



*“Serving the Transportation Needs of the Southeast Missouri Region”*

## **REQUEST FOR PROPOSALS**

### **RFP #03-2023, Transportation Improvement Program Online Service**

The Southeast Metropolitan Planning Organization (SEMPO) is soliciting proposals for an online service for its Transportation Improvement Program (TIP). For more information on SEMPO, refer to: [www.southeastmpo.org](http://www.southeastmpo.org). For more information on TIP, refer to: <https://www.transit.dot.gov/regulations-and-guidance/transportation-planning/transportation-improvement-program-tip>.

### **BACKGROUND**

SEMPO is a metropolitan planning organization (MPO) located in southeast Missouri. As an 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 the TIP - a prioritized, fiscally-constrained, multi-year list of federally funded transportation projects and improvements within the SEMPO planning area, which authorizes the obligation of federal funds for listed projects and operations. SEMPO contracts with the Southeast Missouri Regional Planning & Economic Development Commission (SEMO RPC) for TIP management services. SEMO RPC uses spreadsheet software to manage the TIP. SEMPO and the SEMO RPC have expressed a desire to migrate the TIP to an online platform in order to make the TIP more standardized and accessible to SEMPO members and the public.

### **SCOPE OF SERVICES**

It is expected that the selected consultant will provide a TIP platform and services that meets the following minimum requirements:

- Web-based portal hosted by selected consultant, with the ability to be accessed simultaneously by multiple users with assigned permission levels
- Mapping functionality and ability to interface with SEMO RPC geographic information system (GIS) (currently ArcGIS Desktop 10.8+ and ArcGIS Server 10.8+)
- Map-based online searchable database of projects (see the [MoDOT STIP](#) for types of information to be included in database)
- Database backup at multiple locations in different geographic regions
- Migration of existing TIP data into new database by selected consultant
- Two (2) online project submittal forms that can be reviewed and approved by SEMPO staff (a password-protected form for project sponsors and a general form for the public)
- Online project status form through which project status can be monitored
- Printable reporting component (including maps) for public distribution that utilizes the database
- Ability to import and display supplemental TIP text
- Component for monitoring fund balances including amount allocated, amount programmed, and amount obligated for both individual projects and the TIP as a whole
- Ability to search current and past projects

- Ability to track multiple, simultaneous modifications and amendments to TIP projects
- Ability to treat modifications and amendments as “draft” or “pending” until approval process is completed
- Ability to export entire TIP database (including all associated project details) into common file formats, such as Microsoft Office Suite products, for local copies and backup
- Comprehensive training for SEMPO and SEMO RPC staff, led by selected consultant

The following are additional optional features that are desired but not required:

- Module for projects listed in SEMPO’s Metropolitan Transportation Plan (MTP) linked to the TIP for project selection and tracking
- Ability to filter or hide projects without deleting them
- Ability to score projects and produce a report
- Ability to produce an Annual Listing of Obligated Projects (for more information, refer to: <https://www.law.cornell.edu/cfr/text/23/450.334>)

### **PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS**

In order for SEMPO to adequately compare proposals in a uniform and objective manner, all proposals shall follow the format outlined below. Proposals shall be concise and clearly written to facilitate an efficient review process.

1. Description/Background Information for the consultant including name, address, phone number, fax number (if applicable), website URL, name and email address of primary contact person, and a brief description of services offered.
2. Previous Experience explaining the consultant’s work on similar projects, including five examples of said work. For each example, include the project name, dates of service, reference name and phone number, a description of the project, and the role of the consultant.
3. Key Personnel who will be assigned to SEMPO work tasks and their roles. Include a resume for each person stating their qualifications as it relates to this RFP.
4. Proposal Details including a description of the approach that will be used to provide the above scope of services, a description of the software to be utilized, a proposed schedule for product development and implementation, and a description of the expected time required of the TIP manager (SEMO RPC) to produce a full TIP as well as TIP amendments and administrative modifications. The proposal should also include a link to a demonstration/working site.
5. Outline of Fees for the total cost of project implementation, including any set-up costs, as well as annual fees for a period of five (5) contracted years. Also include any additional services that would incur fees beyond the contracted amount.
6. Description of Ongoing Support offered by the consultant in the event additional software support is needed.
7. References including name, title, employer, address, phone number, and email address of each reference, with emphasis on former and/or current clients responsible for producing a TIP.

Proposals shall be submitted electronically in PDF format via email sent to [amcelroy@cityofcapegirardeau.org](mailto:amcelroy@cityofcapegirardeau.org), uploaded to consultant’s FTP site with download access and instructions emailed, or saved to a flash drive and delivered to:

Southeast Metropolitan Planning Organization  
C/O SEMPO Executive Director  
City of Cape Girardeau Administrative Services  
44 North Lorimier Street  
Cape Girardeau, MO 63701

Please include “RFP for TIP Online Service” in email subject lines and on the outside of physical packages.

**Proposals shall be received no later than Friday, December 8, 2023 at 4:00 p.m. Central Time. Consultants submitting a proposal are responsible for verifying their proposal has been received by SEMPO in accordance with the above instructions. SEMPO reserves the right to reject any proposal received after the above deadline.**

### **SELECTION PROCESS**

The selection process will be managed by the Technology Subcommittee, comprised of SEMPO members and staff. After the submission deadline has passed, the Technology 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. The Technology Subcommittee will then evaluate each consultant using a standardized scoring system. The scoring criteria and weighting are as follows:

<u>Criterion</u>	<u>Maximum Points</u>
Proposal adherence to the required format	10
Consultant qualifications and experience	20
Proposed product and services	40
Proposed schedule	20
<u>Proposed fees</u>	<u>10</u>
<b>Total</b>	<b>100</b>

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.

### **QUESTIONS REGARDING THIS RFP**

Questions regarding this RFP shall be directed to:

Alex McElroy, Executive Director  
Southeast Metropolitan Planning Organization  
C/O City of Cape Girardeau Administrative Services  
44 North Lorimier Street  
Cape Girardeau, MO 63703  
(573) 339-6734  
[amcelroy@cityofcapegirardeau.org](mailto:amcelroy@cityofcapegirardeau.org)

**Questions shall be submitted no later than December 1, 2023 at 4:00 p.m. Central Time. SEMPO reserves the right to not respond to questions received after the above deadline.**

**Except as noted in the above sections, direct contact with SEMPO staff or members of its Board of Directors or any of its committees/subcommittees concerning this RFP at any time is strictly prohibited.**

### **AMENDMENTS TO THIS RFP**

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

### **PUBLIC RECORDS**

All proposals submitted in response to this RFP become the property of SEMPO and as such, they will be public records.

### **SEMPO POLICIES**

This RFP does not commit SEMPO to award a contract, to defray any costs incurred in the preparation and delivery of a proposal pursuant to this RFP, or to procure or contract for work. SEMPO may reject proposals without providing the reason(s) underlying the declination. Failure to award a contract will not result in a cause of action against SEMPO.

SEMPO reserves the right to all of the following:

- 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 RFP;
- 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.

### **ACCOMMODATIONS FOR DISABILITIES**

For persons with disabilities requiring reasonable accommodations, please contact:  
Alex McElroy, Executive Director  
Southeast Metropolitan Planning Organization  
C/O City of Cape Girardeau Administrative Services

44 North Lorimier Street  
Cape Girardeau, MO 63703  
(573) 339-6734  
[amcelroy@cityofcapegirardeau.org](mailto:amcelroy@cityofcapegirardeau.org)

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