

WICHITA FALLS METROPOLITAN PLANNING  
ORGANIZATION

Metropolitan Transportation Plan Update

REQUEST FOR PROPOSALS  
RPF# 12-18

Issued: October 8, 2018

Submittal Deadline: November 23, 2018

# MEMORANDUM

October 8, 2018

TO: Consultants  
FROM: Mr. Lin Barnett, WFMPPO Executive Director  
SUBJECT: Request for Proposals

## Request for Proposals

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**Subject:** Update the Metropolitan Transportation Plan for 2020-2045

**Scope of Work:** See specifics under Scope of Work

**Request for Proposal Issued:** Monday, October 8, 2018  
*The Consultant is responsible for periodically visiting the MPO's website at [www.wfmpo.com](http://www.wfmpo.com) for any updated information on this project.*

**Deadline for Questions:** 5:00 p.m. (CDT), Friday, November 9, 2018. Please submit any questions you may have in writing to the attention of Lin Barnett by email to [Lin.Barnett@wichitafallstx.gov](mailto:Lin.Barnett@wichitafallstx.gov), by fax to (940) 761-6813, or by U.S. Mail to the address below. Questions will only be accepted in writing. Responses will be posted on the MPO's website at [www.wfmpo.com](http://www.wfmpo.com) by 5:00 p.m. (CDT) Friday, November 16, 2018.

**Proposal Due:** 4:00 p.m. (CDT) Friday, November 23, 2018

**Number of Copies:** Total of six (6), five (5) bound and one (1) unbound in sealed envelopes marked "**WICHITA FALLS METROPOLITAN TRANSPORTATION PLAN UPDATE 2020-2045**"

**Submit to:** Mr. Lin Barnett  
Executive Director  
Wichita Falls MPO  
Central Services Complex  
2100 Seymour Hwy.  
Wichita Falls, TX 76301

## Purpose

The Wichita Falls Metropolitan Planning Organization (MPO) solicits proposals for professional services to update the Wichita Falls Metropolitan Transportation Plan (MTP) for use by the Wichita Falls Urban Transportation Study (MPO). The objective of the study is to provide a comprehensive long range transportation plan for the study area for 2020-2045. Proposals shall be submitted in conformance with the requirements outlined in this Request for Proposal.

## Study Area

This project will encompass all of the area within the Wichita Falls Metropolitan Area Boundary.

## Objectives of the Study

- 1) Review how the present plan addresses major elements of transportation planning in conformance to state and federal regulations and provide recommendations for additions or revisions.
- 2) Provide a transportation plan which covers a continuous 25-year period and identifies facilities (including but not limited to major roadways, transit, and inter modal facilities) that should function as an integrated regional system.
- 3) Provide a transportation plan that includes both short and long-term actions that develop and maintain an integrated, inter modal transportation system that provides accessibility and efficiently moves people and goods.
- 4) Provide for the development of a transportation plan with public involvement and coordination with transportation providers including regional airports, rail-freight operators, commercial transport associations, low-income populations, and minority neighborhoods within the area.
- 5) Update the Bicycle Master Plan to cover the upcoming 25-year period, incorporates existing facilities, and identifies any new amenities required to meet the future needs for bicycling.

## Proposal Content

Proposals should be limited to twenty-five (25) pages in length, exclusive of professional resumes, cover sheets, fly leaves, table of contents, dividers, etc., printed on one side and single-spaced. All proposals become the property of The Wichita Falls Metropolitan Planning Organization (MPO). The Wichita Falls MPO reserves the right to reject all proposals and to waive any irregularities. All proposals should contain at a minimum the following documentation:

1. **Title** – The title on the proposal should be: “WICHITA FALLS METROPOLITAN TRANSPORTATION PLAN UPDATE 2020-2045”
2. **Cover Letter** – This should include a brief summary of the key points of the proposal and the approach to accomplishing the study. The name, address, and telephone number/fax number of the firm, as well as a contact person and that person’s email address, should also be included.

3. **Contract Authority** – The proposal must be signed by an authorized agent of the Consultant and must indicate the title and authority of the individual signing on behalf of the Consultant.
4. **Study Methodology** – The study methodology should include the Consultant’s approach to accomplishing the tasks outlined in the Scope of Work and explain how data will be collected and evaluated. This section should demonstrate an understanding of the project and the local transportation system. The consultant should also demonstrate a thorough understanding of Federal and State transportation planning requirements.
5. **Key Personnel** – An outline of proposed project management responsibilities and the résumés of all members of the project team, including subcontractors, if any, should be included. Résumé’s of company personnel who are not part of the project team should be omitted. The Consultant must provide an estimated percentage of time each project member will spend on each task of the Scope of Work. The successful responder to this RFP must understand they are expected to provide sufficient qualified personnel to accomplish each portion of the work in this update to the MTP. The MPO and/or its representatives shall, during the course of work on this project, retain the right to request the removal of any personnel found, in their opinion, to be unqualified to perform said work.
6. **Management Plan** – The management plan should include a detailed list of all project deliverables, including but not limited to a final report which shall include all primary and secondary data collected as part of the project. The plan must contain a schedule of work that reflects the timing of the deliverables and any significant milestones necessary for the completion of the project. The proposed schedule for the completion of project tasks should indicate the critical path for each task identified. Evidence should be shown of the Consultant’s financial ability to perform the work.
7. **Related Work** – If the Consultant and/or specific personnel assigned to this project have performed work closely related to that described in the Scope of Work then it should be outlined briefly in the proposal. The Consultant should provide a statement of their qualifications and experience, a list of recent references, including name, address, telephone number and the name of the contact person.

### Criteria for Evaluation

The proposals will be evaluated based on the following criteria with relative weights under MAXIMUM POINTS:

<u>DESCRIPTION</u>	<u>MAXIMUM POINTS</u>
a) Qualifications and previous related experience of key personnel to be assigned to this study. Highlight staff	30

members experience in travel demand modeling using TransCAD. Highlight staff members experience utilizing ESRI ArcGIS.

- b) Record of performance in conducting similar projects for other clients within the past two years which includes citing previous experience in similar studies. 20
- c) Demonstrated knowledge of the study area, proposed project approach and methodology, usefulness of proposed products and extra services provided. Understanding of United States Department of Transportation (USDOT) and Texas Department of Transportation (TxDOT) transportation planning requirements. Understanding of work requirements as outlined in the proposed study methodology. 50

### Budget

The source of funding for this study is Federal and State funding from the Federal Highway Administration (FHWA), Texas Department of Transportation (TxDOT), and the City of Wichita Falls. The Budget for this project in the MPO's FY 2019 Unified Planning Work Program is \$130,000.

### Study Oversight

The Transportation Policy Committee (TPC) has directed the Technical Advisory Committee (TAC) to establish a consultant selection committee. A subcommittee of the TAC board will constitute the consultant selection committee. The responsibility of this committee is to interview and select a consultant to perform the update to the Metropolitan Transportation Plan (MTP). Once the project is underway, the consultant selection committee will provide oversight for the conduct of the project and other stakeholders may be invited to participate in the project as necessary. The consultant selection committee will consist of five (5) members from the Technical Advisory Committee which includes the following:

- City of Wichita Falls – MPO Executive Director
- TxDOT – Director of Transportation Planning and Development
- City of Wichita Falls – Director of Community Development
- TxDOT – Area Engineer
- City of Wichita Falls – City Engineer
- TxDOT – Director of Construction
- City of Wichita Falls – Community Development Senior Planner
- TxDOT – Director of Operations
- City of Wichita Falls – Traffic Superintendent

## Selection Procedure

The consultant selection committee will review proposals based on the evaluation criteria. The MPO Executive Director will inform the TPC of the consultant selection committee's choice of Consultant to perform the update. The contract award will be made by the MPO Transportation Policy Committee. The MPO reserves the right to reject any and all proposals. **All finalists will be required to appear before the consultant selection committee for an interview.**

## Duration of Contract

This contract will cover a twelve (12) month period from the date of the Notice to Proceed.

## Compliance with Federal Regulations

The Consultant's attention is called to the fact that this contract is subject to a financial assistance contract between the MPO, the FHWA of the USDOT and TxDOT. The contract to be let, therefore, is subject to the terms of the contract between the MPO, USDOT and TxDOT. The successful Consultant will be required to comply with, in addition to other provisions of the Request for Proposal, the conditions required by all applicable Federal and State regulations, including but not limited to the following:

1. Equal Employment Opportunity – The successful Consultant will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.
2. Title VI Assurances – The successful Consultant will be required to comply with all requirements imposed by Title VI of the Civil Rights Act of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued there under (49 C.F.R. part 21), and assurances by the MPO thereto.

## Background

The Wichita Falls Metropolitan Planning Organization (MPO) is responsible for updating the region's Metropolitan Transportation Plan (MTP) every five years. The Wichita Falls Urban Transportation Study Long-Range Transportation Plan was approved in January 2015. The next update must be approved in January 2020 and has a horizon year of 2045. As stated previously, the Wichita Falls Metropolitan Planning Organization (MPO) seeks proposals from qualified firms to assist with updating the Wichita Falls Metropolitan Transportation Plan (Long-Range Plan) for 2020-2045.

## Scope of Work

The following Scope of Work identifies the major components of the study effort that the consultant will undertake. It is the intention of the study to build upon all previously developed data bases and engage in additional data collection only if absolutely necessary and in consultation with the study oversight committee.

## Task 1 – Project Management

- 1.1 The consultant will prepare a project management plan.

- 1.2 The consultant will prepare and submit monthly progress reports, invoices, and billings.
- 1.3 The consultant will establish and maintain a project schedule with key milestones.
- 1.4 The consultant will organize and coordinate oversight committee meetings for technical review, general coordination purposes, and status update of various elements of the project.

## Task 2 – Project Initiation

- 2.1 Early in the study, the consultant will participate in a work session with the oversight committee to further define the problems affecting transportation in the region, and familiarize members with key issues and refine the project's goals and objectives for both the technical analysis and public involvement components.
- 2.2 The consultant will review previously compiled data and completed and on-going applicable studies in the study area. Decisions concerning any additional data collection will be made by the consultant in cooperation with the oversight committee.
- 2.3 In coordination with the oversight committee, the consultant will prepare a technical memorandum which identifies mobility, social, economic and environmental evaluation criteria and procedures for evaluation of transportation improvements. Criteria shall be based on measures that meaningfully differentiate between alternatives utilizing realistic techniques and should address air quality; hydrology, water quality and floodplains; soils and unique geologic features; hazardous materials; noise, wildlife and vegetation; archaeological and historic sites; parks and recreation sites; land use compatibility; governmental plans and policies; neighborhood impacts; relocation/displacement impacts and opportunities for economic development. The technical memorandum will document technical methodologies and procedures for alternative analysis and evaluation. Criteria will be used to screen and evaluate investments for the region.
- 2.4 The consultant should analyze and update the MTP taking into consideration the effects of transportation policy on land use; management systems (pavement, traffic, truck route, etc.); transportation systems (road and bridge, rail, transit, bicycle, intermodal, pedestrian and aviation); project assessment and the financial plan.

## Task 3 – Public Participation Plan

- 3.1 The consultant will design and present for the oversight committee's approval a comprehensive public participation and media handling plan. The plan should meet the agreed upon goals and objectives for involving the public in the update process.

- 3.2 The consultant will implement the public participation plan according to an approved schedule.
- 3.3 The public participation plan should educate citizens about the needs and issues in our local area and encourage them to participate in finding solutions.
- 3.4 It should be a goal of the consultant's public participation plan to seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges when accessing employment and other services.

#### Task 4 – Final Report

- 4.1 The consultant will prepare a draft final report documenting the total public participation campaign and technical analyses. The draft final report with results, analyses, conclusions and recommendations will be presented to the oversight committee for approval.
- 4.2 Prepare the final report. The final report will address all comments and corrections requested by the oversight committee.
- 4.3 Following the oversight committee's approval, print 10 copies of the final report for presentation to, and approval by, the Wichita Falls MPO Transportation Policy Committee.
- 4.4 Following approval by the MPO's Transportation Policy Committee, five (5) sets of the approved plan shall be provided to the MPO office. All sets shall be typed on 8 ½ " X 11" paper and bound. All exhibits on larger paper shall be folded and referenced in the text.
- 4.5 Develop a non-technical executive summary of the adopted Metropolitan Transportation Plan for widespread distribution.
- 4.6 The final report, plan and executive summary shall also be provided on electronic media for future reproduction.