

# Request for Proposals

– December 1, 2014 –

## ***Technical Assistance in Updating the Lincoln MPO Multi-modal Transportation Model and GIS-Based Analysis Tools in Developing the Long Range Transportation Plan***

***Lincoln Metropolitan Planning Organization***

***Lincoln-Lancaster County, Nebraska***

### **1.0 Introduction**

The Lincoln Metropolitan Planning Organization (MPO) / Lincoln-Lancaster County Planning is soliciting proposals to provide ***Technical Assistance in Updating the Lincoln MPO Multi-modal Transportation Model and GIS-Based Analysis Tools in Updating the Long-Range Transportation Plan***. The focus of this project is to 1) Update the existing Multi-modal TransCAD Transportation Model, 2) develop GIS-Based Transportation System Analysis Tools within the Lincoln ESRI-Based Geographic Information System for use in developing a Performance-Based Long Range Transportation Plan, and 3) work with the MPO Technical and Citizen Advisory Committees in the analysis of alternative system improvements for use in developing a fiscally constrained multi-modal transportation plan.

The Lincoln MPO has a strong interest in working with a firm, as primary, that has experience in Metropolitan Transportation Planning and is qualified and experienced with using **TransCAD Modeling software** and **ESRI-Based Geographic Information Systems** compatible with Lincoln-Lancaster Planning's software. The firm is to have knowledge of emerging issues and trends in transportation planning and modeling and an understanding in the application of **Performance-Based Planning and Programming (PBPP)** principles and methods for integration into the **Long-Range Multi-modal Transportation Plan (LRTP)**.

### **1.1 Federal Requirements for Performance-based Planning**

Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) placed increased emphasis on performance management within the Federal-aid highway program and transit programs, and requires use of performance-based approaches in metropolitan transportation planning. This will be a critical consideration in this LRTP update.

*Metropolitan transportation planning in cooperation with the State and public transportation operators, shall develop long-range transportation plans and transportation improvement programs through a performance-driven, outcome-based approach to planning. [23 USC § 134(c)(1); 49 USC § 5303(c)(1)] The metropolitan transportation planning process shall provide for the establishment and use of a performance-based approach to transportation decisionmaking.... [23 USC §134(h)(2); 49 USC § 5303(h)(2)]*

## 1.2 MPO Study Area

The Lincoln MPO Metropolitan Planning Area consists of the City of Lincoln and Lancaster County. Lancaster County contains approximately 839 square miles of land, and according to Census 2010 had a population of 285,407. The City of Lincoln is located at the geographical center of the county and currently covers approximately 90.48 square miles of land with a population of 258,379 in 2010. The population of the city of Lincoln makes up approximately 90 percent of the population of Lancaster County. There are eleven other incorporated communities containing approximately 2.8 percent of the population and one second-class city in Lancaster County.

## 2.0 General Scope of Work

The project has four (4) major elements resulting in the development of an updated Multi-modal Long Range Transportation Plan and the associated performance-based planning analysis and programming (PBPP) tools designed specifically for the Lincoln MPO covering the Metropolitan Planning Area.

### 2.1 Update the Lincoln MPO Multi-modal Transportation Model

The first objective is to update and enhance the current TransCAD model for the base year of 2015. The update will include the calibration/validation of the land use based travel demand model network and attributes. The Lincoln model uses TransCAD modeling software which is a traditional four-step travel modeling process that focuses on average trip making characteristics of travelers in person-trips. The validation process is to include evaluation and updating each of the four processes; 1) Trip Generation, 2) Trip Distribution, 3) Mode Choice, and 4) Trip Assignment.

The existing Lincoln MPO Model was developed in 2010 using TransCAD (version 5.0) modeling software with network or centerline files developed in ArcGIS. The update will be in TransCAD version 6.0. The modeled area includes the existing urban area and the area likely to become urban within the next 25 to 30 years. The current model is composed of 502 internal traffic analysis zones and 34 external zones. The current model is calibrated/validated to the 2010 network and is composed primarily of urban arterial streets and higher representing existing and committed conditions, posted speeds, number of lanes and parking restrictions. The current planned future roadway network extends to 2040.

The current TransCAD program uses a software macro resource file (RSC) designed for Lincoln and will need to be updated and further developed to provide new or updated analysis tools needed to address the emerging challenges and policy issues facing the Lincoln MPO. Development of additional analysis tools for long- and short-range transportation planning and PBPP analysis and annual programming activities is desired. A key element in the work tasks is to establish an integrated data interface with the Lincoln-Lancaster Geographic Information System (GIS) (ESRI Based System). Tasks are to be performed in a manner compatible with use of the Planning Department GIS to facilitate data transfer, network performance analysis and programming tools for mapping. Provisions are to be made in the model to directly apply multi-modal assumptions and air quality concerns.

**Development of Travel Databases.** The project will need to evaluate and update upstream model components to ensure that they sufficiently replicate current travel demand patterns in the region. An extensive traffic count program was initiated in 2014-2015 which will provide fresh traffic counts for about 75% of the urban arterial street system. However, a comprehensive origin-destination (OD) survey is not available and a method of capturing fresh data checks on upstream model components to ensure model accurately may be necessary as part of the model validation. System wide data tools such as a GPS survey or cell phone tracking data may be used as needed. Alternative solutions to fill data gaps will need to be creative and budget minded.

**Existing Land Use Data.** The MPO/City of Lincoln maintains current estimates and projections of land use data and, demographic and employment data that will provide the basis for data inputs into the travel model.

**Existing Transportation System.** The MPO/City Planning Department maintains the definition of the regional highway and arterial network in its GIS centerline files and coordinates with the Nebraska Department of Roads (NDOR) and partner agencies to maintain the roadway attribute data needed to support the model. Lincoln Public Works Engineering Services Department will assist in an examination and assessment of travel patterns and trends, existing conditions, accident rates, and traffic safety issues to be addressed in the planning process.

## **2.2 Develop GIS-Based Transportation System Analysis Tools**

The GIS-Based Transportation System Analysis Tools will need to be developed within the Lincoln ESRI-Based Geographic Information System to be used for the LRTP planning process. All GIS work is to be coordinated with Lincoln Planning staff. The application of GIS tools will be used in the transportation planning process that will result in modeled outputs coupled with GIS layer mapping to assist in multi-modal scenario analysis. This coupled with transportation system performance indicators, will serve as an important foundation for making informed investment decisions both in the plan update and in future programming.

Increasing emphasis is being placed on performance-based transportation planning in which system performance is considered in the transportation planning and decision-making process. The Lincoln GIS will be used to support performance-based planning to provide a spatial component to data that can be helpful in identifying specific needs for investments. GIS-based support tools can be developed to provide visualization to display complex data analysis and scenarios to demonstrate potential implications of different plans and choices, support scenario planning, sketch planning, 3-D visualization, suitability analysis, impact assessment, growth modeling and other popular techniques. Tools need to be developed for the MPO to assist with understanding potential impacts of decisions and address a wide range of strategies, including transportation investments and land use changes while addressing performance measures, including those related to mode shares, accessibility, and sustainability. Other tools, such as emissions models, can be combined with travel forecasting models, to estimate criteria pollutant and greenhouse gas emissions, for use in performance-based planning and programming.

There are five areas of performance measurement that will need to be developed that include Safety, Congestion, Economy, Environment, and Asset Management. More non-traditional measures such as greenhouse gas emissions, land use, and transit access may also be developed.

The intended result will provide a clearer vision and an improved understanding of the system's needs and wants, as well as enhanced communication and cooperation with other agencies in the planning area.

### **2.3 Analysis of Alternative System Improvements**

The consulting firm will work directly with the **MPO LRTP Project Oversight Planning Committee** (a subcommittee of the MPO Technical Advisory Committee) in the updating the fiscally constrained multi-modal transportation plan and the associated performance-based planning analysis to document the processes, data, and analyses used as the basis for future to make investment decisions.

The updated LRTP will include key items, including: 1) changes to the Lincoln MPO transportation network, land uses, and socioeconomic characteristics that have occurred since the 2011 Plan; 2) integration of recently completed pedestrian, bicycle, transit, freight, and roadway projects and plans; 3) assessment of project needs and the performance impacts of those projects, including congestion, emissions, and mode share; and 4) the evaluation and prioritization of future infrastructure investments. The plan is to include the following basic elements:

**Future Conditions Assessment and Emerging Issues.** Assist MPO/Planning in defining transportation issues and needs in the urban and regional area and identify the new challenges and emerging issues that will need to be addressed. This will include identifying the possible effects of demographic trends and effect travel demand within the urban area.

**Goals, performance measures, and desired trends or targets.** Review and update the goals and objectives established in the current LRTP to ensure the Community Vision is adequately addressed in the system analysis. Taken together with PBPP objectives, these will form the basis for selecting policies and investments in developing the components of the LRTP. Goals and performance measures will need to address the both local and national policy directions.

**Status report of current conditions.** Status reports include an analysis of the existing system's performance. This information serves as a baseline of performance within the plan. Baseline condition analysis should include tracking of progress over several years to show recent trends in performance. This can help inform meaningful discussion of targets.

**Assessment of System Needs.** Needs are composed of two different sets of information. The first component is the shortfall (or backlog) between existing conditions and optimal system conditions. The second component is established by comparing existing conditions with anticipated trends in population, employment, land use, and other factors. Taken together, needs reflect the investment required to bring the system to an acceptable state of performance before the time horizon of the plan.

**Identification of investment priorities, policies, and strategies.** The document should identify investments and strategies to be implemented to help meet performance targets that support progress toward the LRTP strategies and goals. Scenario analysis may be used to compare alternative packages of strategies, to consider alternative funding levels, or to explore what level of funding would be required to achieve a certain level of performance.

**Review of 2025 and 2040 Projected Land Use.** The Future 2040 and 2025 Mid-Range Land Use Plans will be provided by Planning to establish the trip generation and trip distribution factors. Staff will assist in evaluating potential imbalances in the land use plan and trip productions and attractions between regions of the urban area and external travel assumptions.

**Future Traffic Assignment.** The “Comprehensive Plan Land Use” and projected socio-economic data for the traffic zones will be applied to the travel demand model and developed for base year conditions and base year plus the committed network to produce traffic assignments for the 2040 Long Range Base and 2025 Mid-Range Base Plan. Transportation system improvements will be determined by analyzing deficiencies in the base year plus committed network when subject to future traffic levels. This is to establish the Base 2040 Network for evaluating alternative transportation improvement scenarios. Traffic projections will need to be developed for the following networks and land uses.

- 1) Base Year Network [2015 network and land uses],
- 2) 2040 Existing & Committed Network,
- 3) 2040 Long Range Base Network (E&C plus minimum system improvements),
- 4) 2040 Needs Assessment Network, and
- 5) Mid-Range forecast year 2025 (E&C plus minimum system improvements).

**Future 2040 Lincoln-Lancaster Transportation Conditions.** Develop a technical discussion reflecting projected future year travel demand forecasts and projected congestion issues based upon socio-economic and land use-transportation data from land development assumptions. Significant projects currently programmed in the TIP that would affect the base year network will be added to the base network model.

- Establish the system analysis criteria (LOS, VMT, VHT, Costs, and emerging multi-modal analysis tools)
- Identify the traffic operation characteristics and Congestion Management strategies.
- Identify the existing-plus-committed network.

**Identify and Analyze Performance-based Alternatives.** Performance measures and targets will need to be established, together with. This will rely on policy considerations and analysis tools agreed upon by the LRTP Oversight Planning Committee. This will need to identify potential packages of strategies to achieve performance-based objectives.

**Multi-modal Transportation Alternatives Analysis.** Provide a technical analysis for examining multi-modal and non-motorized travel in the planning area, including vehicle trip reduction policies, alternative analysis for public transit and multi-modal travel and other non-motorized modes travel strategies.

**Financial Plan.** The consultant will develop a financial plan for program implementation. This will involve forecasting future revenues from existing sources and estimating how alternative revenue sources and financing strategies can be used to meet the region's transportation capital and operating needs. Revenue forecasts will be developed for the 2040 design year and include fiscal projections for a baseline year, plus a mid-term, 2025 element and a long-term, 2040 plan.

**Establish a Programming Link to the MPO TIP.** Based upon the financial plan and investment priorities, programming analysis tools will need to be developed as an extension of the LRTP to create a programming link to the Transportation Improvement Program (TIP) document. Under a PBPP framework, the TIP will incorporate the specifics of network and transit project investments, their funding sources, and how they are contributing to transportation system performance improvements.

**Environmental, Social and Cultural Screening.** The consultant will work with MPO/Planning staff (in conciliation with environmental agencies) to develop an environmental, social and cultural screening process to evaluate alternative strategies and specific projects. This process will be applied throughout strategy and project identification, selection and prioritization through GIS analysis. The goal of this task is to ensure that these factors are taken into account early in the project development process. The consultant also should address integration of transportation planning, climate change and environmental, social and cultural screening. This will include a discussion of potentially environmentally sensitive areas including threatened and endangered species, wetlands, floodplains, cultural resources, air quality evaluations, greenhouse gas emissions reductions, and right-of-way impacts and meet the requirement of federal regulations.

**Air Quality Conformity Analysis.** The Lincoln Planning Area is an air quality attainment area. The consultant will provide an Air Quality Analysis for the both the mid-term, 2025 element and long-term, 2040 plan. The methodology used in this analysis will be consistent with the MOVES model required by EPA. This document is to detail the assumptions and procedures used and the results obtained in the air quality conformity analysis for the Lincoln MPO / Lincoln-Lancaster Long Range Transportation Plan for the year 2040.

**Project Documentation.** The consultant will prepare a final Technical Report documenting the process, draft recommendations and adopted 2040 Long Range Transportation Plan. A final report in both hard copy and electronic versions will be provided to the MPO/City of Lincoln, Planning Department, which includes all modeling and GIS information and data. Hard copies include but are not limited to; background, existing conditions, system analysis, financial plan, implementation plan, graphics, financial tables, modeling and GIS information and data.

## **2.4 Citizen Advisory Committee and Stakeholder Outreach**

The development of the Lincoln MPO Long Range Transportation Plan will include a **Citizen Advisory Committee (CAC)**, public involvement activities and interagency and stakeholder coordination. Public involvement and stakeholder coordination is critical in plan development, acceptance, and adoption by the MPO Technical Advisory Committee, the MPO Officials Committee, Nebraska Department of Roads (NDOR), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the City of Lincoln, and Lancaster County.

The consultant team will attend all key MPO Technical Advisory Committee Meetings and MPO Policy Board Meetings and give presentations for review and approval of the study. Teleconferencing web interlinks may be utilized for working Committee meetings.

**Citizen Advisory Committee.** Assist the MPO staff in the coordination and active engagement with the various stakeholders, and the general public will be a critical component of the plan

update. The **Citizen Advisory Committee (CAC)** will be comprised of the nine (9) member Lincoln City-Lancaster County Planning Commission and other interested community members. This committee will have a special advisory role to the MPO because it provides a necessary communication link between the MPO and the community it is serving. Thus, the input provided by the CAC insures that the MPO planning process is actually meeting the needs of the community it is serving. MPO staff and the **Oversight Planning Committee** will provide overall guidance to the consultant throughout the project by participating all CAC and public meetings.

**Public Involvement Action Plan.** A public involvement action plan will need to clearly lay out the details of the major public involvement tasks that will take place throughout the course of the LRTP project. The LRTP public involvement action plan and process will need to reflect past public involvement efforts for LRTPs and be consistent with the public involvement elements of the Lincoln MPO Public Participation Plan (PPP), as amended February 20, 2014.

**Implementation Tools.** Public input is planned through various forums that include a project website, interactive surveys, mailers, news releases, and public informational meetings to gather insights for development of the plan.

- **Project Website.** The project LRTP project will have a dedicated website that will be accessed through the MPO web page. The primary purpose of the website is to provide a consistent and constant source for the latest information on the project and location for the public to provide comments and input through the project duration. The website will include maps, purpose, public involvement contacts, agency involvement, project schedule, documents, meeting information, and a place for the public to directly provide input, comments, or questions to the project team.

To assist with **Project Oversight Planning Committee** access to the deliverables, all of the draft technical memoranda, meeting agendas and minutes, public comment summaries will be posted to an internal project website at

- **Mailers and News Releases.** The consultant team will prepare meeting mailers for each public informational meeting. The meeting mailers will introduce the project, overall schedule, and identify the date and location for the meetings. Meeting mailers will be postmarked and distributed by the MPO via US Postal service and email. With input from the consultant team, the MPO will develop news releases for notifications about the project.
- **Public Informational Meetings.** Several Public Informational Meetings will be planned during the development of the plan. Meetings will provide the public an opportunity to review summary documents for the draft and final plans. The consultant team will work with the MPO to ensure the Public Informational Meetings are appropriately and effectively advertised to the public through a project mailer, news releases, and project website.
- **Other Forums.** Other public forums and community stakeholder meetings and presentations may be desirable or necessary during plan development.

### 3.0 Key Planning Documents/Context

- The *Lincoln MPO 2040 Long Range Transportation Plan and Technical Report* (LRTP) identifies the critical component of the overall transportation strategy and an essential factor in sustainable transportation solutions for a livable community. The LRTP also includes a comprehensive *Pedestrian and Bike Route and Trails Master Plan* and Travel Options Strategy that will serve as a foundation for many planning activities.
- The recently adopted *Lincoln-Lancaster County 2040 Comprehensive Plan* is the basis for land use planning and identifies the regional growth strategy. This is a key document and framework for addressing land use based travel demand reduction strategies and policies to redistribute this travel demand in space and in time.
- The *Lincoln MPO Travel Demand Model* is a tool used to forecast travel patterns in the City of Lincoln and the surrounding areas in Lancaster County. The primary purpose of the travel model is to support the development of the MPO's long-range transportation plan and is used to test the outcomes of specific land use or roadway changes in the short- or long-term. The Model utilizes a traditional four-step modeling process to addresses all person trips, including trips made using transit and non-motorized modes (walk and bicycle). The base year selected for the model is 2009, with a forecast year of 2040 and an interim year of 2025. The *Travel Demand Model Update and Enhancement Report* documents processes and parameters contained in the Lincoln MPO Travel Model. Each chapter focuses on a specific model input or model step, beginning with the input roadway network and continuing with descriptions of the four-step modeling process (Trip Generation, Trip Distribution, Mode Split, and Traffic Assignment). The User's Guide provides detailed information about using the travel model software and data sets.
- The *Congestion Management Process (CMP)* is to provide a systematic, transparent, and continuous way for transportation planning to identify and manage congestion in a multi-modal manner. The CMP is an element in the overall metropolitan transportation planning process that identifies strategies for the management of transportation demand.
- A *MPO Technical Subcommittee* for the MPO Technical Committee will provide the necessary project oversight (MPO Technical Oversight Planning Team). The MPO Technical Committee is a key body in the MPO organizational structure to assist in meeting the requirements of the transportation planning process and in developing the planning documents.
- These and other key Lincoln Metropolitan Planning Organization Planning documents and reports are located on the Lincoln MPO web page, [www.lincoln.ne.gov/city/plan/mpo/](http://www.lincoln.ne.gov/city/plan/mpo/).

### 4.0 MPO LRTP Project Oversight Planning Committee

The MPO Technical Committee will establish Subcommittee to function as the **MPO LRTP Project Oversight Planning Committee** to guide the progress in developing the Performance-Based Multi-Modal Long-Range Transportation Plan. The Planning Team will work with the consultant to establish at vision for a Performance-Based Multi-Modal Long-Range Transportation Plan.

The consultant will have access to the expertise and resources of committee members which include staff from the Lincoln-Lancaster Planning Department, City of Lincoln Public Works, City of Lincoln Urban Development, Lancaster County Engineering, StarTran, Lincoln-Lancaster Health Department, Lincoln Parks & Recreation Department, Nebraska Department of Roads and others as needed. This project falls under the direct guidance of the Lincoln-Lancaster Planning Department and MPO Technical Committee.

## 5.0 Proposal Requirements

### 5.1 Request For Proposal Timetable

The following timetable defines the times allotted for developing and submitting a proposal to the Lincoln MPO, to propose the best strategy for a *Technical Assistance in Updating the Lincoln MPO Multi-modal Transportation Model and GIS-Based Analysis Tools in Developing the Long Range Transportation Plan* program for the Lincoln Metropolitan Area.

#### Schedule for Consultant Selection

- December 5, 2014: Request For Proposal will be made available to the public.
- January 15, 2015, 4:00 p.m., local time: Proposals are due in the MPO's office clearly marked "*Technical Assistance in Updating the Lincoln MPO Multi-modal Transportation Model and GIS-Based Analysis Tools in Developing the Long Range Transportation Plan*" Attention: Mike Brienzo.
- January 16–28, 2015: MPO Review of proposals for Short List.
- January 29, 2015: Short Listed consultants notified for interviews.
- February 12, 2015: Short Listed consultants will be interviewed.
- February 20, 2015: Selected consultant notified.
- February 23–March 12, 2015: Scope of services and contract negotiations.
- April 1, 2015: Notice to Proceed from MPO.

### 5.2 Project Proposal Format

- a.) Six (6) bound hard copies, **and**
- b.) PDF format

### 5.3 Material Required in the Proposal

The Consultant is to describe how they plan to conduct the project, details of all primary tasks and sub-tasks and will suggest a basic framework for a Scope of Services necessary to coordinate the project down to the last detail to insure client satisfaction and a successful project. A flow chart is to be included that shows the general flow of for the Consultant's timing of all tasks connected to the study design. Management techniques to be used by the Consultant are to insure quality control, completion of the project within the agreed time frame. Other required material is described in this RFP.

## 5.4 Proposal Requirements

### ■ Personnel

The proposal must specify the team members who would do the actual work, the estimated hours involved, charge-out rates, and the qualifications of these individuals, including a summary of their experience with related work.

### ■ Proposal Document Composition

The following items must be included in the proposed submission and will be used as the basis for evaluation of the successful proposal:

- *Qualifications of the team members, level of effort and direct experience with multi-modal transportation modeling and analysis and long range transportation plan development.*
- *Methodology – a work plan including the proposed method of accomplishing the tasks identified in the proposed Scope of Work section with a timeline for the project*
- *Identification of relevant firm experience in Model/GIS/LRTP.*
- *Ability of staff time to complete this project on time.*

### ■ The proposal is to include the following:

- A letter of interest not to exceed 2 pages;
- Narrative approach to the project, 3-4 pages;
- Experience on similar projects and work performed to include dollar value and name of responsible person monitoring the operation, not to exceed 5 pages;
- Organizational chart of the team identifying the Project Manager and other key personnel, 2-3 pages;
- Outline of proposed project schedule, activity and work effort, 5-6 pages.
- Describe and outline the Firm's approach to performing the work, 4-5 pages.
- A short appendix is allowed
- Completed forms from Consultant Conflict of Guidance Document at: <http://www.transportation.nebraska.gov/gov-aff/lpa-guide-man.html>
- Proof of professional liability insurance.
- To be considered for this project, the primary firm is required to become certified by Nebraska Department of Roads for Transportation Planning projects by submitting to Nebraska Department of Roads a **DR Form 497**, "Architect, Engineer, & Related Services Annual Certification Form": <http://www.dor.state.ne.us/rfp/downloads/pdf/dr497.pdf>.
- Proposals require the firm's qualifications to be detailed in a Nebraska Department of Roads **DR Form 498**, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications" Form: <http://www.dor.state.ne.us/rfp/downloads/pdf/dr498.pdf>.

## 5.5 Project Budget

A project scope of work and budget for each phase will be negotiated in detail with the selected consultant. Consultant selection will be based on the merits of the proposal and interview which

will be evaluated based upon qualifications, experience, technical competence and capacity to accomplish the work within the constraints of this project. Due to fiscal constraints of the federal funds available for this project, it will need to be kept within reasonable constraints of the MPO Unified Planning Work Program (UPWP). To facilitate negotiations, the proposed budget and hours for each element should be kept in mind when developing the proposal.

- This is a Federal-aid Project, all rules in Local Public Agencies (LPA) Guidelines, as published on the NDOR web site, must be followed. NDOR's *LPA Guidelines Manual* for Federal Aid Projects at: <http://www.transportation.nebraska.gov/gov-aff/lpa-guide-man.html>
- The method of payment to be used will be cost plus fixed fee.
- Price is not to be a factor in selection.

## 5.6 Period of Performance

Performance of this contact is expected to begin immediately after a contract has been negotiated and executed. The timeframe of each phase of the project will be based upon the project scope and provide the basis of the following phase. Project phases may overlap as necessary. The overall project timeframe for study completion is approximately 18 to 24 months. The project goal is to have the final draft of the LRTP completed by December 2016.

Two consultant performance evaluations or reviews will be held within the study timeframe. All data files and validation reports developed within this project will be provided to the MPO.

## 6.0 Consultant Selection

*This is a Qualifications-Based Selection (QBS) consultant selection process as established by the United States Congress as a part of the Brooks Act (Public Law 92-582) and further developed as a process for public agencies to use for the selection of an architectural and engineering firm to provide professional services. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and consultant fee before contracting.*

### 6.1 Consultant Selection Criteria

Proposals will be evaluated on this criteria on a scale of 1-5, equally weighted.

#### Short List Criteria

1. Professional qualifications of key team members necessary for satisfactory performance of work.
2. Specialized experience in providing technical assistance in developing multi-modal transportation models, GIS-based analysis tools and long-range transportation plans.
3. Past performance on government planning projects.
4. Consultant has adequate staff and capacity to accomplish the work in the required time.
5. Consultant has a good understanding of Land Use/Transportation relationships that support

the transportation models and long-range transportation plans, and has demonstrated an understanding in the application of performance-based planning methods and programming principles for integration into a Long-Range Multi-modal Transportation Plan.

6. Consultant's approach to the project and study design recognizes the special circumstances of this project, provides a logical approach to tasks and issues, and includes a creative approach in developing planning data.

### **Final Selection**

1. Professional qualifications of key team members necessary for satisfactory performance of work.
2. Specialized experience in providing technical assistance in developing multi-modal transportation models, GIS-based analysis tools and long-range transportation plans.
3. Past performance on government planning projects.
4. Consultant has adequate staff and capacity to accomplish the work in the required time.
5. Consultant has a good understanding of Land Use/Transportation relationships that support the transportation models and long-range transportation plans, and has demonstrated an understanding in the application of performance-based planning methods and programming principles for integration into a Long-Range Multi-modal Transportation Plan.
6. Consultant's approach to the project and study design recognizes the special circumstances of this project, provides a logical approach to tasks and issues, and includes a creative approach in developing planning data.
7. Quality of the interview.

## **7.0 Pre-qualified Consultant**

**City of Lincoln** - The Consultant considered for this project is to have at least one staff person directly related to the project on the list of "pre-qualified" firms on file with the City of Lincoln (purchasing department).

**Nebraska Department of Roads** - The consultant selected must be pre-qualified by NDOR for the planning work category which involves the submission of credentials to NDOR with a, "Architect, Engineer, & Related Services Annual Certification Form" (**DR Form 497**), <http://www.dor.state.ne.us/rfp/downloads/pdf/dr497.pdf>). Registering as a pre-qualified consultant is necessary prior to proposal acceptance and short-listing.

## **8.0 Pre-proposal Questions & Answers**

Questions on this RFP will be taken by email through Friday, January 2, 2015 and posted along with the MPO response at the MPO web page. Both the questions and answers will be available to all interested parties.

## **9.0 Other Information**

The final Scope of Work and resulting Project Budget will be negotiated after the consultant is selected. If agreement on work and costs cannot be reached, the MPO will open negotiations with the next consultant on the selection list.

**All information must be received by 4:00 p.m., January 15, 2015 at:**

**Lincoln MPO / Lincoln-Lancaster Planning Department**

“Lincoln Metropolitan Travel Demand Model Development”

ATTN: Mike Brienzo

555 South 10<sup>th</sup> Street - Suite 213

Lincoln, Nebraska 68508

email: [mpo@lincoln.ne.gov](mailto:mpo@lincoln.ne.gov)

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