

Lewis Clark Valley Metropolitan Planning Organization (LCVMPO)



REQUEST FOR PROPOSALS

FOR

TRANSIT MASTER PLAN

RESPONSES DUE by 3 JUNE 2015

REQUIREMENTS

BACKGROUND:

In 2011 the Lewis Clark Valley Metropolitan Planning Organization (LCVMPO) contracted a consultant for the preparation of a Long Range Transportation Plan containing a relatively minor Transit Master Plan. The LCVMPO intends to develop the Transit Master Plan into a standalone document for use by the LCVMPO and the government agencies encompassed by the MPO.

DEFINITIONS/ACRONYMS

LCVMPO – “Lewis Clark Valley Metropolitan Planning Organization”

LC VALLEY – “Lewis Clark Valley”

Plan – “Transit Master Plan”

RFP – “Request for Proposal”

TAC – “Technical Advisory Committee”

OBJECTIVE:

The LCVMPO is seeking qualified and experienced consultants to develop a comprehensive Transit Master Plan. The objective of this project is to:

- Provide the LCVMPO with a comprehensive plan that consists of a broad “road map” of information and guidance for the development and management of a complete transit system serving the entire Lewis Clark (LC) Valley with connections to the regions beyond.
- Ensure that this Transit Master Plan maintains consistency with the other elements of the existing 2040 Long Range Transportation Plan (i.e., [Valley Destination 2040](#)) or identifies conflicts and rationalizes their existence.
- Review and validate the 2009 Transit Regionalization Study to ensure the information and guidance it provides reflect an accurate road map for final evaluation and implementation of a regionalization effort. This review occurs early in the project life and will become an Appendix to the final Transit Plan.
- Set the stage for the LC Valley to cultivate an identity as a supporter of multi-modal transportation methods.

SCOPE OF WORK:

A draft Scope of Work is attached as Appendix A. The Consultant shall utilize this document as the basis for development of a final Scope of Work in conjunction with the MPO Staff that includes all necessary tasks to achieve the final deliverables. The following items shall be addressed in the final the Scope of Work:

- Project Initiation, Project Management, and Internal Review
 - Basic formatting and content requirements
 - Fundamentals of transit make-up in the LC Valley
 - Communication Methodologies (e.g., channels, meetings, written, etc.)
 - Steering Committee formation and function
 - Identification of comparison cities

- Project controls requirements and formats
- Project startup requirements (i.e. scope, price, process, delivery requirements agreement)
- Work product format and comment incorporation
- Jurisdiction and Public Outreach and Engagement
 - Implementation of a comprehensive jurisdiction staff engagement process
 - Implementation of creative, different, innovative public participation processes designed to foster a higher level of public participation and buy-in to the final product
- Plan and Policy Review
 - Gathering and review of existing plans, policies, standards, procedures, goals and objectives for content understanding, consistency, and conflicts with specific focus on vision, goals, objectives, and policies.
- Vision/Goals, Objectives/Policies/Marketing Strategy
 - Develop project vision, goals, and objectives
 - Develop a Transit Marketing Strategy
- Analyze Existing Conditions
 - Determine the state of transit in and around the LC Valley and develop a comparison to other best practices.
- Conduct Modal and Corridor Analysis
 - Define high priority service improvements and assign the most appropriate and environmentally sustainable transit mode by corridor and alignment
- Review and Validate Transit Regionalization Study
 - Review the existing study content, basis, and recommendations and annotate in a standalone Work Paper areas where the content, basis, or recommendations appear to have changed significantly
- Develop 2040 Transit Master Plan
 - Using preceding work, explicitly define and describe the elements of a 2040 integrated transit system plan
 - Develop a comprehensive project list (programs and improvements) with planning-level cost opinions
 - Develop project sheets for routes that provide clear direction on where to allocate resources first
 - Identify potential funding sources for both capital projects and ongoing operations and maintenance of the proposed transit network
 - Develop a clear implementation strategy for policy and programmatic actions to support the growth and sustainability of transit service in the Lewis Clark Valley and surrounding area

- Complete Final Transit Plan incorporating non-contradictory comments received from the Steering Committee, LCVMPO TAC, and from the general public

ROLES AND RESPONSIBILITIES:

The Lewis Clark Valley Metropolitan Planning Organization Director shall act as the Project Manager. This position shall provide all project direction, assistance with scheduling, and access to existing data.

The LCVMPO Director will be assisted by a Steering Committee made up of a yet to be determined number of staff and other personnel. This Steering Team shall work closely with the LCVMPO Director providing counsel for all decisions made by the LCVMPO Director.

The Consultant shall be responsible for all technical work, public participation, report preparation, presentations, recommendations, strategies, etc. as agreed to in the final scope of work.

PROJECT DELIVERABLES:

The Consultant shall deliver the following summarized final products in a format mutually agreed to with the LCVMPO:

- Various administrative deliverables as defined throughout the draft Scope of Work.
- Detailed public outreach strategy and implementation plan
- Vision, goals and objectives
- State of Transit in the LC Valley and surrounding area existing conditions report.
- Modal and corridor analysis report.
- Existing Transit Regionalization Study review containing the results of the review and recommendations for update.
- Implementation strategy consisting of ranking and phasing recommendations; capital cost estimates; conceptual design details
- Implementation funding plan including details of funding options and requirements.
- Final Transit Plan outline including appendix arrangements
- All data and transit routes in GIS mapping system(s) in agreed formats.
- Final compiled report

RESOURCES:

The following resources shall be made available for Consultant use:

- Public Transit Master Plan Lewis Clark Valley Metropolitan Planning Organization dated September 2006
- Lewis Clark Valley Metropolitan Planning Organization Transit Regionalization Study dated April 2009

- Lewis Clark Valley Metropolitan Planning Organization Public ADA Facilities Inventory, December 2012
- Valley Destination 2040, The Long Range Transportation Plan for the Lewis Clark Valley Metropolitan Planning Organization dated September 17, 2013
- Human Services Transportation Coordination Plan, November, 2014
- GIS Database(s) and Maps
- Aerial Photos
- LCVMPO Policies, Procedures, Standards, Guidelines and other documentation.
- LCVMPO Member Agency Policies, Procedures, Standards, Guidelines and other documentation.

ESTIMATED BUDGET:

LCVMPO estimated a \$50,000 budget to complete this Plan. LCVMPO recognizes that the selected Consultant may not have an office within the LCVMPO region. Some of the costs reflected in their proposal for travel or data collection and public participation efforts may be substantial. Therefore, the LCVMPO encourages the Consultant to explore the possibility of sub consulting this type of work to a regional firm. Selecting a Sub Consultant does not weigh in the Evaluation Criteria for the proposal.

PROPOSED CONTRACT:

The successful Consultant will be asked to provide their boilerplate Contract Agreement for work of this type for use as a starting point for final Agreement.

GENERAL INFORMATION

CONTACT INFORMATION

All questions concerning this project or Request for Proposal shall be directed to Shannon Grow, Director, Lewis Clark Valley Metropolitan Planning Organization, via e-mail at sgrow@CityofLewiston.org.

SCHEDULE OF KEY DATES

Request for Proposal issued	4 MAY 2015
Pre-Bid conference	12 MAY 2015 @ 2:30 p.m. Pacific Daylight Time (GMT-7)
Project specific question deadline	21 MAY 2015 @ 4:00 p.m. Pacific Daylight Time (GMT-7)
Last date for posting answers to project specific questions to the LCVMPO website (www.lewisclarkmpo.org). This service ensures equal access and consistent answers.	28 MAY 2015
Final proposals due	3 JUN 2015
LCVMPO evaluation of proposals	4 JUN to 19 JUN 2015
Consultant interviews	22 JUN to 25 JUN 2015
Scope of Work and Contract Agreement negotiation	29 JUN to 10 JUL 2015
Final Scope of Work delivered to LCVMPO TAC	22 JUL 2015
Final Scope of Work approved by LCVMPO TAC	22 JUL 2015
Final Scope of Work and Contract Agreement Approved by the LCVMPO Policy Board	12 AUG 2015
Project Start	13 AUG 2015
Nez Perce County Fair (including set-up day)	23 SEP to 27 SEP 2015
Complete Review and Validation of Transit Regionalization Study (Task 7)	15 JAN 2016
Draft Report Complete/Start 30 Day Public Comment Period	28 MAR 2016
30 Day Public Comment Period Closed	27 APR 2016
Policy Board Approval and Project Completion (Not Later Than)	11 MAY 2016

PRE-BID CONFERENCE

As noted in the Schedule of Key Dates a Pre-Bid Conference will be held via telephone on 12 MAY 2015 at 2:30 p.m. Pacific Daylight Time (GMT-7). Prospective Consultants are encouraged to call the following number to participate in a brief overview of this Request for Proposal and to ask any initial clarification questions.

Telephone Number: (877)-594-8353

Participant Code: 34310685

PREPARATION INSTRUCTIONS

Proposals must conform to the following instructions. Any non-conforming proposal may be rejected at the sole discretion of the LCVMPO.

Responses must be submitted electronically as a .pdf file sent to the e-mail address below. NO PAPER SUBMITTALS WILL BE ACCEPTED.

The maximum length of the proposal shall be ten (10) pages. Consultant may include embedded links to provide supplemental documents, websites, and other explanatory material. **Use of embedded links is encouraged to reduce the file size of the electronic submittal.**

Late proposals will not be considered, and will not be accepted.

Proposals shall be sent to:

E-MAIL DELIVERY: Shannon Grow, Director
Lewis Clark Valley Metropolitan Planning Organization
sgrow@cityoflewiston.org

SUBMITTAL CONTENT

It is essential that the Consultant provide an adequate staff of experienced personnel and/or Sub-Consultants capable of and devoted to the successful accomplishment of the Work to be performed under this Request for Proposal. The Project Manager is an assigned key position and shall not be removed or replaced without the prior written approval of LCVMPO. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the proposal. The following criteria apply to both the Consultant and each Sub-Consultant. The proposal response shall include the following items arranged in the order listed below:

- **Introduction:** Introduce the Company, giving location, brief history, and describe how the company is organized to develop this type of project.
- **Public Participation and Staff Engagement Process:** The participation of the public is viewed as key to the development and acceptance of the Plan within the community. As such, traditional Public Participation Processes that rely on a few sparsely attended meetings is viewed as unacceptable. The Consultant shall describe new and innovative approaches they propose to employ in the development of the Plan to ensure markedly higher than normal public participation and acceptance of the Plan as one owned by the community. Describe how the implementation of the Consultants proposed Public Participation Process will be measured in terms of its success or failure. Additionally, the Consultant shall describe a thorough methodology for productively engaging jurisdiction staff in detailed information transfer around the inner workings of all transit systems.
- **Project Team:** Identify the Project Manager who will be responsible for all aspects of project execution, cost, quality, work schedule performance, and provision of adequate personnel and other resources for the successful

completion of this project. Provide a brief summary of education, experience, and qualifications as they relate to the management and conduct of this project. Characterize the proposed Project Manager's decision making authority with regard to all aspects of this project. Identify other proposed key personnel and briefly describe each person's role(s), duties relative to this project, and brief summary of experiences and qualifications.

- **Project Experience:** Provide a written narrative demonstrating knowledge of methodology, policies, and procedures for accomplishing this type of project. Identify potential issues that may be encountered and proposed resolutions. Identify a minimum of three projects of this type specifically relating to Transit Master Plan development within the greater context of a fully coordinated Master Transportation Plan that your company has successfully completed. Provide links to these completed Transit Master Plan documents.
- **References:** Provide three references for other U.S. Clients that the Consultant has contracted with in the past five (5) years to complete a similar Scope of Work specifically focused on the development of a Transit Master Plan integrated within a larger Master Transportation Plan. Provide Client company name, a specific currently still employed contact person familiar with the Scope of Work and Consultant performance, mailing address, email address, and telephone number.
- **Project Execution Approach and Schedule:** Define and provide a brief description of the activities required for successful project completion. Describe the Consultant's work plan including procedures for scope and schedule changes, cost adjustment, and quality control. This should include a description of the Consultant's control measures regarding management of key personnel and Sub-Consultant(s). Provide a project schedule in accordance with the Schedule of Key Dates with a completion date on or before May 11, 2016. Schedule shall be logically linked in accordance with best industry practice. Activities of the LCVMPPO and other organizations participating in the execution of the project shall be included within the schedule logic. Contractor shall identify risks and opportunities to project delivery success, and note any exceptions, exclusions, and other assumptions.
- **Cost Estimate:** Complete a lump sum estimate of total project cost for the performance and delivery of this Work. The proposed cost estimate will not be utilized in the bid evaluation process. Agreed to project cost will be itemized with the successful Consultant prior to contract award.

EVALUATION CRITERIA

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received in accordance with the following evaluation criteria. It is the responsibility of the Consultant to ensure that it complies with this Request for Proposal and provides the information requested. If the Consultant fails to provide any information requested in this RFP, such failure may result in either a lowered evaluation score or disqualification.

Element	Rating	Weight	Score
A - Public participation process		25	
B - Project Team		5	
C - Project experience		20	
D - References		15	
E - Project execution approach		25	
F - Project schedule		10	
Final Score			

Each of the criteria above will be rated 5 (excellent) to 0 (poor or non-responsive) and weighted by the number in parenthesis for each above. Final rating will be the sum of the individual weighted scores for each element

DBE PARTICIPATION

The Consultant will not be required to meet a specific DBE utilization for this project. However, the Consultant is encouraged to utilize the services of women and minorities in accomplishing the tasks or providing the services for this project.

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TITLE VI

The Lewis Clark Valley MPO, 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 of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 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, national origin, or sex in consideration for an award.

GENERAL TERMS

This Request for Proposal does not commit LCVMPO to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations.

RESERVATION OF RIGHTS BY LCVMPO

The issuance of this RFP does not constitute an assurance by LCVMPO that any contract will actually be entered into by LCVMPO and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Proposal
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFP and cancel this request with or without the substitution of another RFP
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this proposal, each respondent agrees that any finding by LCVMPO of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive except as provided herein.

CONFLICT OF INTEREST

By the submission of a RFP, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

EEO REQUIREMENTS

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

FINANCIAL REQUIREMENTS

The selected Consultant and their Sub-Consultants will be required to submit certified hourly rates and their last years' financial information and overhead schedule in accordance with Federal Acquisition Regulations.

PROPRIETARY MATERIAL

LCVMPO assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.