



MEMORANDUM

September 14, 2020

To: Consultants

From: Allison Blazosky, Transportation Planning Program Manager

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 **Subregional Planning Study**.

Electronic proposals are due to the AAMPO by 12:00 noon (CT), Friday, October 16, 2020.

Please submit any questions you may have in writing to the attention of Allison Blazosky by e-mail to blazosky@alamoareampo.org, no later than 5:00 p.m., Monday, September 28, 2020. 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. Friday, October 2, 2020.

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

Request for Proposals

Subject: Subregional Planning Study

Request for Proposal Issued: Monday, September 14, 2020

Proposers are responsible for periodically visiting the Alamo Area Metropolitan Planning Organization's website at www.alamoareampo.org for any updated information on this project.

Deadline for Questions: 5:00 p.m. (CT), Monday, September 28, 2020

Questions will only be accepted in writing by e-mail to Allison Blazosky at blazosky@alamoareampo.org. Responses will be posted on the MPO's website at www.alamoareampo.org by 5:00 p.m. (CT) Friday, October 2, 2020.

Proposal Due: 12:00 noon (CT), Friday, October 16, 2020

Number of Copies: One electronic document (pdf) less than 10 MB e-mailed to aampo@alamoareampo.org

Purpose:

The Alamo Area Metropolitan Planning Organization (MPO) is seeking proposals from qualified firms to conduct a Subregional Planning Study in the IH 35 corridor connecting northeast Bexar County, Comal and Guadalupe Counties, generally as shown in Figure 1.

The project will continue refinement and eventual implementation of selected strategies recommended by the [Capital-Alamo Connection Study](#) and future need identified by the [Regional Thoroughfare Planning Study](#). Strategies may include identifying a network of arterials to be designated as relief routes; undertaking feasibility studies of those routes; prioritizing improvements on the existing transportation network and identifying potential new connections; developing performance measures and a protocol for information exchange; initiating arterial improvement coordination between cities and counties; recommending local corridor preservation and corridor management activities; developing a regional strategy for smart multimodal corridors in line with TxDOT's future scenarios for lane management of IH 35 and IH 10; addressing incident management and access management; and coordinating regional bicycle networks and regional transit service routes to promote regional multimodal corridors. Work will also include stakeholder outreach, transportation modeling and scenario development, as appropriate.

Proposal Content

The proposal will 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 local transportation system and Federal and State transportation planning requirements. This section is limited to 10 pages (8.5" x 11") set to no less than 0.5" margins 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 study. Highlight staff members' successful experience on previous subregional plans. (30%)
2. Understanding of United States Department of Transportation (USDOT) and Texas Department of Transportation (TxDOT) transportation planning requirements. Understanding of multimodal transportation planning processes. 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. (20%)
5. A detailed Management Plan demonstrating the ability to meet time schedules in the contract for this study and the ability to complete the project on the required schedule. (15%)

Budget

The source of funding for this study 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 2020-2021 Unified Planning Work Program is \$500,000.

Consultant Selection Committee/Study Oversight Committee

The responsibility of the consultant selection committee is to make a recommendation to the MPO Transportation Policy Board on the consultant selection. Once the project is underway, the consultant selection committee will provide oversight for the conduct of the project.

Selection Procedure

The consultant selection committee 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 comprised of one representative from each of the following entities:

- Alamo Area MPO
- Bexar County
- Capital Area MPO
- City of New Braunfels/Comal County
- City of San Antonio Public Works Department
- City of Seguin/Guadalupe County
- Texas Department of Transportation (San Antonio District)
- VIA Metropolitan Transit

Other stakeholders will be invited to participate in the study oversight committee as needed.

Duration of Contract

This contract will cover an approximate twelve (12) month period from the date of the Notice to Proceed.

Disadvantaged Business Enterprise Participation

Based on the project's Federal funding, type of work, location, overall and item cost estimate values, subcontracting opportunities, certified DBE firms in vicinity of the project location, and size of the project, the Texas Department of Transportation has assigned a race-conscious DBE goal of **Zero (0.0%)** percent for this project proposal.

TxDOT has encouraged race-neutral DBE participation in this study.

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.

3. The 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 the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises 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, or national origin in consideration for an award.

Debarment Certification

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

Background

The Capital Alamo Connection Study (2018) identified a number of near, mid and long term strategies for the general IH 35 corridor. By 2040, the San Antonio region will have nearly 1.5 million new residents raising the region's population to over 3.4 million people. The IH 35 North corridor will continue to be a major artery in the region for people and goods. To meet this challenge, the Alamo Area MPO must plan, in cooperation with the region's stakeholders to keep both people and freight moving safely and effectively, while supporting economic growth, enhancing air quality and quality of life.

The adopted Alamo Area MPO 2045 Metropolitan Transportation Plan (MTP) identifies multimodal transportation projects needed to serve this growing population, primarily on existing travel corridors. Identifying new roadway alignments to better manage the movement of people and goods between the region's activity/economic centers in order to reduce congestion, provide more transportation choices, and provide reliable transportation trips is critical to provide a system that is sustainable over time to meet the region's growing needs. Additionally, ensuring seamless roadway connectivity across county and municipality lines is a priority.

Scope of Work

The following Scope of Work identifies the major components of the study effort.

The consultant's scope of work is as follows:

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, deliverables and oversight committee review requirements.
- 1.4 The consultant will organize and coordinate oversight committee meetings for technical review, general coordination purposes, and status updates of various elements of the project.

Task 2 – Research and Background

- 2.1 It is the intention of this study to build upon all previously developed databases and to engage in additional data collection only if absolutely necessary. Decisions concerning any additional data collection will be made by the consultant in cooperation with the study oversight committee.
- 2.2 Early in the study, the consultant will participate in a work session with the study oversight committee to further define the problems affecting transportation in the study area, familiarize members with key issues and refine the project's goals and objectives.
- 2.3 The consultant will research 1) current plans in the study area, 2) population and employment growth trends, 3) current and future traffic congestion levels and safety trends, 4) jurisdictional issues, 5) bicycle and pedestrian plans, 6) transit plans and opportunities for future connections, and 7) other applicable reports or studies that define and examine regional transportation and land use planning issues within the study area. The consultant will document major issues in a Study Area Profile Summary and present it to the study oversight committee.
- 2.4 The consultant will specifically review the Regional Thoroughfare Planning Study (RTP study, 2018) and the Capital-Alamo Connections Study (CACS, 2019). The consultant should also be familiar with VIA Metropolitan Transit's Vision 2040 (2016) and the New Braunfels Transit Study (in progress). The consultant will document detailed takeaways from these existing studies that support the direction of this study in a technical memorandum and present it to the study oversight committee.

Task 3 – Develop Near to Mid-Term Implementation Plan

- 3.1 The consultant will meet with selected stakeholders (identified by the study oversight committee) in the region to gain insight into the transportation priorities, needs and concerns at the local and regional scale. The stakeholder comments

and how they affect the direction of the study will be documented in a technical memorandum and provided to the study oversight committee.

- 3.2 The consultant will develop a prioritized menu of near- and intermediate-term multi-modal projects and programs to move forward with in this high growth sector, tailored to individual agencies with responsibility in the subregion. Issues to be considered will include but not be limited to:
 - existing and emerging regional activity centers
 - existing and projected traffic / truck volumes
 - population and employment density
 - transit needs
 - active transportation needs
 - roadway connectivity / alternative routes
 - innovative / emerging technologies
 - performance metrics
 - geographic features such as floodplains and topography
- 3.3 The consultant will identify responsible agency, potential partnerships, planning level costs and timeframe for implementation.
- 3.4 The consultant will evaluate costs, benefits and impacts of recommendations.
- 3.5 The consultant will identify a framework for entities to track and report planning and implementation in the region.

Task 4 – Final Report

- 4.1 The consultant will prepare a draft final report, including an executive summary, documenting all the tasks and recommendations for a successful, implementable series of projects and programs. The draft final report with results, analysis, conclusions and recommendations will be presented to the oversight committee for approval. The Final Report submittal will include all relevant GIS data associated with the final recommendations.
- 4.2 The consultant will present the draft final report to the MPO Transportation Policy Board.
- 4.3 The consultant will prepare the final report. The final report will address all comments and corrections requested by the oversight committee and Transportation Policy Board.
- 4.4 After acceptance of the final report by the Transportation Policy Board, the consultant will provide MPO staff with electronic versions of all materials produced during the Plan development process. Each implementing agency will be responsible for adopting recommendations specific to their jurisdiction.

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.

Former MPO Official and Employee Restriction (Negotiated Contracts)

I, _____, certify that for a period of one year from the date of termination of official duties, no former member of the

- Alamo Area Metropolitan Planning Organization staff,
- Transportation Policy Board,
- Technical Advisory Committee, or
- his or her parent, child or spouse

with a financial interest will serve on the staff of the consultant team as an employee of the prime contractor, or subcontractor, for this contract.

Financial interest is defined as having a business entity in which the former Transportation Policy Board member, Technical Advisory Committee member and MPO employee, or his or her parent, child or spouse, directly or indirectly owns:

- (A) ten (10) percent or more of the voting stock or shares of the business entity, or
- (B) ten (10) percent or more of the fair market value of the business entity.

Any violation of this policy, with the knowledge, expressed or implied, of the individual or business entity contracting with the MPO shall render the proposal or contract involved voidable by the Executive Director or the Transportation Policy Board.

Signature of Certifying Official

Title

Date of Certification