

City of Bellevue
Fort Crook Road Transit Planning and Environmental
Feasibility Study
Request for Qualifications (RFQ)



**Proposals should be
submitted by 4:30 p.m. CST
on March 07, 2023**

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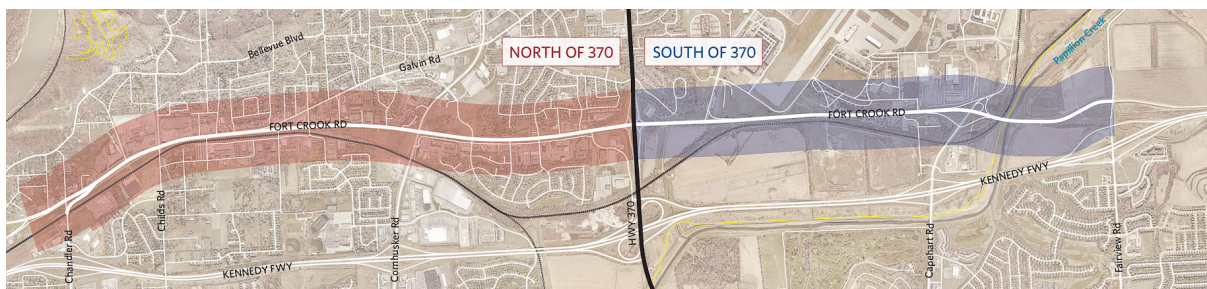
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1. Introduction & Project Outcome

Introduction

MAPA, City of Bellevue, and Metro Transit are soliciting qualifications to prepare a Fort Crook Road Transit Planning and Environmental Feasibility Study. 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 City of Bellevue Fort Crook Road Transit Planning and Environmental Feasibility Study. Firms are invited to submit qualifications 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 study will examine the economic and environmental feasibility of a multimodal transit plan for the corridor. The study area is defined as Fort Crook Road from its northern end at S 13th Street and Harrison Street South to Fort Crook Road and Fairview Road. The Fort Crook Road Corridor serves as a backbone for the community, providing access to the Offutt Air Force Base, commercial and retail areas, along with access to a large segment of the residential areas within the community. Offutt Air Force Base is the largest employer in Omaha-Council Bluffs region and is a major economic driver within the city of Bellevue.



This study is being funded through a Heartland 2050 Mini-Grant award, which the City of Bellevue was selected for in April 2021. Heartland 2050 provides mini-grant planning opportunities to local jurisdictions with technical and financial assistance to support local governments in their efforts to create livable communities and support the Heartland 2050 vision. The overall project outcome will be recommendations on how the existing roadway can be reconfigured to accommodate automobiles, active transportation, and public transit, focusing on the feasibility of bus rapid transit (BRT). This will include an analysis of how transit fits with other modes of transportation along the corridor and the economic development implications of BRT and active transportation. This study will consolidate and build upon past planning efforts, setting forth the vision for the corridor and the comprehensive regional network in which it provides access.

Fort Crook Road formerly served as US Highway 75, prior to the completion of the Kennedy Freeway, which runs parallel to Fort Crook Road 0.5 miles to the west. The corridor was designed to handle regional traffic to Omaha, Plattsmouth, and destinations beyond Bellevue

to Offutt Air Force Base, Olde Town Bellevue, and other significant regional locations of employment. With the completion of the Kennedy Freeway, the corridor sees much lower numbers of regional traffic. Recent changes along the Fort Crook Road corridor have also included trial placement of bicycle lanes within the corridor, but a permanent solution has not yet been identified.

This Fort Crook Road Transit Study will serve as an addition to the [Fort Crook Road 2040 plan](#), adopted by the City of Bellevue in August 2022, which focused on transforming the corridor and area into a unique and exciting corridor that is punctuated by mixed-use, pedestrian-oriented development. This transit study will address the environmental and economic feasibility of transit plan implementation, and the economic impacts to the City of Bellevue.

The City of Bellevue, MAPA, and Metro have a strong interest in working with a firm that has documented knowledge and expertise in corridor planning, redevelopment, public transportation (including transit providers and the Federal Transit Administration), and communities of similar size and scope to Bellevue and the greater Omaha Metropolitan Area. This request invites consultants to submit qualifications for accomplishments of the items of work described below under Scope of Services. Responses shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ). Once the firm is selected, a contract will be negotiated based on a mutually agreed upon scope of services. The purpose of this project is to create a Fort Crook Road Transit Analysis.

Although a draft scope is provided below to help facilitate discussion, consultants are permitted to modify or offer changes that would facilitate or enhance the overall project.

2. Scope of Services

This project will include the following tasks:

1. Project Administration
2. Public Outreach and Presentations
3. Existing Conditions Inventory
4. Transit Options & High-Level Environmental Analysis
5. Recommendations & Final Report

We anticipate that the plan will be completed within an approximately six to nine month time frame.

Task 1: Project Management & Administration

The Consultant shall provide project management and administration necessary to successfully deliver the project. These are anticipated to include, at a minimum:

- Preparation and management of the project schedule that aligns with the City and MAPA's milestones, including meetings, public workshops and milestones;
- Budget and cost control reporting, change management, preparation and submission of a monthly progress report and invoice;
- Administration of a Quality Management Plan and participation in periodic progress meetings to adequately update the City and MAPA on the project's progress as requested by the Project Manager;
- Prepare meeting agendas and materials. These should be sent to the management team at least 48 hours prior to a meeting.

In coordination with MAPA and the City of Bellevue, the Consultant Team will develop a detailed scope of services to guide the overall process. This will include, but is not limited to, the following elements:

- Review project tasks and objectives with City staff.
- Review and refine scope of services and data collection methods.
- Identify available data, prior plans, and studies related to the corridor.
- Establish a detailed schedule identifying key milestones and deliverables.
- Establish communication channels with city departments and appropriate agencies and organizations.
- Review and list all applicable design and planning standards.

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 Outreach & Presentations

Public outreach for the Study will be conducted by the Consultant in partnership with the City of Bellevue and MAPA. The Consulting team will develop an Engagement Action Plan that will clearly lay out the details of the major public and stakeholder involvement tasks that will take place throughout the course of the project. MAPA will assist in the coordination of other on-going stakeholder and public engagement activities with this plan. The Consultant for the study will be expected to facilitate the following:

2.1 Technical Advisory Committee

The Consultant, City of Bellevue and MAPA will convene a Technical Advisory Committee (TAC) consisting of representatives from City of Bellevue departments, MAPA, Metro Transit and other community partners. The Consultant shall attend meetings and provide information on research and best practices that have been successful in other communities. The Consultant will prepare and distribute meeting notes within one week of the meeting date. The number of TAC meetings will be determined during scope negotiations.

2.2 Community Advisory Committee

The Consultant, City of Bellevue and MAPA will convene a Community Advisory Committee (CAC) consisting of local businesses and neighborhood associations to help guide an inclusive and engaging planning process and to formulate an impactful plan. The Consultant shall attend meetings and provide information on research and best practices that have been successful in other communities. The Consultant will prepare and distribute meeting notes within one week of the meeting date. The number of CAC meetings will be determined during scope negotiations.

2.3 Public Survey

The Consultant will develop and distribute a survey to area businesses, property owners, residents, and neighborhood groups to gather input. The survey will focus on identifying the needs and desires of people living in and using the corridor.

Task 3: Transit Options & High-Level Environmental Analysis

3.1 Bus Rapid Transit (BRT) Analysis

The analysis will focus on BRT feasibility based on different land use scenarios, addressing key questions such as:

- How much will it cost to build?
 - Capital cost should be broken down into the number of buses and stations.

- Must take Metro Transit’s minimum criteria for BRB into account; see Figure 10 on page 23 of the [MetroNEXT plan](#).
- How much will it cost to operate?
 - The consultant will work with Metro Transit and the City of Bellevue to coordinate and identify key options for operation including but not limited to: station spacing, run times, frequency, route length, and how the route will integrate with other existing Metro routes.
- What are the long-term implications of a no-build land use model vs. a TOD land-use model?
- What existing assets along the corridor would help support BRT?
- What barriers exist along the corridor that would hinder BRT?

In addition to considering existing planning documents and MAPA’s Travel Demand Model, the following variables should be evaluated:

- Density
- Land use
- Ridership
- Traffic impacts
- Capital costs
- Operating costs
- Community and economic development potential
- Environmental screening (see Task 3.2 for more details)
- Travel time savings
- Connectivity with existing and future transit network

3.2 Preliminary Environmental Feasibility

The consulting team will identify potential environmental barriers to implementation of the proposed transit plan along the corridor and outline the actions needed to overcome those barriers. These will include, but are not limited to:

- Floodplains and wetlands,
- Historic properties,
- Public parks and other similar public spaces.

The City and Metro Transit seek a high-level understanding of the potential barriers and an evaluation of what to expect when getting into more detailed project development work (i.e. National Environmental Policy Act review).

3.3 Economic Impacts

The Consultant will prepare an evaluation of the economic impacts of a transit corridor on surrounding neighborhoods, the physical environment, businesses, future land use opportunities, and the residents. Any measures required to maintain or enhance future flood resiliency should be included in the assessment.

Task 4: Final Report

4.1 Draft Report Production and Editing

The consultant shall summarize previous studies on the fort crook corridor and document all work performed under the tasks listed above and draft a final document for review by the City of Bellevue, MAPA staff, and key stakeholders. The Final Report shall contain an Executive Summary that can function as a stand-alone item. The consultant shall edit and revise the document according to feedback given by MAPA staff and key stakeholders. A public meeting shall also be held to offer the draft plan for public comment and feedback.

4.2 Final Report and Documentation

The consultant shall incorporate feedback on the draft report into the final report. The report should be written as a free-standing document.

The consultant shall package and deliver the final plan document in both PDF and an editable format (Microsoft Word or Adobe InDesign), as well as a specified number of hard copies. All graphic content shall also be made available in PDF format as well as native live format (Adobe Illustrator or Photoshop). The consultant shall provide a presentation in Microsoft PowerPoint presentation for use by staff members to discuss the project.

The consultant shall package and deliver to MAPA all data generated, analyzed or refined over the course of their engagement. GIS data shall be delivered in file geodatabase or shapefile format, along with map documents. Any and all data generated, analyzed or refined under this contract shall become property of MAPA upon conclusion of the contract.

3. Project Schedule

The anticipated project schedule is listed below. 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, January 17, 2023
Deadline for written questions to be submitted	Tuesday, January 31, 2023
Responses to written questions posted	Thursday, February 2, 2023
Deadline for submittals	Tuesday, March 7, 2023
Shortlist Notifications	Tuesday, March 21, 2023
Consultant interviews	Tuesday, April 18, 2023
Consultant selection notification	Tuesday, April 25, 2023
Scope & fee negotiation deadline	Tuesday, May 23, 2023
Agreement Finalized	Friday, June 2, 2023
Finance Committee Approval	Wednesday, June 14, 2023
MAPA Board Approval	Thursday, June 22, 2023
Target Project Start Date	Thursday, June 29, 2023
Contract End Date	Thursday, March 28, 2024

4. Evaluation Criteria

The evaluation of respondent firms will be based on their qualifications. A consultant evaluation team made up of representatives from the City of Bellevue, MAPA and/or other project partners will screen the responses to ensure they meet the minimum requirements of the submittal format, review and score the responses. Factors that will be considered by the selection team include the following:

Criteria	Points
1. Qualifications and experience of professional personnel and staff, including work with the Federal Transit Administration and projects in Bellevue and/or Study Area.	40
2. Adequate staff to perform the work based on present workload and willingness to meet time requirements (see Section 3: Project Schedule).	15
3. Demonstrated understanding of project tasks.	20
4. Proposed approach for developing analysis of transit options.	25
Total Points	100

5. Submission of Qualifications

One electronic version (PDF preferred) of the response must be received in the MAPA offices or the Issuing Officer's email inbox (see below) by the deadline for submittals (see Section 3 Project Schedule). Responses received after the deadline will not be considered. Responses may not exceed 20 pages in length based on the submittal requirements in Section 6. 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.

Court Barber
Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102
cbarber@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

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

A. Front Cover (Not Included in Page Limit)

The response shall include a front cover that identifies the Prime Consultant, Sub-consultants (if applicable) and the title of the project or service

B. Letter of Interest

The response 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. The letter of interest shall not exceed two (2) pages.

C. Organizational Chart

The response shall include an organizational chart not to exceed one (1) page.

D. Firm Profile & Qualifications

The response shall include general information about the firm, the firm's area of expertise, and the firm's official name and address. Additionally, the response 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.

E. Project Approach and Scope of Work

The response shall include the firm's approach to successfully accomplish the tasks listed in the RFQ successfully. This should include focus on technical approach and ability to present and communicate the findings in a compelling manner. (NOTE: The detailed Scope of Services will be negotiated with the selected consultant at the time of contract development.) The discussion of the scope of work shall not exceed ten (10) pages.

F. Proposed Project Schedule

The response shall include a project schedule outlining the time frame and estimated completion date of each major task identified in the proposed scope of work. The consultant team shall also explain its approach to the project schedule in narrative form. The project schedule shall not exceed three (3) pages. The consultant shall provide what he or she believes is a realistic timeline to fully complete the tasks in an expeditious, effective manner.

G. 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>

H. 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>.

I. 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

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. Interviews will be capped at 40 minutes maximum; please allot at least 10 minutes for questions and answers.

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, but requests for a virtual option can be accommodated. 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, 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.

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.