

Professional Services for the Sarpy County, I-80 Interchange Planning Study Request for Qualifications (RFQ)

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Attachment 1: Study Area Map

September 13, 2019

Omaha-Council Bluffs Metropolitan Area Planning Agency



Proposals should be submitted
by **4:30 p.m. CST** on
October 18, 2019

1. Introduction

The Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA), in coordination with Sarpy County, Nebraska; and the cities of Papillion and Gretna; the Nebraska Department of Transportation (NDOT) and the Federal Highway Administration, is issuing a Request for Qualifications (RFQ) for the planning study for a new interchange along Interstate 80 in western Sarpy County. Qualified consultants are invited to submit a statement of qualifications as further outlined below for preparation of a traffic study, Planning and Environmental Linkage study (PEL), and associated Public Involvement.

This project will study and identify the location of a proposed new interchange located along Interstate 80 (I-80) between the locations of Nebraska Highway 31 (N-31) interchange to the west and Nebraska Highway 370 (N-370) interchange to the east, all located in Sarpy County, Nebraska.

The study will consist of developing the actual Area of Potential Effect (APE) based on alignment alternatives, but for purposes generally describing the study area in this RFQ, the limits of the study area are broadly considered to be between Harrison Street to the north, Platteview Road to the South, N-370 and I-80 to the east, and Pflug road and I-80 to the west. A Study Area Map illustrating this area is included in Attachment 1. The final study area and APE will be determined as part of the PEL study.

The Metropolitan Area Travel Improvement Study (MTIS) Phase II previously studied this area (final report released in November 29, 2017). A summary of this analysis is included in Chapter 10 of the final report in the section titled "New Sarpy County I-80 Interchange Assessment." As part of this study, a Technical Memorandum titled "Sarpy County I-80 Interchange Assessment dated April 2017" was issued, which recommended an Interchange to be located in the area of 180th Street to 192nd Street on I-80. The final report for Phase 2 of the MTIS study and the technical memorandum are available at: <http://mapacog.org/projects/metropolitan-travel-improvement-study-mtis/>

The consultant, MAPA and Sarpy County shall coordinate appropriate activities with state and federal agencies throughout the study process. Key coordination with the Federal Highway Administration (FHWA) and the Nebraska Department of Transportation (NDOT) shall be at the time of 1) project kickoff, 2) development and review of the project's Purpose and Need Statement 3) development of the range of alternatives and PEL alternatives analysis, 4) pertinent environmental coordination 5) public outreach activities and 6) final document review.

This study will identify various roadway alignment alternatives and will address the feasibility of each alternative by analyzing:

1. Transportation efficiency as it relates to existing and future land uses and transportation needs both in the immediate and surrounding vicinities. This shall include studying items such as access management, traffic modeling, safety, and future maintenance needs
2. Potential Right of Way impacts (relocations, simple fee takings, easements, etc.)
3. Environmental considerations on a broad level for items such as wetland cursory review, effects on historic properties, preliminary archeological investigations, etc. This will be based on a search of existing environmental records and data with little to no field investigation.
4. Multi-modal components such as potential trails, etc.
5. Benefit to cost ratios
6. Current and potential future land use adjacent to, or impacted by, the alternative roadway(s)

This request invites qualified consultants to submit proposals to accomplish the items of work described in Phase 1 of the Scope of Services below.

Proposals shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ). Upon completion of the scope of work for the project, a corresponding fee will be developed and negotiated with the successful firm selected from the interview. An agreement will be executed with a single firm. If MAPA is unable to arrive at a mutual agreement with the top ranked firm, then MAPA and Sarpy County retain the right to move on to negotiations with the second (then, third, etc.) ranked firm. The contract shall be a cost plus fixed fee plus reimbursement of actual expenses with an agreed maximum amount. All information related to this proposal will be posted at <http://mapacog.org/projects/rfpsrfqs/>.

2. Scope of Services

This request for proposals pertains solely to the first phase of the I-80 Interchange Planning study.

Phase 1: Traffic Study, Planning & Environmental Linkage, Public Involvement

An interchange is believed to be needed to relieve traffic congestion at the existing interchanges located at N-31 and N-370 on I-80. The interchange will improve connectivity to accommodate future traffic in this high-growth area. County roadway system improvements necessary to connect the new interchange to the existing local road system and to better handle the traffic demands to the interchange would also be needed. The PEL is intended to document the purpose and need for a new interchange, develop and screen a range of reasonable alternatives, and identify a preferred alternative(s). This study will document relevant decisions and process that can be utilized during development of a subsequent NEPA documentation. Additionally, this study will develop conceptual cost estimates for the preferred alternative(s) for ROW, design and construction. Public involvement activities to support development of the PEL will be necessary.

Alignment alternatives for vehicular and pedestrian transportation facilities will need to provide an efficient transportation system that meets future needs and be consistent with the Metropolitan Area Planning Agency (MAPA) Long Range Transportation Plan and the Sarpy County Comprehensive Plan (adopted in 2017). Additionally, alignment alternatives for pedestrian transportation facilities must meet the Sarpy County Trails Master Plan objectives for this area, as documented in Appendix B of the 2017 Sarpy County Comprehensive Plan. Furthermore, the PEL should identify any additional steps that need to be taken to update local comprehensive plans, including the possible development of a subarea plan, to be consistent with the recommendations of the study.

Anticipated Deliverables of Phase 1

Plans and estimates for review will be submitted at appropriate project milestones which will be defined during scoping discussions. Meetings will be held with representatives from the FHWA, NDOT Central Office, NDOT, Sarpy County Public Works, Sarpy County Administration, City of Papillion, City of Gretna, and other agency representatives as needed at appropriate times to discuss progress and issues.

Upon completion of the PEL study, a final document shall be submitted for review and approval. The specific format of the document will be determined after consultant selection, but at a minimum shall include:

1. Purpose and Need statement
2. Documentation of the PEL analysis of alternatives, including the rationale for determining the reasonableness of alternative(s) and the rationale for eliminating any alternatives
3. Benefit to Cost ratios of PEL alternatives analyzed
4. Documentation of environmental research
5. Documentation of Agency coordination
6. Documentation of Public Outreach activities

The intent is to use this document to adopt the findings for use in future NEPA proceedings, narrow the range of alternatives to be studied during the NEPA phase, and for use in determination of the specific NEPA classification. By keeping in mind the principles of NEPA, it shall be critical to document procedures and rationales utilized during the study. The PEL alternatives analysis conducted in the study should be consistent with the standard of NEPA requiring consideration of reasonable alternatives. Although the potential exists for a Preferred Alternative to be selected as a result of the study, multiple reasonable alternatives may be determined, even when they are clearly not the preferred alternative, and will need to be further analyzed in the subsequent NEPA phase per [Environmental and Planning Linkage Process Legal Guidance](#) issued February 22, 2005 by FHWA and FTA. PEL requirements found in 23 CFR 450.212, in 23 CFR 450.318, and in 23 CFR 450 Appendix A must be met as part of these analyses.

Upon completion of the PEL study, any and all plans, estimates and documents which were studied as part of the PEL alternatives analysis shall be delivered to Sarpy County, including CAD files of the alternative plans for integration with the County's GIS mapping system. Printed copies and computerized file copies of the completed study shall be submitted.

Available Information

Any currently available traffic, landbase, public utility, contours and aerial photographic information will be made available for review or request to Sarpy County Public Works Department, located at 15100 South 84th Street, Papillion, NE 68046.

3. Future Anticipated Work Related to this Project

If the PEL study concludes that a construction project is feasible and viable, the decision will be made by the appropriate agencies to move forward with preliminary design, development of an interchange justification report (IJR), NEPA, final design, and construction design services. This information is provided for consideration by the consultant, however, a separate RFQ(s) will be issued for these services.

Phase 2: NEPA/IJR, Preliminary Design

A consultant will conduct preliminary design for the preferred alternative(s) developed as part of the PEL Study to support the development of the NEPA document and IJR if the NEPA decision results in new or modified access to the Interstate System. This phase would conclude with the NEPA decision and approval of the IJR. Public Involvement activities to support the development of the NEPA Document and an IJR will be necessary.

Phase 3: Final Design – Local Connections Only

Following a NEPA decision, a consultant will provide all services, such as development of final plans, ROW design and acquisition, utility coordination as required to carry the project design forward from conceptual stage to final letting plans, and may include services during construction for revisions to the plans. NDOT will conduct final design activities for the interchange and the consultant will coordinate the final design of the local connections with NDOT's design team.

Phase 4: Construction Engineering & Inspection – Local Connections Only

Following a NEPA decision, a consultant will perform the inspection of all materials used in the construction of the project, such as concrete, steel, culverts, bituminous materials, etc., to assure that they meet the minimum specifications. The inspection of box culvert construction and other types of small drainage structures and systems are included in this class of work.

4. RFQ Schedule

The anticipated consultant selection schedule is included below

Activity	Date
RFQ Released	09/13/2019
Deadline for Written Questions	10/04/2019
Responses to Written Questions	10/08/2019
Deadline for Submittals	10/18/2019
Proposals Reviewed and Consultants Short-Listed	10/25/2019
Notification of Interviews	10/25/2019
Short-Listed Consultants Interview	Week of 11/04/2019
Consultant Selection & Notification	11/12/2019
Scope and Fee Negotiation Finalized	01/10/2020
Finance Committee Approval	01/22/2020
MAPA Board Approval	01/30/2020
Notice to Proceed	02/02/2020
PEL Study Complete	02/28/2021

5. Evaluation Criteria

The evaluation and selection of the winning proposal will be based on the qualifications of the responding firm. A consultant evaluation team will screen the proposals to ensure they meet the minimum requirements of the proposal format. A review of qualifying proposals will identify potential firms that most closely meet the needs of the project. Upon review and ranking of the proposals, the top two to four candidate firms will be interviewed.

Factors that will be considered by the selection team include the following:

Criteria	Points
1. Relevance and suitability of the project approach to meet the project objectives and schedule	25
2. Understanding of the requirements of this project	15
3. Record of past performance on similar projects, including any comments and opinions provided by references	15
4. Qualifications, expertise and background experience of the key personnel to be assigned to this project and the firm	15
5. Resources of the firm to conduct and complete this project in a satisfactory manner, including current and projected work load, proposed schedule for completion, and ability and willingness to commit the key personnel	<u>5</u>
6. Quality and cost control procedures to be used on this project. Proposal must identify personnel responsible for these controls	10
7. Clarity, conciseness, and organization of proposal.	10
8. Equity	<u>5</u>
Total Points	100

6. Submission of Proposals

Seven (7) printed copies and one electronic version (PDF preferred) of the proposal must be received in the MAPA offices by **4:30 PM** on **October 18, 2019**.

The Issuing Officer, identified below, is the sole point of contact regarding the RFQ from the date of issuance until selection of the successful vendor.

Michael Helgerson
Issuing Officer
Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102
mhelgerson@mapacog.org

From the issue date of this RFP until announcement of the successful vendor, vendors may contact only the Issuing Officer regarding this RFP. Vendors may be disqualified if they contact any of the aforementioned organizations listed in the Introduction of this RFQ, or any employee or representative of MAPA other than the Issuing Officer regarding this RFP. Questions only about the procurement process will be accepted by MAPA; all of these must be **submitted in writing by October 4, 2019**. Answers to all questions will be posted on the MAPA website on **October 8, 2019**. Firms whose proposals are not accepted will be notified as soon as the selected firm has been approved and a contract has been negotiated.

7. Submittal Requirements

The proposal shall include the following items and be organized in the manner specified below. Proposals shall be bound with pages numbered and limited to 20 pages. This does not include the cover letter, resumes of the key staff to be assigned to the project, or a listing of similar projects the firm has completed.

A. Front Cover

The proposal shall include a front cover that identifies the Prime Consultant, Sub-consultants (if applicable) and the title of the project or service (does not count against page limit).

B. Firm Profile

A summary description of the Firm's history, structure, size and philosophy

C. Project Approach

Describe and outline the Firm's approach to performing the work required by this project. Include an implementation plan describing project phases

D. Public Involvement Approach

Provide a description of your proposed public involvement process

E. Proposed Project Schedule

Outline of the proposed project schedule. Include key work elements and public involvement tasks required to meet critical project dates.

F. Organizational Chart

Delineate the project team by including an organizational chart showing lines of responsibility and extent of involvement for sub-consultants. Include names and titles of key individuals to be assigned to and work directly on the project. Describe specific areas and limits of responsibilities for each of

the team members and proposed sub-consultants to be utilized. Resumes of key personnel shall be included in an appendix.

G. Scope of Services

Describe the ability of the Firm to meet the intent of required services outlined in this RFQ, including the time availability of team members to meet the tentative project schedule, a statement of general qualifications and background experience of the firm and project team members, including sub-consultants in this type of project and work.

H. Agency Coordination

Listing of types of anticipated assistance that may be required from the project team or other agencies.

I. References

List a minimum of three contacts of former clients (to include contact person, title, and telephone number) for which your firm was engaged within the past five (5) years to perform projects of similar size or scope.

J. NDOT Form 498 – Supplement to Statement of Qualifications (does not count towards page limit)

K. Proof of Insurance

The successful firm shall comply with all contractual obligations, including without limitation the obligation to obtain all insurance required by the County. All certificates of insurance shall be filed with the County on the standard ACORD Certificate of Insurance Form showing the specific limits of insurance coverage required in the contract and showing MAPA as a named additional insured. Such certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide MAPA with not less than thirty days written notice of cancellation, non-renewal, or any material reduction in the standard amounts or limits of insurance coverage.

L. Conflict of Interest Disclosure

The proposal shall include a completed Consultant Conflict of Interest Disclosure form for the prime consultant and any subconsultants (does not count against page limit).

8. Additional Submittal Requirements

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be bound, no three-ring binders

Seven (7) copies of the submittal must be sent to the following:

Michael Helgerson
Issuing Officer
Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102

All information must be received by 4:30 p.m. CST on October 18, 2019. No exceptions to this deadline will be given.

9. Interviews

The short-listed firms will be notified by telephone of the interview time and duration. Interviews will be capped at 40 minutes maximum; please allot at least 10 minutes for questions and answers.

MAPA will make every effort to post the short-listed firms and the interview schedule on the MAPA website by 4:00 p.m. on October 25, 2019

MAPA and Sarpy County's selection committee will conduct interviews with the short-listed firms on during the week of November 4, 2019 at the Metropolitan Area Planning Agency, Board Room, 2222 Cuming Street, Omaha, NE 68102.

10. Disadvantaged Business Enterprises (DBE) Policy

The Omaha –Council Bluffs Metropolitan Area Planning Agency (MAPA) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S Department of Transportation (DOT), 49 CFR Part 26. MAPA has received Federal Financial assistance from the Department of Transportation, and as a condition of receiving this assistance, MAPA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of MAPA to ensure that DBEs, as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT assisted contracts;
3. To ensure that the DBE Program is tailored narrowly in accordance with applicable law;
4. To ensure that only firms that meet 49 CFR Part 26 eligibility standards fully are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The following assurance is to be included on all DOT-assisted contracts:

"The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract, or such other remedy as the recipient deems appropriate."

11. General Terms and Conditions

1. **Conflicts of Interest** – The proposer shall disclose any known or potential conflicts of interest with MAPA and the Federal Highway Administration (FHWA). The proposer must declare that the proposer is not currently, and will not during the performance of any services for MAPA, participate in any other work involving a third party with interests in conflict currently or likely to be in conflict with MAPA’s interests without MAPA’s approval. All sub-consultants must submit a conflict of interest form as well.
2. **SAM Registration** – All prospective consulting firms must be listed in the U.S. Federal Contractor Registration database known as SAM (System for Award Management) to be considered for this project.
3. **Amendments to the RFQ** – MAPA reserves the right to amend or cancel any or all parts of this RFQ. Revisions to the RFQ shall be posted on the MAPA website at least three (3) full business days prior to the deadline for submittal of responses.
4. **Non-commitment of MAPA** – This RFQ does not commit MAPA to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services.
5. **Confidentiality** – Before award of the contract, all responses to this RFQ will be designated confidential to the extent permitted by the Nebraska Public Records Law (84-712). After award of the contract (or if not awarded, after rejection of all responses), all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the responses confidential will be regarded as non-effective and will be disregarded.
6. **Access to Records and Reports** – The proposer acknowledges the selected consultant firm will give MAPA, NDOT, Iowa DOT, FHWA, and the Comptroller General of the United States access to any books, documents, papers and records of the consultant firm which pertain directly to the contract for the purposes of making audits, examinations, excerpts, and transcriptions. Related contractual documents will be maintained for no less than three years after the date of termination or expiration of the contract.
7. **Termination** – MAPA will retain the right to terminate the contract for convenience or default. These clauses will be incorporated into the contract with the selected consultant firm.
8. **Civil Rights** – MAPA is in compliance with Title VI of the Civil Rights Act, as amended, section 303 of the Age Discrimination Act of 1975, as amended, section 202 of the Americans with Disabilities

act of 1990, and Federal transit law. Thus, clauses relating to nondiscrimination and equal employment opportunity (race, color, creed, national origin, sex, and disabilities) will be included in the contract with the selected consultant firm.

9. **Drug Free Workplace** – MAPA has established and maintains drug-free workplace policies. The selected consultant firm and all sub-consultants must have established and maintain drug-free workplace policies as well, such as those set forth in the Federal Drug Free Workplace Act of 1988.

12. Award of Contract

MAPA reserves the right to negotiate with the selected firm on matters related to project cost, or technical or other considerations that arise following announcement of the award of the contract. A decision to contract with the selected firm will be made by the MAPA Board of Directors following a recommendation by MAPA planning staff. Subject to selection and successful negotiation, MAPA intends to sign a contract on or about **January 30, 2020** with the objective of the selected firm beginning work in **February 2020** and concluding the work on or about **February 28, 2021**.