



“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
44 NORTH LORIMIER STREET
CAPE GIRARDEAU, MO 63701
(573) 339-6734

All responses are due Friday, October 11, 2024 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 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 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 once every 5 years. SEMPO's current MTP will **expire April 2026**. SEMPO expects 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 limited 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 Cape Girardeau Major Street Plan
- City of Jackson Comprehensive Plan
- Illinois Statewide Transportation Improvement Program
- Jackson Bridge Plan
- Jackson Comprehensive Transportation Plan
- Jackson Park Master Plan
- Jackson Historical Architectural Survey of Downtown
- Jackson Major Street 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
- SEMPO Public Transit-Human Services Transportation Coordination Plan
- SEMO RPC Long Range Transportation Plan
- SEMPO Comprehensive Safety Action Plan
- SEMPO Regional Trail Connection Study
- SEMPO ADA Transition Framework Plan

- SEMPO Regional Bicycle and Pedestrian 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 contract once a consultant has been selected.

SUBMISSION REQUIREMENTS

All proposals must include the following information:

1. **Proposal Length:** Proposals shall not exceed 30 pages, including the cover sheet.
2. **Cover Sheet:** The cover sheet shall list the name of the Consultant with names, email addresses and phone numbers of persons who may be contacted to answer questions. In addition, the cover sheet shall state who prepared the submittal and how they can be reached including phone number and email address.
3. **Project Understanding:** Provide a brief narrative explaining the team's understanding of the project goals and scope. Highlight the perceived unique opportunities, challenges, and priorities of this project and how the team will address them.
4. **Project Team and Qualifications:** The Consultant qualification information shall include:
 - a. **Firm Information:** Provide information on firm size, years in business, locations, and primary services. Include the same information for any subcontractors on this project.
 - b. **Project Team:** Provide a project organizational chart showing the proposed team structure for this contract. Identify the project manager, key personnel, and their roles and responsibilities on the project. Include short bios addressing knowledge and experience related to these roles and responsibilities. Clearly identify the roles of any subcontractors.
 - c. **Representative Projects:** Describe specific experience of both individuals and firms with projects of a similar type that demonstrate the knowledge and experience of the personnel proposed in the areas identified in the scope of work. Describe the client/community, project, location, common issues, and links to electronic versions of work products, if possible.
 - d. **References:** Identify at least three references for similar projects completed by the personnel proposed for this project. Include the client, contact person, mailing address, email address, and telephone number for each reference.
 - e. **Resume:** Provide professional resumes for all personnel proposed for work on this project in an appendix.
5. **Project Approach:** Describe the team's approach to the project's scope of work. Include information on methods, meetings, deliverables, and other project related information for the tasks. Include any project approaches or ideas not included in the scope of work that would be applied to this project to enhance the quality of the team's services. The

Consultant is encouraged to offer additional insights and may propose modifications to the scope of work identified above.

6. **Project Management:** Describe the team’s project management approach including coordination across disciplines and managing the work of subcontractors, if applicable. Describe the methods and timeline of communication the team will use with SEMPO staff and other parties. Describe the team’s expectations and requirements of SEMPO and its partners in order to effectively perform the services outlined in the RFQ.
7. **Schedule:** Provide a project schedule identifying milestones and completion dates. Provide a summary of personnel workload and availability to complete this project within the desired schedule.
8. **Project Budget:** In FY 2025 (from July 1 to June 30), SEMPO has **designated \$150,000** for the completion of this study. Proposals should be based on this budgetary allocation, and submissions should refrain from proposing any study that cannot be executed within this specified amount.

All responses are due Friday, October 11, 2024 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
44 North Lorimier Street
Cape Girardeau, MO 63701

SELECTION PROCESS

The proposal evaluation process will be managed by the Steering Committee, comprised of SEMPO members, staff, and other representatives as determined. The Steering Committee will employ a standardized scoring system to evaluate each consultant proposal. The scoring system's criteria and weighting for initial reviews and potential interviews are as follows:

Point Range Legend

30 – 21 = excellent 20-11 = adequate 10 – 1 = fair 0 = inadequate

1. **Experience and Technical Competence (30 points max):** Rate the qualifications of employees designated to this specific job, for example, assigning between 30 and 21 points for the most qualified personnel. Those rated between 20 and 11 points are considered good but lack extensive experience in the particular type of service desired. A value of 10 or less points is assigned to firms with well-qualified personnel who have no experience in the proposed area of work.

2. **Capacity and Capability (30 points max):** Evaluate the consulting firm for experience on similar and related types of work it has performed. For example, assigning between 30 and 21 points is for many years of established practice in the proposed type of work and related studies. A value of between 20 and 11 points may be assigned for above average experience, while 10 or less points may be given for experience adequate to perform the contract. The points for a firm with little operating experience in the selected field may be reduced further. Reduce the rating for a level of personnel inadequate to handle the firm's indicated workload. The submitted schedule will also be evaluated as part of this portion of the rankings.
3. **Past Record and Performance (30 points max):** Rate the adequacy of firms that have previously performed work under contract in related fields, assigning a maximum and reducing the points for less experience.

SEMPO expects to complete an initial assessment of the proposals by **Friday, October 18, 2024**. Following this initial review, a short list of firms may be invited to engage in scheduled interviews for further evaluation.

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 RFQ 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 SEMPO staff 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 proposals 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 a proposal, 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.

Conflict of Interest

In order to avoid any potential conflict of interest, the Consultant agrees during the term of this Agreement not to undertake any activities which could conflict directly or indirectly with the interest of SEMPO. Consultant shall immediately advise SEMPO of any such conflict of interest. SEMPO shall make the ultimate determination as to whether a conflict of interest exists.

Debarment

By submitting a proposal, Consultant 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.

Questions Regarding This RFQ

Any questions concerning this RFQ 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. Any Consultant that wishes to withdraw from consideration after submitting a proposal must submit a written notification to Alex McElroy via email at amcelroy@cityofcape.org or via mail at the City of Cape Girardeau, 44 North Lorimier Street Cape Girardeau, MO 63701.

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

44 North Lorimier Street

Cape Girardeau, MO 63701

(573) 339-6734

amcelroy@cityofcape.org

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

Thank You For Your Interest In This Project!