

**MAPA On-Call Planning Services
Request for Qualifications (RFQ)**

**Proposals should be
submitted by 4:30 p.m. CDT
on March 26, 2025**

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1. General Information

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 Planning Services. Qualified 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/rfpsrfgs/>.

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. Information related to consultant certification can be found on NDOT's website (<https://dot.nebraska.gov/business-center/consultant/consultant-certification/>). The selected consultants will be required to follow the LPA Guidelines Manual for Federal-Aid Projects and all applicable Federal and State requirements and procedures for the local federal-aid projects.

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. MAPA

reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all responses received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFQ, if it is in the best interest of MAPA to do so.

In accordance with Nebraska Revised Statute 84-712 et.seq., Nebraska Public Records Act, documents provided to MAPA are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

2. Contract Details

MAPA anticipates that three (3) to five (5) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The evaluation criteria to be used for the short-listing and final selection are outlined below.

Each firm selected for the on-call list will enter into a three (3) year Master Services Agreement with MAPA. The total value of work under all agreements is \$4,476,500 and this amount will be divided evenly among the selected firms, meaning each agreement will have a maximum value of \$1,492,166 in the case that three (3) firms are selected. The contract term may be extended up to one (1) year at the discretion of MAPA. Typical Task Orders that will be awarded under this IDIQ contract will not exceed \$450,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

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 projects with the selected consultant, select another consultant, or utilize its own forces.

MAPA will not hold a briefing. All information is contained within this RFQ and on MAPA's website. If additional information is deemed necessary, it will be posted on the same web page as this RFQ and will be labeled as an update. Consultants interested in this RFQ are responsible for checking for updated information.

3. Anticipated Scope of Work

A. Overview

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. (insert Map of area that probable work will take place)

MAPA is seeking statements of qualifications from consulting planning, engineering and/or architectural firms interested in supporting MAPA's development of long range and short range plans. MAPA anticipates that the consultant(s) will provide direct support to member jurisdictions within the MAPA MPO, support to jurisdictions through MAPA, and finally plan to directly support MAPA.

Consultants will be asked to assist with or prepare various planning related documents and tasks to MAPA and its member agencies. MAPA prepared this RFQ with the intention to deliver the following projects, in addition to other as-needed planning work, with task orders:

- A regional freight study,
- Bennington Trail and Park Plan Update,
- Valley N 270th & E Meigs Traffic Study,
- Bellevue Cornhusker Road Study, and
- Future Heartland 2050 Mini-Grant studies.

B. General Services

MAPA developed the list of potential tasks based on NDOT's Standard Work Categories. Respondents to this RFQ do not need to be certified in all of the categories listed below, but will need to be certified in the categories corresponding to the work to be completed by the firm if selected for a contract. The NDOT Standard Work Categories anticipated on this project are:

100 - Corridor Studies

102 - Transportation Planning

105 - Railroad Planning

115 - Other Environmental Studies

120 - Roadway Design

130 - Bridge Design

140 - Traffic Operations Studies & Designs

145 - Intelligent Transportation Systems (ITS)

170 - Airport Planning Services

171 - Airport Survey (FAA-18B Survey)

210 - Engineering Surveying

250 - Public Involvement

Project tasks will vary depending on the nature of the specific project and may include, but are not limited to, any or all of the following:

1. Multi-Modal/Complete Streets Transportation Planning

- Development and updating of Bicycle Plan, Pedestrian Plan, and Transit Plan.
- Development of Complete Streets policies and implementation plans, for example including internal agency procedural recommendations, staff structure recommendations, development of design guidelines.
- Formulation of options and recommendations for both general and specific projects, including pedestrian and bicycle planning and facility design, transit planning and facility design, and traffic calming, utilizing current best practices and innovations from a variety of different design guideline resources.
- Development of Transportation Demand Management (TDM)/Mobility Management programs and policies, including coordination of land use and TDM requirements on new development such as bicycle parking ordinance requirements.
- Management of community planning activities, including consensus building, design charrettes, surveys, focus groups, public workshops, Council meetings.
- Analysis of general traffic circulation and transportation issues such as parking impact analysis and curb use planning, transit operation analysis, shared mobility service and needs analysis, network gap studies, corridor and intersection-level traffic analysis, corridor and intersection-level demand assessments, and pedestrian and bicycle traffic safety analysis.
- Economic analysis of residential and commercial properties and retail activity resulting from proximity to multi-modal transportation services.

2. Traffic Engineering

- Review of multi-modal transportation and streetscape schematic designs and recommendations for related traffic engineering improvements, collection and analysis of data, and presentations to the public, Council.
- Engineering may also include conceptual to final roadway operations and design, streetscape design, parking layouts, street lighting design, traffic signal design, striping plans, signage plans, traffic calming, and product or project specifications.
- Intersection-level traffic studies, including transit efficiency and warrants for traffic control devices for pedestrian and bicycle crossings utilizing current best practices and innovations from a variety of different design guideline resources.
- Site analysis including pedestrian, bicycle, parking, traffic, transit and related utilization and demand studies.

3. Project Development, Funding and Management

- Project development at the conceptual/preliminary feasibility level suitable for grant applications, potentially including background research/data analysis, conceptual drawings, cost estimates.
- Project pre-construction and implementation schedule development for all capital project phases.
- Project management for multi-modal transportation projects, which may include project tracking and reporting, preparation of grant applications, and verification of compliance with municipal, State, and other requirements and standards.
- Gathering information from stakeholders such as City staff, Metro, Heartland B-Cycle
- Evaluating sources of transportation funding and writing and coordinating grant applications.
- Potential management of projects from the preliminary phases through planning and design phases, approval processes, public involvement, and final implementation.
- Project cost estimation that may include capital facility construction cost estimates, time and material cost estimates based on local market rates, lifecycle cost analysis, and purchase specifications.

4. Urban Design and Streetscape Improvements

- Design services for integrated transportation/land use planning efforts, including pedestrian supportive streetscape design, bicycle and pedestrian facilities, and transit infrastructure.
- Deliverables may also include mapping, conceptual landscape designs, and cost estimation for treatments.

5. Environmental Analysis

- Preliminary or complete environmental assessments, including initial studies, negative declarations, environmental impact reports, and mitigation monitoring

programs to ensure transportation project compliance with the National Environmental Policy Act (NEPA).

6. Supply Chain Analysis

- Perform supply chain analyses, including use of NESCOM (Nebraska Supply Chain Optimization Model)
- Examples of work include identify areas of high potential for commercial/industrial development; prioritize recommendations to optimize multimodal network; identify opportunities for economic development; financial analysis, including ROI
- Supply chain analysis should have the ability to live beyond the contract.

The consultant will conduct transportation planning and supporting activities on behalf of MAPA and its member jurisdictions in coordination with the State of Nebraska (NDOT), State of Iowa (Iowa Department of Transportation) and local MAPA jurisdictions. In some instances the consultant may be asked to perform the following tasks in support of transportation planning activities but not limited to:

- Conduct traffic studies
- Conduct Speed studies
- Conduct on-site traffic counts
- Conduct corridor studies
- Develop and provide training
- Develop Active Mobility Plans
- Update or produce Traffic Calming and other Speed Management Procedures/Plans
- Provide grant-writing support
- Draft Cost Benefit Analysis for grant applications
- Conduct segment, intersection, or subregional safety analysis
- Develop a regional freight plan
- Develop Safe Routes to School Plans
- FHWA Performance Measures calculations and documentation,
- Transportation related planning documents and Federal reporting,
- Collaborative stakeholder activities such as public meetings, focus groups, surveying, etc.,
- Grant writing for various USDOT programs,
- Metropolitan Transportation Planning
- Freight planning
- Planning and developing strategies for local electric vehicle (EV) and EV charging infrastructure
- Supply chain analysis and modeling, including:
 - Freight data sets and analysis,
 - Transportation economics,
 - Mapping and data visualization,
- Transit services
- Aviation services
- Railroad Elimination Studies
- Plan and implement pilot or demonstration safety projects
- Develop or update Regional or Metro Climate Action Plans
- Conduct Travel Demand Management Planning

- Lead a Planning and Environmental Linkage study
- Perform public outreach
- Perform visualizations graphic support
- Develop transportation performance measures and monitoring / reporting tools
- Conduct Intelligent Transportation System (ITS) planning
- Develop ADA transition plans

C. 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) Planning or alternative analysis, 4) Public outreach (if applicable), and 5) Documentation

D. Qualifications, Knowledge, and Experience

The consultant firm shall have experienced transportation professionals including planners, public involvement specialists, and statistical analysts. Knowledge and experience in delivering the work described in Sections 3-A and 3-B will be considered when evaluating firms. In addition, Consultant needs to have experience working with (and access to, if applicable) the following software, equipment, and analysis tools:

- AASHTO Pool Funded NPMRDS tool,
- AASHTOWare Safety Analyst,
- Streetlight,
- ArcGIS Online/Desktop,
- Survey tools,
- Travel demand modeling software,
- Jamar Technologies, TDC Ultra Traffic Data Collector board to collect traffic count data,
- Jamar Technologies, Petro Pro Software for use with TDC board,
- MioVision,
- Eco-Counter,
- Rekor,
- Inrix,
- Replica, and
- Diamond Traffic Products, Unicorn or Road Runner hose-based counters.

E. Expectations for the Deliverables

1. Updates will be completed in accordance with FHWA/FTA/FAA, State DOT, and MAPA guidelines.
2. MAPA will review and finalize any updates prior to submission to NDOT and/or Iowa DOT for approval, if applicable.
3. Work is to be completed and submitted to MAPA electronically in an agreed to format at the time of the task assignment. MAPA's preference at time of writing is for

deliverable reviews to be conducted using a shared version of Adobe allowing for guest review, final products to be provided in inDesign, geospatial data to be provided in geodatabase format or hosted directly through MAPA's ArcGIS Online.

4. Work will be completed on an as needed basis, timing and extent of work will be negotiated at the time the task is assigned.
5. All work completed will be available for use by MAPA in planning related documents and for public review.

4. RFQ Schedule

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

Activity	Date
RFQ released	Wednesday, February 12, 2025
Deadline for Written Question Submission	Wednesday, February 26, 2025
Responses to Questions Posted	Friday, February 28, 2025
Deadline for Submittals	Wednesday, March 26, 2025
Shortlist Notifications	Wednesday, April 9, 2025
Consultant Interviews	Wednesday, April 30, 2025
Consultant Selection Notification	Wednesday, May 7, 2025
Scoping & Understanding Meeting (all selected firms)	Sometime between selection notification and the finalizing of agreements.
Agreements Finalized	Wednesday, July 2, 2025
MAPA Finance Committee Approval	Wednesday, July 16, 2025
MAPA Board Approval	Thursday, July 24, 2025
Target Master Agreement Start Date	Thursday, July 31, 2025
Master Agreement End Date	Sunday, July 30, 2028

5. Evaluation Criteria

The evaluation and selection of the winning firm will be based on qualifications. Price is not a selection factor and is not to be included in the consultant's response. A selection committee made up of MAPA staff members will screen the responses to ensure they meet the minimum requirements of the response format. A review of qualifying respondents will identify potential firms that most closely meet the needs of the project. Upon review of the qualifications, the firms will be ranked in order of preference. MAPA reserves the right to conduct interviews before selecting a firm.

A. Submittal Review

The review committee will consider the following when evaluating submittals:

1. Qualifications (25 Points)
 - a. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
 - b. Firm's demonstrated capacity to manage project teams with multiple consultants.
 - c. Understanding of federal funding regulations, compliance and requirements
 - d. Strong skills in analyzing needs and data and priorities.
 - e. Experience working with Nebraska Local Public Agencies
 - f. Ability to collaborate effectively with government officials, community stakeholder and project partners.
2. Past Performance on Similar Projects (25 Points)
 - a. Evaluation of past work
 - b. Adherence to applicable standards and completeness of previous submittals
 - c. Cooperation with MAPA staff on previous projects
 - d. If a firm has no experience with MAPA, review information obtained from Consultant's references for their performance with other organizations.
3. Adequate Staff to Perform the Work (10 Points)
4. Location of Project Compared to Location of Consultant's Personnel (10 Points)
 - a. Familiarity with the Omaha-Council Bluffs area
5. Project Understanding and Approach (30 Points)
 - a. Consultant demonstrated they understand the nature and scope of the projects to be assigned under this on-call agreement.
 - b. The consultant has recognized and identified special circumstances to be considered for the projects.
 - c. Consultant provided a logical approach to complete tasks and resolve issues of the project.

Criteria	Point Range Poor-Excellent
Qualifications and experience of professional personnel and staff.	0-25
Past performance on similar projects.	0-25
Adequate staff to perform the work based on present workload and willingness to meet time requirements.	0-10
Location of project compared to location of the consultant's personnel and the consultant's familiarity with the area.	0-10
Project understanding and approach.	0-30
Total Points	100

B. Quality of Interview

The review committee will consider the following when evaluating interviews:

6. Answers to Questions (25 Points)
 - a. Consultant answered committee questions logically and thoroughly.
7. Ability and Availability (15 Points)
 - a. Consultant demonstrated the ability and availability of their team to complete these services on behalf of MAPA.
8. Overall Interview Quality (10 Points)
 - a. Consultant's interview was clear and concise.

Criteria	Point Range Poor-Excellent
Answers to questions.	0-25
Demonstration of ability and availability.	0-15
Overall quality.	0-10
Total Points	50

C. IDIQ Ordering Procedures

When ordering specific on-call design services MAPA will consider each selected consultant's statement of qualifications along with any performance data on file. The selection of a consultant will be based upon the following criteria:

1. Professional qualifications of the firm,
2. Specialized experience and technical competence in the type of work required,
3. Past performance of similar type of work, and
4. Capacity of the firm to perform the work in a timely manner.

Upon selection, MAPA will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all the following performance details:

1. Detailed scope of work,
2. Detailed description of deliverables,
3. Description of performance/quality measures, and
4. Timeline for delivery of services.

6. Submission of Qualifications

One electronic version (PDF preferred) of the response must be received in the email inbox of the Issuing Officer by the deadline for submittals (see Section 4 RFQ Schedule). Responses may not exceed the maximum number of pages listed in the submittal requirements in Section 7 (not including uncounted items). A table of contents will not be counted toward the page limit when included in responses. Responses must include proof of insurance and compliance with Title VI of the Civil Rights Act.

The Issuing Officer, identified below, is the sole point of contact regarding the RFQ from the date of issuance until selection of the successful vendor.

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

From the issue date of this RFQ until announcement of the successful vendor, vendors may contact only the Issuing Officer regarding this RFQ. Vendors may be disqualified if they contact any employee or representative of MAPA other than the Issuing Officer regarding this RFQ. Only questions 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 4 RFQ 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.

7. Submittal Requirements

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

Requirement	Description	8.5x11 Page Limit	11x17 Page Limit
Letter of Interest	Include the name, telephone and fax numbers, mailing address and e-mail address of the contact person.	2	0
Body of the Response	Project understanding and potential approach(es).	10	3
Project Organization Chart	Identify availability of key personnel and redundancy for the duration of the project (not part of Understanding and Approach)	2	0
Statement of Qualifications and Experience	Description of what uniquely qualifies the firm to provide the services required for the completion of this project (not part of Understanding and Approach)	3	0
List of Similar Work	Similar work (four projects maximum) performed within the last 5 years to include dollar value, project description, project team, and contacts (not part of Understanding and Approach)	4	2
Resumes for Key Personnel	Up to 10 key personnel may be submitted explaining their proposed roles in the project, their relevant experience, and their workplace location (not part of Understanding and Approach; one page per person)	10	0
Maximum number of pages in submittal (be mindful of individual limits)		31	5
The items below are not page limited			

Requirement	Description
Conflict of Interest Disclosure	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: https://dot.nebraska.gov/media/7322/coi-disclosure-doc-consultant.doc
System for Award Management (SAM) Registration	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
Proof of Insurance	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/

8. Interviews

After reviewing all submitted responses, MAPA and its selection committee will invite respondent firms of their choosing to interview for the project. Interviews will be held on the date indicated in Section 4. 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 30 minutes consisting of a 20 minute presentation followed by 10 minutes for questions and answers.

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

The project selection committee will conduct interviews with the short-listed firms on the date listed for Consultant Interviews in Section 4. Interviews will be conducted in-person. The location will be determined when shortlisted firms are notified.

9. 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.”

10. 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.

11. Award of Contract

MAPA will 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 4 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 4.