

Alamo Area Metropolitan Planning Organization

Request for Proposals

Subject: AAMPO General Planning Services

Request for Proposal Issued: Friday, August 19, 2022

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. (CDT), Friday, September 2, 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. (CDT), Wednesday, September 7, 2022.

Proposal Due: 12:00 noon (CDT), Friday, September 30, 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 (AAMPO) is seeking proposals from qualified firms to provide general planning services for the agency. AAMPO's planning region consists of Bexar County, Comal County, Guadalupe County, and a portion of Kendall County. (Figure 1)

AAMPO has been known for its many achievements in public involvement, transportation planning, travel demand modeling, and progressive technological applications and data sets. Recently, AAMPO faced a loss of institutional knowledge with the departure of key planning personnel and is anticipating new opportunities and challenges to interpret and implement key components of the Infrastructure Investment and Jobs Act (IIJA).

With these personnel changes in mind and the potential for extraordinary funding opportunities, AAMPO is seeking to secure a consultant to provide planning support to the agency. The consultant will provide on-call services for all areas of planning and document development. The contract will span four years, with an additional one-year option and a total budget of \$750,000. The consultant will be utilized at the highest level in the early stages of the contract and scaled back over time as the agency gains more capacity and makes additional hires.

The purpose of the contract is to:

- 1) Assess the internal systems and processes AAMPO currently utilizes to complete daily planning tasks and document delivery;
- 2) Research and determine best practices and other recommendations that can be instituted to make AAMPO's planning, travel demand, and GIS processes more efficient and streamlined; and
- 3) General planning assistance to meet federal and state planning requirements.

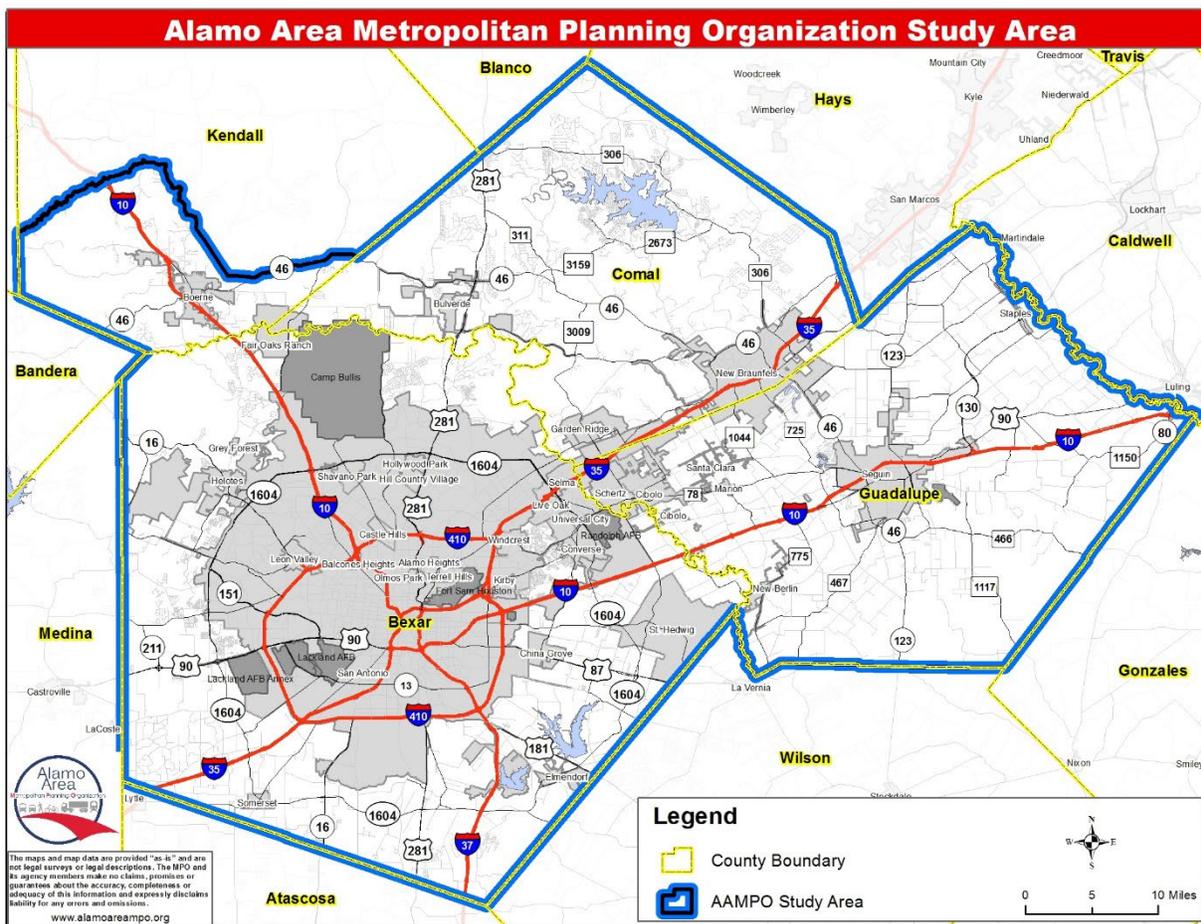


Figure 1. AAMPO Planning Study Area

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 contract 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. Work Methodology – The methodology should include the Consultant's approach to tasks to accomplish the work as outlined in the Scope of Work. This section should demonstrate an understanding of how and what metropolitan planning organizations are charged with delivering, how the agency assessment will be conducted, research methodology for best practices, and how the consultant will support implementation and evaluation of new practices. 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 contract. 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 contract. 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 contract; a percent of time by task for the prime and each subconsultant; and the means by which the contract 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 form in Attachment A, Contract Task Summary. This form is available on AAMPO's website as an Excel document, <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 contract, should be briefly outlined in the proposal. Emphasis should be placed on work undertaken in the past five years only. Provide examples to no more than five, not to exceed one effort per page.

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 contract. Highlight key personnel's successful experience on MPO capacity building and internal processes contracts. (25%)
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 work methodology. (10%)

3. Demonstrated knowledge of MPO mandated processes, required documents, and associated tasks. (25%)
4. Firm's previous related work experience, within the past five years, which includes citing previous experience with similar contracts. (25%)
5. A detailed Management Plan demonstrating the ability to assess the agency's current processes and procedures and understanding of the need, research and present best practices for MPOs, develop and implement a plan for improving the agency's efficiency, and provide time for feedback and evaluation to refine implementation measures. (15%)

Budget

The source of funding for this study is Federal and State planning funds from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and TxDOT. The contract budget, as shown in the AAMPO's FY 2022-2023 Unified Planning Work Program, is \$750,000.

Consultant Selection Committee

The responsibility of the consultant selection committee is to make a recommendation to the AAMPO Transportation Policy Board on the consultant selection. Once the contract is initiated and work has commenced, AAMPO's Deputy Director and Managers will provide feedback and input for the conduct of the contract. The consultant selection committee will be comprised of representatives from the following entities.

- Alamo Area MPO (Deputy Director, GIS Manager, and Planning Manager)
- Bexar County (R Fountain)
- City of New Braunfels (G Ford)
- City of San Antonio (M Jacobson)
- Capital Area Metropolitan Planning Organization (A Johnson)
- VIA Metropolitan Transit (A Herrera)

Selection Procedure

The consultant selection committee will review proposals based on the evaluation criteria outlined above. The top two highest scoring consultant teams will be invited to present and be interviewed by the consultant selection committee. In the event the evaluation scores are so close that there is more than two teams scoring at the top, AAMPO reserves the right to invite additional teams to present and interview. The consultant selection committee's recommendations will be forwarded to AAMPO's Transportation Policy Board. The contract award will be made by the AAMPO Transportation Policy Board. However, AAMPO reserves the right to reject any and all proposals.

Duration of Contract

This contract will cover an approximate forty-eight (48) month period from the date of the Notice to Proceed. The contract may include an additional twelve-month (12) term for additional tasks, as funds allow.

Disadvantaged Business Enterprise Participation

Based on the contract's Federal funding, type of work, location, overall and item cost estimate values, subcontracting opportunities, certified DBE firms in the vicinity of the study area, and the size of the contract, the Texas Department of Transportation has assigned a race-conscious DBE goal of five percent (5.0%) for this contract proposal.

Compliance with Federal Regulations

The Proposer's attention is called to the fact this contract is subject to a financial assistance contract between AAMPO, USDOT, and TxDOT. The contract to be let, therefore, is subject to the terms of the contract between 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 AAMPO thereto.
3. 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

AAMPO is the federally designated Metropolitan Planning Organization (MPO) for the greater San Antonio area and responsible for coordinating regional transportation planning in the region. Specifically, AAMPO's region includes Bexar County, Comal County, Guadalupe County, and a portion of Kendall County that includes Boerne. AAMPO prepares mandated plans and programs that must be federally approved for federal transportation planning funds to be allocated to the region.

One of the major documents that drives AAMPO's daily tasks is the Unified Planning Work Program (UPWP). AAMPO's UPWP is a two-year document that outlines the work products and describes the plans and programs that will be conducted for two fiscal years. Each AAMPO fiscal year covers October 1 to September 30. The UPWP associates a budget with each task, the agency responsible, and identifies planning priorities for the region.

In addition to the UPWP, AAMPO is charged with delivering a short-range transportation projects and programs document, the Transportation Improvement Program (TIP). The TIP covers, at a minimum, four years of construction projects and transportation programs that have been awarded federal funding. The TIP is updated every two years and amended quarterly. The current TIP covers FY 2021 to FY 2024. The recently adopted TIP covers FY 2023 to FY 2026 and is pending federal approval before it goes into effect on October 1, 2022. The organization and data related to these projects and programs is critical to the agency's mission. The agency has been actively working toward developing a streamlined database to track the TIP projects, programs, and amendments.

Another important document AAMPO is charged with delivering is the long-range transportation plan, the Metropolitan Transportation Plan (MTP). The MTP forecasts transportation needs using at least a 25-year planning horizon. The MTP for horizon year 2050, *Mobility 2050*, was recently adopted by the AAMPO Transportation Policy Board and is pending federal approval.

Finally, AAMPO is charged with documenting and delivering a Transportation Conformity Document. Bexar County is a non-attainment area for ozone air quality according to the United States Environmental Protection Agency. The Transportation Conformity Document demonstrates the projects listed in the MTP and the TIP do not cause further harm to the air quality in Bexar County. This document must be updated every time certain projects in Bexar County are added to the MTP/TIP or a specific project's scope has changed significantly. It is a complex, and sometimes lengthy, process to analyze projects for conformity. The 2023 Transportation Conformity Document recently received approval from AAMPO's Transportation Policy Board and is pending federal approval.

Given these demands, it is AAMPO's desire to secure a general planning consultant team to deliver a broad range of professional planning services for the agency. As part of the services, the consultant will assist with developing, implementing, and streamlining essential MPO planning tasks and deliverables.

Scope of Work

The scope of work to be provided under this contract may cover the full range of planning activities required by Federal, state, regional, and sub-regional processes to support AAMPO's mission of regional multimodal transportation planning. The contract will include providing services and planning support to AAMPO personnel related to transportation planning, technical support, and other related tasks.

AAMPO's FY 2022-2023 Unified Planning Work Program (UPWP) outlines planning and program tasks that may be part of the consultant contract and scope of work. The current UPWP is posted on AAMPO's website at <https://alamoareampo.org/Plans/UPWP/>.

The scope of work will be a combination of UPWP driven activities as well as the development of internal processes to efficiently and collaboratively deliver work products and mandated documents and plans. The following are examples of products and related processes, in no particular order, to be explored during this effort:

- Technical support and systems to improve TIP development including project calls and scoring, project analysis, document development (content and format), and database development and management.
- Technical support and systems to improve MTP development including document development (content and format), tracking accomplishments (for the four-year period covered by the document), and methods for predicting long-term impacts and potential solutions/mitigation to undesirable forecasts and/or scenario planning.
- Development of an integrated TIP/MTP project database with the ability to track changes and amendments and easily retrieve the current data sets/projects and programs lists.
- Technical support and systems to improve the Transportation Conformity Document development including preparing the potential regionally significant projects and data for analysis by the Texas Transportation Institute (TTI), CMAQ reporting and associated performance measures, and the implications of Bexar County be reclassified to moderate non-attainment. This effort may also include how to effectively facilitate the consultative partners meetings and generally navigate the conformity process.
- General support for successfully working to Federal Highway Administration (FHWA) standards and expectations.
- Development and successful adoption of a UPWP.
- Implications and processes for the potential of an expanded AAMPO region.
- Assistance with identifying and instituting best practices related to Public involvement, Environmental Justice, Title VI, LEP, and how to address the digital divide for outreach and engagement.
- Information sharing, website improvements, media relations, branding and style guide development and general public relations services.

- Improving the congestion management process and performance measure evaluation and determination to inform multimodal planning efforts.
- Developing a detailed public-facing dashboard of projects and programs to show progress beyond the federal award (planning, right of way, prelim engineering, design, etc.).
- Contributing to the Project Readiness Workgroup efforts and TIP project selection criteria.
- Assistance with IIJA programs including grant opportunities for MPOs and local governments.
- Research and analysis on regional transportation planning considerations and improved ways to further promote regionalism.
- Developing an agency dashboard to track work orders and reconcile for actual expenditures.
- Improving the Commute Solutions program and outreach activities.
- Travel demand modeling support and/or collaboration with AAMPO personnel and TDM on-call consultant.
- Contribute to the geospatial analysis and data visualization services currently being provided and explore new practices.

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

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 schedule with key milestones, deliverables and AAMPO periodic reviews (see 1.4 below).
- 1.4 The consultant will work closely and meet regularly with AAMPO staff to ensure progress is on schedule and within budget.

Task 2 – Agency Assessment and Best Practices

- 2.1 One of the first steps, following contract execution, is to assess the agency's current processes and procedures. The proposal should include all steps suggested for assessment.
- 2.2 The consultant will research and review other MPO's processes and systems. This research will result in recommendations for best practices to work efficiently and systematically while meeting mandated needs and agency tasks.

- 2.3 Using the information resulting from the assessment and best practices research, the consultant will meet with AAMPO personnel to confirm the agency's needs, evaluate best practices, and explore the path forward.

Task 3 – Processes and Practices Recommendations

- 3.1 Following Task 2 efforts, the consultant will synthesis the Task 2 outcomes and develop strategic recommendations for implementing systems and processes to improve agency workflow.
- 3.2 The consultant will meet to present the recommendations to AAMPO personnel and garner feedback and input on them. The meeting will also be utilized to discuss the timing to implement/pilot the recommendations.

Task 4 – Implementation Plan

- 4.1 The consultant will use the results of the meeting outlined in Task 3.2 to develop a report that consolidates the findings of the assessment and research with the feedback provided from AAMPO personnel. The report may include flow charts, timelines, roles and responsibilities, and/or other information and processes. The draft final report will be presented to AAMPO personnel for comment, revisions, and ultimately approval.
- 4.2 The consultant will prepare the implementation plan. The plan will address all comments and corrections requested by AAMPO. The plan will include, at a minimum, the items covered in Task 4.1 as well as any other notes and recommendations for continued improvements to AAMPO's processes and systems. This plan will be a living document.

Task 5 - Refinement and On-Going Support

This task will continue throughout the duration of the contract. The implementation plan will be revisited and refined periodically during the life of the contract. The proposal should include how the consultant plans to continue the process of developing best practices and operating procedures to promote AAMPO's success in the regional transportation planning arena.

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 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 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 AAMPO 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 AAMPO 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 AAMPO 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