



**The Association of Central Oklahoma Governments
Transportation and Planning Services**

**REQUEST FOR PROPOSALS
for
Transportation Modeler**

Issued: 6/16/2017
Due Date: 6/26/2017

Send to:
Association of Central Oklahoma Governments
Attention: Beverly Garner
4205 N Lincoln Blvd
Oklahoma City, OK 73105
PHONE: (405) 234-2264
E-MAIL: bgarner@acogok.org

Summary

The Association of Central Oklahoma Governments (ACOG) is seeking proposals from a professional consultant to provide technical assistance with the development of the 2045 Metropolitan Transportation Plan for the Oklahoma City Area MPO (Encompass 2045).

The RFP is also available on ACOG's website at <http://www.acogok.org/solicitations>.

Background Information

Established in 1966, ACOG is an association of local governments (the cities, towns and county governments) within the Central Oklahoma area. ACOG works as a regional planning organization on multiple missions including mobility, public safety, water and quality of life issues that impact the citizens of Central Oklahoma. ACOG is one of 11 councils of government charged with addressing regional issues and partnerships throughout the state of Oklahoma.

ACOG is the designated Metropolitan Planning Organization (MPO) for the greater Oklahoma City region, a region of 47 communities with a cumulative population of approximately 1.1-million residents. As Central Oklahoma's MPO, ACOG is a federally recognized entity that coordinates transportation planning activities and federal funding programs for the region.

- Compile monthly progress reports and other deliverables
- Provide technical support, as needed, to assist with requests from local communities and consultants working in the OCARTS area.

Selection and Review Process

ACOG staff will review the proposals, and RFPs given the strongest consideration will be asked to interview with the review committee. 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.

Evaluation Criteria

ACOG is searching for the best possible candidate for this project and will base its selection on the following:

- Understanding of ACOG's requirements and goals.
- Familiarity with the Central Oklahoma region, including its communities and multi-modal transportation system.
- Thorough understanding of regional travel demand modeling and scenario planning, familiarity with ACOG's regional travel model considered a plus.

- Experience assisting MPOs develop long-range/metropolitan transportation plans.
- Experience using quantitative analytics and transportation models to assess existing and forecast future regional transportation network conditions. Advanced understanding of Cube and ArcGIS is required.
- Experience with similar projects of this scope, magnitude, and complexity.

Proposal Requirements

Interested consultants should submit a Letter of Interest and proposal not to exceed five (5) pages in length. ACOG recognizes that each agency approaches work in a distinct and unique manner. In order to remain consistent with our evaluation process, we ask that each applicant provide the following:

- Work approach to this scope, including tasks, timeline, and deliverables
- Examples of previous related work and experience
Identification of key personnel working on this task
- Budget of tasks and rates
- Additional information relevant to agency strengths and significance to proposal

Proposal Evaluation

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

Scoring Factor	Available Points
Understanding of ACOG’s requirements and goals	10
Familiarity with the Central Oklahoma region, including its communities and multi-modal transportation system	10
Thorough understanding of regional travel demand modeling and scenario planning, familiarity with ACOG’s regional travel model considered a plus	20
Experience assisting MPOs develop long-range/metropolitan transportation plans	15
Experience using quantitative analytics and transportation models to assess existing and forecast future regional transportation network conditions. Advanced understanding of Cube and ArcGIS is required	15
Experience with similar projects of this scope, magnitude, and complexity	15
Qualifications, staff availability and ability to produce deliverables at key milestones.	15
Total Points	100

Certifications:

Please see Attachments A and B.

Project Budget:

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

- Total amount budgeted: Not to exceed \$60,000
- Period of Performance –12 months.

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.

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.

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, 4205 N. Lincoln Blvd, Oklahoma City, OK 73105. 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.

Proposed Schedule:

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

- RFP Issued: June 16, 2017
- *Deadline for RFP questions: June 22, 2017
- Deadline for RFP submission: 3:00 p.m. CDT, June 26, 2017
- Proposal review and/or consultant interviews: June 27 - 28, 2017
- Selection of Vendor: June 28, 2017
- Approval of contract negotiation: ACOG Board Meeting, June 29, 2017
- Notice to proceed: After finalized contract

*Questions about the RFP can be directed via email to Beverly Garner (bgarner@acogok.org) until 5:00 p.m. CDT, Thursday, June 22, 2017. An addendum with received questions and agency responses and a list of available agency data sources will be released on the ACOG website.

Legal Matters:

- A. It is understood that this RFP does not obligate ACOG to pay any costs incurred by the applicant in the preparation and submission of a proposal or an interview.
- B. ACOG reserves the right to reject any or all proposals and to negotiate the terms of the contract, including the award amount, with the selected vendor prior to entering into a contract.
- C. If any litigation should occur concerning or resulting out of any proposals submitted to ACOG, the sole venue of any legal action shall be the applicable court of the County of Oklahoma and the laws of the State of Oklahoma.

- D. ACOG reserves the right to reject any or all proposals.
- E. After evaluation by ACOG, all proposals become a matter of public record.
- F. As a public agency formed under Title 74, Oklahoma Statutes, ACOG is exempt from income, property and sales tax.
- G. 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, 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.
- H. The selected bidder will agree to a written contract with ACOG.

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)