternatives Analysis, Performance Measures and Preferred Scenario Concept Plan

Task 3.1 – Alternatives Analysis

The Consultant will develop an alternatives analysis based on needs assessment. Alternatives should include:

- No build
- Operational improvements only that focus on matters including but not limited to intersection improvements, restriping, signal timing modifications, and inclusion of one-way couplets.
- At least two potential relief route options

3.1 Deliverables:

- Alternatives analysis that includes multiple options as stated above

Task 3.2 – Develop Performance Measures

Consultant will develop performance measures used to evaluate effects of the options detailed in the alternatives analysis on the Caldwell County and the City of Luling. Factors that should be measured should include but are not limited to:

- Travel times
- Environmental impact
- Economic development
- Quality of life
- Fiscal impacts

3.2 Deliverables:

- Technical memorandum documenting the list of performance measures and development methodology, and data sources for use in determining performance and evaluation

Task 3.3 – Preferred Scenario Concept Plan

The Consultant will create a preferred scenario concept plan that will include the phasing of projects, access management, multimodal enhancements, and cross sections.

3.3 Deliverables:

- Preferable Scenario Concept Plan

Task 4 – Implementation Plan

Task 4.1 – Implementation Plan

The implementation plan will document the near, short, medium and long-term vision strategies and required projects. The implementation plan should include:

- Policy recommendations (inclusive of land use)
- Recommended roadway sections and operational improvements
- Wayfinding concept
- Strategies to maintain and enhance a strong downtown and existing communities
- Project list with costs, descriptions, and timelines

4.1 Deliverables:

- Final Plan including all supporting report narratives (chapters), * visuals, and described deliverables from each task
- Technical memoranda documenting the implementation plan
- Development of an initial five-year list of priority projects and programs, including costs and schedules
- All associated graphics, spreadsheets, word processing and other native files
- GIS data

** The reports associated with each task will be combined to form the chapters of the Final Plan and appendices.*

PROGRESS REPORTS

The Consultant shall submit monthly progress reports via email, subject to review and approval of the CAMPO Contract Manager. The reports shall describe significant achievements and problems which have the potential to effect schedule or costs. They should be sufficiently detailed to assure that directions being pursued are in compliance with established and/or projected systems.

PROJECT TIMELINE

The project timeline is expected to be 9 months from the notice to proceed.