

MAPA SS4A Public Outreach & Comprehensive Safety Action Plan

Request for Qualifications (RFQ)

**Responses should be submitted
by 4:30 p.m. CDT on October 18,
2023**

Table of Contents

1. Introduction & Project Outcome	3
Introduction	3
Project Outcome	4
2. Scope of Services	5
Task 1: Project Management and Administration	5
1.1 Project and Quality Management Plan	5
1.2 SS4A Grant Quarterly Reporting	6
1.3 SS4A Grant Performance Measure Reporting	6
Task 2: Reaffirm Leadership Commitment and Goal Setting	7
2.1 Reaffirm Leadership Commitment and Goal Setting	7
Task 3: Develop SS4A Planning Structure	7
3.1 Technical Advisory Committee	7
3.2 Safety Committee	7
Task 4: Public Engagement and Outreach	8
4.1 In Person Public Engagement and Public Engagement Plan	8
4.2 Website and Social Media	9
4.3 Public Outreach Documentation	9
Task 5: Crash Data Analysis	10
5.1 Coordination with the Data Support Team	10
Task 6: Identify & Document Policy & Process Changes	10
Data Support - Task 2.5 Existing Safety Plan and Process Inventory	10
6.1 Existing Policy and Process Inventory	10
6.2 Develop Policy and Process Recommendations	11
Task 7: Develop Strategy and Project Selections	11
7.1 Identify priorities and project selection criteria	11
7.2 Priority Project List	11
7.3 Implementation, Funding, and Phasing	11
Task 8: Plan Development and Deliverables	12
8.1 Develop Draft and Final Plan	12
Task 9: SS4A Implementation Grant Assistance	12
9.1 Consult with jurisdictions on Plan Implementation	12
3. Project Schedule	13
4. Evaluation Criteria	14
5. Submission of Qualifications	15
6. Submittal Requirements	16
7. Interviews	18
8. Disadvantaged Business Enterprises (DBE) Policy	19

9. General Terms and Conditions
10. Award of Contract

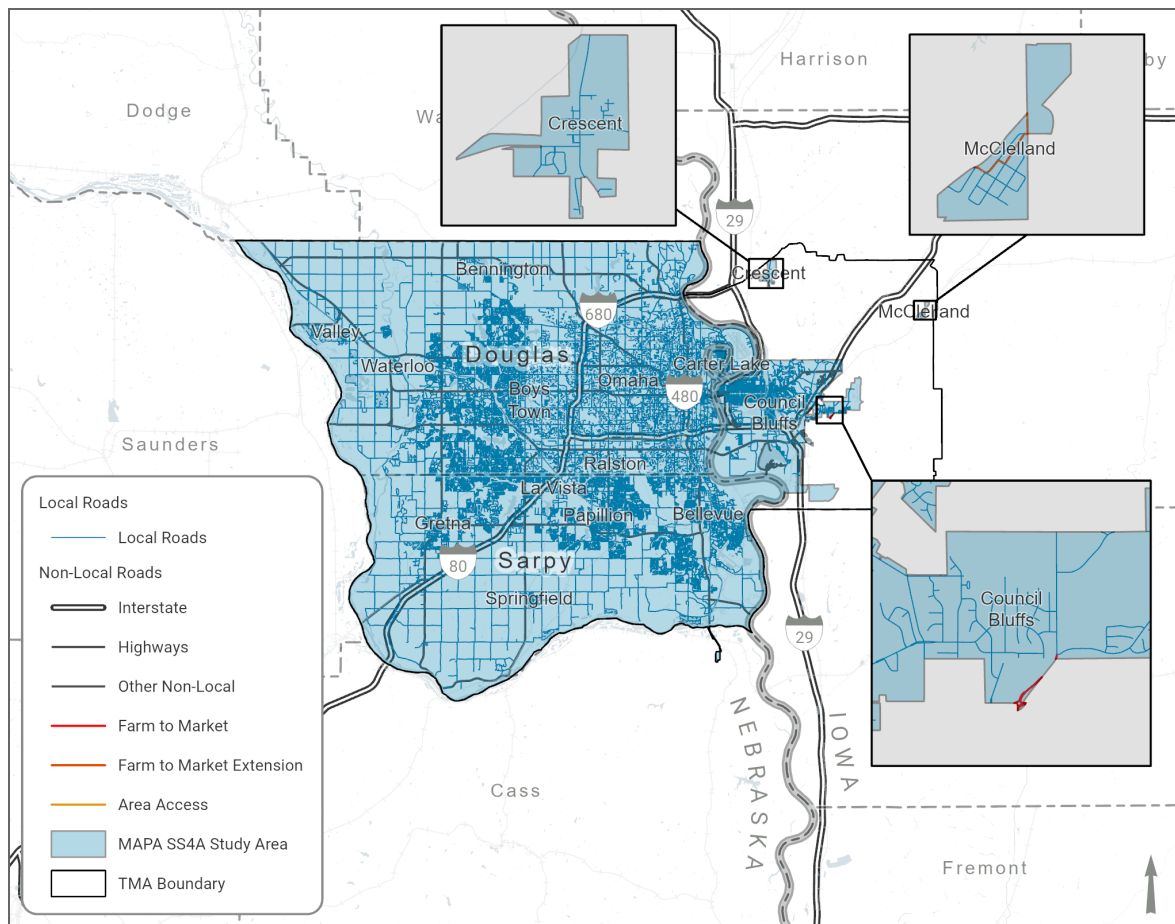
20
22

1. Introduction & Project Outcome

Introduction

The Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) is soliciting qualifications to develop a Comprehensive Safety Action Plan (CSAP) for the MAPA Safe Streets and Roads for All (SS4A) Study Area (Figure 1) with a substantial Public Outreach component. In accordance with USC 2 CFR 200, Nebraska Consultants' Competitive Negotiation Act (Neb. Rev. Stat. §81-1712), the Brooks Act (40 USC 544), and 23 CFR 172.5, MAPA is issuing a Request for Qualifications (RFQ) for the **SS4A Public Outreach and Comprehensive Safety Action Plan**. MAPA's Regional CSAP will build on MAPA's current safety planning efforts to achieve zero deaths by 2040. It will prioritize strategies that maximize opportunities for discretionary funding to implement local roadway projects in rural and disadvantaged communities. The MAPA website referred to in this document is located at <http://mapacog.org/projects/ss4a/>

Figure 1. MAPA SS4A Study Area and Associated Local Road Network (<https://arcg.is/1SavCf>)



MAPA is the Metropolitan Planning Organization (MPO) for the Omaha-Council Bluffs Region, encompassing multiple municipal jurisdictions across both Nebraska and Iowa. MAPA brings together local governments and a variety of public and private stakeholders to engage in regional transportation planning. MAPA applied jointly with the City of Omaha, who is currently developing a Vision Zero action plan that will be included and referenced in the proposed regional action plan. The regional action plan will cover MAPA's Transportation Management Area (TMA), with the exception of unincorporated Pottawattamie County, which will be included in a separate Local Road Safety Plan developed through an SS4A action plan grant by the Iowa County Engineers Association.

In coordination with MAPA and the City of Omaha, the resulting CSAP will be consistent with, and supporting, the City of Omaha Vision Zero Action Plan, and the Pottawattamie County Local Road Safety Plan (LRSP). The resulting CSAP will also incorporate both Nebraska and Iowa DOT safety activities, particularly their respective Vulnerable Road User (VRU) Safety Assessments, Strategic Highway Safety Plans (SHSP), and Highway Safety Improvement Program (HSIP) Implementation Plans.

This **MAPA SS4A Public Outreach and CSAP** project will be coordinated closely with the **MAPA SS4A Data Support Plan**. The CSAP project will synchronize necessary portions of the data support plan to ensure timely development of the CSAP. This project will devote a substantial amount of effort to public outreach, and will develop the CSAP in accordance with SS4A Comprehensive Safety Action Plan requirements, to identify high priority safety projects, and set the region up to apply for additional funding for implementation projects.

Applicants are permitted to submit separate proposals for one or more of the posted MAPA SS4A projects.

Project Outcome

MAPA's Regional Comprehensive Safety Action Plan will build on MAPA's current safety planning efforts to achieve significant reduction in roadway fatalities and serious injuries on local roads with the goal of achieving zero by 2040. It will prioritize strategies that maximize opportunities for discretionary funding to implement local roadway projects in rural and disadvantaged communities. Additionally, MAPA will continue emphasizing public engagement throughout the planning process to develop solutions that serve these communities adequately. It will examine incidents among a variety of road users including, but not limited to, pedestrians, bicyclists, public transportation users, personal conveyance and micromobility users, motorists, and commercial operators. The plan also will develop low-cost, high-impact solutions and strategies at the regional level, complementing State systemic safety projects, and using innovative technologies under an evidence-based, comprehensive safety action plan framework, to achieve the greatest impact.

Outlined below is the scope of work that will guide the development of the Public Outreach and CSAP. MAPA has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development. This outline is not necessarily all-inclusive and the consultant may include in the proposal any additional performance tasks that will integrate

innovative approaches to successfully complete the CSAP. At a minimum, the consultant shall be expected to establish detailed outlines, analyses, assessments, and recommendations for the following tasks:

2. Scope of Services

This project will include the following tasks:

1. Project Management and Administration
2. Reaffirm Leadership Commitment and Goal Setting
3. Develop SS4A Planning Structure
4. Public Engagement and Outreach
5. Crash Data Analysis
6. Identify and Document Policy and Process Changes
7. Develop Strategy and Project Selections
8. Plan Development and Deliverables
9. Implementation Grant Assistance

We anticipate that the plan will be completed in approximately 15 months.

As this RFQ is one of two RFQs that will be working in coordination to develop the regional CSAP. A successful applicant will consider the tasks within the **MAPA SS4A Data Support RFQ** during proposal development. The MAPA SS4A Data Support RFQ has been posted concurrently with this Public Outreach and CSAP RFQ, and can be found online at <https://mapacog.org/about/rfp-rfq/>.

Task 1: Project Management and Administration

1.1 Project and Quality Management Plan

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

- Preparation and management of the project schedule that aligns with MAPA's milestones, including meetings, public workshops and project 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 update MAPA adequately on the project's progress as requested by the Project Manager;
- Prepare meeting agendas and materials.

In coordination with MAPA, 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 MAPA staff.
- Review and refine scope of services and data collection methods.
- Identify available prior plans and studies related to SS4A, including local jurisdiction Complete Streets policies and procedures, and other published materials.
- Coordinate with the Data Support team to establish a detailed schedule identifying key milestones and deliverables.
- Establish communication channels with MAPA teams 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.

1.2 SS4A Grant Quarterly Reporting

The Consultant shall provide updates for both the CSAP and Data Support Team project status, significant activities and outstanding issues, action items, and project schedule and cost to meet the SS4A Quarterly Project Progress Report requirements. Planning for these reports will be documented in Task 1.1 deliverables to meet the requirements of Exhibit C of the SS4A Exhibits (February 8, 2023) (<https://www.transportation.gov/node/226711>) and MAPA-specific reporting preferences.

1.3 SS4A Grant Performance Measure Reporting

The Consultant shall track performance measures routinely on equity, costs, and lessons learned and recommendations in accordance with MAPA's SS4A grant agreement with FHWA, and provide these measures upon completion of plan development. Measures include the following:

Equity

A minimum of 22% of total consultant effort related to Comprehensive Safety Action Planning and 50% of total consultant effort in Outreach activities must benefit underserved communities as defined by USDOT.

Costs

Over half of the total consultant effort and costs shall be allocated towards outreach and engagement.

Lessons Learned and Recommendations

Upon project completion, the consultant will assemble a list of best practices for developing regional commitment to equity in safety planning, best methods to share local best practices, and lessons learned on how to harmonize prioritization and implementation of safety countermeasures across the region.

Task 2: Reaffirm Leadership Commitment and Goal Setting

2.1 Reaffirm Leadership Commitment and Goal Setting

The Consultant in collaboration with MAPA staff shall connect with jurisdiction leaders throughout the region to reaffirm leadership commitment to the goal of reducing fatal and serious injuries on local roads to zero by 2040. The Consultant shall work to procure formal resolutions from all jurisdictions within the Region, and a formal adoption of the Comprehensive Safety Action Plan by all regions upon completion of the plan.

Task 3: Develop SS4A Planning Structure

3.1 Technical Advisory Committee

MAPA will convene a Technical Advisory Committee (TAC) consisting of the MAPA Transportation Technical Advisory Committee, MAPA staff, County Health Departments, and other key technical stakeholders. This group shall have oversight of the Action Plan development, implementation, and monitoring.

The Consultant shall attend meetings and provide information on research and best practices that have been successful in other communities, and will work with the Data Support team to provide updates on work progress. Generation and distribution of meeting notes will be coordinated by the Consultant. The number of TAC meetings will be determined during scope negotiations.

3.2 Safety Committee

MAPA will convene a Safety Committee consisting of the current MAPA Safety Committee, MAPA staff, trusted community action groups, community stakeholders, and safety advocates 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, as provided by the CSAP team. 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.

Membership in this committee shall be offered at a minimum to the following:

- AARP
- Bike Walk Nebraska
- Canopy South
- Empowerment Network
- Family Housing Advisory Services Inc.
- Iowa Governor's Traffic Safety Bureau
- Iowa State University Institute for Transportation (<https://intrans.iastate.edu/>)*
- Keep Kids Alive, Drive 25
- Member jurisdiction law enforcement and emergency service providers

- Mid-America Transportation Center (<https://matc.unl.edu/>)*
- Modeshift Omaha
- Nebraska and Iowa Department of Transportation Staff*
- Nebraska and Iowa State Highway Offices*
- Nebraska National Safety Council (is there an Iowa organization?)
- Nebraska Urban Indian Health Coalition
- Neighborhood Associations
- No More Empty Pots
- Omaha Association of the Blind
- OneOmaha
- Refugee Empowerment Center
- ROAM
- Safe Omaha Streets (SOS)
- Seventy Five North
- Spark CDI
- The Wellbeing Partners
- University of Nebraska Community and Regional Planning Department*
- Urban League of Nebraska

* The Consultant will coordinate with the Data Support Teams to identify the appropriate venue and timing of coordination with these specific stakeholders for input into the Data Support Plan analysis and deliverables.

Task 4: Public Engagement and Outreach

Fifty percent of all outreach efforts are to be conducted within disadvantaged communities as defined by the Equitable Transportation Community (ETC) Explorer. To help achieve this goal, MAPA will directly partner with community groups to support outreach efforts in disadvantaged communities. The Consultant will generate materials for, and consolidate data received from these efforts with additional Consultant led outreach efforts throughout the region as outlined below. Successful applicants will clearly demonstrate successful community engagement efforts and outreach techniques with sensitivity and empathy towards the unique needs of historically disadvantaged communities.

The Consultant will ensure that outreach efforts conducted within the City of Omaha are coordinated with, or augment ongoing City of Omaha Vision Zero Action Plan tasks directly.

The Consultant will be expected to facilitate the following:

4.1 In Person Public Engagement and Public Engagement Plan

The Consultant will develop a Public Engagement Plan (PEP) that will lay out clearly the details of the major public involvement tasks that will take place throughout the course of

the project. The PEP will establish outreach activities, tools, and methods as appropriate for this engagement effort, with the goal of identifying the needs and goals of the public and discussion of safety impacts and concerns on local roads throughout the MAPA study area. Efforts may include, but are not limited to, public meetings, pop-up events, and focus groups. The PEP will also, at a minimum, meet the requirements of the MAPA Public Participation Plan (<https://mapacog.org/reports/2024-public-participation-plan/>), including necessary language and disability accommodations. Particular emphasis will be placed on timely recording and reporting of outreach activities as described in the “Evaluation” section of the PPP.

The Consultant will develop materials for public engagement efforts in line with MAPA's Public Participation Plan. The Consultant will directly facilitate some outreach efforts, while MAPA will facilitate others, as noted in the Task 4 introduction as pertains to disadvantaged communities. For Consultant facilitated activities, the consulting team will be responsible for all outreach materials and the aspects of the meetings, including but not limited to: scheduling; logistics; room rental; sign-in; printed materials; nametags; refreshments; meeting facilitation; comment cards; and meeting notes/minutes. For MAPA facilitated activities, the Consultant will be responsible for the provision of all meeting materials, including but not limited to: printed materials; comment cards.

MAPA will provide brand documents for use in the creation of all outreach materials and will review for brand consistency prior to distribution.

4.2 Website and Social Media

The Consultant, in coordination with MAPA, will generate and develop website content, including, but not limited to, narrative and data analysis, and materials to be hosted on a MAPA ArcGIS Hub site to disseminate project information and materials formatted for online distribution and engagement. These materials will follow the MAPA branding guide. MAPA will be the ultimate owner and manager of this hubsite with intention for it to live past the contract completion date and have the capacity for regular updates and ongoing maintenance.

The consultant will also draft and provide assets for social media campaigns to promote public awareness and participation in the safety planning process.

4.3 Public Outreach Documentation

The Consultant will develop public outreach documentation summarizing all public outreach efforts conducted under this plan. This documentation will include event information, information provided at events, attendee lists, and a summary of all comments and feedback received from public outreach activities to inform the comprehensive safety action plan priorities. This documentation will also quantify the proportion of outreach efforts conducted within underserved communities as defined by the ETC explorer, ensuring that a minimum of 50% of the total effort is conducted in these

areas. This reporting will meet the requirements of the MAPA PPP and the SS4A Quarterly Period Reporting and Performance Measures documentation.

The consulting team will coordinate with MAPA staff to draft and submit press releases or articles about the Plan, including meeting notices, progress updates – such as mapping, and final presentations to MAPA’s Transportation Technical Advisory Committee and the MAPA Board of Directors. The project budget should include the cost of press releases and associated notices. These announcements will be placed in local media outlets at strategic points in the planning process.

Task 5: Crash Data Analysis

5.1 Coordination with the Data Support Team

The Consultant shall work directly with the successful applicants of the Data Support Team to organize successful stakeholder support to analysis, and incorporate the deliverables of the crash analysis into the Comprehensive Safety Action plan.

Task 6: Identify & Document Policy & Process Changes

The Consultant shall work closely with the Data Support team to ensure no duplication of effort or inconsistencies with documentation identified in Task 2.5 of the Data Support RFQ, which is provided below by reference only;

Data Support - Task 2.5 Existing Safety Plan and Process Inventory

The Consultant shall compile state and regional safety plans and develop a matrix which provides an easy reference for use by stakeholders during and after the CSAP planning process. These safety plans and processes will be documented within the Comprehensive Safety Action Plan, and the Consultant shall provide a list of recommendations for updates or possible integration of the separate plan requirements into the MAPA CSAP.

This review will include at a minimum the following:

- *City of Omaha Vision Zero Action Plan (this plan will not be consolidated but instead coordinated with the MAPA CSAP)*
- *Nebraska and Iowa Strategic Highway Safety Plans (SHSP)*
- *Nebraska and Iowa Vulnerable Road User Safety Assessments*
- *MAPA PM1 Safety Performance Measures*
- *MAPA Safety Dashboard (mapacog.org/safety)*
- *MAPA Regional Safety Report (2015-2019)*
(<https://storymaps.arcgis.com/stories/cb85c9224ceb4bbd9e6d3ea753abf587>)

6.1 Existing Policy and Process Inventory

The Consultant will examine existing policies, laws, and engineering practices, including, but not limited to, aspects such as speed, lane width, signals, crosswalks, sidewalks, traffic

calming, agency jurisdiction, and enforcement. This inventory will include information from all jurisdictions included within the regional plan boundaries.

6.2 Develop Policy and Process Recommendations

Drawing from innovative and best practices, the Consulting Team will work with MAPA staff to identify policies and programs intended to reduce the number of fatalities and serious injuries on local roadways. Policy recommendations may include amendments to various jurisdictional Master Plans and guiding documents (such as the Complete Streets Design Guide and the City of Omaha's Traffic Calming Manual) as well as jurisdictional Ordinance changes. Program areas should include (but are not limited to): education; engineering; and encouragement. Methods of evaluating processes and policies should also be incorporated. Recommendations will also include best practices amongst peer cities and regions that reflect the necessary proactive urgency (both in the short term and long term).

Task 7: Develop Strategy and Project Selections

7.1 Identify priorities and project selection criteria

The Consulting Team will draft a report identifying priorities and safety project selection criteria. Priorities and criteria should be identified through the crash data analysis research provided by the Data Support team, and community input. Identified projects will also include a benefit cost analysis. To the extent possible, this effort may incorporate the work done already through the City of Omaha's Vision Zero plan and the MAPA 2050 Long Range Transportation Plan. Priorities and project selection criteria will be reviewed with MAPA for additional refinement and for general consensus. Priority shall be given to projects that emphasize equity considerations addressed in the CSAP.

7.2 Priority Project List

The Consultant shall develop a list of high priority project types based on the regional systemic safety review that are eligible for SS4A implementation funds, and shall work with member jurisdictions to establish a list of specific safety projects that meet the identified project types, priorities, and project selection criteria. Consultant shall facilitate a project selection, based on identified safety priorities, for projects to be included in the final plan.

7.3 Implementation, Funding, and Phasing

The Consulting Team will work with MAPA staff to develop recommendations for implementing projects included in the plan, including a data-driven prioritization framework. Recommendations should incorporate an overview of funding sources, cost estimates, and maintenance strategies as well as prioritization and phasing.

The report will include strategies and performance measures to guide the planning, funding, and implementation of future projects. As part of the strategy, The Consulting Team should identify high visibility projects with low financial cost that can be completed or piloted within 1-2 years of the plan's adoption.

Task 8: Plan Development and Deliverables

8.1 Develop Draft and Final Plan

The Consulting Team will work with MAPA staff, the public outreach team, and the data support team to develop a final plan document. The consultant shall provide the plan document to MAPA in Adobe InDesign and PDF formats and shall provide all GIS layers for all maps in a geodatabase.

The plan document should integrate all goals, crash data and analyses, documentation of public outreach efforts, policies and recommendations, a comprehensive list of projects identified in the project selection task, and identified next steps for review by the advisory committees, community stakeholders, and the general public. The plan also will include the strategies and performance measures that will guide the planning, funding, and implementation of future projects, including a list of short-term actions that will guide the region towards the goal of zero deaths and serious injuries by 2040. The ultimate outcome will be recommendation of approval by the Technical Advisory Committee and the project management team, and final adoption by member jurisdictions.

The Consultant shall ensure that the final plan meets all requirements of a Comprehensive Safety Action Plan as required by the SS4A program, such projects included in the plan shall be eligible for future rounds of funding under the implementation grant program.

As outlined in Task 2.1, the Consultant shall work to procure formal resolutions from all jurisdictions within the Region, and a formal adoption of the Comprehensive Safety Action Plan by all jurisdictions upon completion of the plan.

Task 9: SS4A Implementation Grant Assistance

9.1 Consult with jurisdictions on Plan Implementation

The Consultant shall work with member jurisdictions upon request within 6 months of plan completion to provide assistance with the development of grant applications for SS4A Implementation Funds.

3. Project Schedule

The anticipated project schedule is included below. It is recommended that key personnel hold the interview and project scoping workshop dates on their calendars for a potential interview and scope of services development. The project scoping workshop will include personnel from both the **MAPA SS4A Data Support Plan** and the **MAPA SS4A Public Outreach and CSAP** as well as MAPA and other key local stakeholders as needed. The expectation is that this workshop will result in an agreed list of tasks for both projects to allow for detailed scoping and subsequent scope and fee negotiations.

Activity	Date
RFQ released	Wednesday, September 6, 2023
Deadline for written questions to be submitted	Wednesday, September 20, 2023
Responses to written questions posted	Friday, September 22, 2023
Deadline for submittals	Wednesday, October 18, 2023
Shortlist Notifications	Wednesday, November 1, 2023
Consultant interviews	Thursday, November 30, 2023
Consultant selection notification	Wednesday, December 6, 2023
Project scoping workshop	Thursday, December 14, 2023
Scope & fee negotiation deadline	Wednesday, January 3, 2024
Agreement Finalized	Wednesday, January 24, 2024
Finance Committee Approval	Wednesday, February 14, 2024
MAPA Board Approval	Thursday, February 22, 2024
Target Project Start Date	Thursday, March 14, 2024
Contract End Date	Monday, June 30, 2025

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 Omaha, 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
Demonstrated proficiency in public involvement and community inclusion in the planning process, with particular emphasis on equity.	25
Project understanding and approach.	20
Qualifications and experience of professional personnel and staff.	20
Past performance on similar projects.	15
Adequate staff to perform the work based on present workload and willingness to meet time requirements.	10
Experience of Firm and Key Personnel on Projects in the region and/or study area.	10
Total Points	100

5. Submission of Qualifications

One (1) 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.

James 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

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 and email address 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 complete the tasks fully 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/x4entimn/coi-disclosure-doc-consultant.pdf>

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

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

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/>

J. NDOT Proof of Consultant Certification (Not Included in Page Limit)

The response shall include a screen capture of the certified consultant and approved work categories as described here:

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

Consultants are also expected to work with NDOT to have an approved Indirect Cost Rates for use in the project scope and fee negotiation process.

7. Interviews

After reviewing all submitted responses, MAPA and its selection committee will invite respondent firms of their choosing to interview for the project. MAPA anticipates interviewing three (3) firms selected from among qualified respondents. 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 allot at least 10 minutes for questions and answers. MAPA will make every effort to inform short-listed firms of the interview schedule via email 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, 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, 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. The payment method for the agreement will be Cost Plus Fixed Fee for Profit. MAPA expects key personnel will have a consistent availability for the entirety of the project, and the selected consultant will strive for a minimum number of changes to planned staff. Hourly pay rates for identified staff may change due to pay raises but will not exceed an overall annual labor cost escalation factor agreed during negotiation. Selected consultants are expected to annually submit for approval updated indirect costs to NDOT and will provide proof of these approved rates with the first affected invoice. 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.