REQUEST FOR QUALIFICATIONS

Section I – General Background and Schedule

Introduction
The Tahoe Metropolitan Planning Organization (TMPO) is seeking a consultant or consultants to provide “on-call” services to assist with implementation of the TMPO’s annual work program. Task items may include, but are not limited to: sustainability and transportation planning, transit planning, environmental and economic impact analysis, data collection, data forecasting, public outreach and education, and layout and design.

To assist in accomplishing this work, the TMPO is soliciting Statements of Qualification (SOQ) from consultants to provide consulting services. In that a variety of services may be needed, consultants are encouraged to identify areas of interest in which they are qualified.

The TMPO has outlined a two-step process to use for the hiring of consulting services. Step one is developing short lists for different areas of qualification listed in this RFQ. Step two is soliciting consultants from these short lists for specific tasks. The qualified consultants selected for a short list may be solicited for tasks over the next three years. This process is explained in more detail below.

Timeframe for RFQ

- August 30, 2013 – RFQ released
- September 11, 2013 – Deadline for questions on the RFQ
- September 18, 2013 – Responses to questions posted by TMPO
- September 27, 2013 – Responses due
- October 11 – Short list determined

Background of the Agency
The Tahoe Metropolitan Planning Organization was created in 1999 by the Governors of California and Nevada by designating the Lake Tahoe Region as a Metropolitan Planning Organization (MPO) under authority provided in federal regulations. As with all federally designated MPOs, the TMPO’s role is primarily a planning and financial programming role. Products required of MPOs by federal rule are a Regional Transportation Plan (RTP), Federal Transportation Improvement Program (FTIP), and an Overall Work Program (OWP). The TMPO Governing Board is comprised of the Tahoe Regional Planning Agency Governing Board, with the addition of a United States Forest Service- Lake Tahoe Basin Management Unit representative.
The TMPO is also involved in the Tahoe Basin Partnership for Sustainable Communities, a collaborative effort to improve regional sustainability and prepare for climate change at the community level.

**Section II – Project Description and Statement of Qualifications Requirements**

**Context of the Project**
The MPO completed a Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) in December, 2012. A large focus of the RTP/SCS is in planning for sustainable communities. The RTP/SCS emphasizes streets that address the multi-modal needs of all users (complete streets), reducing impacts to water quality and air quality, including greenhouse gas emissions, as well as strengthening the Lake Tahoe Region’s economic vitality. The TMPO is now moving into a phase of active support of implementation of the RTP/SCS, as well as laying the groundwork for the development of the next RTP/SCS. This will include developing corridor- or area-specific “Sustainable Mobility” plans that focus on transportation and land-use improvements that help the region meet its sustainability goals; monitoring the success of existing projects, policies, and programs; developing and improving analysis and forecasting tools; and engaging the public on upcoming transportation initiatives. The TMPO will also focus on aligning its work products to complement other Region-wide sustainability efforts.

**Scope**
Statements of Qualifications (SOQ’s) are requested from qualified consultants interested in providing services in the areas listed in Categories 1-6, below.

*Types of services required for SOQ:*

**Category 1: Data Collection**
- Roadway vehicle turn movement counts
- Bicycle and pedestrian facility user counts and surveys
- Parking counts
- Transit ridership counts/surveys
- Other user surveys, including written or electronic surveys
- Census tabulations
- Data collection or research on demographics, socio-economic trends, existing conditions of the transportation system in the Tahoe region, and other related topics

**Category 2: Data Forecasting and Analysis**
- Analysis and reporting on data collected under #1
- Updates to Region-wide transportation models, including TransCAD and spreadsheet models
- Transportation model development
- Emissions forecasting
- Economic forecasting
- Travel forecasting, including using activity-based models
- Multi-modal Level-of-Service analysis, including Vehicle Level-of-Service
- Analysis of the environmental and economic impacts of transportation projects, policies, and programs
- Transportation visual simulation modeling, such as VISSIM

**Category 3: Public Outreach and Engagement**
- Frame transportation program concepts into engaging public content
- Develop content for public information booths, posters, press releases, web-site, social media, and other marketing media, such as radio or television
- Create web display of performance metrics and key transportation data
- Organize workshops, speaker series, and/or conferences to interface with stakeholders on new planning and transportation concepts

**Category 4: Transit Planning**
- Conduct transit studies and develop transit action plans
- Conduct ridership and route analysis

**Category 5: Layout and Graphic Design**
- Layout and graphic design for documents, plans, posters, web-site, and other media
- Graphic simulation of transportation and land-use concepts, such as “before and after” displays of transportation corridors
- Creation of other visualization tools that help the public understand transportation concepts, such as photos, tables, graphs, and diagrams

**Category 6: Sustainability and Mobility Planning**
- Assist with creation of corridor-level, neighborhood-level or regional transportation planning documents with a focus on creating walkable, mixed use centers, encouraging biking, walking, and transit use, and supporting economic vitality
- Assess existing conditions
- Conduct transportation system and land-use gap analysis
- Develop new conceptual transportation or land-use projects, programs, or policies
- Analyze environmental, economic, and social impacts and benefits of transportation and land-use projects, programs, or policies
- Develop transportation-related performance monitoring plans
- Research questions related to best practices in sustainability planning
- Develop project tracking for Federal Transportation Improvement Program (FTIP) and for Capital Improvement Program (CIP) management
Statement of Qualification (SOQ) Minimum Requirements

- Please submit **one reproducible electronic copy** (e.g. Adobe PDF, MS Word) of the Statement of Qualification for consideration **no later than 5:00 p.m. Pacific Time on Friday, September 27, 2013** to:

  Attn: Kim Hern
  khern@trpa.org

- Only electronic bids will be accepted

- The subject line of the e-mail must clearly read: “DO NOT OPEN—Sealed Bid in Response to TMPO RFQ.”

- Late responses will **NOT** be considered and will be returned to the sender.

- All questions and requests for clarification must be received in writing by September 11, 2013. Submit questions to: Karen Fink, kfink@trpa.org. Responses will be posted on September 18, 2013 at http://www.tahoempo.org.

- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

- Costs to prepare this proposal will not be reimbursed.

- The TMPO agrees to make a “good faith” effort to contract with small, minority, and women owned business enterprises. Accordingly, the TMPO strongly encourages small, minority, and women owned businesses to reply either in part or whole for items listed within this RFQ.

- All submittals should be considered public information. Restrictions on any information submitted will render a bid non-responsive.
Contents of Requested Proposal -

1. Cover letter (not to exceed one page), identifying name, address and telephone number of the principal person representing the firm, signature by an individual authorized to execute an agreement with the Tahoe Metropolitan Planning Organization, summary of the categories for which the firm is qualified, and a statement as to whether the firm is a small, minority, or women-owned business.

2. A description of the firm (not to exceed two pages) -- identifying the firm's primary services, office locations, length of time in business, and professional and support staff members.

3. Areas of interest – from the section in this RFQ titled “Types of Services Required for SOQ,” consultant should identify the areas in which it is qualified to perform. For each area of qualification, please include the following:
   a. Identify length of time this expertise has been practiced at this firm or by its employees, and the primary point of contact for your firm.
   b. Identify up to two projects which demonstrate the firm’s qualifications. Projects may be repeated for different categories. For each project include:
      i. Information on type, size, cost, location, and description of work performed.
      ii. Client reference, phone number, and consultant staff persons who worked on providing the services.
   c. Other information that demonstrates, in a summarized format, the qualifications to meet the TMPO’s needs.

Section III– Proposal Evaluation Process

Statement of Qualifications Submittal
Staff will open the SOQs on the day following the submittal deadline. The only information that will be made available to the public at that time will be the names of the respondents. The contents of all SOQs, or any other medium which discloses any aspect of the SOQ, shall be held in strictest confidence until the TMPO completes the qualifications process. Responses received beyond the deadline will not be considered, and will be returned.

Modification or Withdrawal of SOQ
A respondent may withdraw its SOQ at any time prior to the opening deadline date and time by submitting a written request for its withdrawal to the TMPO staff, signed by an authorized agent of the firm. Respondents may thereafter submit a new or modified SOQ prior to the opening deadline date and time. Modifications offered in any other manner, oral or written, will not be considered.
Timeframe

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Selection Process for Statement of Qualifications (SOQ)

After the SOQ’s are received, they will be grouped together based on consultant area of interest by category. Each SOQ will be reviewed by a TMPO committee of at least three people to determine if the consultant is qualified. A firm does not need to be qualified for each bullet item listed under a category to be considered qualified. Proposals submitted to this RFQ may be considered for up to three years after submittal.

If a consultant is determined to be qualified, it will be placed on a shortlist for that category. In accordance with the Tahoe Regional Planning Agency Policies and Procedures manual, when TMPO has a need for contract work, TMPO will send a Request for Proposals or request for informal bid to all consultants on the short list who are determined qualified based on the specific project need. TMPO will then follow a selection process for that specific project, which will include review of Statements of Proposal and may include in-person or phone interviews of top candidate firms. Qualified firms may include subcontractors in a bid response who are not on the short list.

All work will be authorized through a notice to proceed and an executed Consultant Services Agreement.

Additional terms of the selection and contracting process:

- Selected consultant will be expected to sign the TRPA Standard 2-Party Contract/Consultant Services Agreement with no changes posted on [http://www.trpa.org/contact/rfps/](http://www.trpa.org/contact/rfps/).
- All subcontractors, if any, used by the selected consultant will require prior written consent of TMPO and will be subject to all provisions stipulated in the TRPA Standard 2-Party Contract/Consultant Services Agreement.
- Contracts arising from this RFQ may be funded by a federal grant award and are subject to federal grant award requirements and cost principles, including, but not limited to travel and per diem rates and allowable cost requirements.
- Past contracts with the agency will not have bearing on whether a firm is deemed qualified or not.
Qualifications Criteria (Step 1) – TMPO will use the following criteria to determine if a consultant is qualified to perform in a particular area/expertise.

**Experience**

- Principal Engineers, Principal Planners, Project Managers, and lead technical experts have specific experience to successfully provide the full range of services for the category of interest
- Demonstrated knowledge of nation-wide and world-wide trends and innovations in transportation and land-use planning
- Character and scope of past projects

**Project Delivery**

- Demonstrated management and organizational ability relative to time management, scheduling, staff/client relationships, and the ability to meet deadlines
- Originality, creativity, and soundness of approach to problem solving associated with transportation and land-use related projects

**General**

- History of repeat business with clients
- Demonstrated understanding of community social relationships, such as citizen and environmental concerns
- Referrals, recommendations from previous clients

Selection Criteria (Step 2) – after a consultant is determined qualified and short listed. As a project is identified, the TMPO will apply the qualifications criteria in addition to the following as it pertains to a particular project:

- Availability and qualifications of key people as it matches the specific project needs
- Additional questions as needed

*Note: The above selection criteria are provided to assist prospective consultants and are not meant to limit other considerations that may be identified during the course of the selection process.
Section IV– Links to TMPO Planning Documents

Links to the TMPO’s Regional Transportation Plan/Sustainable Communities Strategy *Mobility 2035*, Public Participation Plan, Bicycle and Pedestrian Plan, and other documents may be found at:
http://www.tahoempo.org/planning.aspx?SelectedIndex=0