

Western Sarpy Transportation Enhancement Plan

(WE-STEP)

Request for Qualifications (RFQ)

Responses should be submitted

by 4:30pm on November 8th,

2022



Table of Contents

1. Introduction & Project Outcome	1
Introduction	2
Project Outcome	2
2. Requested Scope of Services	3
Task 1: Project Administration	3
Task 2: Public Engagement / Approval Process	4
Task 3: Existing Conditions Inventory & Analysis	4
Task 4: Alternatives Analysis & Development	6
Task 5: Recommendations & Plan	7
Task 6: Deliverables	9
3. Project Schedule	10
4. Evaluation Criteria	11
5. Submission of Qualifications	12
6. Submittal Requirements	13
7. Interviews	14
8. Disadvantaged Business Enterprises (DBE) Policy	14
9. General Terms and Conditions	15
10. Award of Contract	17
APPENDIX A	18
Figure 1. Study Area	18

1. Introduction & Project Outcome

Introduction

The Western Sarpy Transportation Enhancement Plan (WE-Step) Consortium made up of the cities of Gretna, Papillion, and Springfield together with Sarpy County is soliciting consulting qualifications for professional services to prepare a transportation strategic plan for western Sarpy County, Nebraska. The WE-Step Plan will build on the transportation plans of the County and cities and provide a unifying framework for the coordination of future arterial transportation improvements in the county. Key considerations include: future growth projections, socio-economic conditions, land use, traffic demand, connectivity, roadway design, safety, transit, alternative modes, pedestrian amenities, environmental considerations, costs, and measures of success.

The plan should include an implementation program and ensure that the final recommendations are inclusive, equitable, sustainable, safe, affordable, and attractive. Public engagement and input will be an essential part of the study necessary to achieve these results.

The WE-Step Consortium is seeking a firm with documented expertise and experience in large-scale and county-level transportation planning to provide recommendations for the Study Area (Appendix A). The Study Area boundary includes the Sarpy County jurisdiction and the extra-territorial jurisdictions of Gretna, Papillion, and Springfield in an area generally west of 60th Street and south of Schram Road. It also includes a "transition zone" of generally 1/8th mile along arterial streets within the boundary of each city's jurisdiction within the Study Area.

Firms are invited to submit qualifications for accomplishing the work described in the Scope of Services contained in this document. Responses shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ). Once a firm is selected, a contract will be negotiated based on a mutually agreed upon scope of services.

Project Outcome

Western Sarpy Transportation Enhancement Plan (WE-STEP) will provide a forward-looking Plan identifying the arterial and major collector roadway network extensions and enhancements to support and complement the existing transportation system of the area.

2. Requested Scope of Services

Work will be conducted on this project as part of the following tasks:

1. Project Administration
2. Public Engagement / Approval Process
3. Existing Conditions Inventory & Analysis
4. Alternatives Analysis & Development
5. Recommendations & Plan
6. Deliverables

The project is expected to be completed within one (1) year from the Notice to Proceed.

Task 1: Project Administration

1.1 Kick-off and Project Management Meetings

Consultant will conduct a minimum 90-minute kick-off meeting with the WE-Step Consortium Steering Committee, Project Manager, and Technical Advisory Committee to review the scope, project schedule, public engagement plan, and deliverables.

1.2 WE-Step Consortium Member Involvement

The Consultant will schedule and conduct weekly project meetings with the Project Manager and consistent meetings with the Steering Committee and Technical Advisory Committee.

1.3 On-going Project Management

Consultant will provide a Project Management Plan that specifies and commits to maintaining regular communication with the We-Step Project Manager, keeps follow-up items moving forward and provides a written status report and invoice on a monthly basis.

1.4 Project Timeline

The project is expected to be completed within one (1) year from the Notice to Proceed.

If necessary, changes to the Scope of Services may be made at the conclusion of this task, and an amended Scope and Schedule will be provided.

Task 2: Public Engagement / Approval Process

Public outreach for the Study will be conducted by the Consultant in partnership with the WE-Step Consortium Steering Committee. It is expected that the consultant will make use of a variety of in-person and on-line engagement tools appropriate for each aspect of the public engagement process. The consultant should include an explanation of the methods he/she intends to use as a part of the submittal. The Consultant for the study will be expected to facilitate the following:

12.11 Stakeholder Engagement

The Consortium will convene at least one (1) Stakeholder meeting with development community representatives active within the study area. The Consultant shall attend meetings, provide information on research and best practices, and solicit input on potential arterial roadway options and guidelines. The Consultant will prepare and distribute meeting notes within one week of the meeting date. The number of Stakeholder meetings will be determined during scope negotiations.

12.21 Public Engagement

The Consultant will develop materials for public information for affected businesses, property owners, residents, and neighborhood groups. The Consultant will provide an on-line public input opportunity.

12.31 Approval Process

The Consultant will develop materials and make presentations of the final Western Sarpy Transportation Enhancement Plan to public boards, commissions and elected bodies for their review, recommendation, and approval.

Task 3: Existing Conditions Inventory & Analysis

3.1 Best Practices

The Consultant will provide the Steering and Technical Advisory Committees with a technical memo containing a synopsis of four “best practice” examples of strategic transportation plans from other similar counties experiencing rapid urbanization.

3.2 Review of Existing Plans & Policies

The Consultant shall review recent transportation related plans, studies and policies associated with the Study Area as well other plans and studies that may impact transportation planning decisions.

3.3 Development of Data Inventory

The Consultant shall prepare an inventory of available data for the Study Area and identify additional data needed to complete a comprehensive analysis. The Consultant will be required to collect any necessary additional data. Examples of data collection include:

- Plans / studies (comprehensive, land use, transportation, environmental, floodplain, sewer, etc.)
- Ongoing studies (I-80 PEL, Platteview Road, Flood control lakes, etc.)
- Existing land use and zoning data
- Socio-economic Data (demographic, population, development data and trends, etc.)
- Traffic data (daily traffic, crash data, etc.)
- Transit information (corridors, routes, stops, frequency, etc.)
- Bicycle and pedestrian facility inventory
- Jurisdiction corridor design standards and guidelines
- Bridge inventory (location, capacity, condition, etc.)
- Street and Highway GIS line file (# of lanes, surface type, etc.)
- Geometric data such as roadway and lane widths, current lane designations and current bicycle facilities
- Utility line files
- Additional data required by consultant

3.4 Existing Conditions Analysis

The Consultant shall prepare an analysis of existing conditions for the Study Area, which shall include:

- Planning level assessment of current traffic operations
- Current arterial roadway surface type and condition
- Level of service
- Crash history assessment
- Network gap assessment (discontinuities, offset intersections, Interstate Access, etc.)
- Environmental constraints (topography, waterways, wetlands, etc.)
- Man-made constraints (cemeteries, rail lines, Interstate highways, etc.)

3.5 Future Conditions Analysis

The Consultant shall prepare an assessment of future conditions that will impact transportation planning, policies and recommendations over the next 35-40 years. The assessment should contain at least the following information.

- Land use / development trends
 - Review socio-economic data, development trends and land use and sewer plans and determine impact on trip generation and roadway design
- Multi-modal transportation needs assessment
 - Bicycle and pedestrian generating locations
 - Transit corridors
 - Freight generators and routes
 - Major attractors / generators
- Environmental assessment
 - Setbacks for noise impacts
 - Resiliency / flood prone areas
 - Wetlands

Task 4: Alternatives Analysis & Development

4.1 Perform a Traffic Analysis

Conduct a traffic analysis for the year 2060 to determine corridor capacity needs. Also determine long-term capacity needs at full build-out for establishing corridor ROW needs.

- Travel demand model
 - Compare recent developments to MAPA H2050 forecasts
 - Refine socio-economic detail of MAPA model transportation analysis zones
 - Model 2050 corridor capacity needs
 - Model full build-out corridor capacity needs
- Complete streets
 - Incorporate complete streets concepts into corridor planning

4.2 Identify & Evaluate Technical / Performance Measures

Coordinate with Steering and Technical Advisory Committees to identify technical / performance measures for evaluating transportation network alternatives. Examples of these performance measures include:

- Technical Measures – Level of service, queuing, travel time, emergency response, etc.
- Performance Measures – Safety, continuity, walkability, transit/multi-modal performance, attractiveness, sustainability, inclusive, equitable, affordable, environmental impact

4.3 Develop Alternatives

Develop transportation corridor network alternatives based on performance measures for various scenarios for all transportation modes including vehicle, pedestrian, bicycle and transit users.

4.4 Evaluate Feasibility of Alternatives

Develop an evaluation matrix to help assess the pros and cons of each alternative. In addition to the factors listed above the evaluation shall include an analysis of the impact of each alternative on economic development, urban form, feasibility as well as construction and operation and maintenance costs. The overriding goal of the proposed network will be to “right-size” the network for an optimum balance between cost and performance.

4.5 Presentation of Alternatives

Present the recommended alternatives and feasibility analysis to the Steering and Technical Advisory Committees for review and comment.

Task 5: Recommendations & Plan

5.1 Develop Draft Transportation Recommendations

Based upon input regarding the recommended alternatives and feasibility analysis from the Stakeholder and Technical Advisory Committees, the Consultant shall develop recommendations for transportation standards, network, policies and implementation. These recommendations shall include, but not be limited to, the following:

- Standards Development
 - Develop recommended future street network plan
 - Typology
 - Functional Class (Major / Minor Arterials)
 - Land use context
 - Multi-modal considerations (transit, bicycle, pedestrian elements)
 - Street grid and connectivity standards
 - Corridor Preservation

- Right-of-way needs
 - Recommended street cross-sections by typology, including:
 - Lane widths
 - Arterial Street intersection requirements
 - Pedestrian accommodations
 - Transit infrastructure (where needed)
 - On-street or off-street bicycle lanes (where appropriate)
 - General streetscape elements
 - Creek Crossings and Bridges
 - Access standards
 - Connectivity standards
 - Internal circulation standards
 - Aesthetics Guidelines
- Network and Policy Recommendations
 - Recommended future network
 - Costs
 - Timing (sewer extensions, interchange construction, etc.)
 - Funding assessment
 - Anticipated budget from current sources
 - Options for funding gap
 - Corridor land use overlays to support network goals / recommendations
 - Coordination with I-80 Planning and Environmental Linkages (PEL) study
 - Policy recommendations such as:
 - Coordination with Steering Committee members for impacting changes
 - How to consider design if other than those recommended
 - Growth measurements and re-evaluation of study validity and ability to implement
- An implementation program that includes metrics for prioritizing projects in the plan, including short-term and long-term improvements

5.2 Presentation of Draft Recommendations

Present the draft recommendations to the Steering and Technical Advisory Committees for review and comment.

5.3 Prepare Draft Western Sarpy County Transportation Enhancement Plan

Prepare a draft WE-Step document that includes recommended changes from the Steering and Technical Advisory Committees. The plan should include the following components:

- Summary of the public outreach efforts
- Summary of existing and future conditions analysis
- Summary of alternatives analysis including impacts, feasibility, and costs
- Recommended standards, network, and policies
- Recommended infrastructure improvements, including:
 - Construction costs
 - Operation and Maintenance costs
- Recommended implementation program, including:
 - Timing of improvements
 - Coordination with land use, utility, and related infrastructure improvements

5.4 Presentation of Draft Plan

Present the draft plan to the Steering and Technical Advisory Committees for final review and revision

Task 6: Deliverables

6.1 Final Plan

Prepare a minimum of 5 copies of the final plan for each jurisdiction involved in the Steering Committee as well as a digital version for on-line access and distribution.

6.2 Presentations and Approvals

The Consultant will develop materials and make presentations of the final Western Sarpy Transportation Enhancement (WE-Step) Plan to public boards, commissions and elected bodies of each jurisdiction involved in the Steering Committee for their review, recommendation and approval. These presentations should include:

- A 2 - 4 page summary handout for Board, Council and Commission members
- A brief power point presentation outlining the key components of the WE-Step Plan
- A 1-2 page FAQ handout covering the key issues and concerns raised during the planning process
- A power point presentation of current existing arterial network and the ultimate and 2060 projected / recommended networks

3. Project Schedule

The anticipated project schedule is included below. It is recommended that key personnel hold the interview date on their calendars for a potential interview.

Activity	Date
RFQ released	Tuesday, September 27, 2022
Deadline for written questions to be submitted	Tuesday, October 11, 2022
Responses to written questions posted	Thursday, October 13, 2022
Deadline for submittals	Tuesday, November 8, 2022
Shortlist Notifications	Tuesday, November 22, 2022
Consultant interviews	Tuesday, December 13, 2022 Wednesday, December 14, 2022
Consultant selection notification	Tuesday, December 27, 2022
Scope & fee negotiation deadline	Tuesday, January 24, 2023
Agreement Finalized	Friday, February 3, 2023
Finance Committee Approval	Wednesday, February 15, 2023
MAPA Board Approval	Thursday, February 23, 2023
Target Project Start Date	Thursday, March 2, 2023
Contract End Date	Friday, March 1, 2024

4. Evaluation Criteria

The evaluation and selection of the winning firm will be based on qualifications. Price is not a selection factor and is not to be included in the consultant's response. A selection committee made up of representatives from the WE-Step Consortium will screen the responses to ensure they meet the minimum requirements of the response format. A review of qualifying respondents will identify potential firms that most closely meet the needs of the project. Upon review of the qualifications, the firms will be ranked in order of preference. MAPA reserves the right to conduct interviews before selecting a firm. All criteria will be scored on a range of 1-5, with weighting factors shown in parentheses applied to each score.

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

Criteria	Point Range Poor-Excellent
Qualifications and experience of professional personnel and staff.	1-5 (5)
Past performance on similar projects.	1-5 (5)
Adequate staff to perform the work based on present workload and willingness to meet time requirements.	1-5 (2)
Location of project in regard to the location of the consultant's personnel and the consultant's familiarity with the area.	1-5 (2)
Project understanding and approach.	1-5 (6)
Total Points	100

5. Submission of Qualifications

Six (6) printed copies and one electronic version (PDF preferred) of the response must be received in the MAPA offices by the deadline for submittals (see Section 3 Project Schedule). Responses may not exceed 31 pages in length based on the submittal requirements in Section 6 (not including items I, J, and K). A table of contents will not be counted toward the page limit when included in responses. Responses 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.

Jim Boerner
Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102
jboerner@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. 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 responses are not accepted will be notified as soon as the selected firm has been approved and a contract has been negotiated.

6. Submittal Requirements

All firms interested in being considered for this project should submit responses that include:

- A. **A letter of interest not to exceed two (2) pages.** (Include the name, telephone, mailing address and e-mail address of the contact person.)

- B. **The body of the response** (project understanding and potential approach) **shall be limited to ten (10) pages (8-1/2" x 11" single sided) and up to three (3) pages (11" x 17" single sided).**

- C. Project organization chart identifying any teaming arrangements. Identify availability of key personnel and redundancy for the duration of the project (not part of Understanding and Approach).

- D. A statement of qualifications and experience that uniquely qualify the firm to provide the services required for the completion of this project (not part of Understanding and Approach). **Statement of firm qualifications will be limited to three (3) single sided pages.**

- E. A list of similar work (**four projects maximum**) performed within the last 5 years to include dollar value, project description, project team, and contacts (not part of Understanding and Approach). Descriptions of similar work will be limited to four (4) 8-1/2" x 11" single sided pages (one per project) **OR** a maximum of two (2) pages (11" x 17" single sided).

- F. Resumes for **up to 10 key personnel** may be submitted explaining their proposed roles in the project, their relevant experience, and their workplace location (not part of Understanding and Approach). **Resumes shall be limited to one (1) single sided page per person.**

- G. Responses will be submitted utilizing recyclable materials. Paper used in the response shall be recycled paper (minimum 35%).

- H. Proposed schedule of completion (not part of Understanding and Approach).

I. *Conflict of Interest Disclosure (Not Included in Page Limit)*

The response shall include a completed Consultant Conflict of Interest Disclosure form for the prime consultant and any subconsultants. Example form is available from NDOT at the link below:

<https://dot.nebraska.gov/media/7322/coi-disclosure-doc-consultant.doc>

J. *Systems of Award Management (SAM) Registration (Not Included in Page Limit)*

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>.

K. *Proof of insurance (Not Included in Page Limit)*

The response shall include proof of insurance for the prime contractor and any subconsultants. Specific insurance requirements and an example ACORD are available here:

<https://dot.nebraska.gov/business-center/consultant/insurance/>

7. Interviews

After reviewing all submitted responses, MAPA and its selection committee will invite respondent firms of their choosing to interview for the project. Interviews will be held on the date indicated in Section 3. Firms chosen to interview will be known as short-listed firms.

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

MAPA will make every effort to inform short-listed firms of the interview schedule via email or phone by 4:00 p.m. on the date listed for Shortlist Notifications in Section 3.

The project selection committee will conduct interviews with the short-listed firms on the date listed for Consultant Interviews in Section 3. Interviews will be conducted in-person. The location will be determined when shortlisted firms are notified.

8. 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.”

9. 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 submission 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, 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.

10. 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 the date of MAPA Board Approval as shown in Section 3 with the objective of the selected firm beginning work on the Target Project Start Date and concluding on the Contract End Date as shown in Section 3.

APPENDIX A

Figure 1. Study Area

