

# MAPA Neighborhood Expanded Access to Trails (NEAT) Study

## Request for Qualifications (RFQ)

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# 1. Introduction

In accordance with Nebraska Consultants' Competitive Negotiation Act (Neb. Rev. Stat. §81-1712), the Brooks Act (40 USC 544), and 23 CFR 172.5, the Omaha-Council Bluffs Metropolitan Area Planning Agency is issuing a Request for Qualifications (RFQ) for the Neighborhood Expanded Access to Trails (NEAT) Study. Qualified firms are invited to submit a proposal with a statement of qualifications as outlined below. The MAPA website referred to in this document is located at <http://mapacog.org/projects/rfpsrfqs/>

The Metropolitan Area Planning Agency (MAPA) and the Papio-Missouri River Natural Resources District (PMRNRD) are soliciting statements of qualifications for professional services to complete a transportation planning study for priority trail project locations throughout Douglas and Sarpy Counties in Nebraska. These projects will serve to fill in the gaps between existing recreation and active transportation infrastructure. While these individual projects have not all specifically been identified by exact name or location, expanded access to the Big Papio Trail, West Papio Trail, Prairie Queen Recreation Area, Spring Lake Park, and Boyd Park & Carter Lake will further the ongoing mission of safe and enjoyable access for residents across the metro area. The selected consultant will look at multiple, short connections and determine if the projects are viable to move forward with full design and eventual construction. During the conceptual study phase, the PMRNRD will work with local jurisdictions to determine which agency should lead each project, what funding sources are available, and an expected timeline for each project to move forward. Candidate locations have been identified in Task 3.

MAPA staff constitute the Issuing Agent for this work, and will be charged with reviewing proposals, conducting interviews with respondents as appropriate, and making a recommendation to the MAPA Board of Directors on selection of a respondent for negotiation of contract services. MAPA reserves the right to reject any and all proposals and to negotiate changes with any consultant. MAPA will not be liable for any cost incurred by any consultant prior to the execution of an agreement or contract. MAPA will not be liable for any costs incurred by the firms that are not specified in the contract.

## 2. Scope of Services

This project will include the following tasks:

1. Project Management
2. Public & Stakeholder Involvement
3. Feasibility of Identified Connections

### Task 1: Project Management

The Consultant shall be responsible for project management and coordination including but not limited to: project steering committee and stakeholder committee support, regular progress reports, budget development and cost control, and other tasks. The stakeholder committee will include, at a minimum, representatives from local governments, state transportation departments, economic development professionals, local businesses, and neighborhood resident/association representatives.

### 1.1 Project Management Plan & Quality Management Plan

The Consultant shall develop and maintain a Project Management Plan (PMP) for this study. In the PMP, the Consultant shall outline items including but not limited to: communication strategies, project contacts, scope, budget, schedule and a running list of action items.

The Consultant shall develop and maintain a Quality Management Plan (QMP) to document the quality control processes, change management, summary of deliverables and deadlines, task assignments, and checklist/forms required to complete quality management.

### 1.2 General Project Team Meetings

The Consultant will conduct a series of project meetings with the Project Team during the development of the study through its completion date. The Project Team will include representatives from MAPA and PMRNRD, at a minimum. The consultant should plan to prepare and send meeting agendas 48 business hours prior to the meeting and provide meeting notes within 48 business hours after the meeting.

It is anticipated that all Project Team meetings will be held at the MAPA office, PMRNRD office, video conference, or other location approved by MAPA and the PMRNRD and dependent on COVID-19 health restrictions. It is anticipated that the Project Management meetings will be monthly to bi-weekly, depending on project phase.

*Anticipated Deliverables: Project Management Plan, Project Budget, Project Schedule, Monthly Progress Reports, Meeting Agendas and Minutes*

## **Task 2: Public & Stakeholder Involvement**

MAPA will be the primary facilitator of public involvement for the study in partnership with the PMRNRD. The Consultant for the study will be expected to support the following:

### 2.1. Stakeholder Committee

MAPA and the PMRNRD will convene a Stakeholder Committee consisting of a small group of stakeholders and representatives from regional partners. The exact makeup of this committee is yet to be determined, but there will likely be representation from the City of Omaha and active community organizations. The Consultant shall attend meetings and provide information on research and best practices that have been successful in other communities upon request. MAPA will prepare and distribute meeting notes within one week of the meeting date. For purposes of the proposal preparation, the Consultant should anticipate four stakeholder committee meetings.

### 2.2. Online Portal & Public Surveys

MAPA will develop an online portal and materials for public surveys allowing for comment on project locations and concepts throughout the study. These will be focused on identifying the needs and goals of the public and discussion of possible impacts surrounding the potential project areas. For the purpose of responding to this request the Consultant should anticipate providing supporting materials such as maps, diagrams, and project descriptions for the online portal based on the work products developed in Task 3.

*Anticipated Deliverables: Meeting & Presentation Materials, Digital Maps and Graphics*

### **Task 3: Feasibility of Identified Connections**

The Consultant will evaluate the trail connections identified by the PMRNRD for feasibility of construction. Potential locations are included below, though these locations are not final and subject to change. This analysis will include:

- Horizontal alignment alternatives based on the existing utilities, geography, property rights, and other relevant challenges / benefits within the corridor
- Vertical profile analysis to verify compliance with ADA guidelines, as well as overhead clearance as applicable
- Preliminary expectations for limits of construction, and potential right-of-way needs
- Opinion of Probable Cost with identification of areas for uncertainty
- Potential funding sources including local, state, federal, and private, along with listing of the advantages and challenges for each funding source
- Preliminary graphics and web presentation materials showing views of the potential completed project(s) which can be used to help with outreach and to gather support as projects move from conceptual phase to design and construction

Projects to be considered under this scope include a collection of trails in close proximity to existing branches of the Papio Trails System and recreational facilities around the metro area. This StoryMap highlights several projects which will be considered:

<https://tinyurl.com/NEATconnectors>

An additional location for conceptual evaluation will be the UNOmaha Active Transportation Corridor. The scope in this area will be more qualitative, and less focused on detailed engineering drawings and technical documents. The area is shown on this map:

<https://www.plotaroute.com/route/1181752>

*Anticipated Deliverables: Project alignment maps, project cross sections, cost and funding analysis, and presentation materials*

### 3. Project Schedule

The anticipated project schedule is listed below. Interviews are not required for this selection, but may be requested if necessary. The evaluation criterion to be used for the short-listing and final selection is outlined below. The anticipated project schedule is listed below.

<b>Activity</b>	<b>Date</b>
RFQ released	Wednesday, March 31, 2021
Deadline for written questions to be submitted	Wednesday, April 14, 2021
Responses to written questions posted	Friday, April 16, 2021
Deadline for submittals	Wednesday, May 5, 2021 at 4:00 p.m.
Short-Listed consultants interviewed	Wednesday, May 12, 2021
Consultant selection	Wednesday, May 19, 2021
Scope and fee negotiation deadline	Wednesday, June 2, 2021
Finance Committee Approval	Wednesday, June 16, 2021
MAPA Board Approval	Thursday, June 24, 2021
Target Project Start Date	Thursday, July 1, 2021
Contract End Date (two year renewal optional)	Friday, July 1, 2022

## 4. Evaluation Criteria

The evaluation and selection of the winning qualifications will be based on the qualifications of the responding firm. A consultant evaluation team made up of representatives from MAPA, the NRD, and community representatives will review the qualifications to ensure they meet the minimum requirements and score them based on the following criteria:

Criteria	Points
1. Qualifications and experience of the firm, including reference checks, achievements, and financial stability	25
2. Qualifications and experience of principal consulting staff proposed to work on the project	25
3. Proposed project approach and schedule	40
4. Availability and qualifications of subcontractor staff	5
5. Ability of the firm to integrate the study into present workload	5
<b>Total Points</b>	100

## 5. Submission of Qualifications

Three (3) printed copies and one electronic version (PDF preferred) of the qualifications must be received in the MAPA offices by the deadline for submittals (see Section 3 Project Schedule). Proposals may not exceed 12 pages in length, including appendices and/or supplementary exhibits. A table of contents will not be counted toward the page limit when included in qualifications. Proposals must include proof of insurance and compliance with Title VI of the Civil Rights Act.

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.

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

From the issue date of this RFQ until announcement of the successful vendor, vendors may contact only the Issuing Officer regarding this RFQ. Vendors may be disqualified if they contact any employee or representative of MAPA other than the Issuing Officer regarding this RFQ. Questions only about the procurement process will be accepted by MAPA; all questions must be submitted in writing to the Issuing Officer by the deadline for written questions (see Section 3 Project Schedule). Answers to all questions will be posted on the MAPA website by the responses to written questions date (see Section 3 Project Schedule). Firms whose qualifications are not accepted will be notified as soon as the selected firm has been approved and a contract has been negotiated.

## 6. Submittal Requirements

The qualifications shall include the following items and be organized in the manner specified below.

A. *Letter of Interest*

The qualifications shall include a letter of interest outlining briefly the firm's understanding of the work, as well as a general statement introducing the firm and individuals to be involved.

B. *Firm Profile & Qualifications*

The qualifications shall include general information about the firm, the firm's area of expertise, and the firm's official name and address. Additionally, the qualifications shall furnish the following qualifications to be considered for award of the contract:

1. Name of the anticipated project manager and his or her relevant qualifications and experience on similar projects, along with those of key personnel who will be involved with the project.
2. If the project includes multiple team members, an organizational chart including team members shall be included
3. Experience of the firm in performing similar work and examples of this work.
4. Explanation of ability to integrate the scope of work into the present and anticipated workload of each key team member for the proposed duration of the project.

C. *Project Approach and Scope of Work*

A description of the Consultant's approach to the project and the body of work described in the RFQ.

D. *Systems of Award Management (SAM) Registration*

Documentation that applicant firm has current SAM registration or that registration has been initiated. Registration information can be found at <https://www.sam.gov/portal/SAM>.

E. *Certificate of insurance*

The Contractor shall provide a current Certificate of Insurance/Acord Form (COI) verifying the coverage and maintain insurance throughout the term of the contract. If the contractor subcontracts any portion of the Contract the Contractor must provide equivalent insurance for each subcontractor and provide a COI verifying the coverage of the contractor or require the contractor to have equivalent insurance and provide written notice to MAPA that each subcontractor has verified required coverage.

## 7. 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.”

## 8. 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, NDOR, 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.

## **9. 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 staff. Subject to selection and successful negotiation, MAPA intends to sign a contract on or about **July 22, 2021** with the objective of the selected firm beginning work at the end of **July 2021** and concluding the work on or about **July 25, 2022**.