

REQUEST FOR PROPOSAL for ON-CALL CONSULTING SERVICES for TRAVEL DEMAND MODELING AND TRANSPORTATION PLANNING TECHNICAL ASSISTANCE

Cache Metropolitan Planning Organization (CMPO)

Release Date: August 18, 2017

Submittal Deadline: September 8, 2017

PROJECT NAME: TDM ON-CALL TECHNICAL ASSISTANCE

1. INTRODUCTION -The Cache Metropolitan Planning Organization (CMPO) is soliciting proposals from qualified consultants for on-call consulting services providing Travel Demand Modeling/Transportation Planning service.

The purpose of this Request for Proposal (RFP) is to establish contract(s) with one or more qualified consultants, for the purpose of assisting the CMPO in short order and on an as-needed basis to complete various Travel Demand Modeling and Transportation Planning activities. The subject on-call contract (s) will facilitate the timely assignment of tasks to consultants, whose services will be dictated by the CMPO's workload, technical capacity and by the consultants' areas of expertise.

Consultant selection will be made by the CMPO based on qualifications in accordance with the provisions of this RFP. Selection criteria for award of contract(s) are further described in Section 7.

Consultants are expected to submit a fee schedule in a **separate sealed envelope**. The submitted fee schedule must remain valid at least until June 30, 2019. This will become the basis for compensation and incorporated into a contract for Professional Services. For the CMPO's current fiscal year any contract(s) in combination cannot exceed \$40,000. The amount available may change in future years.

Notices to proceed will be issued by the CMPO on an as-needed, ongoing basis as needs and tasks are identified. The CMPO will provide a specific scope of work (more detailed than the general Scope of Work provided in the RFP) and the consultant will be expected to provide a delivery schedule and project staff allocation summary (based on the fee schedule submitted as part of this RFP). The consultant will also need to provide a "not to exceed" cost for any specific assigned task.

This RFP includes a description of the scope of work, assignment of work, and the required contents of the proposal.

Direct all inquiries regarding this RFP to:

Jeff Gilbert, Transportation Planner
Cache Metropolitan Planning Organization (CMPO)
179 N. Main, Suite 305
Logan, UT 84321
(435) 755-1634
Jeff.gilbert@cachecounty.org

2. SCOPE OF WORK

The work to be performed by the selected consultants, hereinafter referred to as the Consultant(s), shall include but not be limited to the tasks described in this section. Consultant(s) shall provide qualified personnel to complete all of the tasks outlined. Completion of these tasks will require that the Consultant(s) work with CMPO staff to gain a clear understanding of proposed projects and other relevant information.

2.1 TRAVEL DEMAND MODELING SUPPORT

The CMPO recently completed a significant update of its regional Travel Demand Model (TDM). This model uses Citilabs' Cube Base and Voyager software. General likely tasks could include:

- a) Cache 2040 Regional Transportation Plan (RTP) Model Runs (e.g. changes or additions to highway and transit network).
- b) Provide continuing model development support as needed.
- c) Complete roadway network updates
- d) Provide detailed model documentation.
- e) Complete model validation
- f) Assistance with socioeconomic forecasting
- g) Provide assistance and guidance on a continuing Data Collection Program (speeds, observed traffic counts, transit boardings, etc)
- h) Complete model runs for individual cities (e.g. new development or plan change impact analysis).
- i) Complete model runs to help evaluate the effectiveness of various transit investments.
- j) The Consultant(s) may be expected to meet with CMPO staff throughout assigned projects to update project status and timelines.

REGIONAL TRANSPORTATION PLAN UPDATE TECHNICAL SUPPORT

- a) Provide assistance with project selection and prioritization.
- b) Provide GIS mapping as needed
- c) Assist with document preparation and exhibits.
- d) Assist with public involvement process

3. ASSIGNMENT OF WORK

Individual assignments for specific projects will be made on an as-needed basis. CMPO staff will make specific assignments to the selected on-call Consultant(s) based on experience and expertise, proposed work product, current workload and ability to respond, or other relevant criteria. The scope of work and cost (consistent with submitted fee schedule) for each specific project will be established and agreed to by the Consultant(s) and the CMPO at the time individual projects are assigned.

The CMPO makes no specific guarantee of a minimum or maximum number of hours or amount of services, which shall be required of any single Consultant. In addition, the award of a contract for on-call services shall in no way be considered an exclusive agreement to provide service for the CMPO.

4. CONTENTS OF PROPOSAL

Each response to this RFP shall include the information described in this section. Failure to include all the elements specified may be cause for rejection. Excessive information will not be considered favorably. Not including Resumes and the fee schedule, **the proposal is not expected to be more than approximately 4 pages.**

All submittals shall contain the following elements:

4.1 Cover letter with the following information:

- A. Title of this RFP;
- B. Name and mailing address of firm (include physical location if mailing address is a P.O. Box);
- C. Contact person, telephone number and email; and
- D. The person authorized to ultimately execute any related contract shall sign this letter.

4.2 Experience: Briefly describe prior relevant experience.

4.3 Qualifications and Resumes of Key Personnel: Provide the names of staff likely to provide on-call services and include their resumes. Also identify where they are located. In addition, list any sub-consultants that you may use on a regular basis.

4.4 References: Provide a minimum of two references that are familiar with your prior work . Include an appropriate contact name and telephone number.

4.8 Fee Schedule: **In a separate Sealed Envelope**, please provide a complete fee schedule for all services to be delivered, including hourly rates for all proposed staff. Fees must remain valid at least until June 30, 2019.

5. SUBMITTAL INSTRUCTIONS

Written responses to this RFP must be submitted by 5:00 PM on September 8, 2017. Electronic submittals will be accepted before the deadline. However it is the submitters responsibility to confirm receipt.

Attn: Jeff Gilbert
CMPO
179 N. Main, Suite 305
Logan, UT 84321

6. CONTRACT

The CMPO anticipates contracting with Consultant(s) for a until June 30, 2019. The Consultant(s) will be required to comply with all requirements of a CMPO (contract for Professional Services).

7. SELECTION PROCEDURES

All proposals that contain the minimum information requested in this RFP will be evaluated on the basis of professional experience, qualification, and service to be performed. The selection of Consultant(s) will be based on the following items.

1. Qualification and Resources

- a. Project Team
- b. Technical Expertise
- c. Firm Resources

2. Meets Minimum Submittal Requirements

- a. Cover Letter
- b. Experience
- c. Qualifications and Resumes
- d. References
- e. Fee Schedule

The CMPO reserves the right to reject any and all proposals and to waive minor irregularities in any proposal. In addition, the CMPO reserves the right to request clarification of information submitted and to request additional information from any Consultant. Consultant(s) may be invited to an interview to further aid the selection process. The CMPO may select whichever Consultant(s) it determines will best serve its interests. Written notification of the outcome of the selection process will be mailed to all Consultants who submitted a proposal.