

REQUEST FOR QUALIFICATIONS

Metropolitan Transportation Plan Technical Analysis for The Bloomington/Monroe County Metropolitan Planning Organization City of Bloomington, Indiana

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REQUEST FOR QUALIFICATIONS

Metropolitan Transportation Plan Technical Analysis for The Bloomington/Monroe County Metropolitan Planning Organization Bloomington/Monroe County Metropolitan Planning Organization, Bloomington, Indiana

Dear Sir or Madam:

As part of continuing efforts to plan for and accommodate the transportation needs for the Bloomington urbanized area over the next twenty-five+ years, the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) seeks to develop a Metropolitan Transportation Plan (MTP) for the communities within Monroe County Indiana. The BMCMPPO seeks a firm capable of utilizing innovative techniques to meet the technical requirements of the MTP development and which will result in a plan that is consistent with local, state, and federal policies and regulations. A firm or a team of firms with appropriate skills, tools and resources will be selected to produce the following:

- (A) Metropolitan Transportation Plan Technical Analysis for the Bloomington/Monroe County Metropolitan Planning Organization

The aim of the **Metropolitan Transportation Plan** is to provide long-term scenarios on community transportation needs based on a wide range of inputs, including but not limited to: pedestrian, bicycle, transit, and automobile modes of transportation; land use development; local community and environmental policies; resource management; performance measures and other key factors that will guide decision making and a clear a strategy to achieve a desired long-term outcome.

Your firm is invited to submit a **Statement of Qualifications** for professional consulting services to develop the technical portions of a twenty-five+ year horizon Metropolitan Transportation Plan for the BMCMPPO. The requirements for Statement of Qualifications submissions by interested firms or individuals are provided in the following pages.

On behalf of the staff of the BMCMPPO, we look forward to reviewing Statement of Qualifications from industry leaders around the county. If you have any questions please feel free to contact me at 812-349-3423 or desmondj@bloomington.in.gov. The BMCMPPO is eager to select and hire a consultant(s) for this important planning initiative.

Respectfully,

Josh Desmond, AICP
BMCMPPO Director

INTRODUCTION

This is a Request for Qualifications (RFQ) for an update and enhancement to the Travel Demand Model (TDM) for the Metropolitan Transportation Plan (MTP) for the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO). The existing MTP, known as the 2030 Long Range Transportation Plan, used standard transportation modeling techniques in TransCAD software. The BMCMPPO seeks to develop a comprehensive MTP for 2035 that is more sensitive to stated community goals, multi-modal transportation options, and different land use scenarios in order to strategically plan for future community needs. Development of a responsive TDM is necessary component of this multi-faceted process. A better understanding of existing local conditions and analysis of future implications is a key component of the next generation of the BMCMPPO's TDM. Expectations include the need to evaluate modal shifts with future development impacts, anticipated resources, and broad community needs while incorporating performance measures. Furthermore, the TDM analysis should include alternative or scenario analysis that is sensitive to various policy and/or development conditions. All technical analysis must meet federal and state regulations and stated community goals.

The technical analysis and modeling is intended to help further community goals and improve transportation facilities and services in Monroe County and the Bloomington metropolitan area by:

- Relating the transportation system to existing and future land use and community comprehensive plans;
- Improving the multi-modal transportation circulation of people and goods, using both motorized and non-motorized transportation modes and facilities;
- Providing a safe, efficient, accessible, and cost-effective transportation system;
- Developing performance standards by which to evaluate transportation projects; and
- Analyzing possible outcomes/expectations under various economic, policy, and other community conditions.

The technical analysis update and next generation TDM development will be prepared cooperatively by and between the selected consultant, the public and participants of the Bloomington/Monroe County Metropolitan Planning Organization transportation planning process. The primary participants of this process include the Bloomington/Monroe County Metropolitan Planning Organization and its Committees, the City of Bloomington, Monroe County, the Town of Ellettsville, Indiana University, the Indiana Department of Transportation (INDOT), and the public.

The BMCMPPO is interested in technical analyses that produce easily understood results by most citizens and can be replicated and modified by BMCMPPO staff with little to no specialized training. Therefore, the BMCMPPO seeks innovative ways to meet the technical requirements of the Metropolitan Transportation Plan, be sensitive to the aforementioned goals, and do so in a way that is user-friendly and easily replicated. The technical analysis performed by the consultant will lay the foundation for the Metropolitan Transportation Plan. The MTP will be written by BMCMPPO staff and Committee members.

BACKGROUND

Federal statutes require the development of a Metropolitan Transportation Plan for all urban areas. Currently, the 2030 Long Range Transportation Plan (LRTP) serves as the MTP for the Bloomington, Indiana Urbanized Area, served by the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO). The LRTP was first adopted in 2006. The technical

analysis of the LRTP is accomplished through a Travel Demand Model developed in TransCAD by a consultant. The TDM is a traditional three-step model that analyzed impacts to vehicular level of service of six different alternatives.

In 2010, the BMCMPPO readopted the 2030 LRTP. This was done to meet federal regulations before the LRTP 'expired.' The TDM however was not updated or modified because of fiscal constraints, lack of new Census data, uncertainty of federal legislation, and other factors. As part of the 2010 readoption, the Policy Committee committed the BMCMPPO to develop a new MTP by the end of CY2013. The Policy Committee also created the Long Range Transportation Plan Task Force whose membership is made up of four Policy Committee members, four Technical Advisory Committee members, and four Citizens Advisory Committee members. This Task Force helps staff guide the update to the new Metropolitan Transportation Plan.

The MTP, at a minimum, will strive to achieve a multi-modal transportation perspective, including provisions to improve facilities for bicycling, walking, and public transit; develop a truly multi-modal system and reduce the number and length of auto trips; achieve a strong relationship between land uses, the environment, and the transportation network; provide the widest possible range of alternatives to the automobile; increase safety for all users of the transportation system; and maintain economic vitality through strategic transportation investments. The MTP will build upon the 2030 Long Range Transportation Plan, but may significantly diverge from the methods and approaches traditionally used. Innovative, emergent, and proven best practice tools will need to be utilized for a successful MTP development.

SCOPE OF WORK

The following is a list of work anticipated with this request. Additional tasks and work elements may be added or deleted during contract negotiations. Upon conclusion of the negotiation process and before proceeding with work tasks, the selected consultant(s) will be required to prepare a final work plan and meeting schedule for inclusion into a contract agreement.

Study Area

The technical analysis to be performed will cover the entirety of Monroe County. This represents an area greater than the metropolitan planning area or urbanized area but is necessitated for sound long-term transportation planning. However, the level of analysis may vary from urban to rural contexts.

Data Collection

Identification of the information and data needed to accomplish all facets of the technical analysis will be necessary. This may include the ability to search out and evaluate the information and data that is already available for use, and will include the ability to collect or develop any additional information required to accomplish the tasks and objectives. This may include the need to do extensive community surveys to best determine existing travel behaviors. Documentation of data utilized will be adequately referenced and readily available by all users and reviewers throughout the process. All data and information, including any new data and information collected or developed by the consultant shall be included in the technical analysis documentation and shall become the property of the BMCMPPO.

Travel Demand Modeling or Community Modeling

Modeling requirements to meet the requirements of 23 CFR 450.322 must be developed to simulate existing travel patterns, forecast future traffic volumes, and allow for analysis of alternative transportation improvements. This may be done by enhancing the existing travel

demand model, creating a new travel demand model, or developing a new modeling approach by which to evaluate projects. Travel demand modeling/community modeling analysis will be a joint process between the Consultant and the BMCMPPO staff.

The BMCMPPO will provide background data. The data includes the existing travel demand model for the study area which was developed using TransCAD software. Additional data analysis is expected for projections, model calibration, scenario and/or alternative analysis, and other approaches necessary.

The Travel Demand Model/Community Model for technical analysis will need to consider the following components at a minimum:

- **Analysis Time Horizon** – base year, interim year(s), horizon year
- **Special Trip Generators** – may include universities, hospitals, regional malls or tourist attractions
- **Housing and Employment** - historic and projected land use patterns in the study area to identify growth rates for housing and employment, including any alternative land use scenarios
- **Land Use Allocation** – allocation of housing and employment throughout the study area
- **Mode Choice** - estimate mode choices for all modes of travel, during peak and off-peak periods, and any combination of trip purposes
- **Alternatives Analysis** – alternatives and/or scenarios for analysis will be developed for a range of possible outcomes with corresponding implementation measures
- **Performance Measurements** – develop an objective methodology by which to measure the ongoing effectiveness of improvements to the transportation network, especially as it relates to the MTP
- **Other Considerations** - social, economic, environmental, and spatial information for the model/analysis

Stakeholder Input and Public Involvement

The consultant(s) will be expected to make public presentations about the work performed on the technical analysis/model. The scope of public engagement will be finalized during contract negotiations but should include presentations to the LRTP Task Force, BMCMPPO Committees (Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee), and the general public.

Formats/Timelines

An initial model scoping meeting will be held once the consultant(s) contract has been awarded. The format for presentation of all analysis and data will be negotiated with the consultant at the scoping meeting. Also, the BMCMPPO and the consultant will decide on realistic timeframes for the completion of the tasks outlined above at that time. Any other incidental details can be included for discussion at the meeting.

Final User Training

The consultant(s) shall instruct BMCMPPO staff on the proper procedure to run the model/analysis and interpret its outputs. The Consultant shall offer working training sessions for one-on-one training with BMCMPPO staff and present an overview of the development process.

Development Report

The consultant(s) shall prepare a final development report for the BMCMPPO, which contains a complete explanation of the development process, problems encountered and their resolution and

all coefficient and statistical significance calculations. It shall be in reproducible form on CD- or DVD-ROM.

User / Standards Guide

The Consultant shall prepare a user / standards guide for the BMCMPPO, which contains a guide to running the model/conducting the analysis and interpreting its outputs and suggested state-of-the-practice standards to maintain output accuracy and reliability. The report shall be prepared initially as a draft report and submitted to the BMCMPPO for review and comment. The BMCMPPO will review the document and return comments. The final document shall then be prepared and submitted to the BMCMPPO. It shall be reproducible form on CD- or DVD-ROM.

STATEMENTS OF QUALIFICATION REQUIREMENTS AND INFORMATION

Submittals shall include the following information, at minimum:

- (A) Description of anticipated work elements, including baseline services, public involvement processes, and any additional services that are identified;
- (B) Proposed project staffing with descriptions of their qualifications/experience, including designation of a Project Manager;
- (C) Description of the firm's related project experience, including general experience with Long Range Transportation or Metropolitan Transportation Plans;
- (D) Proposed subcontractor(s) with respective descriptions of their firm's qualifications/experience, including designation of key staff;
- (E) Client references (3-5) with relevant contact information;
- (F) Statement of present work load and the firm's ability to accommodate this project; and
- (G) Statement on ability to manage the general scope of work identified herein to leverage the maximum amount of expertise sought while utilizing BMCMPPO staff within a constrained total budget.
- (H) Other information deemed relevant or useful to this process.

SELECTION PROCESS

The BMCMPPO will make a selection of a preferred firm/individual for the provision of professional consulting services on the basis of statements of qualifications received and through an informational interview process. The selected firm/individual will be asked to submit a detailed proposal and cost information for the project. Negotiations will then take place between the BMCMPPO and the preferred firm/individual for a contract for services. If such negotiations are not successful, the next favored firm/individual will be chosen and the proposal and negotiation process will be repeated.

The selection of the preferred firm/individual will be based on the following evaluation criteria:

- (A) Demonstrated understanding of the project's primary purpose and the ability to develop an effective project work program and schedule;
- (B) Qualifications and relevant experience of the project manager, project staff, and any subcontractor(s) identified;
- (C) Demonstrated ability and experience in similar projects;
- (D) Demonstrated ability and experience in conducting effective public involvement processes and gathering public comments for the project;
- (E) Demonstrated ability and experience in producing innovative and creative project results or recommendations;

- (F) Demonstrated familiarity with comprehensive transportation modeling capable of integrating land uses, policies, mode choice, socioeconomic, and other community development scenarios and their impact on the transportation network;
- (G) Demonstrated general understanding of the study area and the Bloomington/Monroe County Metropolitan Planning Organization community;
- (H) Professional references from past clients for similar projects; and
- (I) Demonstrated ability to deliver the project within budget and on-time. A Selection Process Timeline for this RFQ is included with this letter (page XX).

The BMCMPPO reserves the right to reject any and all statements of qualifications, as well as modify the Selection Process Timeline, at any time. Under Indiana Code 5-22-15-20.9 regarding public purchasing of supplies, and Indiana Code 36-1-12-22 regarding public construction, a bidder/quoter can attempt to qualify as a “local Indiana business” and get preferential treatment in the bidding/quoting process. The bidder/quoter must meet **at least one** of five criteria to qualify for the preference. Bidders/quoters must submit a claim for the preference and documentation supporting that claim along with and enclosed in their sealed bid/quote. Additional information is attached (Attachment #6).

SUBMITTAL DEADLINE AND SUBMISSION ADDRESS

Submit the RFQ document in an electronic format (Microsoft Word or Portable Document Format (PDF) are the preferred formats) to the Planning Department at: planning@bloomington.in.gov. Please label the attached file or files with the firm name. If submission in an electronic format creates undue discomfort for any respondent, the RFQ document may be submitted via hardcopy to the City of Bloomington Planning Department, 401 N. Morton Street, Suite 160, Bloomington, Indiana, 47402. Only proposals received by the Planning Department prior to 4:00 P.M., EST (local time), on **March 5, 2012** will be given consideration.

Please contact Josh Desmond, BMCMPPO Director, at (812) 349-3423 if you have questions, or need additional information.

TIMELINE

January 30, 2012:

Request for Statements of Qualifications issued.

February 21, 2012:

Last day to request additional information or to submit questions on the request.

March 5, 2012:

Qualifications due to the City of Bloomington Planning Department by 4:00 P.M. EDT.

March 6, 2012 to April 30, 2011:

City of Bloomington review of statements submitted by the deadline and possible interviews conducted.

May 7, 2012:

Scope of Work and Cost Proposal by preferred firm/individual due.

June 8, 2012:

Negotiations, contract approval, and Award of Contract (BMCMPPO Policy Committee).

June 25, 2012:
Project Kick-off

Maps and Attachments

List:

1. Map of planning area
2. Map of county
3. 2030 Executive Summary
4. 23 CFR 450.322
5. Recommendation from FHWA & FTA on BMCMPPO MTP
6. Local Indiana Business

Attachment #4

23 CFR 450.322 Development and content of the metropolitan transportation plan.:

- (a) The metropolitan transportation planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date. In nonattainment and maintenance areas, the effective date of the transportation plan shall be the date of a conformity determination issued by the FHWA and the FTA. In attainment areas, the effective date of the transportation plan shall be its date of adoption by the MPO.
- (b) The transportation plan shall include both long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.
- (c) The MPO shall review and update the transportation plan at least every four years in air quality nonattainment and maintenance areas and at least every five years in attainment areas to confirm the transportation plan's validity and consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period to at least a 20-year planning horizon. In addition, the MPO may revise the transportation plan at any time using the procedures in this section without a requirement to extend the horizon year. The transportation plan (and any revisions) shall be approved by the MPO and submitted for information purposes to the Governor. Copies of any updated or revised transportation plans must be provided to the FHWA and the FTA.
- (d) In metropolitan areas that are in nonattainment for ozone or carbon monoxide, the MPO shall coordinate the development of the metropolitan transportation plan with the process for developing transportation control measures (TCMs) in a State Implementation Plan (SIP).
- (e) The MPO, the State(s), and the public transportation operator(s) shall validate data utilized in preparing other existing modal plans for providing input to the transportation plan. In updating the transportation plan, the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The MPO shall approve transportation plan contents and supporting analyses produced by a transportation plan update.
- (f) The metropolitan transportation plan shall, at a minimum, include:
- (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;
 - (2) Existing and proposed transportation facilities (including major roadways, transit, multimodal and intermodal facilities, pedestrian walkways and bicycle facilities, and intermodal connectors)

that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the transportation plan. In addition, the locally preferred alternative selected from an Alternatives Analysis under the FTA's Capital Investment Grant program (49 U.S.C. 5309 and 49 CFR part 611) needs to be adopted as part of the metropolitan transportation plan as a condition for funding under 49 U.S.C. 5309;

(3) Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;

(4) Consideration of the results of the congestion management process in TMAs that meet the requirements of this subpart, including the identification of SOV projects that result from a congestion management process in TMAs that are nonattainment for ozone or carbon monoxide;

(5) Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs. The metropolitan transportation plan may consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the metropolitan area's transportation system;

(6) Design concept and design scope descriptions of all existing and proposed transportation facilities in sufficient detail, regardless of funding source, in nonattainment and maintenance areas for conformity determinations under the EPA's transportation conformity rule (40 CFR part 93). In all areas (regardless of air quality designation), all proposed improvements shall be described in sufficient detail to develop cost estimates;

(7) A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The discussion shall be developed in consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation;

(8) Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g);

(9) Transportation and transit enhancement activities, as appropriate; and

(10) A financial plan that demonstrates how the adopted transportation plan can be implemented.

Attachment #5: Notes from Certification Review:

Finding: The federal review team finds that, excepting the recommendation below, the BMCMPPO 2030 Transportation Plan is in substantial compliance with the federal requirements of 23 CFR 450.322 for the development and content of the metropolitan transportation plan.

Recommendation: The federal review team reminds the MPO that as it updates the MTP it must include transit revenue and cost estimates to reflect year-of-expenditure dollars. In addition, the plan must be updated with a discussion of the potential environmental impacts/mitigation activities and areas to carry out these activities. The discussion must be developed in consultation with federal, state, tribal land management, wildlife, and regulatory agencies.

It is understood that the MPO does not control land use. However, the MPO is made up of representatives from municipalities and counties responsible for land use planning throughout the region. It could facilitate improved transportation system efficiency through land use coordination with its planning partners.

Recommendation: The federal review team recommends the MPO improve its consideration, analysis and documentation of alternative land use/growth management scenarios in the 2035 Transportation Plan. This could be comparable to the way road and transit network alternatives are often evaluated before selecting a final transportation scenario.

As supplemental information, the federal review team offers the following resources.

- *Designing Walkable Urban Thoroughfares: A Context Sensitive Approach*,
- *Land Use-Transportation Scenarios and Future Vehicle Travel and Land Consumption*,
- *Chapter 15, Land Use and Site Design, Transit Cooperative Research Program, Report 95*,
- *Travel and the Built Environment*,
- *Summary of Analysis Strategies for Measuring Regional Transportation Related Impacts of Growth Management and Land Use Strategies*

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