

# **RPA 13 & 18**

# **SS4A Comprehensive Safety**

# **Action Plan**

Request for Qualifications (RFQ)

**Responses should be submitted  
by 4:30 p.m. CST on January 7,  
2025**

# Table of Contents

<b>1. Introduction &amp; Project Outcome</b>	<b>2</b>
Introduction	2
Project Outcome	4
<b>2. Scope of Services</b>	<b>4</b>
<b>Task 1: Project Management and Administration</b>	<b>5</b>
1.1 Project and Quality Management Plan	5
1.2 SS4A Grant Quarterly Reporting	5
1.3 SS4A Grant Performance Measure Reporting	5
<b>Task 2: Affirm Leadership Commitment and Goal Setting</b>	<b>6</b>
2.1 Affirm Leadership Commitment and Goal Setting	6
<b>Task 3: Develop SS4A Planning Structure</b>	<b>6</b>
3.1 Technical Advisory Committees and Policy Boards	6
3.2 Safety Committee	6
<b>Task 4: Public Engagement and Outreach</b>	<b>7</b>
4.1 Engagement Booths / Meetings	7
4.2 Community Input Survey	7
4.3 Website and Social Media	7
4.4 Public Outreach Documentation	7
<b>Task 5: Crash Data Analysis</b>	<b>8</b>
5.1 Data Identification and Preparation	8
5.2 Crash Analysis	9
<b>Task 6: Identify &amp; Document Policy &amp; Process Changes</b>	<b>9</b>
6.1 Existing Plan, Policy, and Process Inventory	9
6.2 Develop Policy and Process Recommendations	10
<b>Task 7: Develop Strategy and Project Selections</b>	<b>10</b>
7.1 Identify priorities and project selection criteria	10
7.2 Priority Project List	10
7.3 Implementation, Funding, and Phasing	11
<b>Task 8: Plan Development and Deliverables</b>	<b>11</b>
8.1 Develop Draft and Final Plan	11
<b>3. Evaluation Criteria</b>	<b>12</b>
<b>4. Project Schedule</b>	<b>13</b>
<b>5. Submission of Qualifications</b>	<b>14</b>
<b>6. Submittal Requirements</b>	<b>15</b>
<b>7. Interviews</b>	<b>17</b>
<b>8. Disadvantaged Business Enterprises (DBE) Policy</b>	<b>18</b>
<b>9. General Terms and Conditions</b>	<b>19</b>
<b>10. Award of Contract</b>	<b>21</b>

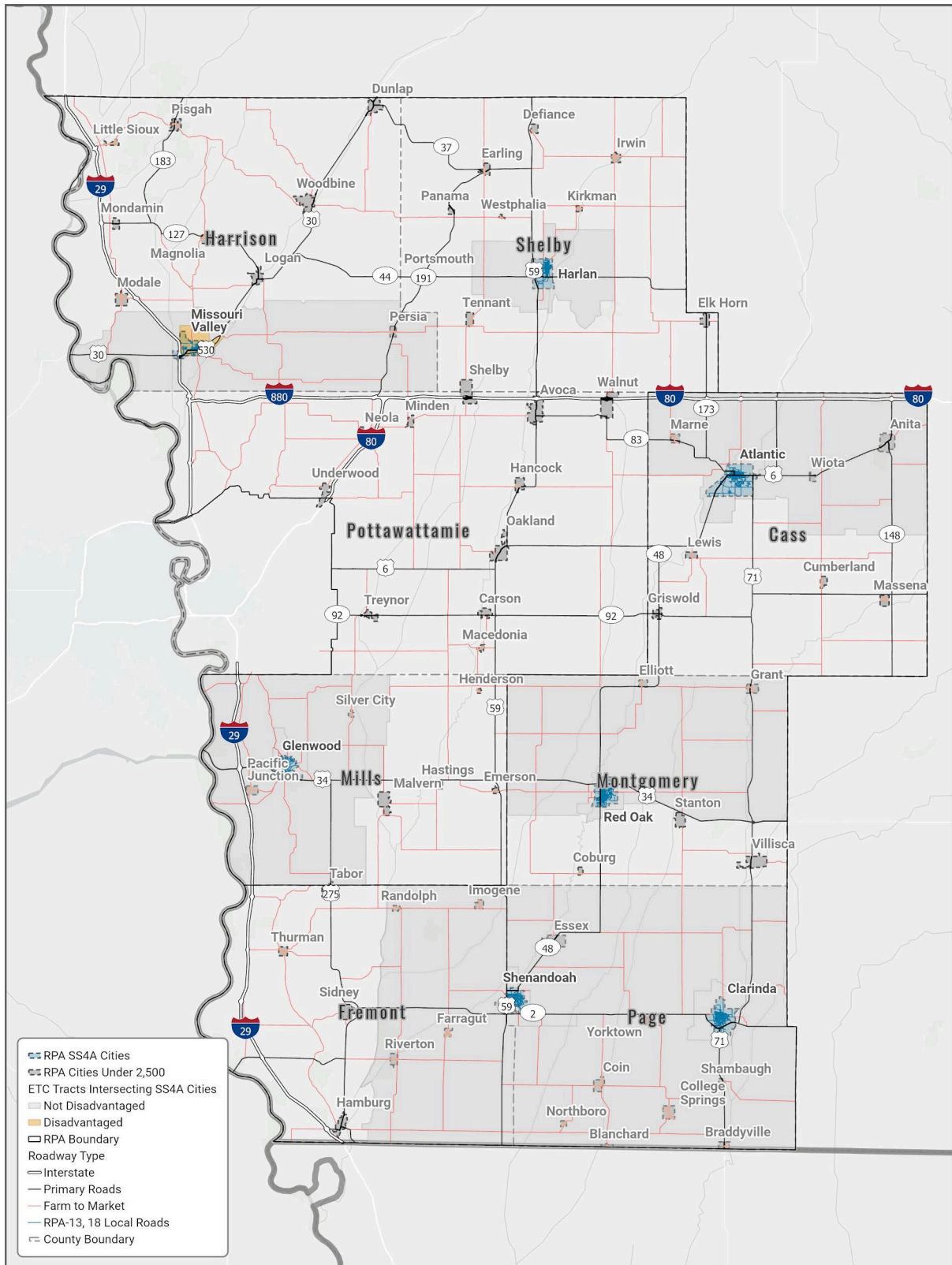
# 1. Introduction & Project Outcome

## Introduction

The Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) is soliciting qualifications to develop the Regional Planning Affiliation (RPA) 13 & 18 Community Comprehensive Safety Action Plan. 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). This CSAP will focus on seven (7) rural communities located within the RPA boundaries (Atlantic, Clarinda, Glenwood, Harlan, Missouri Valley, Red Oak, and Shenandoah) (Figure 1). 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 [www.mapacog.org/projects/ss4a-rpa](http://www.mapacog.org/projects/ss4a-rpa).

This project is funded by a U.S. DOT Safe Streets and Roads for All (SS4A) federal grant. MAPA is the lead applicant, grant recipient, and contract holder for this planning effort. This project is being conducted in partnership with Southwest Iowa Planning Council, which oversees RPA-13, including the communities within Fremont, Page, Montgomery, and Cass Counties. As the SS4A grant program is funded through the Infrastructure Investment and Jobs Act (IIJA), all work must adhere to federal reporting guidelines.

Figure 1. RPA 13 and 18 SS4A Study Area and Associated Local Road Network (<https://arcg.is/OrrDrz>). Study area includes seven communities within RPA 13 and 18; Atlantic, Clarinda, Glenwood, Harlan, Missouri Valley, Red Oak, and Shenandoah



## **Project Outcome**

The RPA 13 and 18 Community Comprehensive Safety Action Plan (CSAP) will build on MAPA's current safety planning efforts to **achieve significant reduction in roadway fatalities and serious injuries on local roads**. 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 meaningful 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 micro mobility users, motorists, and commercial operators. The plan also will develop low-cost, high-impact solutions and strategies 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 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. Affirm 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

We anticipate that the plan will be completed in approximately 16 months.

## **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 ongoing 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;
- Development and 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 and incorporate lessons and information learned into ongoing efforts and coordination with MAPA and relevant partners.

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 State Vulnerable Road User Safety Assessment, city Complete Streets policies and procedures, the 97 Iowa Counties SS4A Safety Action Plans, and other published materials.
- 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 on 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 (<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.

## **Task 2: Affirm Leadership Commitment and Goal Setting**

### **2.1 Affirm Leadership Commitment and Goal Setting**

The Consultant in collaboration with MAPA staff shall connect with community leaders, including but not limited to city council members and mayors, from each of the 7 communities to affirm leadership commitment to the goal of significantly reducing fatal and serious injuries on local roads. The Consultant shall work to procure formal resolutions from all communities, and a formal adoption of the Comprehensive Safety Action Plan by all communities upon completion of the plan.

## **Task 3: Develop SS4A Planning Structure**

### **3.1 Technical Advisory Committees and Policy Boards**

The Consultant shall attend meetings for both RPA 13 and 18 and provide information on research and best practices that have been successful in other communities, and provide updates on work progress. The number of TAC/Policy Board meetings will be determined during scope negotiations.

### **3.2 Safety Committee**

The Consultant will convene a safety committee consisting of trusted community action groups, community stakeholders, and safety advocates from all seven communities to help guide an inclusive and engaging planning process and to formulate an impactful plan. Membership in this safety committee will be determined using IAP2 Stakeholder mapping workshop(s) facilitated by the consultant. It is expected that key stakeholders will include at a minimum;

- Local law enforcement
- School officials
- City officials (clerks, administrators, public works, etc.)
- Iowa Governor's Traffic Safety Bureau
- Iowa State University Institute for Transportation (<https://intrans.iastate.edu/>)
- Member jurisdiction law enforcement and emergency service providers
- Iowa Department of Transportation Staff
- Iowa Department of Public Health (IDPH) staff
- Iowa State Highway Offices
- Other organizations as identified

The Consultant will identify and secure appropriate venues for safety committee meetings. The Consultant shall facilitate 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 safety committee meetings will be determined during scope negotiations.

## **Task 4: Public Engagement and Outreach**

MAPA will provide brand documents for use in the creation of all outreach materials and will review for brand consistency prior to distribution. All public engagement efforts must meet the requirements of MAPA's Public Participation Plan (PPP) (<https://mapacog.org/reports/2024-public-participation-plan/>), including necessary language and disability accommodations. The Consultant will be expected to facilitate the following:

### **4.1 Engagement Booths / Meetings**

The Consultant will develop materials for public engagement efforts in line with MAPA's Public Participation Plan. 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.

It is expected that in-person engagement activities will include meetings and/or pop-up engagement booths in each of the 7 communities included in this planning effort. It is also expected that there will be at minimum one virtual public engagement opportunity. The specific number and type of activities will be determined during scoping and negotiations.

### **4.2 Community Input Survey**

The Consultant will work within MAPA's existing tools to develop a public community input survey within ArcGIS to collect georeference information from professional stakeholders and the public on specific intersections and segments where they feel unsafe, and why. Data collected from this survey will be directly incorporated into the Crash Analysis in Task 5.2.

### **4.3 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 website 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 site.

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

### **4.4 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 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 RPA technical committees and policy boards. 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 Data Identification and Preparation**

The consultant shall identify, inventory, and evaluate all data considered within the plan and required for evaluation and selection of subsequent safety projects. It is expected that this process will follow data inventory procedures identified in the MAPA MPO Comprehensive Safety Action Plan. At minimum, the data considered shall include:

- Crash data provided by Iowa DOT
- Minimum Inventory of Roadway Elements (MIRE 2.1)
- Potential MIRE “supplemental databases” (e.g. traffic signal locations, corridor timing status, and safety feature implementations)
- Elementary school walking routes
- Existing pedestrian and bicycle at-grade crossings and related signs, markings, and signals
- Disadvantaged communities (using the USDOT Equitable Transportation Communities (ETC) Explorer)
- Datasets and findings from the Iowa Vulnerability Road User Safety Assessments
- The Iowa DOT Probability of Crash Reduction (PCR) tool  
(<https://iowadot.maps.arcgis.com/apps/MapSeries/index.html?appid=6920b9b36fa54caa90c25bd6dcdd0c7e>)
- The Iowa DOT Systemic bicycle and Pedestrian Safety Analysis (if not superseded by the Vulnerable Road User Safety Assessment)  
<https://iowadot.maps.arcgis.com/apps/Cascade/index.html?appid=a47f7eacb1f04f21b4116ba1aac80b45>

The Consultant shall ensure that the collected data meets the privacy requirements of Iowa, and will document these requirements and the processes followed to maintain data integrity while maximizing the availability of crash-related characteristics for analysis and reporting purposes.

The Consultant shall store, share, and present the data and any derived information from that data in a manner and format which can be accessed easily and presented in ArcGIS Online platform and tools, and is consistent with the current structure being utilized with

the MAPA SS4A plan. At the identified product review phases agreed upon within the project scope of services, the Consultant shall present this data in MAPA's ArcGIS Online such that it is accessible to all required stakeholders.

The Consultant shall document and provide credit for the data providers following their organizational requirements. For any subscription or otherwise controlled data, the Consultant shall make sure processes and procedures are developed to meet any data protection requirements.

## **5.2 Crash Analysis**

The Consultant shall perform an analysis of traffic safety on all roads within the seven communities using a consolidated crash, roadway characteristic, and demographic dataset produced in Task 5.1. At a minimum, this crash dataset will include crash severities from Property Damage Only to Fatal Crashes, and will include crashes occurring from 2019-2024.

Following completion of Task 5.1, the Consultant shall provide a recommendation for the evaluated time period. The process used to conduct this analysis will be documented and repeatable by MAPA staff following project completion. The following are required outputs of this analysis:

- Existing conditions and historical trends
- Baseline level of crashes involving fatal and serious injuries
- Contributing circumstances related to the crash
- Crash sequence of events, including first and most harmful
- Vehicle and injured person characteristics
- Crash involvements to better understand behavioral and demographic factors
- Systemic safety analysis for vulnerable road users
- Emergency management / resilience impacts
- Geospatial identification of higher risk locations and/or High-Risk Network

The crash analysis will produce a geospatial identification of high injury, high risk, and community self-reported hot spots. As it supports the seven communities, the HPN will be presented in an interactive tool similar to the MAPA SS4A HPN Tool (<https://mapacog.github.io/hpn-tool/>).

## **Task 6: Identify & Document Policy & Process Changes**

### **6.1 Existing Plan, Policy, and Process Inventory**

The Consultant will examine existing plans or plans with the potential for safety integration. and provide a list of recommendations for updates or possible integration of the separate plan requirements into the CSAP. This review will include at a minimum the following:

- Iowa Strategic Highway Safety Plans (SHSP)
- Iowa Vulnerable Road User Safety Assessments
- Iowa Statewide Urban Design and Specifications
- County Safety Action Plans
- City Comprehensive, Strategic, and/or Master Plans

The Consultant will also 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 Cities and Counties within the study area, as well as State level policies and processes.

## **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 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, with a community emphasis on the overall effort's alignment with regional economic development goals. Priorities and criteria should be identified through the crash data analysis research 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 Iowa County Safety Action Plans. Priorities and project selection criteria will be reviewed with MAPA and key stakeholders for additional refinement and for general consensus.

### **7.2 Priority Project List**

The Consultant shall develop a list of high priority project types based on the systemic safety review that are eligible for SS4A implementation funds, and shall work with member cities to establish a list of specific safety projects that meet the identified project types, priorities, project selection criteria, and can support local economic development. 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 to guide efficient and economically impactful decision-making.

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 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 reductions in deaths and serious injuries by a set target year. The ultimate outcome will be recommendation of approval by the RPA 13 and 18 Policy Boards and Technical Committees 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, and that 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.

### 3. Evaluation Criteria

The evaluation of respondent firms will be based on their qualifications. A consultant evaluation team made up of representatives from MAPA, the Southwest Iowa Planning Council (SWIPCO), 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:

<b>Criteria</b>	<b>Points</b>
Demonstrated proficiency in public involvement and community inclusion in the planning process, with particular emphasis on equity.	<b>20</b>
Demonstrated proficiency in the development, management, documentation, presentation, and analysis of large safety datasets.	<b>20</b>
Project understanding and approach.	<b>10</b>
Qualifications and experience of professional personnel and staff.	<b>15</b>
Past performance on similar projects.	<b>15</b>
Adequate staff to perform the work based on present workload and willingness to meet time requirements.	<b>10</b>
Experience of Firm and Key Personnel on Projects in the study area.	<b>10</b>
<b>Total Points</b>	<b>100</b>

## 4. 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 MAPA staff 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.

<b>Activity</b>	<b>Date</b>
RFQ released	Monday November 25, 2024
Deadline for written questions to be submitted	Tuesday December 10, 2024
Responses to written questions posted	Thursday December 12, 2024
Deadline for submittals	Tuesday January 7, 2025
Shortlist notifications	Tuesday, January 21, 2025
Consultant interviews	Tuesday, February 18, 2025
Consultant selection notification	Tuesday, February 25, 2025
Project scoping workshop	Tuesday, March 11, 2024
Scope & fee negotiation deadline	Tuesday, March 25, 2025
Agreement finalized	Friday, April 4, 2025
Finance Committee approval	Wednesday, April 16, 2025
MAPA Board approval	Thursday, April 24, 2025
Target project start date	Thursday, May 1, 2025
Contract end date	Friday October 30, 2026

## 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 twenty (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.

Lindsey Button  
Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102  
lbutton@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, and will not exceed (7) pages.. 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 a focus on technical approach and the ability to present and communicate the findings in a compelling manner. The approach and scope should include a list of all software and other technical tools expected to be used throughout the course of the project. MAPA will provide pre-developed RPA SS4A branding, which shall serve as the official style guide for use in project materials as needed. (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 RFP will be designated confidential as allowed by applicable state law. The Consultant understands and agrees that, upon award of any contract pursuant to this solicitation, the negotiated Scope of Work and fee amount paid to Consultant will be included in public documents as required by applicable state law. Consultants are encouraged to familiarize themselves with Nebraska Public Records Law (84-712) and Iowa Code Chapter 22 and 761 IAC Chapter 4 before submitting a proposal.
6. **Access to Records and Reports** — The proposer acknowledges the selected consultant firm will give MAPA, 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 either be Cost Plus Fixed Fee for Profit, Lump Sum, or Specific Rate of Compensation. 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 Nebraska DOT 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.