



ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS (ACOG)

REQUEST FOR PROPOSALS
for

Alternatives Analyses
for Central Oklahoma Commuter Corridors

Issued: January 3, 2012
Due Date: February 10, 2012

Send to:

ACOG
CONTACT: Kara Chiodo
21 E. Main Street, Suite 100
Oklahoma City, OK 73104-2405

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Request for Proposals

A. INTRODUCTION AND PURPOSE

Originally established in June 1966, the Association of Central Oklahoma Governments (ACOG) is a voluntary association of city, town and county governments within the Central Oklahoma area. The Association region includes Oklahoma, Cleveland, Canadian, and Logan counties. As a Council of Governments, the Association's purpose is to aid local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. The association employs approximately 30 professionals whose areas of expertise include geology, transportation planning, cartography, computer modeling, training, public relations and marketing communications, media relations, grants management, accounting, office management, etc. The Association is one of 11 Councils of Governments in Oklahoma and more than 500 regional councils across the United States. ACOG also serves as the MPO for the Oklahoma City Area Regional Transportation Study (OCARTS) area (Figure 1), which is a different geography than the four-county ACOG region.

On August 12, 2010, ACOG's Intermodal Transportation Policy Committee approved and the ACOG Board of Directors endorsed the use of federal funds to conduct the following Central Oklahoma Commuter Corridor Alternatives Analyses (AA). The study is expected to begin in early 2012 and last approximately 18 months.

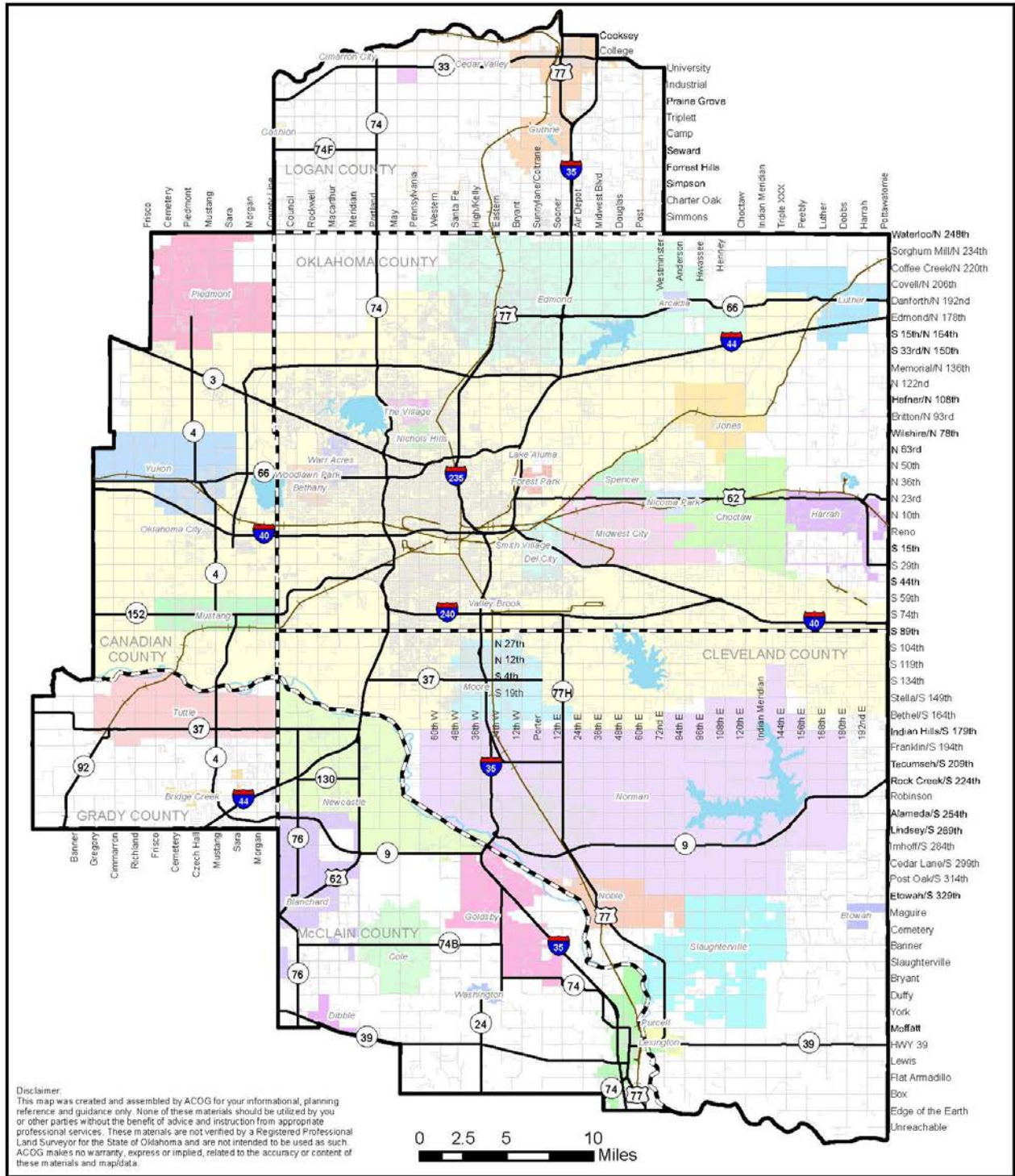
The purpose of the study is to conduct Alternatives Analyses for three corridors identified in the region's 2005 Fixed Guideway Study System Plan. The AAs will analyze transportation options to improve mobility, reduce congestion, and foster economic development in the corridors.

Each AA will be able to stand alone for further steps in the planning process, but the three AAs may make use of similar background information concerning the Central Oklahoma region, in an effort to reduce duplication, increase efficiency, and provide responsible stewardship of limited funding. The three corridors are as follows:

- Edmond to Downtown Oklahoma City
- Norman to Downtown Oklahoma City
- Midwest City (Tinker AFB) to Downtown Oklahoma City

ACOG, in coordination with and on behalf of the cities of Del City, Edmond, Midwest City, Moore, Norman, and Oklahoma City is seeking proposals from qualified firms to conduct an Alternatives Analysis for each of the three commuter corridors in Central Oklahoma. ACOG has budgeted \$1,250,000 in total for this study.

Figure 1:
OCARTS Area



Oklahoma City Area Regional Transportation Study (OCARTS) Area



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B. BACKGROUND

Over the past few years, communities in Central Oklahoma have become energized about public transportation. Certainly, transit can be a viable option to get area residents to work, can serve as a catalyst for community revitalization and increased density, and as a tool for improving air quality and reducing energy consumption.

As a result, ACOG initiated a visioning process in 2009 to determine the desire for expanded and enhanced regional public transportation. This “Regional Transit Dialogue” (RTD) engaged locally elected officials, policy stakeholders, private sector leaders, and the general public to articulate how transit can serve the Oklahoma City Area Regional Transportation Study (OCARTS) area in the years and decades to come. Specifically, the process was designed to address a number of key themes/concepts including:

- Development of a seamless regional transit system,
- Exploration of dedicated funding sources and strategies,
- Provision for more effective coordination and integration of regional transit services,
- Improved integration between transit and land use.

The 2005 Fixed Guideway Study (FGS) provided the foundation for the RTD discussion. Completed in early 2006, the FGS resulted in the creation of the 2030 System Plan vision for the OCARTS area as indicated in Figure 2. The System Plan recommended commuter rail from Edmond to Downtown Oklahoma City to Norman, and Downtown Oklahoma City to Midwest City/Tinker Air Force Base; bus rapid transit along Reno Avenue, Northwest Expressway, 59th Street, and Meridian Avenue; modern streetcar serving as a circulator in downtown Oklahoma City; and enhanced bus. A complete version of the Fixed Guideway Study can be found at:

http://www.acogok.org/Programs_and_Services/Transportation_and_Data_Services/fixedguideway.asp.

ACOG, in cooperation with the cities of Del City, Edmond, Midwest City, Moore, Norman, and Oklahoma City, is seeking a qualified consultant to study three commuter corridors as part of the regional transit system vision. The planning study will analyze alternatives in Oklahoma County and a portion of Cleveland County that integrate the planned downtown Oklahoma City streetcar system and an intermodal transportation hub.

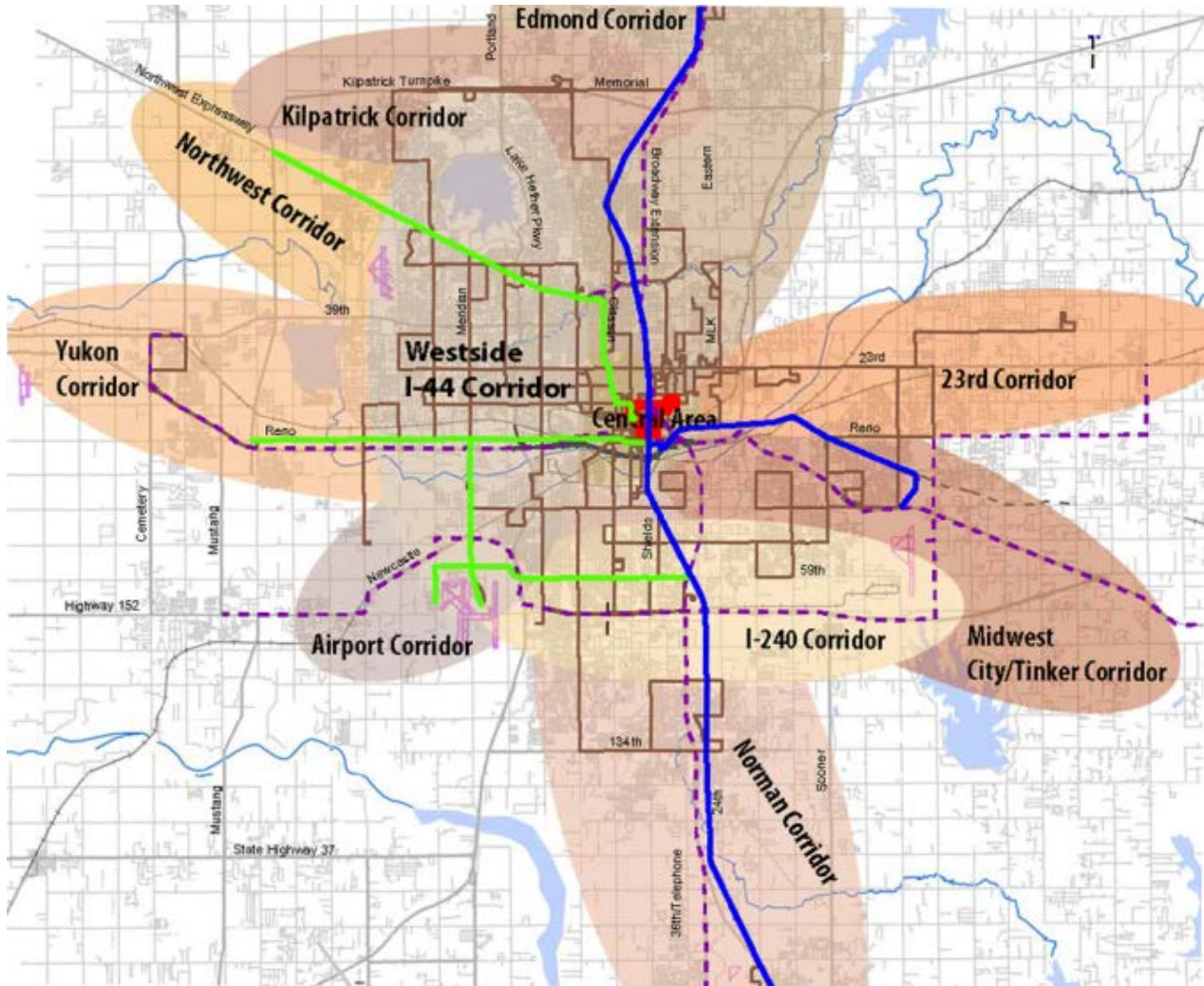
The three commuter corridors to be studied run through multiple jurisdictions. The Edmond to Downtown Oklahoma City Commuter Corridor runs from the heart of Oklahoma City and extends north paralleling the BNSF railroad through Oklahoma City and Edmond in Oklahoma County. The Norman to Downtown Oklahoma City Commuter Corridor extends to the south through the communities of Oklahoma City and Moore before terminating in Norman in northern Cleveland County. This corridor also parallels the BNSF railroad. The third corridor, Midwest City (Tinker AFB) to downtown Oklahoma City extends east along the Union Pacific railroad through Oklahoma City and Del City and terminates in Midwest City near Tinker Air Force Base. The corridors run close to three heavily-traveled roadways, Interstates I-235/Broadway Extension, I-35, and I-40, and through cities experiencing growing residential populations. Several activity centers, including Downtown Oklahoma City, the University of Oklahoma (Norman), the University of Central Oklahoma (Edmond), and Tinker Air Force Base (Midwest City) are in or adjacent to these corridors. Downtown Oklahoma City is the expected terminus of each corridor. Each corridor will be examined separately.

C. STUDY AREA

Specific consultant activity will be limited to three corridors identified in the 2005 Fixed Guideway Study. Specifically, the Alternatives Analyses will evaluate transportation needs in the following corridors (Figure 2, corridors highlighted with blue lines):

- Edmond to Downtown Oklahoma City (Edmond Corridor)
- Norman to Downtown Oklahoma City (Norman Corridor)
- Midwest City/Tinker AFB to Downtown Oklahoma City (Midwest City/Tinker Corridor)

Figure 2:
2005 Fixed Guideway Study System Plan



D. PROJECT MANAGEMENT AND ADVISORY COMMITTEE

ACOG will work with our partners to jointly monitor and guide the planning effort throughout its duration. Oversight of the Central Oklahoma Commuter Corridors Alternatives Analyses will consist of:

Project Partnership Team:

ACOG, Del City, Edmond, Midwest City, Moore, Norman, Oklahoma City

Project Technical Lead:

ACOG

Study Advisory Committee(s):

To be formed and convened by the Partnership Team

E. SCOPE OF SERVICES:

I. Alternatives Analyses

The three corridors generally extend from downtown Oklahoma City to Edmond, Norman and Midwest City. These corridors will need to take into account large commuter sheds near potential stations, activity centers, and major rail and highway rights-of-way. The study will focus on developing a locally preferred alternative (LPA) for each of the three corridors, and will assess and detail the integration and relationship with other significant regional transportation initiatives, including the planned intermodal transportation hub and the downtown Oklahoma City Streetcar route. The study must identify and compare the costs and benefits, environmental and social impacts, and financial feasibility of all alternatives identified for assessment.

The purpose of the study will be to determine the locally preferred alternative (LPA) for each corridor, including a specific technology and alignment for each that provides the best option for meeting current and future transportation needs while also helping to shape, support, and focus future economic development and revitalization of activity centers. Because each corridor will be studied under a separate AA, the three LPAs may or may not recommend the same modal technologies.

Each AA must follow the Federal Transit Administration (FTA) New Starts planning and project development process and identify a specific transportation technology via selection of an LPA. This study is expected to fulfill FTA Alternatives Analysis planning requirements for each corridor so that FTA New Starts Program funds can be pursued as warranted. This study is funded using Federal Highway Administration (FHWA) Surface Transportation Program (STP) funds and is to be conducted in cooperation with FHWA and in keeping with FHWA requirements.

The consultant must evaluate all reasonable alternatives in each given corridor. The evaluation of the costs, benefits, and impacts should focus on trade-offs between alternatives and provide the information in an easy-to-understand format so that local decision-makers may comprehend the differences between alternatives.

The AA process will involve significant public participation to ensure that the options chosen are consistent with the local community's input. The study should employ sound technical analysis using the regional travel demand model or other appropriate means of technical assessment and employ the most recent and state-of-the-art tools for evaluation of alternatives.

Throughout the process, the consultant shall share any data analysis steps and document any assumptions made in travel demand modeling or any other data analysis. Travel Demand Model input and output data shall be made available to ACOG, the Partnership Team, and FTA, as necessary.

The study will include a specific analysis of financial options for both capital development and long term operation of the transit alternatives in each corridor. The intent is that the implementation and operation of the LPAs will be funded independently from the current transportation system. A variety of new funding mechanisms are to be explored in the study.

II. Consultant Scope

The services of a qualified planning consultant or consultant team are required to conduct the study. Under this scope of work, the selected consultant will conduct three Alternatives Analyses that will result in three separate locally preferred alternatives (technology and alignment). A firm with experience in planning, travel demand forecasting, an understanding of the costs and benefits of different types of transit options, fixed guideway engineering, understanding of transit supportive land use and economic development and opportunities, an understanding of the FTA Alternatives Analysis process and New Starts program, and NEPA compliance is a must.

The consultant will propose a specific detailed work scope and a deliverables list which is to address at a minimum the following areas, as well as any other activities necessary to fulfill the study intent and meet FTA requirements:

a. Review Each Corridor and Identify Transportation Issues and Opportunities

Working with ACOG and others as appropriate, the consultant team will inventory and review existing conditions, transit services, plans, and projections. The consultant work will build from recent transportation studies including the 2005 Fixed Guideway Study, the 2011 Oklahoma City Circulator AA, the 2011 Regional Intermodal Hub Study, and other local transportation analyses as well as available demographic, land use, socioeconomic, economic and travel market data in keeping with FTA New Starts requirements.

Important consideration is to also be given to adopted comprehensive plans, land use strategies, and development plans, including ACOG's Encompass 2035 Plan. The objective is to identify the corridors' travel and transportation issues, needs, and problems in addition to opportunities for leveraging improved transportation service to further a wider set of community and regional goals.

b. Develop Goals, Objectives, and Purpose and Need for Each Corridor

Using data and resources collected on the corridors and identified transportation issues and opportunities, the consultant will develop a Purpose and Need Statement and related goals and objectives for each AA. These goals and objectives will be used to help evaluate and prioritize alternatives.

c. Identify Alternatives to Address Transportation Needs in Each Corridor

The study will identify a range of concepts and strategies for improving conditions in each of the three corridors. It must make maximum use of previous studies and data. The concepts proposed in the 2030 System Plan developed under the 2005 Fixed Guideway Study will be a starting point, but other appropriate options must be considered. This work shall be coordinated closely with the Oklahoma City Circulator AA and the regional Intermodal Transportation Hub Study which are expected to serve as part of the distribution system for any future expanded regional transit system.

d. Screening of Alternatives for Each Corridor

Screening of promising alternatives will be undertaken to determine those that are most feasible and best support the corridors' goals. The consultant will work with ACOG to develop the evaluation methodology to be used to analyze and compare baseline and promising alternatives in keeping with FTA's New Starts planning process. The evaluation methodology will then be applied to develop the list of promising alternatives for detailed analysis and study.

e. Detailed Alternative Assessment for Each Corridor

For each promising alternative (in each corridor), the consultant will develop detailed project definitions and descriptions including alignments, station locations, operating plans, capital and operating cost estimates, estimates of ridership and transportation benefits, estimates of economic development and related benefits, and other needed factors for the various strategies.

The detailed Capital and Operating Cost estimates developed for each alternative will be in keeping with the FTA's Standardized Cost Categories which are available at: http://www.fta.dot.gov/13070_2580.html. A financial assessment will be made of the alternatives and potential financing mechanisms identified (see below Financial Assessment task). The results will be included in an alternatives report document.

Assessment of the economic development potential of each promising alternative will be an important part of the evaluation process. As part of this effort, the consultant will assist in identifying supportive actions and policies used successfully in other communities to leverage investments in other proposed major transit investment projects to maximize related economic development. The consultant will then recommend appropriate actions and policies related to the corridors under study and develop an estimation of the economic benefits if fully implemented.

Impacts on existing automobile traffic, parking, and downtown access will be identified. In addition, an assessment should be completed of existing transit services

and recommendations regarding reconfiguration of service or additions of service, particularly for rider distribution, in conjunction with each promising alternative and the results included with the final definition of alternatives.

FTA's New Starts "Definition of Alternatives" guidance may be helpful, and is available at http://www.fta.dot.gov/12304_9717.html.

f. Ridership Forecasts in Each Corridor

Ridership forecasting will be done by the consultant using the regional travel demand model or alternative methodologies that might be appropriate for commuter corridor projects of this nature.

Ridership forecasts will assess the projected ridership based on the travel demand model or other assessment techniques, in conjunction with reasonable assumptions concerning land use, economic development, and population and job growth. The consultant should consider supplementing formal ridership assessment with additional alternative assessment methods and approaches to further strengthen the technical analysis and serve as an additional point of information.

The consultant will be responsible for creating a reasonable course of action for producing a final product that is capable of fulfilling FTA's requirements, and for producing forecasts that will be acceptable to FTA for a New or Small Starts project evaluation. The consultant is expected to interact with FTA as needed in this process.

g. Operational Plans for Each Corridor

Develop operation plans for the alternatives that advance from the screening process.

The operational plans shall include:

1. Service Standards
2. Station Locations
3. Travel times
4. Headway (by time period)
5. Fare structure
6. Hours of service
7. Type of vehicles required
8. Peak load capacity
9. Vehicle miles traveled
10. Vehicle hours traveled

h. Technical Methods for Each Corridor

The consultant will propose the technical methods required to develop the information needed to characterize the alternatives in support of the LPA selections. It is expected that a plan will be developed for conducting the required before and after studies and data will be prepared with this in mind. The technical methods should follow FTA's guidelines for alternatives analysis studies that are discussed in FTA's *Procedures and Technical Methods for Transit Project Planning* document.

i. Social, Economic, and Environmental Impacts for Each Corridor

This study will not be combined with the National Environmental Policy Act (NEPA) analysis. However, potential environmental issues and impacts of alternatives should be identified. Possible issues include air quality (emissions), noise, vibrations, cultural and historical resources, native plants and animals, parklands, floodplains, wetlands, lakes, and other variables deemed appropriate.

The assessment of impacts and issues that will affect the community, such as environmental justice, service to population and employment centers, service to low-income households, and other related issues will be necessary.

This task also includes a land use impact analysis. Alternatives should be assessed relative to potential impacts on existing and currently proposed land use development plans. Land use opportunities should be characterized with respect to each alternative and an assessment of the potential to attract/induce development as the result of each proposed transit improvement alternative should be included. Transit Oriented Development (TOD) potential should be explored.

j. Financial Assessment for Each Corridor

Consultant will conduct an analysis of financing options to support the preferred strategies in each corridor. Financing for both development and construction (capital) and ongoing operations and maintenance must be analyzed. Private funding options and public-private partnership options will be explored along with federal grant funding opportunities. New local funding sources are to be examined--the locally preferred alternatives are to be financed from sources other than the existing transit sources and without sacrificing existing transit services.

FTA's New Starts "Financial Planning for Transit" guidance may be helpful, and is available at http://www.fta.dot.gov/12304_2396.html.

k. Identification and Refinement of Preferred Alternative for Each Corridor

The goal of the evaluation process is to select a locally preferred alternative (LPA) for each commuter corridor. The consultant will develop and apply the evaluation methodology consistent with FTA guidance and New Starts criteria with provision for significant community involvement and participation leading to an LPA decision.

FTA's New Starts "Evaluation of Alternatives" guidance may be helpful, and is available at http://www.fta.dot.gov/12304_9718.html.

l. FTA Documentation for Each Corridor

Consultant will develop documentation necessary to submit any of the LPAs to the FTA for project evaluation and rating, based on specific FTA documentation requirements.

m. Public Participation and Education Efforts

The consultant will prepare a detailed public participation strategy under the direction

of ACOG and the Partnership Team to involve the community and interested stakeholders in the AA planning study process. The consultant team will track issues raised by the public and incorporate questions, concerns, issues, and responses into ongoing communications when and where appropriate. For the purposes of efficiency and cost savings, the consultant may propose public outreach efforts that will address common aspects of all three Alternatives Analyses simultaneously.

As a regional planning agency, ACOG desires to involve all regional stakeholders. Engaging all regional stakeholders will involve extensive effort and effective communication skills. ACOG seeks a consultant (or sub-consultant) that has a proven track record of engaging communities in the discussion of high-capacity transit. The consultant must have the skills to communicate effectively with stakeholders and local officials during the AA process.

III. Study Management and Oversight

A Steering Committee consisting of elected officials, policy stakeholders, private sector leaders, interest groups, and the general public will provide overall coordinating guidance on this study. A Partnership Team led by ACOG will oversee this study and work with the consultant team on a daily basis. This team will include staff from Del City, Edmond, Midwest City, Moore, Norman, Oklahoma City, and ACOG.

In addition to the meetings specifically described in this section, the consultant will attend or conduct progress meetings with the Partnership Team to properly coordinate the development of the study and will meet periodically with the FTA to discuss the study as requested. The consultant will prepare presentations for and provide regular updates to various ACOG transportation committees and to other local jurisdictions and groups, as appropriate.

a. Reports and Deliverables

The consultant will propose a list of deliverables and a schedule with key milestones and dates for submission of deliverables to the Partnership Team. Draft versions of most documents will be required and all documents will need to be structured for electronic submission. Final documents will be submitted in PDF format, as well as a format that is easily edited for future use by ACOG (for example, Microsoft Word). At any time during the study process, ACOG may request access to any and all GIS files used for analysis and mapping work.

The consultant will prepare all necessary reports and documentation required by FTA for the advancement of the region's LPAs to the next steps in the New Starts funding process.

Documentation will need to include, FOR EACH CORRIDOR, at a minimum:

- Scope of Work
- AA Initiation Package (Problem Statement, Conceptual Alternatives, and Evaluation Measures)
- Technical Details
 - Detailed Definition of Alternatives

- Technical Methodologies
 - Capital Costs
 - O&M Costs
 - Travel Forecasting
- Technical Results
 - Final Definition of Alternatives
 - Capital Cost Estimates
 - O&M Cost Estimates
- Travel Forecasting (Summit) Results and Interpretation
- Environmental Considerations
- Evaluation of Alternatives
- Final Alternatives Analysis Report

F. STUDY SCHEDULE

The Partnership Team desires to advance and complete the study in a timely and expedited manner, while allowing sufficient time to complete the technical analysis in a manner and detail necessary to comply with FTA requirements for major transit capital investments and required federal reviews. In crafting a proposal, consultants should reflect an estimated schedule based on these considerations.

G. PROPOSAL SUBMITTAL REQUIREMENTS

To be eligible for consideration, **one electronic and 10 hard copies** of the response to the RFP must be received by ACOG no later than **5 PM CST, Friday, February 10, 2012**. Late submittals will not be considered. The package should be marked **“Commuter Corridor Alternatives Analyses.”**

Association of Central Oklahoma Governments
 21 E. Main St, Suite 100
 Oklahoma City, OK 73104-2405
 Attn. **Kara Chiodo, Associate Planner**

Questions should be directed to Kara Chiodo at kchiodo@acogok.org or 405.234.2264.

The following items must be addressed in all proposals:

1. SCOPE OF WORK: Proposals should include a recommended Scope of Work consistent with elements outlined in Section II, deliverables outlined in Section III, and an emphasis on a preferred and/or recommended approach. Proposers’ recommendations will demonstrate and propose strategies that exemplify best practices in planning, designing, modeling, and implementing commuter corridor services. Respondents must provide a conceptual scope of work including specific methodologies and/or approaches that will be used to develop and formalize locally preferred alternatives. Innovative approaches for completion of the Scope of Work are encouraged.

- a. Overview and rationale of study approach.
- b. The name and address of the contracting firm, together with the name, telephone and fax number, and e-mail address of the primary contact person for purposes of this proposal
- c. A listing of all proposed subcontractors, if any.
- d. A conceptual project schedule.
- e. A total cost amount and cost breakdown.

2. **QUALIFICATIONS:** Proposals should indicate general and specific qualification of the proposer in planning, engineering, project implementation, environmental review, disciplines appropriate to this study, and specifically convey the role of the proposer in each case cited. An emphasis and priority in evaluation will be placed on firms with qualifications and experience that have resulted in successful implementation (engineering, construction, and operations) of comparable systems. A brief narrative may also be included regarding the firm's capabilities to carry out this study, including special assets, areas of expertise, analytical tools, and data sources, etc. to which the firm may have access.

Proposals shall include:

- a. A listing and summary of similar projects undertaken within the last five (5) years, by proposing firm and/or its subcontractors, showing contract amounts, description of work performed, client contact persons, phone numbers, and email addresses;
- b. Resumes of key professional staff who will be assigned to this study;
- c. Description of the existing and anticipated workload of individuals assigned to this project during the period of this study. Any reassignment of designated key staff shall not occur without mutual consultation and the consent of ACOG.
- d. References

3. **CERTIFICATIONS:** See Attachments A and B.

H. PRE-PROPOSAL MEETING AND QUESTION SUBMITTAL

ACOG will host an optional pre-proposal meeting for all interested consultant teams to ask questions and gain clarity around any elements or requirements of this RFP.

When: Wednesday, January 18, 2012 at 2:00 p.m.

Where: Association of Central Oklahoma Governments
21 E. Main St, Suite 100
Oklahoma City, OK 73104-2405

All questions or requests for clarifications must be submitted to ACOG by Friday, February 3, 2012 at 5:00 p.m. CST.

Please submit questions in writing to Kara Chiodo at kchiodo@acogok.org.

ACOG will post all questions, answers and clarifications to <http://www.acogok.org/ccarfp.asp>.

I. SELECTION PROCEDURE

If necessary, a short list, of not more than five (5) and no less than two (2) proposers and/or proposer teams will be selected on or about Thursday, February 23, 2012, after the study’s Partnership Team analyzes all proposal information. Short-list proposers should be available for interviews and/or presentations prior to the selection of a consultant. The final selection of a consultant is contingent upon approval by the ACOG Board of Directors. ACOG reserves the right to negotiate a contract, including a scope of work, and contract price, with any proposers or other qualified party.

This Request for Proposal does not commit ACOG to award a contract, to pay any cost incurred in preparation of a response to this Request, or to procure or contract for services or supplies. ACOG reserves the right to accept or reject any and all responses received as a result of this Request, or cancel this Request in part or in its entirety if it is in the best interests of ACOG to do so. Proposers shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of ACOG for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the Request for Proposals.

ACOG reserves the right to amend, consolidate, expand, cancel, delete, or request additional consulting services for one or more of the study’s Scope of Work activities if ACOG deems that such activity is advantageous to ACOG and the successful completion of the study. ACOG reserves the right to suggest to any or all proposers to the Request for Proposals that such proposers form into teams of consulting firms or organizations deemed to be advantageous to ACOG in performing the Scope of Work. ACOG will suggest such formation when such relationships appear to offer combinations of expertise or abilities not otherwise available. Proposers have the right to refuse to enter into any suggested relationships.

All Proposals submitted hereunder become the exclusive property of ACOG.

J. PROPOSAL EVALUATION CRITERIA

The proposals submitted by each Contractor, Firm, or Contractor Team, will be evaluated according to the following factors:

CENTRAL OKLAHOMA COMMUTER CORRIDOR ALTERNATIVES ANALYSES PROPOSAL EVALUATION WORKSHEET			
		Total	Score
Technical Competence	Specialized experience and technical competence	30	
Overall Competence of Lead Consultant	Experience of the lead consultant related to planning, design, and implementation of comparable transit projects		
Overall Competence of Subconsultants	Experience of subconsultant(s) related to their fields of expertise		
Management Competence	Experience of the Project Manager		
Other	Experience of other assigned individuals		

Understanding and Approach	Understanding of the nature of the study and clarity of proposed approach	30	
AA Understanding	Understanding key concepts, techniques, evaluation procedures, and best practices related to transit corridor planning, implementation and the AA process		
Regional/Local Understanding	Understanding of regional transit related operations, structure, past planning efforts in the OKC region and a general understanding of the regional significance of the study		
Community Involvement	Understanding and approach for community involvement throughout the study process		
Clarity of Proposal	General organization and clarity of the proposal		
Project Management	Schedule of staff persons and hours commitment	15	
Staff Availability	Sufficient staff and staff time available by lead consultant and subconsultant(s)		
Study Schedule and Timeliness of Products	Schedule and timeliness of products/deliverables		
Location of Consultant(s)	Geographical location of lead consultant and subconsultant(s) within a reasonable distance of the study area		
References/Work Experience	References reflecting previous work experience of the project team and satisfactory accomplishment of contractor responsibilities	15	
Quality of Final Products	Quality of final products		
Meet Schedules and Deadlines	Ability to meet work schedules		
Responsiveness to Client	Responsiveness to client input and needs		
Cost		10	
Cost of Proposal	Cost of proposal		
Project Budget	Strategies and policies for meeting the project budget; comprehensiveness of project budget		
Score		100	

K. ON-SITE PRESENTATIONS

The project selection team may require oral presentation of those firms identified on the short list. Presentations will be held at ACOG or a site designated by ACOG.

L. CONTRACT AWARD

ACOG will notify the selected candidate by telephone, email and writing. Following verbal notification, ACOG will negotiate a standard professional service agreement with the selected candidate. The selected candidate's proposal will be incorporated by reference in the contract. Additionally, ACOG will notify, in writing, the candidates who are not selected.

The contract with the selected candidate will require either a Certificate of Insurance from the candidate's workers' compensation insurance provider or a completed Affidavit of Exempt Status under the Workers' Compensation Act.

ACOG is not responsible for any costs incurred by selected consultant prior to its formal issuance of a Notice to Proceed.

M. PROTEST PROCEDURES

In the course of this solicitation for proposals and the selection process, a proposer (bidder of offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion, actions were taken by ACOG staff and/or the selection committee which could unfairly affect the outcome of the selection procedure. All protests should be in writing and directed to Mr. John G. Johnson, Executive Director, Association of Central Oklahoma Governments, 21 E, Main St., Suite 100, Oklahoma City, OK, 73104-2405. Protests should be made immediately upon occurrence of the incident in question but no later than five (5) business days after the proposer receives notification of the outcome of the section procedure. The protest should clearly state the grounds for such a protest.

Upon receipt of a protest, ACOG's Executive Director will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.

N. PROCUREMENT SCHEDULE

The following is a tentative schedule for the consultant selection process:

COMMUTER CORRIDOR ALTERNATIVES ANALYSIS PROCURMENT SCHEDULE	
Activities	Schedule
RFP Issued	Tuesday, Jan 3
Pre-proposal Conference	Wednesday, Jan 18
Last Day for Questions	Friday, Feb 3
Proposals Due	Friday, Feb 10
Short List Announced	Thursday, Feb 23
Interviews	weeks of Feb 27 and March 5
Selection	Friday, March 9
Authorization to Negotiate/Execute Contract	Thursday, March 29
Project Completion	TBD after contract negotiation

O. PROJECT BUDGET

The level of funding for this study is based on existing funds available.

- Total amount budgeted: not to exceed \$1,250,000
- Period of Performance -18 months or less

Both the study budget and the period of performance are subject to change based on the availability of funds or other unforeseen events or activities.

The consultant should view this budget as the maximum amount available for the study and the work plan, as well as any optional expansions to the work plan, should be formulated within this budget limit.

P. TITLE VI

The Association of Central Oklahoma Governments, 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 bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, age, national origin, disability/handicap, or income status in consideration for an award.

ATTACHMENT A

CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY, AND VOLUNTARY EXCLUSION

This Certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The Regulations are published as Part II of the June 1985, Federal Register (pages 33, 036-33, 043)

Read instructions for Certification below prior to completing this certification.

1. The prospective proposer certifies, by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.
2. Where the prospective proposer is unable to certify to any of the statements in this certification, such prospective proposer shall attach an explanation to this proposal.

Date

Signed - Authorized Representative

Title of Authorized Representative

Instructions for Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:

1. By signing and submitting this agreement, the proposer is providing the certification as set below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT B

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersign, to any person influencing or attempting to influence an officer or employee of a federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

. If any funds other than Federal appropriated funds have been paid or will be paid to any person for attempting to influence an officer or employee of any federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal or Federally assisted contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

. The undersigned shall require that the language of this certification be included in the award documents of all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 32, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Name of Entity)

(Name and Title of Authorized Official)

(Signature of above Official)

(Date)