



Madison County Council of Governments
REQUEST FOR QUALIFICATIONS

On-Call Travel Demand Modeling Services

FY2022-1

August 2, 2021

The Madison County Council of Governments

Request for Proposals FY22-1

[August 2, 2021] Date Posted

Request for Qualifications Notification

Title: Madison County Council of Governments (MCCOG), On-Call Travel Demand Modeling Services, MCCOG Metropolitan Planning Area in the INDOT Greenfield District.

Response Due Date and Time: September 3, 2021, at 4:00 P.M., EDT

This Request for Qualifications (RFQ) is an official notification of needed professional services. This RFQ is being issued to solicit an RFQ Response Packet (RRP) from firms qualified to perform work on federal-aid projects. Submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that the firm desires to be considered.

Questions:

Questions concerning this RFQ will be entertained on or before August 27, 2021, at 2:00 P.M., EDT (see contact information below). The Madison County Council of Governments (MCCOG) will respond to questions on its website at:

<https://www.heartlandmpo.org/rfps-and-rfqs>

Responses will be posted within two (2) to three (3) business days of receipt. Only questions and answers will be posted; no information identifying the person or the firm will be included. The MCCOG reserves the right to determine which, if any, questions and/or responses will be posted.

Late proposals, modifications of proposals, and withdrawal of proposals:

Any RRP received at the office designated in this RFQ after the exact time specified for receipt will not be considered and will be returned, unopened, to the sender (unless it is the only proposal received).

Any modification of an RRQ is subject to the same conditions as indicated above. Only changes that do not materially affect the proposal or are unavoidable, such as staff changes, will be considered acceptable for modification. The MCCOG reserves the right to define changes as being material or non-material.

Proposals may be withdrawn in writing, by email, or telegraphic notice received any time before the award being announced.

Contact for questions: Ryan Phelps, AICP, PTP
Principal Transportation Planner
Madison County Council of Governments
739 Main Street
Anderson, IN 46016
(765) 641-9427 or ryan@heartlandmpo.org

Submittal requirements:

1. RFQ Response Packet (RRP) – Five (5) Copies (required content and instructions follow).

Submit to:

Ryan Phelps, AICP, PTP
Principal Transportation Planner
Madison County Council of Governments
739 Main Street
Anderson, IN 46016

Selection Procedures:

Consultants will be selected for work items, and qualifications further described herein based on the evaluation of the RFQ Response Packet (RRP). A sample of the Consultant Selection Rating Form to be used to evaluate and score the submittals is included as **Form 1** (Page 5) for your reference.

The summed totals will determine final selection rankings, with the highest score being the top-ranked respondent.

The final recommendations for selection to MCCOG may be made based upon applicant interviews, conducted either in-person or virtually. **Interview dates are expected to be September 16 and 17.** If interviews are held, those Consultants chosen will be contacted to schedule a time with MCCOG and the project management team.

Expected Contractor Qualifications:

General

The proposing Consultant should have direct experience and involvement in developing regional travel demand models in small to medium metropolitan areas (less than 1,000,000 people) near multiple urbanized areas.

Requirements

The Contractor or its Sub-contractors shall have transportation planning and travel demand forecasting professional staff. A project manager or senior project advisor with documented professional experience in developing system planning studies, long-range transportation plans, transit feasibility studies, and travel demand forecast model development is **strongly** preferred.

In addition, the following experience requirements must be documented:

1. Five (5) years experience in the field of transportation planning or engineering; or
2. Direct experience estimating and applying macroscopic travel demand models in small to medium-sized metropolitan areas.
3. Direct experience in the estimation and application of discrete choice models for generating trip distribution data.

4. Experience and expert knowledge in the use of TransCAD and GISDK for travel model development.
5. At least one member of the project team shall be a Professional Engineer (PE), Certified Planner (AICP), or Professional Transportation Planner (PTP).

Submittal Requirements

Resumes for individuals documenting compliance with one or more of the above experience requirements. Provide specific projects and relevant experience in those projects where applicable.

Requirements for RFQ Response Packet (RRP)

A. General instructions for preparing and submitting an RFQ Response Packet (RRP)

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. RRP's shall be limited to a total of twenty-five (25) 8 ½" x 11" pages. Respondents who submit more than 25 pages, including any appendices, will not be considered. Comb or spiral binders are preferred.
3. RRP's must be received no later than "Response Due Date and Time," as noted on page 1. Responses received after this deadline may not be considered. Submittals must include all required attachments to be considered for selection.

B. RFQ Response Packet (RRP) Content

1. Identification, Qualifications, and Key Staff

- a. Letter of interest from an officer of the firm responding.
- b. Provide the firm name, address of the responsible office from which the work will be performed, and the name and email address of the contact person authorized to negotiate for the associated work.
- c. List all proposed subcontractors and the percentage of work performed by the prime Contractor and each sub-contractor.
- d. List the project manager and other key staff members, including key sub-contractor staff, and the percent of the time the project manager will be committed to the contract if selected. Include project team members for important disciplines and staff members responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.

- e. Describe the capacity of project staff and their ability to perform the work on time relative to the present workload.

2. Project Approach

- a. Provide a preliminary scope of work/approach for the Example Work Items identified on pages 6-7 (see next).

Form 1: Consultant Selection Rating Form			
Firm		Services Description	
Category	Scoring criteria	Score	Total
Past performance	Performance evaluation ranking from previous work		
	Quality score of similar work		20
	Schedule score		10
	Responsiveness to RFQ score		5
Project manager	Predicted ability to manage project		
	Demonstrated experience in projects of similar type		10
	Quality of resume		5
Approach to project	Project understanding and innovation that provides cost or time savings, or increased data reliability		
	Level of understanding and viable innovative ideas		15
Capacity of project team to do the work	Evaluation of the ability of the proposed team's personnel and other resources to perform the project on time		
	Ability to adequately meet project on time		10
Team's documented qualifications	Technical expertise: Unique resources that yield a relevant added value to the deliverable		
	Demonstrated overall experience for project		10
	Demonstrated travel demand modeling estimation/application experience		5
	Demonstrated destination choice modeling using logit estimation/application experience		5
Location	Location of assigned staff to project		
	Less than 50 miles		5
	51-100 miles		4
	101-150 miles		3
	151-500 miles		2
	Greater than 500 miles		1
	TOTAL		100
<p>It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest quality deliverables in a timely and cost effective manner without regard to personal preference.</p> <p>I certify that I do not have any conflicts of interest associated with this Contractor as defined in 49 CFR 18.36.</p> <p>I have thoroughly reviewed the letter of interest for this Contractor and certify that the above scores represent my best judgment of this firm's abilities</p>			
Name		Signature	
Title		Date	

REQUEST FOR QUALIFICATIONS

On-Call Travel Demand Modeling Services Project Description

Madison County Council of Governments
Issued: August 2, 2021

Introduction

The Systems planning, analysis, and forecasting section of the Madison County Council of Governments (herein referred to as MCCOG) is requesting written responses from qualified firms to assist with the ongoing development and utilization of MCCOG's travel demand model by providing modeling services as requested.

Due to the MPA's unique position on the outer edge of the Indianapolis region and adjacent to the Muncie region, the MCCOG TDM was developed to examine further the influence of regional connections mirroring Statewide Travel Demand Model geography methodology. The geographic scope of the TDM encompasses portions of 15 counties in Central Indiana, 3 serving as the core internal model area and the additional 12 serving as the external halo (see Attachment A for the specific geographies and counties included in the MCCOG TDM). There are currently 981 travel analysis zones (TAZ) in the model area, 901 internal and 80 external zones, accounting for over 2.2 million individuals, of which approximately 139,000 reside within the MCCOG MPA. The MCCOG TDM uses TransCAD travel demand modeling software.

The overall development of the most recent TDM was completed in October 2020. However, as ongoing maintenance and improvements are being made, technical assistance and support in developing new components are required. It is anticipated that the MCCOG team will work closely with the selected consultants to implement several updates to the existing TDM and further integrate the TDM into planning and analysis efforts. The exact order and scope of work items may vary depending on MCCOG staff availability and Unified Planning Work Program timelines. Examples of the type of work expected to fall within the scope of this solicitation are outlined below.

Example Work Items

1. Assistance in calibration and validation update of MCCOG travel demand model.
2. Updating and expanding OD data for the base, first forecast period, and/or COVID scenario development.
3. Destination choice re-estimation. The MCCOG TDM utilizes a pre-destination choice mode choice framework and intends to maintain this structure but is

interested in re-assessing and potentially re-estimating the existing destination choice model.

4. Development and integration of post-processing tools for supporting performance metric capabilities.
5. Assistance in developing scenarios to support scenario planning efforts, i.e., utilizing COVID traffic counts to calibrate an economic downturn scenario.

Method of Compensation

These services will be conducted under contract with the Madison County Council of Governments. A contract cost ceiling will be established, and work order costs negotiated to meet specific service needs.

These services will be structured under an 18-month work order contract, also referred to as an on-call services agreement, with the possibility for a 12-month extension based on need. A schedule for initial work will be negotiated with the selected Consultant. Tasks related to ongoing technical assistance will be unscheduled; MCCOG and the selected Consultant will mutually determine a minimum period of notice to fulfill on-call requests.

Work Item Details

Agency: Madison County Council of Governments

Project location: MCCOG Metropolitan Planning Area and Hamilton County, IN

Project description: On-Call Travel Demand Modeling Services

Term of contract: 18 months

Note: The selected Contractor will be required to adhere to all Federal and State statutes, regulations, guidance, and any other requirements regarding the use of federal and public funds for this project.

ATTACHMENT A: MCCOG MODEL AREA

