

REQUEST FOR QUALIFICATIONS

Travel Demand Model

August 11, 2017



Cowlitz - Wahkiakum Council of Governments

Administration Annex / 207 4th Avenue N

Kelso, WA 98626-4195

Phone: (360)577-3041 ~ Fax: (360) 214-3425

REQUEST FOR QUALIFICATIONS

Table of Contents

	Page No.
I. Introduction	1
II. Description	1
III. Travel Demand Model Project	1
IV. Submittal Information and Requirements	2
V. Proposal Selection Process	4
VI. Contract Award	5
VII. Attachments	6
Attachment 1: Evaluation Criteria	6
Attachment 2: Schedule for Selection Process	7

I. INTRODUCTION

The Cowlitz-Wahkiakum Council of Governments (CWCOG) is the Metropolitan Planning Organization (MPO) for the Longview-Kelso-Rainier Metropolitan Planning Area (MPA).

The CWCOG is seeking a consultant to assist in the use and maintenance of the travel demand model. The model will be used to forecast the impacts of future growth and land-use decisions on the MPO transportation system within the MPA.

II. DESCRIPTION

The CWCOG applies a travel demand-forecasting model to assist in transportation planning within the Longview-Kelso, Washington and Rainier, Oregon urbanized area. The model was last updated in 2017.

III. TRAVEL DEMAND MODEL PROJECT

A. Project Budget: CWCOG has included in its 2018 Unified Planning Work Program (UPWP) Scope of Work to have an on-call consultant to assist staff in model operations. The current budget for the work to be conducted set at a maximum of \$25,000. Funding for this project is provided by the Federal Highway Administration (FHWA, CFDA 11.205) and the Federal Transit Administration (FTA, CFDA 11.505). The Consultant must be able to abide by all applicable federal regulations for such funding, as well as, provide an approved Washington State Department of Transportation (WSDOT) indirect cost rate (or obtain one in a timely manner).

B. Scope of Work: The qualified consultant will be capable of successfully completing the following Scope of Work elements in coordination with CWCOG staff in order to comply with all funding requirements and applicable Federal and State laws.

1. Maintain the CWCOG Travel Demand Model to represent updated assumptions and the most current data available. Update the model as necessary during the contract period to represent any changes that may occur.

The consultant should check and update the following data, as needed:

- Link Type
- Number of Lanes
- One-Way Streets
- Speed
- School Zones (and speeds)
- Intersection Control
- Turn Restrictions and Channelization
- U-Turns allowed as needed
- Mid-Block Pedestrian Crossings
- At-Grade Railroad Crossings
- Transit coding for stops, lines, etc.
- Zone Boundaries
- Zone Connectors and Multi-Point Assignment (MPA) weights
- Demographic/Land Use data as supplied by CWCOG
- Traffic Count Data (supplied through CWCOG and supplemented as needed)
- External and Through Trips
- Trip Generation
- Trip Distribution

- Mode Choice (transit)
- Trip Assignments
- Parameters for VDFs, Impedance, etc.
- Bicycling and pedestrian counts

C. Deliverables: The following will be completed by the Consultant and submitted to the Project Manager by the identified dates where applicable:

1. The Consultant will support and assist, as needed, in the development of modeling scenarios.
2. The Consultant will update the VISUM software model as needed, and provide full documentation regarding any changes to the model.

IV. SUBMITTAL INFORMATION AND REQUIREMENTS

A. Submittal Requirements: Qualified consultants are invited to submit qualifications as described in this RFQ. The submittals should address the elements specified herein and be presented in the following format:

1. Format:
 - a. Language: All information shall be written in the English language using units and measurements in accordance with WSDOT and Oregon Department of Transportation (ODOT) standards.
 - b. Type Font: All narrative text shall be in the Times New Roman, minimum 12 point font, single-spaced. Tables, figures, and schedules may use a 10-point font size. Original document must be printed single-sided.
 - c. Photos: Photos may be provided if they illustrate or demonstrate qualifications within the Scope of Work.
 - d. PowerPoint: No PowerPoint presentations will be allowed for any oral interviews.
 - e. Page Size: All information, except for charts, exhibits, and other illustrative and graphical information shall be printed on 8.5 x 11-inch paper. Charts, exhibits, and other illustrative and graphical information may be on 11 x 17-inch paper, but shall be folded to 8.5 x 11 inch and will be counted as one sheet.
 - f. Page Margins: No text, tables, figures or other substantive content shall be printed within 0.75 inch of any page edge.
 - g. Front Cover: The Front Cover of the submittals shall be labeled with the Consultant's name, mailing and/or contact information, project name, and RFQ due date.
 - h. Lead contact: Clearly identify the lead contact and any primary staff person completing lead work on the project if different.
2. Letter of Introduction and Availability: Provide an introduction to the consultant or firm, including the year it was established, as well as a statement of interest in the project. Include complete contact information and signatures of all individuals authorized to make representations for the firm.
3. Outline of Qualifications and Experience: Provide an overview of background, relevant experience, credentials, and qualifications of the lead staff person as they pertain to the project's scope of work and deliverables. Introduce and provide background information and related experience of additional staff who will be involved in the project.

4. **Examples of Similar Projects:** Provide examples of previously completed Travel Demand Model services that have similar deliverables and elements in common with the goals of the project.
5. **Professional References:** Provide contact information for three recent projects.
6. **Conflict of Interest:** The firm shall disclose any financial, business or other relationship(s) with the CWCOG, Cowlitz County, the City of Rainier, Oregon, the Cities of Longview or Kelso, the Port of Longview, or the Cowlitz Transit Authority that may have an impact upon the outcome of this contract procurement process. The firm shall also list current clients who may have a financial interest in the outcome of this contract.
7. **Certificate of Suspension and Debarment:** If awarded, the firm will be required to provide a certification regarding suspension and debarment as required for contracts of \$25,000 or greater funded with Federal Department of Transportation dollars.
8. **Signature:** The proposal shall provide the following: names, titles, addresses, telephone numbers, and email addresses of individuals with the authority to negotiate and contractually bind the company. The lead party for the consultant shall sign the proposal stating (s)he has the authority to speak and act on behalf of the consultant on matters pertaining to the proposal and possible contract.
9. **Small and minority firms are encouraged to apply.**
10. **Time and Place of Submission:** To be considered, the consultant's original proposal and two copies must be submitted to CWCOG by 12:00 P.M. PST on August 25, 2017. Submittals shall be addressed as follows:

Cowlitz-Wahkiakum Council of Governments
 ATTN: Bill Fashing, Executive Director
 Administration Annex / 207 4th Avenue N, Kelso, WA 98632-4195

- B. Late Submittals:** Submittals received after the specified time shall not be considered and will be returned unopened to the submitter.
- C. Modification or Withdrawal of Submittals:** Any proposal received prior to the date and time specified above may be withdrawn or modified by written request of the consultant prior to the submission deadline. Any modifications shall be required to meet the original submission deadline and other rules outlined in the Request for Proposals.
- D. Property Rights:** Proposals received become the property of the Cowlitz-Wahkiakum Council of Governments and all rights to the contents therein.
- E. Confidentiality:** Before awarding the contract, all submittals will be designated confidential. Proposers' attention is directed to the organizational conflict of interest rules found in 23 CFR S 636, Subpart A, including 23 CFR S 636.116, which apply to this procurement. Proposers are advised that 23 CFR Section 636.116(a)(2) may preclude certain firms, their sub-consultants, and affiliates from participating on a Proposer team. Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is, or might be otherwise, impaired, or a person has an unfair competitive advantage.
- F. Amendments to Request for Proposals:** The CWCOG reserves the right to amend this RFQ by addendum before the final submittal date. Addendums to the Travel Demand Model Project will be made public on the CWCOG website (www.cwco.org).
- G. Inquiries:** Inquiries concerning this RFQ should be directed to the project manager. Proposers shall be responsible for reviewing this RFQ and any Addenda issued by CWCOG prior to the Proposal Due Date

and for requesting written clarification or interpretation of any perceived discrepancy, deficiency, ambiguity, error, or omission contained therein, or of any provision which the Proposer fails to understand. Failure of the Proposer to so examine and inform itself shall be at its sole risk and no relief of error or omission will be provided by CWCOG. Proposers shall submit and CWCOG will respond to written requests for clarification in accordance with this Section. To the extent written responses are provided, they will be considered part of the Contract Documents.

CWCOG will only consider comments or questions regarding this RFQ, including requests for clarification and requests to correct errors, if submitted by a Proposer's Project Manager to the CWCOG's Authorized Representative by hard copy, fax, email, or other electronic transmission in the prescribed format.

Such comments or questions may be submitted at any time prior to the applicable last date specified in Attachment 2 or such later date as may be specified in any addendum. Questions and comments, including requests for clarification or interpretation, shall be in written form either by mail, fax, or email to the following:

Bill Fashing, Executive Director
Cowlitz-Wahkiakum Council of Governments
Email: bfashing@cwco.org
Phone: (360) 577-3041 ~ Fax: (360) 214-3425
Administration Annex / 207 4th Avenue N, Kelso, WA 98626-4195

V. PROPOSAL SELECTION PROCESS

- A. Process:** A simple process shall be used for selecting the best-qualified firm for the project. The first phase of the process is "Submittal Review" during which CWCOG staff determines whether a submitted proposal will be rejected due to "non-responsiveness". All proposals that are not rejected shall move to phase two of the selection process, which is "Submittal Evaluation". Phase two involves ranking proposals based on stated criteria. Up to three ranked proposals for the project may move on to phase three of the selection process, entitled "Interviews". Please review the details of each phase below as well as Attachment 2, entitled "Schedule for Selection Process".
- B. Submittal Review:** CWCOG Executive Director, CWCOG staff and others as appropriate will review all timely submittals, in order to determine whether they meet all other requirements of Section IV A: "Submittal Requirements".
- Failure to meet these requirements may be cause for rejection of the submittal. Similarly, the CWCOG may reject any submittal if it is conditional, incomplete, or contains irregularities.
- The CWCOG may waive any immaterial deviation in a proposal; however, the absence of information pertinent to the evaluation criteria will be evaluated accordingly. Waiver of an immaterial deviation shall in no way modify the RFQ documents or excuse the selected consultant from full compliance with the contract terms and requirements.
- C. Submittal Evaluation:** The Selection Committee, as determined by the Executive Director, will score each criterion on a point basis and rank each project proposal based on the total points awarded according to the application project. The Selection Committee includes CWCOG staff.
- D. Interview:** The Selection Committee will conduct oral interviews, as needed, of no more than the top three ranked consultants for the project. The interview provides further opportunity for the CWCOG to evaluate the credentials and qualifications of the consultants, and for both parties to determine the potential to work together effectively on the project.

Notification for interviews will be communicated by August 30, 2017 with interviews the following week if needed.

- E. Consultant Selection:** Any contracts awarded shall be made to the best qualified firm based on the selection process, as outlined above. The CWCOG will notify the primary contact of the selected proposal by distributing a *Notice of Intent to Award* the contract. The CWCOG is required to review the selection process with WSDOT to confirm that all measures have been followed as prescribed by the WSDOT Local Agency Guidelines (LAG) Manual Process.
- F. Protest:** A protest period shall commence immediately upon distribution of the *Notice of Intent to Award* the contract, during which time any interested person or entity may file a protest in accordance with the directions below with respect to the selected proposal, and/or with respect to the qualifications or responsibility of the selected firm or any other firm.

Firms who wish to lodge a protest as to the award of the contract must do so before 4:30 PM PST of the fifth (5th) business day following the *Notice of Intent to Award* the contract. Protests must be received in writing to the Executive Director of the CWCOG, Bill Fashing, and include the following: 1) the name of the person or entity making the protest; 2) a complete statement of all legal and factual grounds of the protest; 3) any documentation supporting the protestor's grounds for the protest; and 4) the form of relief requested and the legal basis for such relief. If a valid protest is timely filed, the Executive Director shall investigate the protest. The protested Firm shall have three (3) business days to respond to the Executive Director and to provide any information requested by the Executive Director. The Executive Director shall respond to the protesting party, stating its findings within 7 working days of the protested Firm's response. The Executive Director shall make a recommendation to the CWCOG Board regarding any bid protest at the next regularly scheduled board meeting.

Failure to timely file a written protest shall constitute a waiver of the right to protest. Untimely protests will not be accepted or considered.

VI. CONTRACT AWARD

- A. Non-Commitment:** This RFQ does not commit the CWCOG to award a contract, to pay any costs incurred in preparation for this request, or to procure or contract for services. The CWCOG reserves the right to accept or reject any or all submittals received as a result of this request or to modify or cancel in part or in its entirety the RFQ if it is in the best interest of the CWCOG to do so.
- B. Recommendations, Approval, and Execution:** The Selection Committee will provide a recommendation to the CWCOG Executive Director who is authorized to award the contract to the selected consultant. Should this RFQ result in the award of a contract, the contract will not be in force until it is fully-executed by the CWCOG Executive Director and authorized representative of the consulting firm.
- C. Non-Discrimination:** CWCOG, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantage business enterprises as defined by 49 CFR Part 26 will be afforded full opportunity to respond to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- D. Payment:** The successful consultant will be paid no more than once a month for authorized and satisfactorily completed work and services as rendered under the project contract. Such payment shall be

full compensation for all eligible work and services rendered that are performed satisfactorily, and for all other eligible costs.

Following the WSDOT LAG Manual Chapter 31, Using Consultants, all expenses shall be detailed on invoices submitted by the Consultant to CWCOG. Fees for services provided shall be detailed by date, type of service provided, name and job title of provider, hours per type of service, hours per day, hourly rate, and total per day. Reimbursable expenses shall be itemized and supported with copies of all invoices and receipts for all non-travel and travel reimbursable expenses.

An original invoice, with supporting documentation, must be received by the fifth of the month to be paid by the last working day of the month. Invoices must be addressed to Bill Fashing, CWCOG, Administration Annex / 207 4th Avenue N, Kelso, WA 98626-4195.

A project report noting both the current and cumulative charges of the Consultant and subcontractors detailed by date, type of service provided, name and job title of provider, hours per type of service, hours per day, and hourly rate shall be provided with each project payment request.

- E. Performance of Work:** It is the intent of the CWCOG to have the selected consulting firm begin work on or about October 1, 2017 dependent on contract negotiations. Work is expected to conclude by December 31, 2020. Consulting services shall be procured and performed in accordance with the WSDOT LAG Manual Chapter 31.

VII. ATTACHMENTS

Attachment 1: Evaluation Criteria: Submitted proposals will be reviewed and assessed by a Selection Committee comprised of CWCOG staff. In assessing the proposals, the Selection Committee will evaluate the following criteria:

EVALUATION CRITERIA		
<i>Criteria</i>	<i>Maximum Points</i>	<i>Ranking</i>
1. Demonstrated understanding of the goals of the project, the scope of work, and deliverables.	30 Points	
2. Knowledge and understanding of Transportation Modeling, VISUM operation, and training of non-technical staff to use the model.	30 Points	
3. Firm's past experience and success in performing similar kinds of work, documented by references. Project team's professional qualifications and experience, commitment to teamwork, and client services.	40 Points	
Total Points Available	100 Points	

The CWCOG will consider the following guidelines when determining the ranking score for each criterion:

Superior Response (90-100 points): A Superior response will be a highly comprehensive, excellent reply that meets all of the requirements of the areas within the specific criteria. In addition, the response covers areas not originally addressed

within the evaluation criteria and includes additional information and recommendations that would prove both valuable and beneficial to the model development process. The response demonstrates the Consultant’s authoritative knowledge and understanding of the project.

Good Response (80-89 points): A good response will provide useful information while showing experience and knowledge within the evaluation criteria. The response is well thought out and addresses all requirements set forth in the RFQ. The consultant provides insight into its expertise, knowledge, and understanding of the subject matter outlined in the criteria.

Fair Response (70-79 points): A fair response meets all the requirements of the RFQ and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter outlined in the criteria. The response demonstrates an above-average performance with minimal deficiencies noted.

Poor Response (60-69 points): A poor response minimally meets most requirements of the RFQ. The consultant has demonstrated limited knowledge of the subject matter.

Inadequate Response (0-59 points): An inadequate response does not meet the requirements of the RFQ. The Consultant has not demonstrated knowledge of the subject matter outlined in the RFQ and its response is considered inadequate.

Attachment 2: Schedule for Selection Process:

Note: This timetable is for the consultant’s information. Project constraints or other variables may cause these dates to change.

Task	Date
RFQ Issued	August 11, 2017
Deadline for Questions	August 18, 2017
Proposal Due	August 25, 2017
Interviews (if needed)	Week of September 4, 2017
Notice of Intent to Award Issued	By September 15, 2017
Protest Period	Ends 5 days after Notice of Intent
Begin Work	Upon contract signing
Complete Work	December 31, 2020