



The Association of Central Oklahoma Governments
Transportation and Planning Services

REQUEST FOR PROPOSALS

Electronic Transportation Improvement Program (eTIP) System

Issued: April 18, 2017
Due Date: May 12, 2017 by 5 p.m.

One (1) digital copy in Adobe PDF format submitted by hand delivery, mail, or by e-mail. Delivery by email is preferred. Submissions should be received by ACOG no later than the delivery deadline. Submissions shall be addressed as follows:

Association of Central Oklahoma Governments
Attention: Transportation and Planning Services
4205 N. Lincoln Boulevard
Oklahoma City, OK 73105

PHONE: (405) 234-2264
E-MAIL: TIP@acogok.org

Submissions should be marked in the subject line or on the envelope: "Request for Proposal: ACOG eTIP". Proposals submitted by e-mail are not to be considered received until a confirmation of has been sent by ACOG transportation.

Summary

The Association of Central Oklahoma Governments (ACOG) is requesting proposals from professional consultants to provide technical assistance with the development of an electronic Transportation Improvement Program System (eTIP). ACOG seeks to streamline our TIP process with a geospatially enabled, electronic submission and reporting system.

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 the region.

The Oklahoma City Area Regional Transportation Study (OCARTS) Transportation Management Area (TMA) encompasses all of Oklahoma and Cleveland Counties, and parts of Canadian, Grady, Logan, and McClain Counties. The Intermodal Transportation Policy Committee approved the current study area geography in February 2002. Figure 1 reflects the OCARTS area in relation to the four-county ACOG region.



Figure 1: OCARTS Area & ACOG Region

Scope of Work

The selected vendor must be able to work with ACOG in developing a custom electronic Transportation Improvement Program system and provide website hosting and continued technical support.

- Review the OCARTS Area TIP process, past project data collection, and reporting requirements
- Offer example eTIP or eSTIP templates created for other MPOs or state DOTs
- Produce a custom geospatially enabled electronic TIP application submission and reporting system
- Database/website hosting services and provide continuing technical support for ACOG staff

Requirements

1. Online project application submittal, directly transfers to database
2. Ability to attach files to online application submittals (PDF, PNG, excel, word etc.)
3. Ability to include scoring criteria, produce scores, and output a score report (TIP, TAP and MTP) (TIP scoring to be set up with possible scoring criteria changes)
4. A way to search current year and past year projects
5. Online project status submittal and tracking
6. Ability to identify overlapping projects
7. Able to update revisions and amendments to TIP projects
8. Map based, online searchable database of projects (internal and external)
9. Ability to search, export and /or print projects and associated maps (excel, GIS file)
10. Printable report component from a custom or customizable template for ACOG reporting purposes; internal and external distribution (Monthly Status Reports, Annual Listing of Obligated Funds and funding, financial, or status reports)
11. Ability to monitor fund balances and sources: allocated, programmed, and obligated
12. Import existing MTP and TIP projects and the ability to connect them
13. Capable of having multiple users with varying administrative and editing roles
14. Contact info with direct link to contact
15. Service hosted, maintained and supported by selected provider
16. ACOG data ownership and ability to download everything

Possible additional options

1. Ability to archive past projects (to be viewed only by ACOG)
 2. Performance monitoring
 3. Public participation-comment submission
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Proposal Requirements

Interested consultants should submit a Letter of Interest and proposal not to exceed twenty-five (25) pages in length. ACOG recognizes that each agency approaches work in a distinct and unique manner. To remain consistent with our evaluation process, we ask that each applicant provide the following:

- Company information and history
- Examples of previous related work and experience
- Work approach to this scope, including tasks, timeline, and deliverables
- Identification of key personnel, including any sub-consultants
- Budget of tasks and rates
- Additional information relevant to agency strengths and significance to proposal

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. After interviews, the search committee will select one vendor to service the program. 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.

Pre-Bid Conference

There is not a pre-bid conference scheduled for this process. However, if demand and feedback is high, a conference will be scheduled and all applicants will be informed of the time, date and place.

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
 - Project fees- Implementation and annual maintenance
 - Familiarity with federal TIP requirements
 - Experience assisting MPOs and/or state DOTs in creating electronic TIP or STIP systems
 - Experience with similar projects of this scope, magnitude, and complexity
 - Experience and qualifications of key personnel assigned to this work scope, program, including documentation of team expertise specific to this scope and relevant past work examples
 - Indicators agency can meet the scope of work defined in this proposal
 - Articulation of the importance of responsibly managing public funds shared by all involved parties and commitment to accountability, accessibility and transparency
 - Demonstrated ability to meet schedules without compromising sound planning practices
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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 project scope, quality of project approach, project fees	25
Demonstrated familiarity MPO planning and TIP requirements	20
Project manager and team qualifications	10
Experience working with MPOs or state DOTs on similar eTIP or eSTIP projects	25
Staff availability and ability to produce deliverables at key milestones	20
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. The study budget is subject to change based on the availability of funds or other unforeseen events or activities.

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 or 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 selection 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: April 18, 2017
- *Deadline for RFP questions: April 28, 2017
- Deadline for RFP submission: May 12, 2017
- Short list selection and scheduling of interviews: May 19, 2017
- Interviews: May 22-26, 2017
- Selection of Vendor: June 1-2, 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, April 28, 2017. An addendum with received questions and agency responses and a list of available agency data sources will be released on the ACOG website the following week.

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)