

REQUEST FOR PROPOSALS

August 20, 2009

ROCK HILL-FORT MILL AREA TRANSPORTATION STUDY

(RFATS)

CONGESTION MANAGEMENT PLAN UPDATE

The Rock Hill-Fort Mill Area Transportation Study (RFATS) is hereby issuing this Request for Proposal (RFP) to firms that have the capability and interest in undertaking and performing the scope of work described below.

Each firm is officially a CONSULTANT. Each CONSULTANT must submit a package containing an original and four (4) copies of its proposal to the City of Rock Hill no later than 5:00pm on **September 21, 2009** to Frances Thomas (803-329-7087 or fthomas@cityofrockhill.com), RFATS Administrator, 155 Johnston Street, PO Box 11706, Room 325, Rock Hill, SC 29730.

Proposals may be submitted in person, by messenger, or by regular mail (**email and faxed versions will not be accepted**). All proposals will be logged in and date and time stamped. Any proposal package that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the CONSULTANT.

Proposals shall include the following information:

1. Name of the Prime and sub-consultants that will comprise the team and identify the Executive Officer of each company.
2. Identify the proposed Project Manager for the team who will be primary point of contact for the City of Rock Hill (RFATS) for day to day operations.
3. List the key personnel who will participate in performing the scope of work. Provide a resume for each listed team member; including sub-consultants key personnel who will be completing a portion of the scope of work. Please describe previous engagements where the sub-consultants have worked with the prime consultant
4. Provide an organizational chart depicting the relationships between the team members and agencies.
5. Provide three (3) recently completed (related & relevant) projects within the last five (5) years that demonstrate the abilities and skills of the team members to carry out the tasks identified in the scope of work. Be sure to include a key client contact with their current daytime phone number.

6. Provide a proposed list of required tasks and milestones to address the study goals identified in the scope of work
7. Provide a proposed project schedule that includes key tasks, duration, milestones and deliverables that will complete the scope of work within a six (6) month timeframe.
8. Provide a flow chart depicting key task activities and sequence.
9. Per South Carolina Department of Transportation Guidelines, the maximum compensation for raw labor is \$43.00 per hour.

****An authorized officer of the prime consultant firm shall sign all proposal submissions****

RFP SELECTION PROCESS

All proposals received shall be subject to an evaluation by the CONSULTANT Selection / Steering Committee, assisted by other technical personnel as deemed appropriate for the purpose of selecting the CONSULTANT with whom a contract will be executed. RFATS reserves the right to reject any and all proposals in whole or in part if in the judgment of the CONSULTANT Selection / Steering Committee, the best interest of all parties will be served.

The selection of the successful CONSULTANT will be made solely by RFATS. There will be no pre-proposal conference conducted by RFATS. However, CONSULTANT may ask questions to discuss the contents of this RFP and the expectation of RFATS related to this regional transportation planning project. These questions must be submitted via email or fax to Frances Thomas; questions and answers received will be provided to all participants.

If in the judgment of RFATS, changes in the contents of the RFP are required, an addendum will be issued by RFATS. Any addendum that may be issued will be transmitted by fax and e-mail to each firm. The addendum by RFATS will provide each CONSULTANT a maximum of three calendar days to incorporate the necessary changes before the submission of their proposals.

Due to potential conflict of interest, no CONSULTANT or a person representing a CONSULTANT may arrange or meet with the individual members of RFATS to discuss any items or matters related to this RFP during the period of time between the date of the release of this RFP and the date RFATS makes the decision selecting the successful CONSULTANT.

RFATS shall rank each proposal against the stated criteria. RFATS reserves the right to contact a firm to obtain written clarification of information submitted and to contact references to obtain information regarding performance reliability and integrity.

All questions or request for clarifications regarding this RFP shall be submitted by fax or email or in writing no later than 5:00 p.m. **Thursday, September 03, 2009**. All questions submitted and their answers will be provided to all consultants via email. No telephone inquiries shall be accepted.

The criteria and the percentage of their importance in making the selection are:

STEP ONE

Method of approach: 15 Percent

This refers to the technical soundness of the CONSULTANT's stated approach to the project, the comprehensiveness of the proposed approach, and the techniques to be utilized.

Understanding the Purpose: 20 Percent

A determination will be made of the CONSULTANT's understanding of the project purpose and goals as presented in the RFP. Evaluation will be based on the data presented in the CONSULTANT's proposal, and the approach and allocation of time on specific tasks. CONSULTANTS should feel free to suggest other requirements and problems that may have been overlooked.

Capability and qualifications: 25 Percent

The ability of a prospective CONSULTANT will be evaluated under the terms of the RFP, relative to having a staff with the qualifications needed to successfully complete the project. Qualifications of professional personnel assigned to the project, as specified in the proposal including Sub-CONSULTANTS, will be measured by both education and experience, and with particular reference to experience on similar projects and an ability to work together as evidenced from previous projects. The CONSULTANT's professional and project staff that work on the project must be the same staff that are identified in the proposal.

Schedule: 10 Percent

The prospective CONSULTANT will be evaluated on their ability to follow a schedule that will successfully complete the project within the specified time frame.

Oral Presentation: 30 Percent

The prospective CONSULTANT will be evaluated on their ability to clarify their proposal to accomplish the goals of this study during an interview.

Based on the evaluations of the submitted proposals, RFATS will select the top ranked firm and negotiations will begin immediately to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete the agreement between RFATS and the selected firm. If an agreement cannot be reached with the top ranked firm, RFATS will identify the next most responsive and qualified firm and the negotiation phase will be repeated. This process will be continued until an agreement is reached with a qualified firm that can provide the required services. RFATS reserves the right to reject any and all proposals received, and in all cases RFATS will be the sole judge as to whether a CONSULTANT's proposal has or has not satisfactorily met the requirements of this RFP.

Any contract awarded as a result of this RFP will be awarded without discrimination based on race, color, religion, sex or national origin. Each CONSULTANT is encouraged to use certified DBEs to meet the tasks and milestones of this request.

TYPE OF CONTRACT

Upon selection, the City of Rock Hill will propose a contract to the selected consultant for review. The contract is for a cost plus fixed fee with a contract maximum. Reimbursement will be made on a periodic schedule based on documentation of work tasks completed. The Project Manager will review, and if appropriate, approve payment of all invoices submitted under the contract.

NOTICE OF AWARD

Notice of “Intent to Award Contracts” will be posted on the RFATS website. In addition, a notice will be mailed to CONSULTANTS, informing them of the success, or lack thereof, of their proposal to receive an award.

AUTHORITY TO RESOLVE PROTESTED AWARDS

Any actual bidder or contractor who is aggrieved in connection with the intended award or award of a contract shall protest to the City Manager or his designee’(s) in the manner stated under Subsection “b” of this section within ten (10) calendar days of the date of notification of award posted in accordance with the City of Rock Hill’s procurement policy.

Protest Procedure: A protest shall be in writing, submitted to the City Manager or his designee’(s), as stated above, and shall set forth the grounds of protest and relief requested with enough particularity to give notice of the issues to be decided.

Authority to Resolve Protest: The City Manager or his designee’(s) in coordination with, and under the advisement of the City Attorney, shall have authority, prior to the commencement of an action in court concerning the controversy, to settle and resolve a protest by an actual aggrieved bidder, offeror, or a contractor concerning the award of a contract.

Decision: If the protest is not resolved by mutual agreement, the City Manager or his designee’(s) in coordination with the City Attorney shall issue a decision in writing within ten (10) days after receipt of the protest. The decision shall state the reasons for the action taken.

Notice of Decision: A copy of the decision under Subsection “d” of this section shall be mailed or otherwise furnished immediately to the protestant and any other intervening party.

Failure to Render Timely Decision. If the City Manager or his designee’(s) does not issue the written decision required under Subsection “c” of this Section within a reasonable time after

written request for a final decision or within such longer period as may be agreed upon by the parties, then the contractor shall precede as if an adverse decision has been received.

CITY BUSINESS LICENSE

The successful contractor, prior to execution of the contract, must possess or obtain a City of Rock Hill Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the contractor is not currently doing other business inside the City Limits. If the contractor is currently doing other business within the City limits of Rock Hill, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the city limits. Contact the Business License Office at 803-329-7042 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Rock Hill.

ILLEGAL IMMIGRATION REFORM ACT COMPLIANCE

The contractor certifies that the contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled Unauthorized Aliens and Public Employment and agrees to provide to the City of Rock Hill any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub-subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors.

INSURANCE

Any CONSULTANT contracted by the City shall be required to provide a **Certificate of Insurance** on acceptable forms with limits acceptable to and approved by the Risk Manager prior to commencing work. Certificates containing wording that release the insurance company from liability for non-notification of cancellation of the insurance policy shall not be acceptable. Policies shall be endorsed to include a waiver of subrogation against the City, its officers, officials, agents, and employees. Insurance is to be placed with an insurer with a current A.M. best rating not less than: VII, unless otherwise allowed by the Risk Manager.

Separate endorsements shall be required, naming the City as additional insured, for liability insurance and providing a waiver of subrogation for Worker's Compensation Insurance. At any time, if insurance as required by the City is canceled, then all work shall cease until insurance acceptable to the City is once again provided. The Risk Manager may for good causes waive the Certificate of Insurance for professional liability, but only when the lack of such coverage will have no significant impact upon the City.

FUNDING

Funding for this project will be provided through Federal, State, and local transportation / transit funding sources with the required match provided by RFATS' member communities. Costs incurred prior to notice-to-proceed will be the responsibility of the CONSULTANT and will not be reimbursed. All travel expense prior to notice to proceed by the CONSULTANT shall be at the CONSULTANT's expense.

PROPOSED TIMEFRAME

ADVERTISEMENT OF RFP **AUGUST 20, 2009**

DEADLINE FOR SUBMITTING WRITTEN QUESTIONS 5:00PM., EST, SEPT 03, 2009

RESPONSES DUE **5:00PM., EST, SEPTEMBER 21, 2009**

EVALUATION (Oral Presentations) **SEPTEMBER 22 – OCTOBER 15, 2009**

NOTICE OF PREFERRED CONSULTANT **OCTOBER 16, 2009**

CONTRACT DEVELOPMENT AND AWARD **OCTOBER 19 – NOVEMBER 30, 2009**

PROJECT INITIATION **DECEMBER 1, 2009**

CITY OF ROCK HILL WMBE & EEO STATEMENT

It is the policy of the City of Rock Hill to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Rock Hill to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.

It is further the policy of the City of Rock Hill to conduct its contracting and procurement programs so as to prevent such discrimination and resolve any and all claims of such discrimination.

PL AGREEMENT REQUIREMENTS

The contract awarded under this RFP process is subject to review and approval of the South Carolina Department of Transportation (SCDOT), and successful consultant must comply with all federal and state laws, statutes, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals that would apply to the MPO.

SCOPE OF WORK

CONGESTION MANAGEMENT PLAN UPDATE

PURPOSE

The City of Rock Hill, South Carolina, the lead staff agency for the Rock Hill-Fort Mill Area Transportation Study (RFATS) is hereby issuing this Request for Proposal (RFP) to firms that have the capability and interest in undertaking and producing an updated congestion management plan for the RFATS Study Area. Specifically, this plan should effectively enable staff to implement a congestion management process that will encompass multimodal system performance measures as well as mitigation strategies that will improve transportation system management and operation and comply with all SAFETEA-LU requirements.

In particular, this congestion management plan will need to update and build upon an existing 2004 Congestion Management Study that focused on short-to-intermediate term mitigation strategies, primarily roadway improvements. **The work product from this RFP is to be viewed as the second phase of the 2004 CMS; and consequently, the data and existing conditions from the 2004 CMS should be utilized and incorporated into this Congestion Management Plan (CMP). To review the 2004 CMS, please visit the RFATS webpage below:**

<http://www.cityofrockhill.com/dynSubPageSub.aspx?deptID=9999&pLinkID=412&parentID=14>

This RFP is designed to further develop and refine staff's ability to systematically monitor, evaluate, and implement traditional and non-traditional mitigation strategies to better manage demand, reduce SOV travel, and fundamentally improve transportation system operation within the RFATS Study Area; in particular, this should include looking at sub areas to improve connectivity and reduce dependence on high volume corridors. Therefore, this RFP is intended to result in a congestion management plan that takes into account system management and preservation; accessibility and operation; mobility of people and goods; as well as safety and security.

This RFP provides the interested CONSULTANT / CONSULTANT TEAM, hereafter referred to as "CONSULTANT," with specific information concerning the goals of this study. This RFP provides sufficient information to enable the CONSULTANT to prepare and submit a proposal for consideration by the Rock Hill-Fort Mill Area Transportation Study (RFATS).

GOALS

- Identify existing and developing routes for inclusion in an updated congestion monitoring network to support and guide on-going congestion management planning; this would specifically include a discussion of available measures to protect developing routes from encroaching development.

- Improve our understanding of access management practices and policies addressing traffic operations, but towards such considerations as rights of property access and any potential impacts to property values.
- Improve our understanding of travel conditions and factors affecting the efficiency of goods movement
- Enhance our ability to better communicate multimodal system performance for future investment planning
- multimodal system performance measures and strategies
- Incident management
- Project prioritization
- Thoroughfare planning / sub-area traffic circulation evaluations
- Evaluating strategies and opportunities to reduce vehicular emissions and improve air quality

BACKGROUND

Federal requirements state that regions with more than 200,000 people, known as Transportation Management Areas (TMAs), must maintain a Congestion Management Process (CMP) and use it to inform transportation planning and decision-making. These requirements were introduced by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and were continued under the successor law, the Transportation Equity Act for the 21st Century (TEA-21).

Whereas previous laws referred to this set of activities as a congestion management system (CMS), the current transportation authorization law – the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), refers to a “congestion management process,” indicating that the goal of the law is to utilize an on-going, proactive process that is to serve as an integral component of metropolitan transportation planning.

While the RFATS Study Area is not itself an urbanized area with a population over 200,000, the RFATS Area is considered part of the Charlotte-Mecklenburg TMA. As such, RFATS conducts transportation planning activities for portions of the Charlotte-Mecklenburg TMA, and because of this is required to have a congestion management process / plan to monitor and evaluate the overall transportation system.

SCOPE OF WORK

The Rock Hill-Fort Mill Area Transportation Study (RFATS) seeks a transportation CONSULTANT to undertake the following scope of work. **The planning process and all work products must be consistent with the requirements of SAFETEA-LU.**

Task 1: Evaluation of the Multimodal Transportation System

The CONSULTANT will:

- Develop methods to monitor and evaluate multimodal transportation system
- Identify the causes of congestion (recurring and non-recurring)
- Identify and evaluate alternate actions
- Provide information supporting the implementation of actions

Task 2: Measuring the extent of congestion

The CONSULTANT will:

- Define the parameters for measuring the extent of congestion
- Evaluate the effectiveness of congestion reduction strategies for the movement of people
- Evaluate the effectiveness of congestion reduction strategies for the movement of goods

In addressing this task the CONSULTANT shall employ a comprehensive approach to define and measure congestion throughout the RFATS Study Area. The approach shall take into account current and future land use, current and future improvement projects (Pennies for Progress Program, CMAQ, etc.), as well as community character and travel patterns during peak and off peak timeframes and/or specific seasonal periods.

Task 3: Data Collection & Performance Monitoring

The CONSULTANT will:

- Establish a program for ongoing data collection
- define the extent and duration of congestion
- determine the causes of congestion

In accomplishing this task, the CONSULTANT will use existing sources of information whenever possible (i.e., SCDOT, State, Local, transit providers, local jurisdictions, regional transportation planning studies, etc.). The consultant may supplement existing sources of information with interviews with key stakeholders (particularly freight providers). It should be noted that a system for assuring confidentiality of proprietary information shall be included / utilized as appropriate.

Task 4: Performance Evaluation

The CONSULTANT will:

- Identify traditional congestion management strategies
- Identify non-traditional congestion management strategies
- evaluate their anticipated performance

In accomplishing this task, the CONSULTANT will translate the congestion information obtained from the performance monitoring in Tasks 1-3 to identify specific strategies that can be pursued to address congested conditions. Protocols for scoring and ranking projects shall be developed to incorporate these projects into the Long Range Transportation Plan. The CONSULTANT shall develop a regional vision that will establish regional priorities and strategies to determine how roadway capacity investments and land use planning will be used in conjunction with system and demand management strategies to manage and mitigate congestion.

Task 5: Development of an Implementation Process

The CONSULTANT will:

- Identify an implementation schedule
- Identify implementation responsibilities
- Identify a menu of possible funding sources for each solution

In accomplishing this task, the CONSULTANT will develop a process for implementing appropriate congestion management strategies and/or a combination of strategies for the RFATS Study Area, that will contribute to the more effective use and improved safety of the existing and future transportation system.

Task 6: Evaluation and Assessment

The CONSULTANT will:

- Develop a process for periodic assessment of the efficiency and effectiveness of implemented strategies, in terms of the area's established performance measures

In accomplishing this task, the CONSULTANT will develop provisions to monitor the performance of strategies implemented to address congestion. The CONSULTANT will develop guidance to evaluate their effect and/or impact on the transportation system through a standardized process that will be improve air quality. The process shall demonstrate whether operational or policy adjustments are needed to make the current strategies work better and to provide information about how various strategies work in order to inform future approaches within the region.

Task 7: Subarea Traffic Analysis and Thoroughfare planning (identified high growth areas)
The CONSULTANT will:

- Collect and review existing and future conditions for the roadway system within the identified high growth areas as outlined in the 2004 CMS.
- Evaluate and discuss needed modifications and/or additional roadway connections and improvements to ensure connectivity and operational effectiveness.

In addressing this task the CONSULTANT shall review and analyze the “Collector Planning Areas” (identified from the 2004 Congestion Management Study: Exhibit 7-1). Please note that a recently completed I-77 Corridor Study addressed the one (1) highlighted area near I-77 between Cherry Road and Dave Lyle Boulevard; please note however, that a similar level of in-depth analysis (as in the I-77 Corridor Study), is not envisioned with this CMP update.

Additionally, it should be noted that the primary purpose of this task is to develop a decision-making framework for evaluating current and future development proposals in these high growth areas, so that the efficiency and effectiveness of the overall transportation system can be maintained and/or improved as anticipated growth continues to occur.

SCHEDULE

The CONSULTANT must agree to begin work upon issuance of a notice to proceed by RFATS and to complete this work within six (6) months (or by May 31, 2010) of the date of notice to proceed. The work shall be guided by a detailed flow diagram, prepared by the CONSULTANT and furnished to the RFATS within one week of receipt of notice to proceed, and approved by RFATS. Periodic payments for the work shall be made in accordance with a schedule proposed by the CONSULTANT and a detailed progress report, which will be reviewed and approved by the Project Manager.

PROJECT MANAGEMENT

The CONSULTANT will submit monthly invoices accompanied by supporting documentation including monthly progress reports to the RFATS staff outlining status of work elements; any delays or concerns; and schedule update. Progress report briefings will be held during the course of this project. The CONSULTANT shall be responsible for the logistics for these meetings.

MEETINGS

Stakeholder meetings shall be conducted by the CONSULTANT, during the course of this project. The consultant shall be responsible for the logistics for these meetings. The specific number of meetings shall be negotiated between the CONSULTANT and the RFATS project manager.

PRESENTATIONS

One (1) technical presentation (PowerPoint) shall be made to RFATS as specified by the RFATS' project manager, following the completion of the Plan.

SPECIFICATIONS FOR WORK

All documentation shall be in Microsoft Word 2003 and Adobe Portable Document Format (PDF). Any programming source codes, form designs, raw source database (in dBase III format, with field coding definition sheet) and other ancillary files shall be transferred to the RFATS in addition to the executable applications at the closure of each task or any moment specified by the RFATS project manager.

DELIVERABLES

The CONSULTANT will provide copies (paper and digital) of the draft and final Congestion Management Plan, including an Executive Summary. The number of copies shall be determined between the CONSULTANT AND RFATS Project Manager. Draft work tasks / chapters will be submitted as prepared throughout the schedule. The final draft of the completed CMP must be submitted by May 31, 2010.