

Request for Proposals

Subject: AAMPO Resiliency Study

Request for Proposal Issued: Friday, December 10, 2021

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), Friday, January 7, 2022

Questions will only be accepted in writing by e-mail to Sonia Jimenez at jimenez@alamoareampo.org. Responses will be posted on the MPO's website at www.alamoareampo.org by 5:00 p.m. (CT) Tuesday, January 11, 2022.

Proposal Due: 12:00 noon (CT), Friday, January 21, 2022.

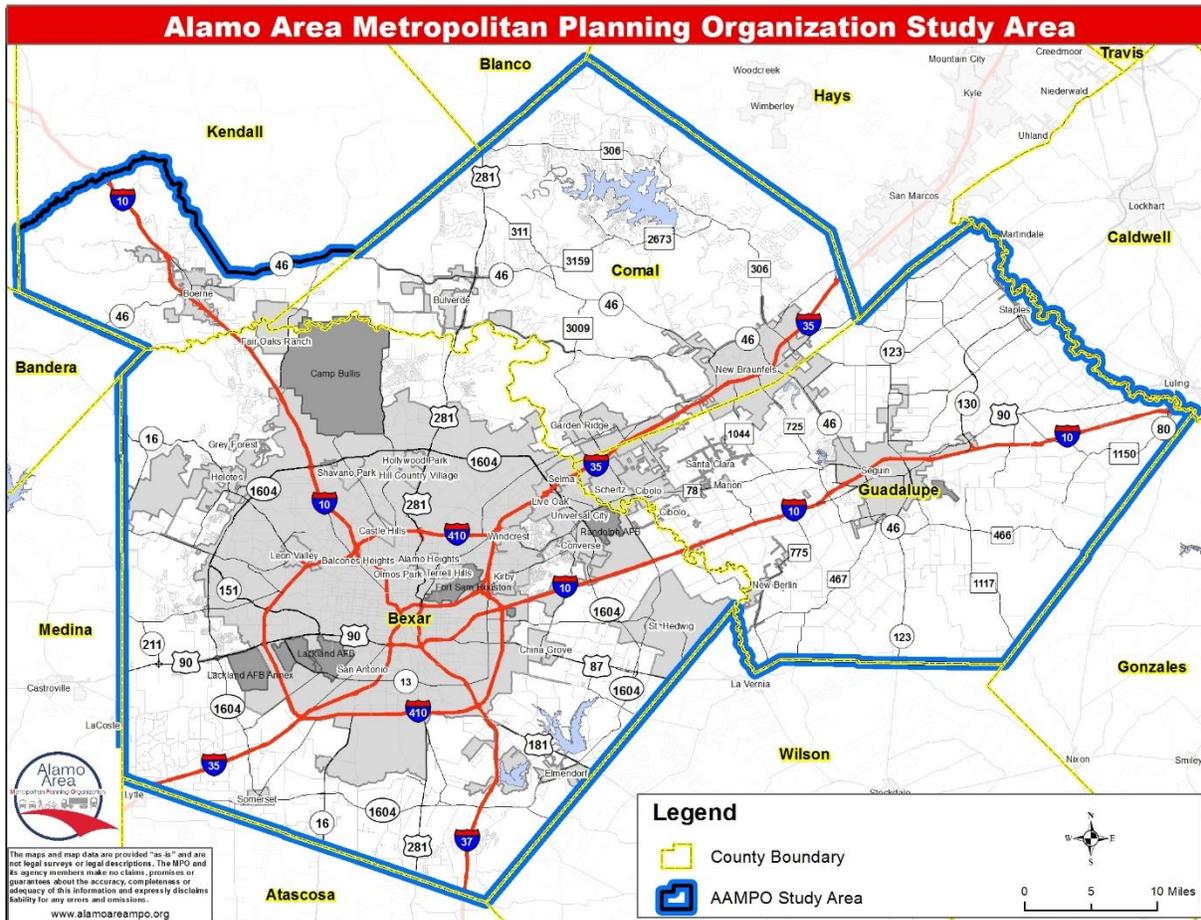
Number of Copies: One electronic document (pdf) less than 10 MB e-mailed to aampo@alamoareampo.org

Purpose

The Alamo Area Metropolitan Planning Organization (MPO) is seeking proposals from qualified firms to conduct a Resiliency Study for the MPO's planning region of Bexar, Comal, Guadalupe, and a portion of Kendall County. See Figure 1 below.

Transportation resiliency is defined as the ability to respond, adapt to, and minimize impacts from threats, either natural or human-made, to physical infrastructure and operations and ensure the transportation system still functions following a related disruption. The purpose of the study is to 1) conduct an asset vulnerability assessment for the regional transportation system and 2) develop transportation planning recommendations and criteria that can accommodate long-term needs for recovery and adaptation from unpredictable changes, such as extreme weather events or human-made disruptions. Human-made disruptions include, at a minimum, traffic incidents/crashes, cyberattacks, and terrorism. Recommendations may include a) strategies to improve and implement transportation system resiliency without compromising sustainability (meeting present needs with continued ability to meet future needs), b) best practices to effectively evaluate projects/programs for transportation resiliency, (c) performance measures, targets, and related evaluation criteria, and d) policy-based strategies for incorporating transportation resiliency with an emphasis on sustainability and equity. Work will also include stakeholder engagement and scenario development, as appropriate.

Figure 1. AAMPO Planning Study Area



The selected consultant will conduct an asset vulnerability assessment, research and document historic transportation system disruptions, and research and review existing transportation resiliency plans or initiatives within the study area. Based on analysis, the consultant will recommend operational, system, planning and corridor improvements to increase transportation resiliency and identify potential funding sources for these improvements. Further, the consultant will develop a set of policy recommendations and project criteria for evaluating projects for transportation resiliency.

Proposal Content

The proposal will contain at least the following documentation:

1. **Cover Letter** – The cover letter should include a brief summary of the key points of the proposal and the approach to accomplishing the study objectives. The name, address, and telephone number of the firm, as well as the primary contact person’s name and e-mail address should also be included.
2. **Study Methodology** – The study methodology should include the Consultant’s approach to tasks to accomplish the work as outlined in the Scope of Work (see below). This section should demonstrate an understanding of the project, the regional and 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 and Support Staff - One paragraph summaries of qualifications and experience should be submitted for key personnel assigned to the project. The assignment of key personnel and support staff must specifically contain the percent of time for each task included in the Scope of Work. Key personnel time will be shown per person. Support staff time may be summarized as total time for all staff for that particular task. The successful responder to this RFP must understand they are expected to provide qualified personnel to accomplish each portion of the work in this study. The AAMPO 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 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 Contract Task Summary form in Attachment A. This form is available on the MPO's website as an Excel document at <https://www.alamoareampo.org/Employment/rfp.html>, 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 key 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 key personnel's successful experience on previous resiliency plans/studies. (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 as it relates to metropolitan planning organizations. Understanding of work requirements as outlined in the proposed scope of work. (15%)
3. Demonstrated knowledge of the study area. (15%)

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 study and the ability to complete the study 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 study budget, as shown in the AAMPO's FY 2022-2023 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 study. The consultant selection committee/study oversight committee will be comprised of representatives from each of the following entities:

- Alamo Area MPO
- Bexar County
- City of New Braunfels/Comal County
- City of Boerne/Kendall County Area
- City of San Antonio
- City of Seguin/Guadalupe County
- Greater Bexar County Council of Cities/Northeast Partnership
- Joint Base San Antonio
- Texas Department of Transportation (San Antonio District)
- VIA Metropolitan Transit

Selection Procedure

The consultant selection committee will review proposals based on the evaluation criteria outlined above. Their recommendations will be forwarded to the AAMPO'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 AAMPO Transportation Policy Board. However, the AAMPO reserves the right to reject any and all proposals.

Duration of Contract

This contract will cover an approximate twenty-four (24) month period from the date of the Notice to Proceed. The contract may include a twelve-month extension option for additional tasks, as funds allow.

Disadvantaged Business Enterprise Participation

Based on the study's Federal funding, type of work, location, overall and item cost estimated values, subcontracting opportunities, certified DBE firms in the vicinity of the study area, and the size of the project, the Texas Department of Transportation has assigned a race-conscious DBE goal of **four- and one-half percent (4.5%)** percent for this project proposal.

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 AAMPO and USDOT FHWA, USDOT FTA, and TxDOT. The contract to be let, therefore, is subject to the terms of the contract between the AAMPO, USDOT, and TxDOT. The successful proposer will be required to comply with, in addition to other provisions of the Request for Proposals, 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 AAMPO, 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 bidders that it will affirmatively ensure any contract 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 package, the "Certification of Lower-Tier Participant" (Attachment B).

Former MPO Official and Employee Restriction

The prime consultant, on behalf of the entire consulting team, must complete and submit, as part of the proposal package, the "Former MPO Official and Employee Restriction Form" (Attachment C).

Background

The Fixing America's Surface Transportation Act (FAST Act) requires transportation agencies "to take resilience into consideration during the transportation planning

processes. The updated metropolitan and statewide transportation planning regulations include a requirement that the metropolitan transportation plan assess capital investment and other strategies that reduce vulnerability of the existing transportation infrastructure to natural disasters.” This Federal mandate, coupled with recent events, is the catalyst for this study. The AAMPO region has experienced increasingly frequent and severe extreme weather events and suffered short- and long-term impacts from the COVID-19 pandemic. The resulting impacts were not only to public health but also to supply chain disruption and delivery delays, shortages (perceived and real), and inflation. While naturally-occurring disruptive events cannot be prevented, they can be mitigated to reduce the regional and local impacts. Human-made disruptions such as cyberattacks, bridge strikes, traffic incidents/crashes, or other events, must be anticipated and planned for accordingly to minimize their impacts and the duration of disruptions. Disruptive events are complex and can result in tremendous impacts on various aspects of our society. Transportation resiliency in the face of disruption can affect safety, security, traffic operations, transit service, and overall mobility. To mitigate the severe impacts to mobility, the AAMPO, with regional stakeholders, must develop a methodology for ensuring both people and freight continue to move safely and effectively during and following a disruptive event.

The adopted AAMPO 2045 Metropolitan Transportation Plan (MTP) identifies multimodal transportation projects needed to serve this growing population, primarily on existing travel corridors. The purpose of this study is to assist with planning and development of a transportation system that accommodates long-term change and the ability to adequately recover from and adapt to identifiable disruptions. The basis of this study process is the TEMPO Resilience Working Group’s Suggested Framework for Development of MPO Resiliency Plans.

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.
- 1.4 The consultant will work closely and meet regularly with AAMPO staff to ensure study progress is on schedule and within budget. Study oversight committee meetings are outlined below and all associated efforts should correspond to the appropriate task below.

Task 2 – Asset Identification and Vulnerability Assessment

- 2.1 Early in the study, the consultant will facilitate and contribute to a work session with the study oversight committee to review and garner consensus on the

definition of transportation resiliency (see Purpose section above) and the goals of this study, identify threats (natural or human-made) to the transportation system and other related key issues, and identify transportation assets and corridors for inclusion in the vulnerability assessment. All transportation assets in this study will be limited to assets eligible to receive federal funding. This work session may also include exploratory discussion to support Task 2.2 below. If necessary, this work may be done in more than one session. The work session(s) will be fully documented to include meeting materials, presentations, notes, attendees, and other discussion and outcomes.

- 2.2 The consultant will research and review historical records and personal accounts from the entire study area to determine and recommend transportation assets and corridors to be evaluated for vulnerability. The consultant may conduct stakeholder meetings and/or interviews to gain additional insight to historic and potential disruptive events in the study area. Additionally, the consultant will identify critical elements and data needed to be considered to evaluate asset vulnerability. The consultant will develop Technical Memorandum #1 documenting the results of this effort. The information contained in the technical memorandum will be presented to the study oversight committee for consideration, comment, and approval to continue work for Task 3. The study oversight committee meeting will be fully documented to include meeting materials, attendees, presentations and handouts, and other discussion and outcomes.
- 2.3 Using the information presented and approved by the study oversight committee, the consultant will conduct an asset vulnerability assessment. The methodology and results of the assessment will be the subject of Technical Memorandum #2. The consultants will facilitate and contribute to a study oversight committee meeting to present the findings and key takeaways and provide an opportunity for discussion and comment. The meeting will be fully documented to include meeting materials, attendees, presentations and handouts, and other discussion and outcomes.

Task 3 – Research and Assessment Synthesis – Policy and Project Recommendations

- 3.1 Following the assessment and taking into consideration the oversight committee's comments, the consultant will determine which assets can be improved for transportation resiliency in terms of capital and/or operational improvements, viable alternative routes, and utilization of alternate modes. The results of these determinations will then be utilized to provide cost estimates, evaluate costs in relation to benefit, and identify potential funding sources for transportation resiliency improvements. The consultant will develop a matrix, or similar deliverable, outlining the asset, potential threats, proposed improvements with costs and benefits, and potential funding sources.
- 3.2 Using the information and findings resulting from Task 3.1, the consultant will develop a set of policy recommendations for evaluating transportation resiliency as part of the AAMPO's project scoring process.
- 3.3 The consultant team will synthesize the information from Tasks 3.1 and 3.2 into

Technical Memorandum #3. This information will be presented to the study oversight committee for consideration and comment. The meeting will be fully documented to include meeting materials, attendees, presentations and handouts, and other discussion and outcomes.

Task 4 – Final Report

- 4.1 The consultant will prepare a draft final report, including an executive summary, that consolidates the study results. The three technical memorandums will be the basis for this draft final report along with any other conclusions and recommendations resulting from study oversight committee discussions or consultant team efforts. The draft final report will be presented to the oversight committee for approval. The consultant team will facilitate the meeting to present the draft final report and document all comments for the record.
- 4.2 The consultant will present the draft final report to the AAMPO Technical Advisory Committee (TAC) and the AAMPO Transportation Policy Board (TPB). Additionally, the consultant team will document all comments for the record.
- 4.3 The consultant will prepare the final report. The final report will address all comments and corrections requested by the oversight committee, the Technical Advisory Committee, and the Transportation Policy Board. The final report will include, at a minimum, all relevant data associated with the study effort, the technical memorandums, and all study oversight committee meeting notes.
- 4.4 After acceptance of the final report by the Transportation Policy Board, the consultant will provide AAMPO staff with electronic versions of all materials produced during the Plan development process.

**Attachment A
Contract Task Summary**

	Task 1		Task 2		Task 3		Task 4		Total	
Firm Personnel	Number of Work Hours	Percent Effort								
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.

Attachment B

**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 usable 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 Next Page 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.

Attachment C

**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