

REQUEST FOR PROPOSALS PACKAGE  
FOR  
**TRANSPORTATION IMPROVEMENT PROGRAM ONLINE SERVICES**  
FOR  
THE SOUTHEAST METROPOLITAN PLANNING ORGANIZATION

## ADDENDUM NO. 1

**Question 1:** How many different permission levels will be needed for the online portal?

**Response:** SEMPO contracts with the Southeast Missouri Regional Planning Commission (SEMO RPC) to manage Transportation Improvement Program development and facilitate all necessary amendments and administrative modifications. SEMPO staff is comprised of one individual and SEMO RPC designates one individual to facilitate the contract scope of TIP management.

**Question 2:** What is the overall size of the data (approximately)?

**Response:** SEMPO's 2024 – 2027 TIP may be found on SEMPO's website via the following:

- TIP Tool website: <http://sempo.dtstiptool.com/Search>
- TIP Direct PDF download: <https://southeastmpo.org/wp-content/uploads/2023/10/SEMPO-TIP-FY-2024-2027-Amendment-2-rev-2023-09-06.pdf>

Future TIPs and volume of amendment is not anticipated to grow significantly over the next 5 years.

**Question 3:** With regard to being able to export the entire TIP database into Microsoft Office Suite products, we assume this refers to exporting to CSV/Excel format. Is this correct?

**Response:** Correct, Microsoft Excel/CSV format.

**Question 4:** What different data types need to be integrated into the solution (other than Excel)?

**Response:** SEMPO's current TIP is managed by Data Transfer Solutions (DTS). The TIP is compile in MS Word Format and converted to PDF format for web publishing. The financial and data tables are developed within Excel.

**Question 5:** No. 4 in the Proposal Format and Submission Requirements states "proposal should also include a link to a demonstration/working site." Does this mean you are looking for a commercial off-the-shelf solution to be implemented instead of a custom-developed solution?

**Response:** A link to the demonstration/working site provides SEMPO members additional insight into the capabilities, function, and layout of specific products.

**Question 6:** To clarify, which information on the MoDOT STIP are you referring to for a list of the types of information to be included in the searchable database of projects?  
(<https://www.modot.org/statewide-transportation-improvement-program-stip>)

**Response:** Correct, the link was intended to display the types of information to be included in the searchable database of projects.

**Question 7:** For the mapping functionality, do you want to use ArcGIS online or are other open source mapping tools acceptable?

**Response:** All various mapping tools will be considered within this solicitation.

**Question 8:** If you do wish to continue with ArcGIS, which current ArcGIS desktop functionalities will the online interface need?

**Response:** Uncertain what future functionality will be needed past the current demands of hosting SEMPO's TIP.

**Question 9:** What is the project's timeline - dates for vendor selection, project kick-off (when you expect work to begin) and go-live (delivery)?

**Response:** There is no specific go-live deadline for the project. SEMPO currently utilizes DTS TIP Management systems. SEMPO does attempt to complete planning initiatives within the planned fiscal year (July 1 – June 30). However, there is no requirement for projects to be constrained to this timeline.

**Question 10:** Besides hosting, what type of ongoing support do you anticipate will be needed once the portal goes live?

**Response:** The solicitation seeks a 5-year software and maintenance agreement.

**Question 11:** What is the approximate/allocated budget for: (i) design & development and (ii) hosting and ongoing support & maintenance (if needed)?

**Response:** SEMPO's budget for the project is listed within the organizations Unified Planning Work Program (UPWP). In FY 2024, SEMPO has allocated \$20,000.  
<https://southeastmpo.org/planning-documents/#plan-docs-6>

**Question 12:** What is the timeline for interviews and selection once the RFP is submitted?

**Response:** SEMPO anticipates the proposal review and any resulting interviews will take place during the month of December and January.

**Question 13:** What is SEMPO's preferred start date for a project and targeted go-live date?

**Response:** There is no specific go-live deadline for the project. SEMPO currently utilizes DTS TIP Management systems. SEMPO does attempt to complete planning initiatives within the planned fiscal year (July 1 – June 30). However, there is no requirement for projects to be constrained to this timeline.

**Question 14:** When is the next TIP update due?

**Response:** SEMPO's TIP is to be updated every two years. The next anticipated TIP update will occur in FY 2025.

**Question 15:** How frequently do sponsors submit updates? How frequently does the general public submit projects? For example, do you have weekly amendments and then solicitation/scoring of potential new projects annually? About how many projects are submitted by sponsors vs public for amendments vs project solicitation?

**Response:** Each planning year is unique and SEMPO has experienced ebbs and flows in the volume of amendments and administrative modifications necessary. FY 2016 – 2019 TIP required nine amendments. FY 202 – 2023 experienced 14 amendments. The current 2024 – 2027 TIP has experienced three amendments.

**Question 16:** For submittals by sponsors, are they submitting forms for updates to existing projects in the TIP, adding new projects to the TIP, and submitting projects to be considered within a call for projects (i.e. project solicitation)?

**Response:** Yes, member entities submit all forms mentioned.

**Question 17:** For submittals by the general public, are they submitting a form for projects to be considered within a call for project (i.e. project solicitation)?"

**Response:** There is not a formal form developed for the general public to issue project submittals.

**Question 18:** Can you provide a sample of each submission form (sponsor & public) used today?

**Response:** There is not a submission form. SEMO RPC works with member entities in soliciting TIP projects and facilitates all amendments and administrative modification requests.

**Question 19:** Does the project status form refer to the status of the project in regard to its inclusion in the TIP (e.g. Draft, Submitted, Accepted) or the project delivery status including milestone dates (e.g. program award date, Preliminary and ROW Plans submitted to DOT, letting date)?

**Response:** Both would be desirable.

**Question 20:** How many prior years of TIP data will need to be migrated into the new platform?

**Response:** SEMPO's first TIP is the FY 2016 – 2019.

**Question 21:** What is the budget for this project?

**Response:** SEMPO's budget for the project is listed within the organizations Unified Planning Work Program (UPWP). In FY 2024, SEMPO has allocated \$20,000.

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**Question 22:** When scoring proposals, will additional points be awarded for features listed under "additional optional features that are desired but not required"?

**Response:** Proposals will be scored based upon the required Scope of Services listed. Additional features will not be provided additional points within the scoring criteria.