

**MAPA On-Call Travel Demand Model
Request for Qualifications (RFQ)**



**Proposals should be
submitted by 4:30 p.m.
CDT on October 08, 2024**

Table of Contents

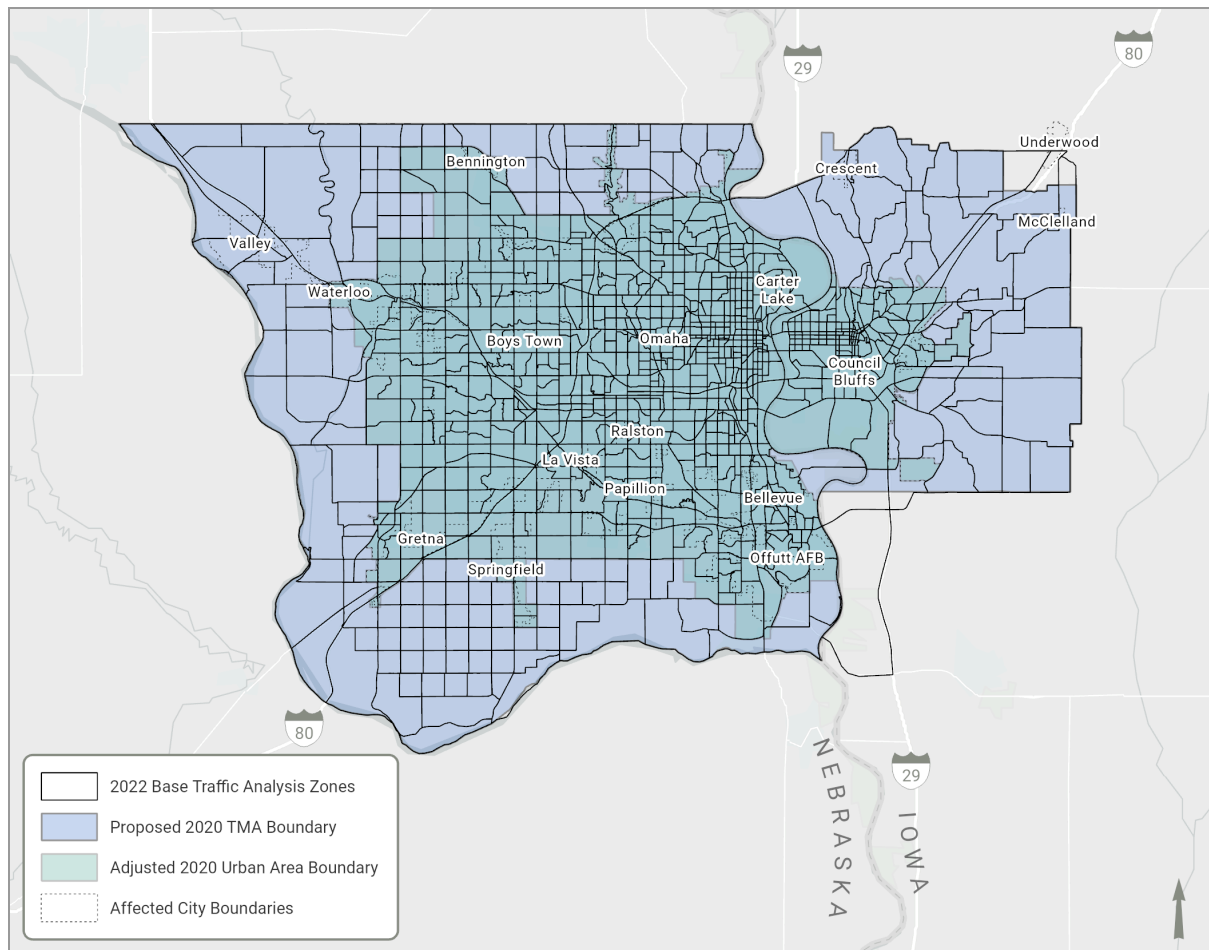
| | |
|---|-----------|
| 1. Introduction & Project Outcome | 2 |
| Introduction | 2 |
| Anticipated Projects | 3 |
| MAPA Long Range Transportation Plan Update (2050) | 4 |
| Safe Streets and Roads for All | 4 |
| Regional Project Prioritization | 4 |
| City of Omaha Comprehensive Plan Update | 4 |
| MAPA Regional Freight Study | 4 |
| Implementation of Major Regional Projects | 4 |
| Metropolitan Transportation Improvement Study (MTIS) | 4 |
| Sarpy I-80 Interchange Justification Report | 5 |
| Council Bluffs Linkages Multimodal Connection & Expansion PEL | 5 |
| Other Significant Member Jurisdiction Planning | 5 |
| 2. Scope of Services | 6 |
| General Services | 6 |
| Anticipated Task Order Structure | 6 |
| 3. Project Schedule | 7 |
| 4. Evaluation Criteria | 8 |
| 5. Submission of Qualifications | 10 |
| 6. Submittal Requirements | 10 |
| 7. Interviews | 12 |
| 8. Disadvantaged Business Enterprises (DBE) Policy | 12 |
| 9. General Terms and Conditions | 13 |
| 10. Award of Contract | 14 |

1. Introduction & Project Outcome

Introduction

The Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) is the designated Metropolitan Planning Organization (MPO) and Council of Governments (COG) representing the six-county Omaha-Council Bluffs metropolitan region. Its essential duties are twofold, one statutory and one voluntary. The statutory obligation, defined in Title 23 of the United States Code, is to undertake regional transportation planning and discharge fiduciary duties associated with programming and administration of Federal transportation funds. The voluntary duties relate to community economic development planning, and include assistance with disaster and recovery planning, administration of revolving loan funds, and preparation of community comprehensive plans. MAPA is governed by a board of directors, all of whom are elected officials representing local jurisdictions in the six-county region.

MAPA Planning Area Boundary and Model Traffic Analysis Zones



MAPA is seeking statements of qualifications from consulting engineering firms interested in supporting MAPA's traffic modeling and traffic forecasting activities. The MAPA Travel Demand model is a four-step, trip based, time of day model that includes mode choice as a component. MAPA currently utilizes the latest version of TransCAD as the modeling platform. Subsequent improvements have been made in recent years to enhance mode split with regard to transit, a basic truck model, accessibility, and income-based trip distribution. MAPA has adopted the Iowa Standardized Model Structure (ISMS) and both the current base year (2015) model, and the concurrent update (2022) utilize this standard (<https://mtmug.iowadot.gov/ISMS.htm>). The latest model documentation is available at (<http://mapacog.org/wp-content/uploads/2020/09/MAPA-2050-LRTP-Appendix-C-Travel-Demand-Model-Documentation.pdf>).

In accordance with 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 On-Call Modeling Services. Qualified engineering firms are invited to submit a proposal with a statement of qualifications as outlined below. The MAPA website referred to in this document is located at <http://mapacog.org/projects/rfpsrfqs/>.

Interested consultants must be certified by NDOT or have a completed certification form on file with NDOT prior to the date and time listed in the Project Schedule. The Standard Work Category anticipated on this project is **102 - Transportation Planning**. Information related to consultant certification can be found on NDOT's website (<https://dot.nebraska.gov/business-center/consultant/consultant-certification/>).

This Request for Qualifications does not commit MAPA to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. MAPA reserves the right to award contracts to more than one qualified firm, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of MAPA to do so. All consultants interested in doing work for MAPA are strongly encouraged to review the Nebraska Department of Transportation's (NDOT) template task order agreement, template standard Master Indefinite Delivery/Indefinite Quantity (IDIQ) agreement and IDIQ Ordering Procedures prior to responding to this RFQ. These documents can be found on NDOT's website (<https://dot.nebraska.gov/business-center/consultant/template-pro-services/>).

Anticipated Projects

Successful completion of Task Orders associated with this On-Call Travel Demand Model (TDM) will result in a well-maintained model which supports MAPA's transportation planning efforts, and traffic-forecasting requirements of MAPA member jurisdictions' transportation planning and engineering design project work. Priority areas of work supported by the MAPA TDM include:

MAPA Long Range Transportation Plan Update (2050)

MAPA is currently drafting the five-year update to the existing regional 2050 Long Range Transportation Plan (<https://mapacog.org/reports/lrtp-2050/>). This update, anticipated for approval in October of 2025, will include a calibrated, validated model with a base year of 2022. Model development is ongoing and planned for completion in December of 2024. MAPA will provide, upon request, summary model data available at the time of advertisement of the RFQ for consideration by competing consultant teams.

Safe Streets and Roads for All

Utilizing funding through the Federal Highway Administration's Safe Streets and Roads for All grant program, MAPA is committed to the development and approval of a Comprehensive Safety Action Plan (CSAP) by May of 2025 (<https://mapacog.org/projects/ss4a/>). With a goal to reduce traffic fatalities and serious injuries to zero by 2040, MAPA must be responsive to jurisdiction needs; developing timely benefit-cost analysis utilizing all available data to support project development and discretionary grant or other funding applications.

Regional Project Prioritization

MAPA and the NDOT jointly applied for the Federal Highway Administration's Prioritization Process Pilot Program Grant (P4). This grant will develop the Transformative Regional Investment Prioritization System (TRIPS) over a 24 month planning period which will overlap this project. Performance metrics provided by the model for MAPA's Project Selection include Vehicle Miles Traveled, Vehicle Hours Traveled, and Volume to Capacity ratio.

City of Omaha Comprehensive Plan Update

The City of Omaha is updating their comprehensive plan through the "We Make Omaha" platform (<https://wemake.omaha.gov/>). This comprehensive plan is required by Nebraska State Law and Omaha's City Charter in order to regulate land use. It must include several elements in addition to land use, including transportation (mobility), community facilities, energy, and more. It is anticipated that modeling tasks required for this plan update will be conducted through this master services agreement.

MAPA Regional Freight Study

During the course of this agreement, MAPA will be conducting a comprehensive, multimodal regional freight study. Outcomes of the freight study will likely include improvements to the freight component within the model, and possible subsequent maintenance through this on-call agreement.

Implementation of Major Regional Projects

Metropolitan Transportation Improvement Study (MTIS)

NDOT implementation of projects identified in Phase 3 of the Metropolitan Transportation Improvement Study will result in updates to the MAPA TDM (https://mapacog.org/wp-content/uploads/2019/12/MTIS_Phase_3_Final_190926.pdf).

More information can be found on NDOT's website (<https://dot.nebraska.gov/projects/publications/mtis/>).

Sarpy I-80 Interchange Justification Report

NDOT is currently developing an Interchange Justification Report (IJR) for a future interchange on I-80 in Sarpy County. The MAPA model will be used by the NDOT consultant in this project, and MAPA on-call consultant tasks may include supporting this work.

Council Bluffs Linkages Multimodal Connection & Expansion PEL

This study will evaluate multimodal connections between Council Bluffs and Omaha with the goal of improving existing infrastructure options and strengthening connections to existing and future multimodal networks on both sides of the Missouri River. The MAPA model will be utilized within this study by the study consultant team, who will also utilize FTA's Simplified Trips-on-Project Software (STOPS). Future tasks within this project may include model maintenance supporting this study.

Other Significant Member Jurisdiction Planning

A number of other planning and design projects will be conducted during this agreement period which will make use of the MAPA model. Task Orders may be used to conduct tasks which support the project use of the TDM. Projects identified to date include:

| Jurisdiction | Project Description |
|---------------------|--|
| City of Bellevue | Fort Crook Road Bridge Feasibility Analysis Planning and Environmental Linkage (PEL) |
| City of Omaha | West Maple Road Corridor Study |
| City of Omaha | Cuming St, NW Radial Hwy, Military Ave Corridor Study |

2. Scope of Services

General Services

The consultant will utilize travel demand models and micro traffic models to analyze traffic conditions and future transportation scenarios in coordination with the State of Nebraska (NDOT), State of Iowa (Iowa Department of Transportation) and local MAPA jurisdictions. Using these models the consultant will determine future traffic volumes on certain segments of the regional transportation system. In some instances the consultant will be asked to perform the following tasks:

- Iowa Standardized Model Structure (ISMS) development
- Analyze transportation corridors
- Forecast traffic on new alignments
- Determine future traffic volumes on existing alignments
- Conduct on-site traffic counts and/or utilize other data sources to support model validation
- Conduct desire line analysis
- Volume to capacity analysis
- Small area forecasting
- Alternative scenario testing
- Model validation
- Future volume post-processing
- Travel time analysis
- Location based service analysis
- MPO staff training
- Model improvements and script updates
- Incorporating the EPA's Motor Vehicle Emission Simulator (MOVES) or other greenhouse gas model
- Meso-scale modeling to support regional TSMO planning
- Develop additional performance measures for project selection and regional performance based planning
- Maintaining and updating Model documentation

The consultant may also develop, utilize, and analyze socio-economic and land use allocation models to assist in the determination of future traffic projections and sub-area scenario modeling.

Anticipated Task Order Structure

While each Task Order will vary, the basic tasks will include: 1) Project Management & Administration, 2) Data Identification and Evaluation, 3) Travel Demand Model activity, and 4) Documentation.

3. Project Schedule

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

| Activity | Date |
|--|--|
| RFQ released | Tuesday, September 3, 2024 |
| Deadline for written questions to be submitted (CDT) | Wednesday, September 18, 2024 at 4:00 PM |
| Responses to written questions posted | Tuesday, September 24, 2024 |
| NDOT Form 497 & Drug-Free Workplace Policy on File at Nebraska Department of Transportation (NDOT) (CDT) | Tuesday, October 1, 2024 at 4:30 PM |
| Deadline for submittals (CDT) | Tuesday, October 8, 2024 at 4:30 PM |
| Shortlist Notifications | Thursday, October 17, 2024 |
| Consultant interviews | Thursday, October 31, 2024 |
| Consultant selection notification | Friday, November 8, 2024 |
| Project Kick-Off (All selected consultants) (CST) | Wednesday, November 13, 2024 at 3:00 PM |
| On-Call End Date | Friday, December 31, 2027 |

It is anticipated that a minimum of one (1) and a maximum of two (2) consultant(s) will be awarded a contract under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed three-year contract will have a maximum value of \$400,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$5,000 to \$150,000. Individual Task Orders may be Cost Plus Fixed Fee, Lump Sum, or Maximum Not To Exceed contracts.

MAPA reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. MAPA also reserves the right to accomplish services for future phases on all the above projects with the selected consultant, select another consultant, or utilize its own forces.

4. Evaluation Criteria

The evaluation and selection of the winning proposal will be based on the qualifications of the responding firm. A project selection committee made up of representatives from MAPA will screen the proposals to ensure they meet the minimum requirements of the proposal format. A review of qualifying proposals will identify potential firms that most closely meet the needs of the project. Upon review of the proposals, the firms will be ranked and the shortlisted firms will be notified and provided an interview time and location. Once interviews are conducted, the interview evaluation criteria will be utilized to evaluate the qualifications demonstrated by the proposal and interview. Final selection will be based upon the combination of the shortlisting and evaluation scoring.

Price is not a selection factor, and consultants should not include a cost for their services within their proposal. The evaluation criterion to be used to evaluate submissions are listed on the following page.

| Shortlisting Evaluation Criteria | | Points |
|---|-----------|---------------|
| 1. Professional qualifications necessary for satisfactory performance <ul style="list-style-type: none"> a) Project manager and key team members are qualified to perform the services necessary b) Consultant has demonstrated experience with subarea traffic modeling (using TransCAD) c) Consultant's knowledge of MAPA and MPO processes | 40 | |
| 2. Specialized experience and technical competence in the type of work required <ul style="list-style-type: none"> a) Consultant has provided comparable projects in which they have been involved Consultant has limited its number of projects to ten (10) or fewer within its proposal b) Demonstrated experience using TransCAD c) Demonstrated experience with the Iowa Standardized Model Structure (ISMS) | 20 | |
| 3. Past performance of consultant <ul style="list-style-type: none"> a) Performance evaluations for the firm and study team with MAPA b) Has the consultant met the project schedule on prior MAPA projects? c) Has the consultant cooperated with MAPA staff on prior projects? d) If a firm has no experience with MAPA, did they provide references for previous experience with other MPOs, states, local governments or other appropriate clients? e) Two (2) or more references included by the consultant | 20 | |
| Shortlisting Points | | 80 |
| Interview Evaluation Criteria | | Points |
| 4. Discussion of General Services Topics <ul style="list-style-type: none"> a) Consultant's interview presentation was clear and concise b) Consultant showed knowledge and understanding of the topics | 10 | |
| 5. Selection Committee Q&A Session <ul style="list-style-type: none"> a) Consultant answered committee questions logically and thoroughly | 10 | |
| Interview Points | | 20 |
| 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 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 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. 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>

G. 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>.

H. 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 on the date listed for Shortlist Notifications in Section 3. Interviews will be capped at 30 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

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(s) beginning work on the Target Project Start Date and concluding on the Contract End Date as shown in the Project Schedule (Section 3).