

# EMoto Policy Planning

Request for Qualifications (RFQ)

**Proposals should be submitted by 4:30 p.m. CDT on  
May 15, 2026**

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## 1. Project Overview

The MAPA region is home to an extensive multi-use trail system that crosses multiple cities and counties, and serves as an essential link for diverse transportation modes and recreational activities.

The rapid rise of electric mobility devices—particularly high-powered electric motorcycles, or “e-motos”—has created new safety challenges for the trail system. In contrast with e-bikes, e-motos are capable of reaching much higher speeds, and reports from concerned citizens of reckless driving practices and unsafe speeds have raised concerns about safety for all users. Consistent regulation of trail use across jurisdictions is essential for a smooth user experience, effective enforcement, and regional safety.

MAPA is issuing a request for qualifications from consultants to examine current trail use and regulations, bring together key regional stakeholders, and develop policy recommendations for appropriate use of electric mobility devices on trails that will ensure continued trail access for multiple modes of transportation while improving safety for all trail users.

The study area will include MAPA’s Transportation Management Area (Douglas and Sarpy Counties in Nebraska, and urbanized Pottawattamie County in Iowa) (figure 1). Use and policy

analysis will be restricted to Nebraska, but limited collaboration with the cities of Council Bluffs and Carter Lake are expected.

The overall project outcome will be a report that will include an analysis of current trail use, existing statutes and regulations, a summary of documented best practices, template ordinance language and an implementation plan that can be used by jurisdictions throughout the region.

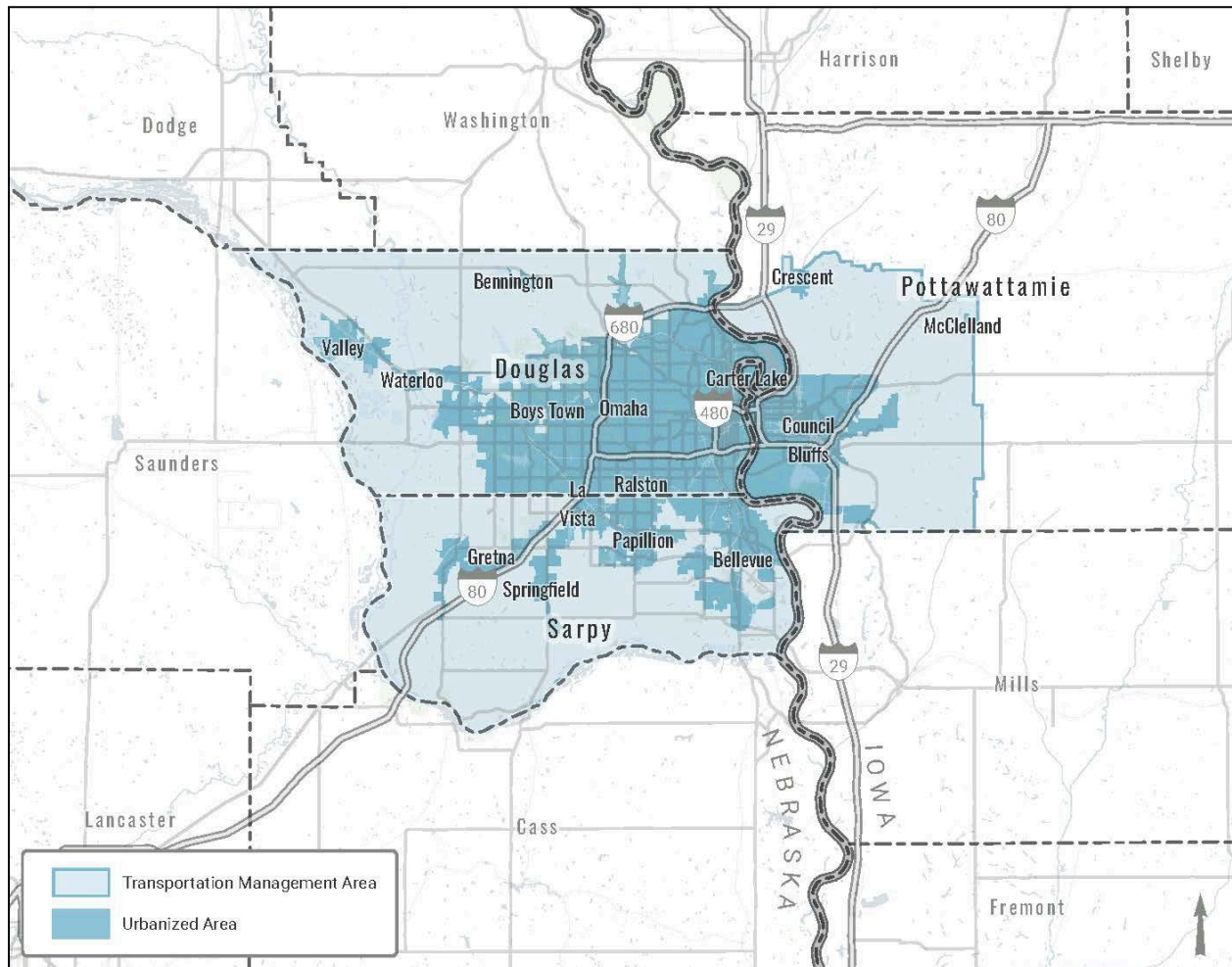


Figure 1: MAPA's Transportation Management Area.

## 2. Anticipated Scope of Services

This project will include the following tasks:

1. Project Management & Administration
2. Existing Conditions Inventory & Analysis
3. Public and Stakeholder Outreach
4. Best Practices and Recommendations

We anticipate that the report will be completed in approximately 9 months.

None of the work described below is approved to begin until formal notice to proceed is issued to the selected firm by MAPA.

## **Task 1: Project Management & Administration**

(Consultant led with MAPA & Papio NRD review)

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

- Preparation and management of the project schedule that aligns with milestones set by MAPA, including meetings, public workshops and other key deliverable points;
- Budget and cost control reporting, change management, preparation and submission of a monthly progress report and invoice;
- Participation in periodic progress meetings to adequately update MAPA on the project's progress as requested by the Project Manager;
- Preparation of meeting agendas and materials.

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

- Review project tasks and objectives with MAPA.
- Review and refine scope of services and data collection methods.
- Identify available data, prior plans and studies related to bicycling or pedestrian connectivity, and other published materials.
- Establish a detailed schedule identifying key milestones and deliverables.
- Establish communication channels with city departments and appropriate agencies and organizations.
- Review and list all applicable design and planning standards.

*If necessary, changes to the Scope of Services may be made at the conclusion of this task, and an amended Scope and Schedule will be provided.*

## **Task 2: Existing Use and Policy Analysis**

(Consultant led with MAPA & Papio NRD support)

The Consultant shall collect data on existing trail use. Data to be collected may include, but is not limited to the number of users, age category of users, mode of travel, device type (bicycle, eBike, eMoto, other electric and non-electric mobility devices), and user behavior.

In addition to trail use information, the consultant shall review and analyze existing local and state policy and statutes regarding trail and roadway use by electric and non-electric mobility devices (bicycles, eBikes, mopeds, neighborhood electric vehicles, golf carts, and others), including licensing and age requirements, roadway type allowances, and speed limits. Review may include, but is not limited to;

- State statute
- Existing local ordinances within the study area
- Existing ordinances in similar regions
- Sales trends and information on the popularity of electric devices
- After market modifications and legality

The Consultant will provide a summary report of data and information collected and subsequent analysis of that information.

### **Task 3: Public and Stakeholder Engagement**

(Consultant let with MAPA & Papio NRD support unless indicated otherwise)

Public outreach for the Study will be conducted by the Consultant in partnership with MAPA and the NRD. The Consulting Team will develop a Public Involvement Action Plan that will clearly lay out the details of the major public involvement tasks that will take place throughout the course of the project. The Consultant for the study will be expected to facilitate the following:

#### **Task 3.1: Transportation Alternatives Program Committee**

(MAPA led with Consultant support)

MAPA's Transportation Alternatives Program Committee (TAP-C) is a coalition of regional partners that serves to advise on transportation activities in the MAPA region, related plans, programs, policies, and procedures for non-single occupancy vehicle (SOV) modes. The Consulting team will attend and provide regular updates on project activities to TAP-C. The number of TAP-C meetings will be determined during scope negotiations.

#### **Task 3.2: Focus Groups and Stakeholder meetings**

The Consultant shall coordinate a number of focus groups and meetings with county and city staff and elected officials, trail advocacy groups, and other stakeholders. These meetings will include both larger groups and one on ones. Content may include the presentation of the project background and goals, discussion on current concerns and needs, ordinance language development workshops, and discussions of potential use cases. The Consultant shall prepare meeting materials, distribute invitations, facilitate the meetings, and prepare and distribute a meeting summary within one week of the meeting date. Stakeholders are anticipated to include policy makers, operations, and trail users/supporters. Stakeholders may include, but are not limited to, the following;

- City/County Parks and Planning Departments
- Elected officials
- Papio Missouri River Natural Resources District
- Iowa Bike Coalition
- Trails Have Our Respect
- Nebraska Game and Parks Commission
- Moped Army
- Safe Trails Initiative
- MAPA Safety Committee
- Law Enforcement partners
- Schools and youth/parents
- Local trail users

The number and type of meetings will be refined during scope negotiations.

### **Task 3.3: Online / virtual engagement**

The Consultant, in coordination with MAPA, will create and administer a project website or webpage to disseminate project information and materials formatted for online distribution and engagement. The Consultant will also generate any necessary social media content for distribution by MAPA and associated project partners and stakeholders.

Online content is expected to include some form of public survey to collect sentiment and other information from the public.

The Consultant will provide a report summarizing all outreach activities, outcomes, and how feedback was incorporated into the final document.

### **Task 4: Best Practices and Recommendations**

(Consultant led)

The Consultant will document best practices and policy recommendations for the regulation of eMoto use on multi-use trails. If recommendations include removing eMotos from trails, the Consultant will provide recommendations for where eMotos can continue to be used, incorporating considerations for age, licensing, speed considerations, and types of roadways appropriate for use. Recommendations should include policy, educational programs, infrastructure improvements, and development recommendations.

The Consultant will provide a toolbox of options that can be used by jurisdictions to develop their own policy appropriate for their use case, with regional consistency between jurisdictions.

The Consultant will run any included sample policy or template ordinance language through a general / state level legal review and evaluation for other relevant legal considerations, with the recognition that each municipality will be responsible for their own consultation with city legal staff. While the Consultant will provide guidance on policy or ordinance language, no legal advice or representation services are sought.

## **Task 5: Implementation Plan**

(Consultant led with MAPA & Papio NRD support)

The Consultant will develop presentation materials to present findings and recommendations to staff and elected officials of each jurisdiction within the MAPA region including but not limited to; Bellevue, Bennington, Council Bluffs, Douglas County, Gretna, La Vista, Omaha, Papillion, Ralston, Sarpy County, Springfield, Valley, Waterloo. This may include city council support.

Final project deliverables will include the following:

- Final report including;
  - Analysis
  - Existing use and policy analysis
  - Outreach summary
  - Recommendations
- Template policy document(s) / language

All final project deliverables will be provided in Adobe InDesign and PDF format, and any GIS layers for all maps will be provided in a geodatabase.

### 3. Project Schedule

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

<b>Activity</b>	<b>Date</b>
RFQ released	Friday, April 24, 2026
Deadline for written questions to be submitted	Friday, May 8, 2026
Responses to written questions posted	Tuesday, May 12, 2026
Deadline for submittals	Friday, May 15, 2026
Shortlist Notifications	Tuesday, May 19, 2026
Consultant interviews	Tuesday, May 26, 2026
Consultant selection notification	Tuesday, May 26, 2026
Scope & fee negotiation deadline	Tuesday, June 9, 2026
Agreement Parameters Finalized	Friday, June 12, 2026
Finance Committee Approval	Wednesday, June 17, 2026
MAPA Board Approval	Thursday, June 25, 2026
Target Project Start Date	Thursday, July 2, 2026
Contract End Date	Friday, July 2, 2027

## 4. Evaluation Criteria

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

<b>Criteria</b>	<b>Points</b>
In depth understanding of local policies and ordinances related to active mobility.	<b>30</b>
Demonstrated experience with policy / legislation development.	<b>25</b>
Established relationships with key stakeholders in the study area.	<b>25</b>
Adequate staff to perform the work based on present workload and willingness to meet time requirements.	<b>10</b>
Experience of professional personnel and staff.	<b>10</b>
<b>Total Points</b>	<b>100</b>

## 5. Submission of Qualifications

One (1) electronic version (PDF preferred) of the response must be received in the MAPA offices or the Issuing Officer's email inbox (see below) by the deadline for submittals (see Section 3 Project Schedule). Responses received after the deadline will not be considered. Responses may not exceed 20 pages in length based on the submittal requirements in Section 6. A table of contents will not be counted toward the page limit when included in responses. Responses must include proof of insurance and compliance with Title VI of the Civil Rights Act.

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

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*

If the project includes multiple team members, an organizational chart including team members shall be included.

*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. Experience of the firm in performing similar work and examples of this work.
3. Explanation of ability to integrate the scope of work into the present and anticipated workload of each key team member for the proposed duration of the project.

*E. Project Approach and Scope of Work*

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

*F. Proposed Project Schedule*

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

*G. Conflict of Interest Disclosure (Not Included in Page Limit)*

The response shall include a completed Consultant Conflict of Interest Disclosure form for the prime consultant and any subconsultants. Example form is available from NDOT at the link below: <https://dot.nebraska.gov/media/x4entimn/coi-disclosure-doc-consultant.pdf>

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

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

*I. Proof of insurance (Not Included in Page Limit)*

The response shall include proof of insurance for the prime contractor and any subconsultants. Specific insurance requirements and an example ACORD are available here: <https://dot.nebraska.gov/business-center/consultant/insurance/>

## 7. Interviews

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 or phone 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. The location will be determined when shortlisted firms are notified.

## 8. Disadvantaged Business Enterprises (DBE) Policy

The Omaha–Council Bluffs Metropolitan Area Planning Agency (MAPA) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S Department of Transportation (DOT), 49 CFR Part 26. MAPA has received Federal Financial assistance from the Department of Transportation, and as a condition of receiving this assistance, MAPA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of MAPA to ensure that DBEs, as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT assisted contracts;
3. To ensure that the DBE Program is tailored narrowly in accordance with applicable law;
4. To ensure that only firms that meet 49 CFR Part 26 eligibility standards fully are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The following assurance is to be included on all DOT-assisted contracts:

“The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract, or such other remedy as the recipient deems appropriate.”

## 9. General Terms and Conditions

1. **Conflicts of Interest** — The proposer shall disclose any known or potential conflicts of interest with MAPA and the Federal Highway Administration (FHWA). The proposer must declare that the proposer is not currently, and will not during the performance of any services for MAPA, participate in any other work involving a third party with interests in conflict currently or likely to be in conflict with MAPA's interests without MAPA's approval. All sub-consultants must submit a conflict of interest form as well.
2. **SAM Registration**-All prospective consulting firms must be listed in the U.S. Federal Contractor Registration database known as SAM (System for Award Management) to be considered for this project.
3. **Amendments to the RFQ**— MAPA reserves the right to amend or cancel any or all parts of this RFQ. Revisions to the RFQ shall be posted on the MAPA website at least three (3) full business days prior to the deadline for submission of responses.
4. **Non-commitment of MAPA** — This RFQ does not commit MAPA to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services.
5. **Confidentiality** — Before award of the contract, all responses to this RFQ will be designated confidential to the extent permitted by the Nebraska Public Records Law (84-712). After award of the contract (or if not awarded, after rejection of all responses), all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the responses confidential will be regarded as non-effective and will be disregarded.
6. **Access to Records and Reports** — The proposer acknowledges the selected consultant firm will give MAPA, NDOR, FHWA, and the Comptroller General of the United States access to any books, documents, papers and records of the consultant firm which pertain directly to the contract for the purposes of making audits, examinations, excerpts, and transcriptions. Related contractual documents will be maintained for no less than three years after the date of termination or expiration of the contract.
7. **Termination** — MAPA will retain the right to terminate the contract for convenience or default. These clauses will be incorporated into the contract with the selected consultant firm.

8. **Civil Rights** – MAPA is in compliance with Title VI of the Civil Rights Act, as amended, section 303 of the Age Discrimination Act of 1975, as amended, section 202 of the Americans with Disabilities act of 1990, and Federal transit law. Thus, clauses relating to nondiscrimination and equal employment opportunity (race, color, creed, national origin, sex, and disabilities) will be included in the contract with the selected consultant firm.
  
9. **Drug Free Workplace** – MAPA has established and maintains drug-free workplace policies. The selected consultant firm and all sub-consultants must have established and maintain drug-free workplace policies as well, such as those set forth in the Federal Drug Free Workplace Act of 1988.

## **10. Award of Contract**

MAPA reserves the right to negotiate with the selected firm on matters related to project cost, or technical or other considerations that arise following announcement of the award of the contract. A decision to contract with the selected firm will be made by the MAPA Board of Directors following a recommendation by MAPA staff. Subject to selection and successful negotiation, MAPA intends to sign a contract on the date of MAPA Board Approval as shown in Section 3 with the objective of the selected firm beginning work on the Target Project Start Date and concluding on the Contract End Date as shown in Section 3.