



“Serving the Transportation Needs of the Southeast Missouri Region”

REQUEST FOR QUALIFICATIONS PACKAGE

FOR
METROPOLITAN TRANSPORTATION PLAN UPDATE
FOR
THE SOUTHEAST METROPOLITAN PLANNING ORGANIZATION

CITY OF CAPE GIRARDEAU, MISSOURI
SOUTHEAST METROPOLITAN PLANNING ORGANIZATION EXECUTIVE DIRECTOR
401 INDEPENDENCE STREET
CAPE GIRARDEAU, MO 63703
(573) 339-6734

All responses are due July 27, 2020 by 4:00 pm CST.

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REQUEST FOR QUALIFICATIONS

METROPOLITAN TRANSPORTATION PLAN UPDATE FOR SOUTHEAST METROPOLITAN PLANNING ORGANIZATION

BACKGROUND

SEMPO is a metropolitan planning organization (MPO) located in southeast Missouri. As a MPO, SEMPO is mandated by federal law and is charged with conducting a continuous, cooperative, and comprehensive (3-C) transportation planning process for the Cape Girardeau-Jackson urbanized area. One of SEMPO's primary duties is the preparation and management of a Metropolitan Transportation Plan (MTP) in accordance with 49 USC 5303(i), to accomplish the objectives outlined by the MPO, the state, and the public transportation providers with respect to the development of the metropolitan area's transportation network. MPOs are required to update their MTP's once every 5 years. SEMPO's current MTP will expire February 2021. It is SEMPO's intent to have the update completed before the expiration of the current MTP. This plan must identify how the metropolitan area will manage and operate a multi-modal transportation system (including transit, highway, bicycle, pedestrian, air, water, rail and accessible transportation) to meet the region's economic, transportation, development and sustainability goals – among others – for a 20-year planning horizon, while remaining fiscally constrained. The purpose of this update is to provide a long-range framework for the implementation of transportation improvements in the SEMPO metropolitan area.

PROJECT DESCRIPTION

SEMPO's current Metropolitan Transportation Plan addresses different modes of transportation including automobile, transit, air, freight, water, rail, bicycle, and pedestrian. For the update to this plan, the consultant is expected to:

- Address and meet the content requirements of MTPs as listed in Title 23, Chapter 1, Subpart E, Subpart 450 of the Code of Federal Regulations, including performance measures and performance targets.
- Review each mode of transportation including analyzing existing conditions.
- Forecast traffic conditions in 20 years for various scenarios using travel demand model software.
- Review the metropolitan area's transportation goals and objectives and suggest revisions if necessary.

- Make recommendations regarding the direction of transportation infrastructure and planning in the metropolitan area for the next 20 years.

The Metropolitan Transportation Plan update will also include researching census information, collecting data, and working with state and local officials for determining revisions to the Organization’s current metropolitan planning area. Public meetings will be required in order to attain feedback from stakeholders and the public at-large.

The development of the Metropolitan Transportation Plan will be funded in part with federal Metropolitan Planning funds, and the final plan shall meet all requirements.

The above list is not intended to be comprehensive.

SCOPE OF WORK

It is expected that the consultant will use information provided in the current Metropolitan Transportation Plan and other plans that have been previously developed by SEMPO and other communities and agencies. Some of these plans include but are not exclusive to:

- Cape Girardeau Airport Master Plan
- Cape Girardeau County Emergency Management Plan
- Cape Girardeau County Hazard Mitigation Plan
- City of Cape Girardeau Complete Streets Policy
- City of Cape Girardeau Comprehensive Plan
- City of Jackson Comprehensive Plan
- Illinois Statewide Transportation Improvement Program
- Jackson Bridge Plan
- Jackson Comprehensive Transportation Plan
- Jackson Park Master Plan
- Missouri River Freight Corridor Assessment & Development Plan
- Missouri State Highway Safety & Performance Plan
- Missouri State Rail Plan
- Missouri Statewide Transportation Improvement Program
- MoDOT Blueprint for Safety
- MoDOT Statewide Freight Plan
- Public Transit-Human Services Transportation Coordination Plan
- SEMO RPC Long Range Transportation Plan
- SEMPO ADA Assessment Plan
- SEMPO Regional Bicycle and Pedestrian Transportation Plan

Final deliverables will include electronic and hard copy versions of the document including maps, tables, charts, etc. More specific requirements for the final deliverables will be established as part of the (agreement or contract, whichever term you choose) once a consultant has been selected.

SUBMISSION REQUIREMENTS

Qualified firms interested in being considered for this project should submit a Statement of Qualifications to the SEMPO Executive Director. All submissions should include, at a minimum, the following requests in order of:

1. A letter of transmittal stating the name and address of the firm and the name and telephone number of a contact person authorized to answer questions and negotiate contracts.
2. A brief description of the firm, including size, office locations and any areas of special expertise.
3. A brief description or history of similar projects
4. An extended description of a least three similar projects, including the name, address, email, and telephone number of a client contact for each project.
5. A listing of personnel who would be assigned to this project, including an explanation of the project teams organizational structure and each person's area of responsibility.
6. A resume for each professional assigned to this project.
7. An outline of the firm's approach to the project and basic scope of services, including the firm's quality assurance/quality control process for work products.
8. A current rate sheet showing the hourly rates of all personnel involved in the development of the Plan.

No Statement of Qualifications shall exceed twenty (20) pages.

A copy of a Metropolitan Transportation Plan update for a metropolitan area of comparable size would be appreciated. The copy will be returned to the applicant after the selection process is completed.

All responses are due July 27, 2020 by 4:00 pm CST. Proposals shall be submitted electronically in PDF format via email sent to amcelroy@cityofcape.org, uploaded to consultant's FTP site with download access and instructions emailed, or placed on a USB drive and delivered to:

Southeast Metropolitan Planning Organization
C/O Alex McElroy, SEMPO Executive Director
City of Cape Girardeau
401 Independence St.
Cape Girardeau, MO 63703

SELECTION PROCESS

The selection process will be managed by the MTP Subcommittee, comprised of SEMPO members and staff. After the submission deadline has passed, the MTP Subcommittee will review the proposals and, if necessary, generate a short list of consultants for consideration. Consultants on the short list will be asked to give a presentation and participate in an interview with the Technical Planning Committee (TPC). The MTP Subcommittee will then solicit feedback from the Technical Planning Committee and evaluate each consultant using a standardized scoring system. The scoring criteria and weighting are as follows:

1. **Transportation Knowledge (20 points):** Familiarity with the federal regulations for MPOs (Title 23 U.S. Code § 134) and transportation planning trends, among more general transportation planning knowledge.
2. **Approach (20 points):** The firm's approach to the project and basic scope of services.
3. **Experience (20 points):** The education, experience, and expertise of the company, project manager, and key employees.
4. **Commencement (20 points):** Availability of adequate personnel and facilities to do the needed work expeditiously.
5. **Cost (10 points):** Reasonable price and amount of time given to complete the project.
6. **Local Knowledge (5 points):** An understanding of the development trends and transportation infrastructure within the SEMPO Metropolitan Planning Area.
7. **Completeness (5 points):** The preparation of a Statement of Qualifications consistent with this request.

The consultant with the highest total score will be asked to enter into negotiations for a contract based on their proposal. If a contract cannot be successfully negotiated with the first selected consultant, then negotiations with that consultant will be terminated and SEMPO will ask the consultant with the next highest score to enter into negotiations. This process will continue until a contract is successfully negotiated or said process is suspended by SEMPO.

The City of Cape Girardeau, Missouri (City) provides staffing and administrative services for SEMPO. By submitting a proposal, consultants acknowledge and agree that if they are selected to enter into contract negotiations, such contract will be between that consultant and the City, and all financial transactions will be conducted by the City on behalf of SEMPO.

SEMPO reserves the right to follow any of the below listed courses of action if an acceptable contract cannot be negotiated:

- To reject any and all proposals;
- To consider alternatives;
- To waive irregularities;
- To re-solicit proposals;
- To accept any proposals deemed most advantageous to SEMPO;
- To obtain information concerning any and all consultants from any source;
- To request additional information and/or clarification from any and all proposers to this RFQ;
- To approve any substitute personnel or terminate services at SEMPO's sole discretion if the selected consultant undergoes a change of key personnel; and
- To seek new submissions when such a procedure is reasonable and in the best interests of SEMPO.

SEMPO operates its programs and services without regard to race, sex, religion, age, national origin, or disability, in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990, as amended. The successful consultant shall provide written assurance that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability. In addition, since federal funds will be used to finance this project, the successful consultant shall comply with all civil rights and federal contracting requirements applicable to transportation-related projects. For more information, refer to the attached Federally Required Contract Terms.

The City and SEMPO are not liable for any cost incurred by any person or firm responding to this Request or for any other cost incurred prior to the negotiation of the contract and the issuance of a Notice to Proceed.

The submission of a proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, quantity, and quality of work to be performed.

After the selection process, the Selection Committee shall negotiate on behalf of SEMPO and the City, a contract based on the fees and fee structure as submitted in the proposal. SEMPO reserves the right to delete elements or expand the scope of the contract based on the negotiated fees at the time of contract letting.

Consultants submitting a Statement of Qualifications are advised to include any information that is relevant to this project given the aforementioned criteria.

GENERAL INFORMATION

Minimum Effective Period of Proposal

All proposals are required to remain in effect for at least 120 days from the date submitted to SEMPO for review. This should be taken into account during budget preparations.

Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure in accordance with the Missouri Open Meetings and Records Law.

Lobbying Restriction

Consultant acknowledges and accepts that from the Date of Issuance of the RFQ until a final decision has been made by the City, it will not take any action, make any effort, or support or engage others on its behalf to take actions or efforts with attempt to influence the decision making process for this RFQ in the favor of the Consultant. This includes direct contact with the City Council, City Manager, and City staff of the City of Cape Girardeau, members of the SEMPO Board of Directors, members of the Committee, sub-recipients, and others who may be engaged in the selection process, except for the point of contact, Alex McElroy. Additionally, the Consultant acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFQ evaluation or decision-making process. Any Consultant violating any of the aforementioned conditions is subject to immediate disqualification from consideration.

Acceptance of Evaluation Methodology

By submitting its responses to this RFQ, Consultant accepts the evaluation process and acknowledges and accepts that the determination of the “most qualified” firm(s) will require subjective judgments by SEMPO.

Amendments to this RFQ

Should it become necessary to amend this RFQ for any reason, SEMPO reserves the right to re-issue this RFQ as amended and to provide reasonable notification to parties of interest.

Public Records

All proposals submitted in response to this RFQ become the property of SEMPO and as such, they will be public records in accordance with the Missouri Open Meetings and Records Law.

Debarment

By submitting a proposal, the Proposer certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of

Missouri or the Federal government and that it is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal government.

Questions Regarding This RFQ

Any questions concerning this project should be directed to Alex McElroy, SEMPO Executive Director, at (573) 339-6734 or email amcelroy@cityofcapegirardeau.org. If there are changes that might affect the preparation of the Consultants submissions, all Consultants will be advised. If you wish to withdraw from consideration after submitting a Statement of Qualifications, a letter to that effect should be sent to Alex McElroy, at 401 Independence St. Cape Girardeau, MO 63703.

Accommodations for Disabilities

For persons with disabilities requiring reasonable accommodations, please contact:
Southeast Metropolitan Planning Organization
C/O Alex McElroy, Executive Director
City of Cape Girardeau
401 Independence St.
Cape Girardeau, MO 63703
(573) 339-6734
amcelroy@cityofcape.org

Requests for accommodations should be made at least one week prior to the meeting, activity, or function.