



MEMORANDUM

February 27, 2017

To: Consultants

From: Jeanne Geiger, Deputy Director

Subject: Request for Proposals

The Alamo Area Metropolitan Planning Organization (AAMPO) is seeking the professional services of a consultant to perform the activities outlined in the attached Request for Proposals for the **Regional Transportation Attitude Survey III.**

Electronic proposals are due to the AAMPO by 12:00 noon (CT), Friday, March 24, 2017.

Please submit any questions you may have in writing to the attention of Jeanne Geiger by e-mail to geiger@alamoareampo.org, not later than 5:00 p.m., Wednesday, March 8, 2017. Responses will be posted on the AAMPO's website at www.alamoareampo.org as soon as possible but no later than 5:00 p.m. Monday, March 13, 2017.

It is the proposers' responsibility to check the AAMPO's website for any updated information on this project.

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Request for Proposals

Subject: Regional Transportation Attitude Survey III

**Request for
Proposal Issued:**

Monday, February 27, 2017

The Consultant is responsible for periodically visiting the MPO's website at www.alamoareampo.org for any updated information on this project.

**Deadline for
Questions:**

5:00 p.m. (CT), Wednesday, March 8, 2017

Questions will only be accepted in writing to the attention of Jeanne Geiger at geiger@alamoareampo.org.

Responses will be posted on the MPO's website at www.alamoareampo.org by 5:00 p.m. (CT) Monday, March 13, 2017.

Proposal Due:

Friday, March 24, 2017, 12:00 p.m. (CT)

Number of Copies:

One electronic document (pdf) less than 8 MB e-mailed to aampo@alamoareampo.org

Background and Purpose:

A consultant will undertake a regional transportation attitude study within the Alamo Area MPO study area to gather statistically valid data with respect to public perceptions of regional transportation needs and issues and of preferences and priorities for future transportation system enhancements. While the focus will be on transportation, the survey will address other aspects of transportation planning including air quality, aquifer protection, energy, safety, noise reduction, drainage, neighborhood protection, historical site preservation, protection of trees and other features of the natural landscape. The Alamo Area MPO study area is comprised of the entireties of Bexar, Comal and Guadalupe counties and a portion of Kendall County.

A preferred methodology at this time is one which measures preferences and established priorities by requiring respondents to make a series of choices between specific alternatives rather than simply rating or ranking them.

This project is an update of the San Antonio – Bexar County Regional Transportation Attitude Studies conducted in 1997-1998 and 2006-2007. It is expected the questionnaire and data collection methodology will be similar to the original study to potentially allow for direct comparisons of survey results.

Proposal Content

Proposals should be limited to 10 pages, excluding resumes and firm experience, and should contain at least the following documentation:

1. Cover Letter - This should include a brief summary of the key points of the proposal and the approach to accomplishing the study. The name, address, and telephone number of the firm, as well as the primary contact person's name and that person's e-mail address, should also be included.
2. Study Methodology - This should include the Consultant's approach to tasks to accomplish the work outlined in the Scope of Work. This Section should demonstrate an understanding of the project, the regional transportation system and Federal and State transportation planning requirements. This section is limited to ten pages and no less than 11 point font.
3. Key Personnel - One paragraph summaries of qualifications and experience should be submitted for all personnel assigned to the project. The assignment of personnel must specifically contain the percent of time by personnel for each task included in the Scope of Work. The successful responder to this RFP must understand that they are expected to provide qualified personnel to accomplish each portion of the work in this study. The MPO and/or its representative(s) will maintain the right to request the removal of any personnel found, in their opinion, during the course of work on this project, to be unqualified to perform the work.
4. Management Plan - The management plan must contain a schedule of work that reflects the timing of deliverables and other significant milestones in the completion of the project; a percent of time by task for the Prime and each subconsultant; and the means by which the project would be coordinated with other related work. The purpose of the management plan is to specify the distribution of emphasis between tasks and the distribution of participation between the Prime and each subconsultant for each task described in the Scope of Work. (Refer to the form in Attachment A. This form is available on the MPO's website as an Excel document and it must be completed and submitted with the proposal for the proposal to be considered.)
5. Related Work - Work closely related to that described in the Scope of Work which has been performed by the specific personnel assigned to this project should be briefly outlined in the proposal. Emphasis should be placed on work undertaken in the past five years only.

Criteria for Evaluation

The proposals will be evaluated based on the following criteria with relative weights in parenthesis:

1. Qualifications and previous related experience of key personnel to be assigned to this project. (25%)
2. Understanding of United States Department of Transportation (USDOT) and Texas Department of Transportation (TxDOT) transportation planning requirements. Understanding of work requirements as outlined in the proposed study methodology. (15%)
3. Demonstrated knowledge of the study area. (20%)
4. Firm's previous related work experience within the past five years which includes citing previous experience in similar studies. (25%)
5. A detailed Management Plan demonstrating the ability to meet time schedules in the contract for this project and the ability to complete the project on the required schedule. (15%)

Budget

The source of funding for this project is Federal and State funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and TxDOT. The budget for this project in the MPO's FY 2016-2017 Unified Planning Work Program is \$200,000.

Project Oversight

The Transportation Policy Board has established a consultant selection committee. The responsibility of this committee is to make a recommendation on the consultant selection. Once the project is underway, the consultant selection committee will provide oversight for the conduct of the project. Other stakeholders may be invited to participate in the project as necessary.

Selection Procedure

The consultant selection committee, established by the MPO Transportation Policy Board, will review proposals based on the evaluation criteria. Their recommendations will be forwarded to the MPO's Transportation Policy Board. Firms, at the discretion of the consultant selection committee may be selected for oral presentations and interviews. The contract award will be made by the MPO Transportation Policy Board; however, the MPO reserves the right to reject any and all proposals. The consultant selection committee will be structured as follows:

Alamo Area MPO – 1 representative
Bexar County Public Works – 1 representative
City of San Antonio TCI Department – 1 representative
Comal County Geographic Area – 1 representative
Guadalupe County Geographic Area – 1 representative
Texas Department of Transportation – 1 representative
VIA Metropolitan Transit – 1 representative

Once the project is underway, other stakeholders may be invited to participate in the project.

Duration of Contract

This contract will cover an eight (8) month period from the date of the Notice to Proceed.

Disadvantaged Business Enterprise Participation

The MPO has a firm commitment to an affirmative action program for disadvantaged business enterprise (DBE) participation in its third party contracting opportunities. The Transportation Policy Board has set a goal of 25% DBE participation. Proposers are encouraged to make every effort possible to meet this goal and to identify DBE firms in the proposals. However, nothing in this provision shall be construed to require the utilization of any DBE firm which is either unqualified or unavailable. The proposer shall submit certificate(s) that verify certification.

Compliance with Federal Regulations

The Proposer's attention is called to the fact that this contract is subject to a financial assistance contract between the MPO and FHWA and FTA of the USDOT and TxDOT. The contract to be let, therefore, is subject to the terms of the contract between the MPO, USDOT and TxDOT. The successful Proposer will be required to comply with, in addition to other provisions of the Request for Proposal, the conditions required by all applicable Federal and State regulations, including the following:

1. Equal Employment Opportunity - Successful Proposer will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.
2. Title VI Assurances - Successful Proposer will be required to comply with all requirements imposed by Title VI of the Civil Rights Act of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued thereunder (49 C.F.R. part 21), and assurances by the MPO thereto.

Debarment Certification

The Prime Consultant and any subconsultants must complete and submit with the proposal the "Certification of Lower-Tier Participant". (Attachment B)

Scope of Work

The following Scope of Work identifies the major components of the project effort that the consultant will undertake.

Task 1: Project Management

- 1.1 The consultant will prepare a project management plan.
- 1.2 The consultant will prepare and submit monthly progress reports, invoices, and billings.
- 1.3 The consultant will establish and maintain a project schedule with key milestones.
- 1.4 The consultant will organize and coordinate oversight committee meetings for review, general coordination purposes, and status update of various elements of the project.

Task 2: Survey Preparation

- 2.1 The consultant will review previous and on-going transportation related studies and have knowledge of current regional transportation issues.
- 2.2 The consultant will set up and conduct a worksession with the project oversight committee to define the issues and problems that would be the subject of the attitudinal survey and to refine the goals and objectives of the project.
- 2.3 Based on the worksession in item 2.2, the consultant will design the draft survey instrument to be tested. In cooperation with the oversight committee, the consultant will also determine the sociodemographic data that will need to be collected in order to determine the accurate representation of the sample that is obtained. The consultant and oversight committee will also determine if there is background information that needs to be provided to the public as part of the survey process, in order to be able to obtain appropriate input on the issues of concern. The consultant will produce a Spanish translation of the instrument which will be pilot tested to ensure the translation has been performed accurately and that answers obtained are consistent with the English version.

- 2.4 The consultant will pilot test both the English and Spanish versions of the survey and will revise it as necessary.
- 2.5 The consultant will design the data collection procedures (telephone interview, mail-out, mail-back survey, etc.), and the various contact methodologies to be used to solicit participation and to ensure responses.
- 2.6 The consultant will develop a methodology for drawing the sample that will ensure accurate representation of the region. The survey results are desired to be at 95% confidence level $\pm 3\%$ accuracy.
- 2.7 The consultant will work with the oversight committee and the MPO staff to determine and implement any publicity needs if necessary.
- 2.8 The consultant will document in technical memoranda, at a minimum, the results of the initial worksession with the project oversight committee, data collection procedures, sampling scheme, and results of the pilot test.

Task 3: Conduct the Survey and Analyze Data

- 3.1 The consultant will conduct the survey using the adopted the data collection procedures.
- 3.2 The consultant will perform continual QA/QC on the collected data, checking for distributions of respondent demographic against the sampling goals and checking for quality and completeness of responses.
- 3.3 The consultant will run and report on a series of frequencies, cross tabulations and other statistical analysis of the data for understanding the survey results.
- 3.4 The consultant will provide meaningful graphical representations of the collected data.
- 3.5 The consultant will analyze the results with a view to drawing conclusions and documenting awareness of issues and problems needing to be addressed by the MPO or other entity. To the extent the data allows, comparisons of results should be made with the previous regional transportation attitude survey.

Task 4: Prepare Draft and Final Reports

- 4.1 The consultant will prepare a draft final report (which must include an executive summary) documenting the entire survey effort and analysis of results. The draft final report will be presented to the oversight committee for comment and approval.
- 4.2 The consultant will prepare a final report incorporating or addressing comments and corrections from the oversight committee.

- 4.3 The consultant will present the final report to the MPO Transportation Policy Board, incorporating or addressing comments as appropriate.
- 4.4 The consultant will provide data files and other relevant materials to the MPO. The data files will be transmitted to the MPO with a complete description of the file contents, meanings of codes, and all other information necessary for the MPO to undertake independent subsequent analysis of the data

Attachment A
Contract Task Summary

	Task 1		Task 2		Task 3		Task 4		Total	
Firm	Number of Work Hours	Percent Effort								
Personnel										
Prime (Firm Name)										
Name, Title										
Name, Title										
Name, Title										
Prime Total:										
Sub 1. (Firm Name)										
Name, Title										
Name, Title										
Subconsultant Total:										
Sub 2. (Firm Name)										
Name, Title										
Name, Title										
Subconsultant Total:										
Sub 3. (Firm Name)										
Name, Title										
Name, Title										
Subconsultant Total:										
Total:										

**Please provide the above information in a similar format for all key personnel that will be working on this study.

The intent of this form is to determine the level and relative distribution of effort between firms and key personnel.

**Lower Tier Participant Debarment Certification
(Negotiated Contracts)**

_____, being duly
(insert name of certifying official)
sworn or penalty of perjury under the laws of the United States, certifies that
neither _____, nor
(insert name of lower tier participant)

its principals are presently:

- debarred, suspended, proposed for debarment,
- declared ineligible,
- or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the above identified lower tier participant is unable to certify to any of the above statements in this certification, such prospective participant shall indicate below to whom the exception applies, the initiating agency, and dates of action.

Exceptions will not necessarily result in denial of award, but will be considered in determining contractor responsibility. Providing false information may result in criminal prosecution or administrative sanctions.

EXCEPTIONS:

Signature of Certifying Official

Title

Date of Certification

See Reverse for Information

Certification Information

This certification is to be used by contractors pursuant to 49 CFR 29 when any of the following occur:

- **any transaction between the contractor and a person (other than a procurement contract for goods and services), regardless of type, under a primary covered transaction**
- **any procurement contract for goods or services when the estimated cost is \$25,000 or more**
- **any procurement contract for goods or services between the contractor and a person, regardless of the amount, under which the person will have a critical influence on or substantive control over that covered transaction. Such persons include principal investigators and providers of federally-required audit services.**

***A procurement* transaction is the process of acquiring goods and services.**

***A nonprocurement* transaction is the granting of financial assistance to entities to assist the grantor in meeting objectives that are mutually beneficial to the grantee and grantor.**

A COPY OF THIS CERTIFICATION IS TO BE FURNISHED TO AUTHORIZED REPRESENTATIVES OF THE STATE OR THE U.S. DEPARTMENT OF TRANSPORTATION UPON REQUEST.