REQUEST FOR QUALIFICATIONS

To Develop Financial Plan for

Metropolitan and Regional Transportation Plan Update

June 1, 2022
This page is intentionally left blank.
REQUEST FOR QUALIFICATIONS (RFQ)

## Table of Contents

### Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. INTRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>II. SCOPE OF WORK</td>
<td>5</td>
</tr>
<tr>
<td>III. PROJECT OVERVIEW</td>
<td>7</td>
</tr>
<tr>
<td>IV. SELECTION PROCESS</td>
<td>8</td>
</tr>
<tr>
<td>V. SUBMITTAL INFORMATION AND REQUIREMENTS</td>
<td>10</td>
</tr>
<tr>
<td>VI. CONTRACT AWARD</td>
<td>13</td>
</tr>
<tr>
<td>VII. APPENDIX</td>
<td>14</td>
</tr>
<tr>
<td>APPENDIX 1: EVALUATION CRITERIA</td>
<td>14</td>
</tr>
<tr>
<td>APPENDIX 2: RFQ AND PROJECT SCHEDULE</td>
<td>15</td>
</tr>
</tbody>
</table>
I. INTRODUCTION

Background

The Cowlitz-Wahkiakum Council of Governments (CWCOG) is seeking a qualified consultant to prepare a financial plan for its Metropolitan and Regional Transportation Plan (M/RTP) update as outlined in this RFQ. The financial plan will estimate the amount of transportation revenue our region could reasonably anticipate during the 2024-2050 M/RTP planning period. Anticipated tasks to complete the financial plan include analyzing historical revenue and expenditure trends, identifying potential funding sources, and developing future revenue and expenditure assumptions. The focus for expenditures is on preservation and maintenance. CWCOG will use the anticipated total revenue (less the anticipated preservation and maintenance expenditures) to inform development of the M/RTP’s fiscally constrained and unfunded project lists. These transportation project lists will include regionally significant projects in addition to preservation and maintenance. The Financial Plan completed by the consultant will be included in the updated M/RTP as an appendix.

CWCOG and Region Overview

The CWCOG is a federally designated, bi-state Metropolitan Planning Organization and a Washington State-designated Regional Transportation Planning Organization. CWCOG is the Metropolitan Planning Organization (MPO) for the urbanized areas of Longview and Kelso, Washington and (crossing over the Columbia River) Rainier, Oregon. As provided for in the Revised Code of Washington the CWCOG also administers the Southwest Washington Regional Transportation Planning Organization (SWRTPO) encompassing the five counties of Cowlitz, Grays Harbor, Lewis, Pacific, and Wahkiakum. Below are a few facts about the MPO and SWRTPO.

<table>
<thead>
<tr>
<th></th>
<th>MPO</th>
<th>SWRTPO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Population</td>
<td>65,223</td>
<td>296,302</td>
</tr>
<tr>
<td>Land Area</td>
<td>50 Square Miles</td>
<td>6,641 Square Miles</td>
</tr>
<tr>
<td>Number of State Highways</td>
<td>6</td>
<td>25</td>
</tr>
<tr>
<td>Number of Bridges on the Regional Transportation System</td>
<td>34</td>
<td>488</td>
</tr>
<tr>
<td>Number of Ports</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Number of Fixed Route Transit Agencies</td>
<td>3</td>
<td>6</td>
</tr>
</tbody>
</table>
II. SCOPE OF WORK

The Financial Plan for the Metropolitan and Regional Transportation Plan (M/RTP) should include the following elements: 1) an assessment of the region’s previous and potential transportation revenues and expenditures from local, state, and federal sources; 2) a list of assumptions pertaining to future revenues and expenditures, based on an analysis of historical trends and any other relevant considerations; and 3) a forecast of the region’s reasonably anticipated transportation revenues and expenditures, by source, through the M/RTP 2050 planning horizon year. The study area is the planning area boundaries of the MPO and SWRTPO. Below is a description of the scope of work tasks anticipated by CWCOG in more detail.

**Task 1 – Review Historical Transportation Revenues/Expenditures and Inventory Potential Revenue Sources**

The objective of this task is to review the region’s historic transportation revenues by source and expenditures by project type. This task will also identify all the federal, state, and local transportation revenue sources potentially available to the region through the 2050 planning horizon year. Eligible transportation project types should be identified for each potential revenue source.

**Deliverable:** Short memorandum and data table to detail: 1) Region’s historical transportation revenues by source and expenditures by project type; and 2) Potential revenue sources and eligible transportation project types for each revenue source.

**Task 2 - Develop Core Financial Forecast Assumptions**

The objective of this task is to develop a set of financial revenue and expenditure assumptions based on the analyses performed in the first task. These assumptions will be used to forecast future revenues and expenditures in the third task.

**Deliverable:** Short memorandum listing the core financial revenue and expenditure assumptions and detailing the basis for their selection.

**Task 3 - Forecast Available Revenue and Expenditures**

The objective of this task is to forecast available transportation revenues by source and estimated expenditures by project type through the 2050 planning horizon year. This forecast will be based on the assumptions developed in Task 2.

**Deliverables:** A draft and final report summarizing the project’s findings and associated data tables listing available revenues by source and expenditures by project type.

**Assumptions**

**Expectations of Agency Staff**

- Assist consultant with gathering available data from state and local agencies.
- Review and provide comments on memorandums and data tables for Tasks 1 and 2.
- Review and provide comments on draft report for Task 3.
- Coordinate opportunities for comments by technical advisory committee stakeholders on Tasks 1/2
memorandums and Task 3 draft report and provide a summary of comments to the consultant.

Expectations of Consultant

- Regular project coordination with CWCOG.
- Attend the October 6, 2022, meeting of the Cowlitz Area Technical Advisory Committee (the technical advisory committee for the MPO) to review memorandums from Tasks 1 and 2. The meeting is held in Kelso, WA.
- Attend the December 1, 2022, meeting of the Cowlitz Area Technical Advisory Committee to provide and review the draft report. The meeting is also held in Kelso, WA.
- Provide a draft report presentation to the CWCOG Board of Directors (MPO Policy Board) on December 15, 2022, and the SWRTPO Board on a date to be determined in January 2023. The CWCOG Board of Directors meetings are held in Longview, WA. RTPO Board meeting may be held virtually on Zoom or in-person at a yet to be determined location.
III. PROJECT OVERVIEW

A. **Funding:** This project is being funded through a combination of federal MPO Planning funds and Washington State Regional Transportation Planning funds.

B. **Scope of Work:** The qualified consultant will be capable of successfully completing the Scope of Work elements stated in Section II in coordination with CWCOG staff and other partners in order to comply with all funding requirements.

C. **Deliverables:** The final financial plan report. The final report will be included as an appendix in the Metropolitan and Regional Transportation Plan. The financial plan should aggregate the potential revenues and expenditures by categories (i.e. cities/counties, transit, DOTs) for both MPO and SWRTPO. Consultant will need to provide an open spreadsheet with the anticipated revenues and expenditures by individual agency (not aggregated). The final report must be delivered to the CWCOG Project Manager by February 17, 2023.
IV. SELECTION PROCESS

A. **Process**: A two-phase process will be used for selecting the best qualified submission for the project. Phase one of the process is “Submittal Review and Evaluation” during which the CWCOG Project Manager determines whether a submitted submission meets all the requirements of the RFQ followed by review and ranking of the submissions by the Selection Committee. Phase two involves interviews and a final ranking by the Selection Committee.

Failure to meet the requirements of this RFQ may be cause for rejection of the submittal. Similarly, the CWCOG may reject any submittal if it is conditional, incomplete, late, or contains irregularities.

The CWCOG may waive any immaterial deviation in a submission. 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.

B. **Submittal Review**: The Selection Committee to review qualified submissions will consist of the CWCOG Project Manager along with other CWCOG staff.

C. **Submittal Evaluation**: The final decision will be made by CWCOG staff after consultation with community stakeholders and partners, WSDOT, and ODOT.

D. **Interviews**: The Selection Committee will conduct oral interviews of the top ranked consultants for the project. The interview provides further opportunity for the CWCOG to evaluate the submission, credentials, and qualifications of the consultant, and for both parties to determine the potential to work together effectively on the project. The consultant’s project lead will play a key role in the interview. Key personnel to be engaged in the project should also be included in the interview process. The interview will include a short (5 - 7 minute) overview of the consultant’s credentials and overall qualifications, then a series of questions by the Selection Committee will be asked over a 45 to 50-minute period.

Notification for interview request will be communicated by July 8, 2022. Please ensure that the Project Manager and appropriate staff are available to attend the interview. Virtual interviews will be conducted July 13, 14, or 15, 2022. You may request a preferred date and time (am or pm) with your submission.

E. **Selection**: Any contract awarded shall be made to the best-qualified submission based on the selection process, as outlined above. The CWCOG will notify the consultant of the submission selected by distributing a *Notice of Intent to Award*. The final Scope of Work will be negotiated to meet the CWCOG needs and could include a partial scope of work advertised or submitted by the consultant. All consultants responding to the RFQ will be provided a *Notice of Intent to Award* following its issuance.

F. **Bid Protest Selection**: A bid protest period shall commence immediately upon distribution of the *Notice of Intent to Award*. During this time any interested person, consultant, or firm may file a protest in accordance with the process outlined below with respect to the selected submission and/or with respect to the qualifications of the selected firm.
Firms who wish to lodge a protest as to the award of the contract must do so before 4:00 PM PDT of the fifth (5th) business day following the Notice of Intent to Award the contract. Protests must be received in writing to the CWCOG Executive Director, Bill Fashing. It must include the following: 1) the name of the person or consultant or firm 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 has 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 his findings.

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

A. Submittal Requirements: Qualified consultants are invited to submit a single submission as described in this RFQ. Submittals shall be thorough, concise, and are recommended to be delivered electronically. The submission should address the elements specified herein and be presented in the following format:

1. Format

   i. Language: The entirety of the document shall be written in the English language.
   
   ii. Page Size: All information, except for charts, exhibits, and other illustrative and graphical information shall be formatted to be printed on 8.5 x 11-inch paper. Charts, exhibits, and other illustrative and graphical information may be formatted to be on either 11 x 17-inch paper or 8.5 x 11-inch paper.
   
   iii. Front Cover: The front cover of the submission shall be labeled with the consultant’s name, the project name, and the RFQ due date.
   
   iv. All submissions must be received electronically at cwcog@cwcog.org or by US Mail as stated on page 9 of this RFQ.

2. Consultant Team Approach: Given the nature of this project, the work may support and justify the inclusion of more than one consultant or firm on the consultant’s project team. These additional parties will be considered sub-consultants. The specific role of each member of the team should be clearly defined and outlined throughout the submission.

3. Letter of Introduction and Availability: Provide an introduction of the lead consultant or firm, including the year it was established, as well as a statement of interest in the project and an overall understanding of the Scope of Work. Include complete contact information and signatures of any individuals authorized to make representations for the firm on this project. Similar information should also be included for any sub-consultants. Also include a commitment to participate in an interview on July 13, 14, or 15, 2022.

4. Outline of Qualifications and Experience: Provide an overview of the lead consultant or firm’s background, relevant experience, credentials, and qualifications as they pertain to the project’s Scope of Work and deliverables. Introduce and provide background information and related experience of staff who will be involved in the project. If the use of sub-consultants is proposed, similar information shall be provided for each.

5. Examples of Similar Projects: Provide examples of previously completed Financial Plans or Forecasts for Metropolitan or Regional Transportation Plans. If no work has been done for MPOs or RTPOs clearly explain connections between examples provided and the scope described for this project.
6. **Methodology**: Outline the proposed approach to the project and describe the method for completing the work.

7. **Timeline**: Include a statement confirming the firm can complete the project as outlined in Attachment 2: RFQ and Project Schedule (page 14).

8. **Project Budget**: CWCOG has included the funding to complete the proposed Scope of Work in its Unified Planning Work Program (UPWP). CWCOG has budgeted for the project to be between $50,000 and $75,000. The project budget is negotiable. The chosen consultant and CWCOG will negotiate the budgetary specifics prior to entering into an agreement.

9. **Professional References**: Provide contact information for a most recent project and three relevant professional references beyond the most current that are directly related to long-range transportation financial planning work, or other directly related financial projections.

10. **Conflict of Interest**: The firm shall disclose any financial, business, or other relationship that maybe impacted by this work.

11. **Signature**: The submission shall provide the following: names, titles, addresses, telephone numbers, and email addresses of individuals with the authority to negotiate and contractually bind the company.

12. **Small and Minority Firms** are encouraged to apply.

13. **Time and Place of Submission**: To be considered, all submissions should be received electronically at cwcog@cwcog.org by 4 PM on June 30, 2022. Submissions may also be mailed but must be received by the deadline. Mailing address is included below.

   Cowlitz-Wahkiakum Council of Governments  
   ATTN: Bill Fashing  
   PO Box 128  
   Kelso, WA 98632

B. **Late Submittals**: Submittals received after the specified time shall not be considered.

C. **Modification or Withdrawal of Submittals**: Any submission received prior to the receipt date and time specified above may be withdrawn or modified by written request of the consultant prior to the submittal deadline. Any modifications shall follow the above guidelines when resubmitting.

D. **Property Rights**: Submissions received become the property of the CWCOG and all rights to the contents therein become those of the CWCOG.

E. **Amendments to Request for Qualifications**: The CWCOG reserves the right to amend this RFQ by addendum before the final submittal date. Addendums to the RFQ will be made public on the CWCOG website (www.cwcog.org). Firms responding to the RFQ are responsible for checking for any amendments on the CWCOG website.
F. **Inquiries:** Inquiries concerning this RFQ should be directed in writing to the Project Manager (no phone calls will be accepted). Consultants shall be responsible for reviewing this RFQ and any addenda issued by CWCOG prior to the due date, and for requesting written clarification or interpretation of any perceived discrepancy, deficiency, ambiguity, error, or omission contained therein, or if any provision which the consultant fails to understand. Failure of the consultant to so examine and inform itself shall be at its sole risk and no relief of error or omission will be provided by the CWCOG. 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 and posted to the CWCOG website as stated in Section E.

CWCOG will only consider comments or questions regarding this RFQ, including requests for clarification and requests to correct errors, if submitted by a consultant’s authorized representative to the CWCOG’s Project Manager by email or hard copy.

Such comments or questions may be submitted at any time prior to the applicable last date specified in Appendix 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 or email to the following:

**Project Manager:** Robert Stevens, Transportation Planner  
Cowlitz-Wahkiakum Council of Governments  
Email: rstevens@cwcog.org 360-577-3041  
Administration Annex ~ 207 Fourth Avenue North  
PO Box 128  
Kelso, WA 98626
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 and project to do so.

B. **Recommendations, Approval and Execution:** The CWCOG Executive Director will make the final determination to award the contract to the selected consultant. Should this RFQ result in the award of the contract, the contract will not be in force until it is fully executed by the CWCOG Executive Director and consultant.

C. **Civil Rights:** This project is funded with federal MPO Planning funds and state Regional Transportation Planning funds. All requirement under U.S. Title VI of the Civil Rights Act and the Washington State Civil Right Act requirement will be followed.

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 include full compensation for all allowable and eligible work, services rendered that are performed satisfactorily, and for all other approved allowable and eligible costs. Final invoice should be submitted by March 6, 2023.

All expenses shall be detailed on invoices submitted by the consultant to CWCOG. Invoices shall be organized by contract task and detailed by type of service provided, name and job title of provider, hours per provider for each task, and provider’s hourly rate. Subtotals shall be presented for each provider by task and by each task as a whole. The invoice shall state the total being requested for reimbursement and balance remaining on the contract should be shown. 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 (5th) of the month to be paid by the last working day of the month. Invoices must be addressed as outlined in the approved contract.

A project report organized by task shall outline the work accomplished during the billing period and accompany 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 around August 19, 2022, dependent on contract negotiations. Consulting services shall be procured and performed in accordance with all federal statutes and regulations including those included from 2 CFR 200.317 to 200.326 and other federal statutes noted in this RFQ.
VII. APPENDIX

Appendix 1: Evaluation Criteria

Submissions will be reviewed and assessed by a Selection Committee as described in this RFQ. In assessing the submissions, the Selection Committee will evaluate the following criteria based on the narrative and previous project work summaries provided:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrated experience in conducting long-range, transportation financial planning work in a similar situation.</td>
<td>25 Points</td>
</tr>
<tr>
<td>2. Knowledge and understanding of the scope and the region.</td>
<td>25 Points</td>
</tr>
<tr>
<td>3. Firm's past experience and success in performing similar kinds of work, documented by references.</td>
<td>25 Points</td>
</tr>
<tr>
<td>4. Project team's professional qualifications and experience, commitment to teamwork and client services.</td>
<td>25 Points</td>
</tr>
</tbody>
</table>

Total Points Available: 100 Points

**Superior Qualifications (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 for this topic area. 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 CWCOG. The response demonstrates the Consultant’s authoritative knowledge and understanding of the project.

**Good Qualifications (80-89 Points):** A good response will provide useful information while showing experience and knowledge within the evaluation criteria for this topic area. 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 Qualifications (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 for this topic area. The response demonstrates an above-average performance with minimal deficiencies noted.

**Poor Qualifications (60-69 Points):** A poor response minimally meets most requirements of the RFQ for this topic area. The consultant has demonstrated limited knowledge of the subject matter only as outlined in the criteria.

**Inadequate Qualifications (0-59 Points):** An inadequate response does not meet the requirements of the RFQ for this topic area. The consultant has not demonstrated knowledge of the subject matter outlined in the RFQ and its response is considered inadequate.
# Appendix 2: RFQ and Project Schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ Issued</td>
<td>June 1, 2022</td>
<td></td>
</tr>
<tr>
<td>Deadline for Consultant Questions</td>
<td>June 10, 2022</td>
<td>12:00 p.m.</td>
</tr>
<tr>
<td>Post of RFQ Addendum at <a href="http://www.cwcog.org">www.cwcog.org</a> (if necessary)</td>
<td>June 21, 2022</td>
<td>12:00 p.m.</td>
</tr>
<tr>
<td>Request for Qualifications Deadline</td>
<td>June 30, 2022</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Notification of Interview Status</td>
<td>By July 8, 2022</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Consultant Interviews</td>
<td>July 13, 14, and 15, 2022</td>
<td></td>
</tr>
<tr>
<td>Notice of Intent to Award</td>
<td>By July 22, 2022</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>End of Protest Period</td>
<td>July 29, 2022</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Intent for Work to Begin</td>
<td>August 19, 2022</td>
<td></td>
</tr>
<tr>
<td>Tasks 1 and 2</td>
<td>August 19 – September 30, 2022</td>
<td></td>
</tr>
<tr>
<td>(Cowlift Area Technical Advisory Committee October 6th;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task Deliverables Due October 14th)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 3</td>
<td>October 14, 2022 – February 17, 2023</td>
<td></td>
</tr>
<tr>
<td>(Draft Report Due November 30th;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cowlift Area Technical Advisory Committee December 1st;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CWCOG Board of Directors December 15th;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWRTPO Board January 2023 Date to be Determined;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Report Due February 17, 2023)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Final Invoice</td>
<td>March 6, 2023</td>
<td></td>
</tr>
</tbody>
</table>

Note: This timeline is for the consultant’s planning and information. Project constraints or other variables may cause these dates to change. All times are Pacific Time.