



**AGENDA OF A SPECIAL MEETING OF THE
ABILENE METROPOLITAN PLANNING ORGANIZATION (MPO)
TRANSPORTATION POLICY BOARD**

9:00 a.m. Friday, May 3, 2019
City Council Chambers, Abilene City Hall
555 Walnut St., Abilene, Texas

Councilman Shane Price, City of Abilene (MPO Chairman)
Judge Downing Bolls, Taylor County (MPO Vice-Chairman)
Mr. Carl Johnson, TxDOT District Engineer
Judge Dale Spurgin, Jones County
Mayor Anthony Williams, City of Abilene

1. Call to Order.
Public comment may be taken on any agenda item during the discussion of that item.
2. Discussion and action on a Request for Proposals for a Consultant for the Metropolitan Transportation Plan (MTP) FY 2020-2045.
3. Opportunity for members of the Public, Board Members, Technical Advisory Committee Members, or MPO Staff to make comments on MPO issues or to recommend topics for future discussion or action.
4. Adjournment.

EXECUTIVE SESSION

The Abilene Metropolitan Planning Organization Transportation Policy Board reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any item on the agenda as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about real property) 551.073 (Deliberations about gifts and donations), 551.074 (Personnel matters), and 551.076 (Deliberations about security devices). After discussion in executive session, any action or vote will be taken in public.

CERTIFICATION

I hereby certify that the above notice of the meeting was posted on the bulletin boards of _____ on the _____ day of _____, 2019 at _____ (a.m./p.m.)

NOTICE

In compliance with the Americans with Disabilities Act, the Abilene MPO will provide for reasonable accommodations for persons attending this meeting. To better serve you, requests should be received 48 hours prior to the meeting. Please contact the Abilene MPO at (325) 437-9999.

Other than members, ex-officio members, and non-voting review/advisory members of the Transportation Policy Board, each person who wishes to address the Board regarding an item on the agenda shall be limited to a five (5) minute presentation unless such person requests and receives additional time from the Chairman. The Chairman may exercise discretion in allowing or not allowing additional time to any speaker. The use of a single spokesperson to represent a group of people is encouraged. Where there are large numbers of persons who wish to address the Transportation Policy Board on a single matter, the Chairman may decrease the amount of time available to each person who wishes to address the Transportation Policy Board.

1. Call to Order.

Public comment may be taken on any agenda item during the discussion of that item.

2. Discussion and action on a Request for Proposals for a Consultant for the Metropolitan Transportation Plan (MTP) FY 2020-2045.

**Abilene MPO Policy Board Meeting
May 3, 2019
Supplemental Agenda Information**

2. Discussion and action on a Request for Proposals for a Consultant for the Metropolitan Transportation Plan (MTP) FY 2020-2045.

Background

The Metropolitan Transportation Plan (MTP) is the long-range plan or “blueprint” that has a minimum twenty-year planning horizon and is updated every five years. The current MTP was adopted on January 20, 2015, and covers fiscal years 2015-2040. It was subsequently amended on December 19, 2017. The MTP includes identifying present and future transportation corridors, forecasting transportation needs and growth patterns, providing estimated costs for implementation of those needs, and including other innovative approaches to transportation. The MTP is a financially constrained document but it also includes a list of additional projects that could be implemented as funding becomes available.

The FYs 2020-2045 Metropolitan Transportation Plan is due January 20, 2020. In order to ensure deadlines are met, a timeline was created and acknowledged at the December 18, 2018 Policy Board meeting. Included as part of that process was authorization to seek a request for proposals (RFP) for consultant assistance. The thought behind this was that the requirements for projects to be ranked based on performance measures, the performance measures inclusion in all aspects of the plan, the various funding scenarios, the Travel Demand Model, the projection of demographics, and only two staff members make this MTP more challenging than previous renditions. An additional challenge with this MTP is that we are currently in the process of updating our Travel Demand Model but it is predicted that a working model will not be in place to be used for this MTP. Thru a partnership with TxDOT, demographic work will be conducted that will be available for use in this long range plan creation.

Current Situation

The Policy Board at their February 19, 2019 meeting looked at the potential scope of work. The RFP was issued on March 3, 2019. The deadline was March 22, 2019 and two (2) companies submitted proposals.

Recommendation from the Technical Advisory Committee (TAC)

At the January 29, 2019 TAC meeting a discussion was held on evaluation criteria and the weights to be assigned to those criteria. An Evaluation Sub-Committee was established. At their April 5, 2019 meeting the TAC confirmed their approval to delegate recommendation authority on this matter to the Evaluation Sub-Committee.

Recommendation from the Evaluation Sub-Committee

The Evaluation Sub-Committee is recommending that the Policy Board award the bid for CB#1937 Metropolitan Transportation Plan Services to Walter P. Moore for a total cost of \$129,500. This company seems to best meet the established criteria reflected in the RFP.

Action Requested

1. Authorization for the MPO Executive Director and/or City Manager as appropriate to proceed with the selection, negotiate final details, and execute a contract with the successful respondent for the services described.
2. Authorization to submit to City Council for contract authority.

RESOLUTION NO. 2019-02

A RESOLUTION OF THE POLICY BOARD OF THE ABILENE METROPOLITAN PLANNING ORGANIZATION, AWARDING THE BID TO WALTER P. MOORE FOR THE METROPOLITAN TRANSPORTATION PLAN.

WHEREAS, the Abilene Metropolitan Planning Organization (MPO) is responsible for coordinated, comprehensive and continuing transportation planning in the Abilene MPO area; and

WHEREAS, the Abilene MPO was seeking proposals from qualified proposers for professional services and technical tasks for the development of the Abilene 2020 to 2045 Metropolitan Transportation Plan (MTP); and

WHEREAS, the objective of this effort is to provide necessary support for the establishment of a comprehensive long-range transportation plan for the identified study area; and

WHEREAS, the MTP is used for the evaluation of projects and the determination of appropriate investments to facilitate transportation needs; and

WHEREAS, an Evaluation Sub-Committee evaluated the responsiveness of each proposal based on the evaluation criteria listed in the Request for Proposals (RFP); and

WHEREAS, Walter P. Moore was the company that best met the established criteria reflected in the RFP; and

NOW THEREFORE, BE IT RESOLVED BY THE ABILENE METROPOLITAN PLANNING ORGANIZATION POLICY BOARD:

That the Abilene MPO Policy Board awards the bid to Walter P. Moore for the Metropolitan Transportation Plan in the amount of \$129,500.

ADOPTED this 3rd day of May, 2019.

ATTEST:

E'Lisa Smetana, MPO Executive Director

Councilman Shane Price, MPO Chairman

APPROVED:

Stanley E. Smith, City Attorney

SECTION 2- SCOPE OF WORK

Scope of Work

The scope of services to be provided by the Consultant involves providing professional and technical support in the development of a Metropolitan Transportation Plan for the Abilene Area MPO. In general, the Plan is envisioned to consist of recommendations for a community-supported comprehensive network of multimodal transportation options to connect users to special generators and key destinations while considering key national, state, and regional goals and performance measures. The Abilene MPO Planning Area includes parts of Taylor and Jones Counties.

At this time the MPO is in the process of updating their Travel Demand Model but it is predicted that a working model will not be in place at the time of this RFP. Demographic work is being conducted that should be available for use in this long range plan creation.

Task 1 - Project Administration

- 1.1 Review schedules, prepare bi-monthly reports, and coordinate meetings with subcontractors, consulting partners, the MPO staff, Technical Advisory Committee (TAC), Policy Board (PB) as needed to report on progress, invoicing, quality control, unmet needs and/or to obtain direction on potentially outstanding policy issues.
- 1.2 In coordination with MPO Staff will develop a project schedule and periodically update as needed. This schedule shall include tasks, milestones and deliverables.

Task 2 - Analysis

- 2.1 Assist in the review of current plans, programs, forecasts, travel and economic data. Assess current condition of all modes of travel. Obtain and evaluate information and data available for use in application of performance measurements related to potential project prioritization.
- 2.2 Assess current roadway system to determine expected system performance based on socio-economic and demographic projections over the course of the MTP time span.
- 2.3 Assist in a review of private and public transportation services identifying potential service gaps, needs and opportunities including those applicable for the maintenance of fleet state of good repair standards. Identify potential shortfalls and means of addressing first mile/last mile challenges or opportunities.
- 2.4 Assist in a review and evaluation of the area freight network specifically addressing potential projects or investments likely to improve or maintain system performance as it relates to mandated performance measures.
- 2.5 Assist in a review of the existing network and plans for active transportation and alternative transportation options. Identify best practices, potential projects and opportunities to enhance existing system including innovative solutions.
- 2.6 Conduct an environmental justice assessment, and perform an analysis demonstrating job locations versus living quarters evaluating transportation affordability as a measure suitable for evaluating various transportation investment options. The consultant shall prepare maps, infographics and other

visualization tools as needed to effectively demonstrate the impact of transportation affordability and the effects of various investment strategy scenarios.

- 2.7 Provide an environmental analysis identifying vulnerabilities, and opportunities related to FAST Act mandated areas currently applicable to the Abilene MPO Area and any additional mandates likely to be applicable within the MTP Plan term. Assist in identifying potential opportunities to improve system resilience.
- 2.8 Assist in the evaluation of current and potential future system performance and needs for the servicing of travel and tourism.
- 2.9 Evaluate current system readiness and challenges in terms of emerging technologies, transportation options and modes of travel.

Task 3 - Public Involvement

- 3.1 Conduct and document a public involvement process compliant with the MPO Public Participation Process including provisions for necessary coordination among Federal, State, Regional, County and local agencies, individual communities within the MPO Planning Area, and various transportation stakeholders. Special emphasis is to be made for the engagement of persons, groups or entities historically, traditionally or potentially likely to be underrepresented.
- 3.2 Two (2) public meetings will be conducted during plan development. The consultant shall manage these meetings, provide visual aids and documents, arrange for speakers, and any special accommodations which may be needed for members of the public to effectively participate. The MPO will schedule the venues.
- 3.3 A Delphi Panel may be necessary to determine transportation needs in the area. This would be made up of community leaders from numerous agencies, governmental entities, and private sector interests. The consultant shall manage this meeting, provide visual aids and documents, and incorporate the data from this panel into the final document.

Task 4 - Project/Investment Evaluation and Prioritization

- 4.1 Assist the MPO in developing a list of projects to be used in conjunction with public input and needs analysis to evaluate various transportation improvement scenarios. This task includes conducting a "call for projects" exercise.
- 4.2 Provide staff and resources and data as needed to conduct a complete project ranking exercise with the MPO's Technical Advisory Committee (TAC) utilizing the recently approved Abilene MPO Project Selection process to score all projects.
- 4.3 Using projected financial assessments of costs and revenues, prepare a fiscally constrained and realistic list of projects for construction. Projects or programs not reasonably forecast to have available funding by 2045 shall be grouped as Illustrative Projects.

Task 5 - Draft & Final Plan

- 5.1 The consultant will develop a draft plan for consideration by the public, stakeholders, and policy board and make revisions to the draft in consultation with the MPO staff. This plan will address all Federal requirements. All outreach will be compliant with the MPO's Public Participation Plan. The draft plan will be presented by the consultant to the Policy Board at the October 2019 meeting.

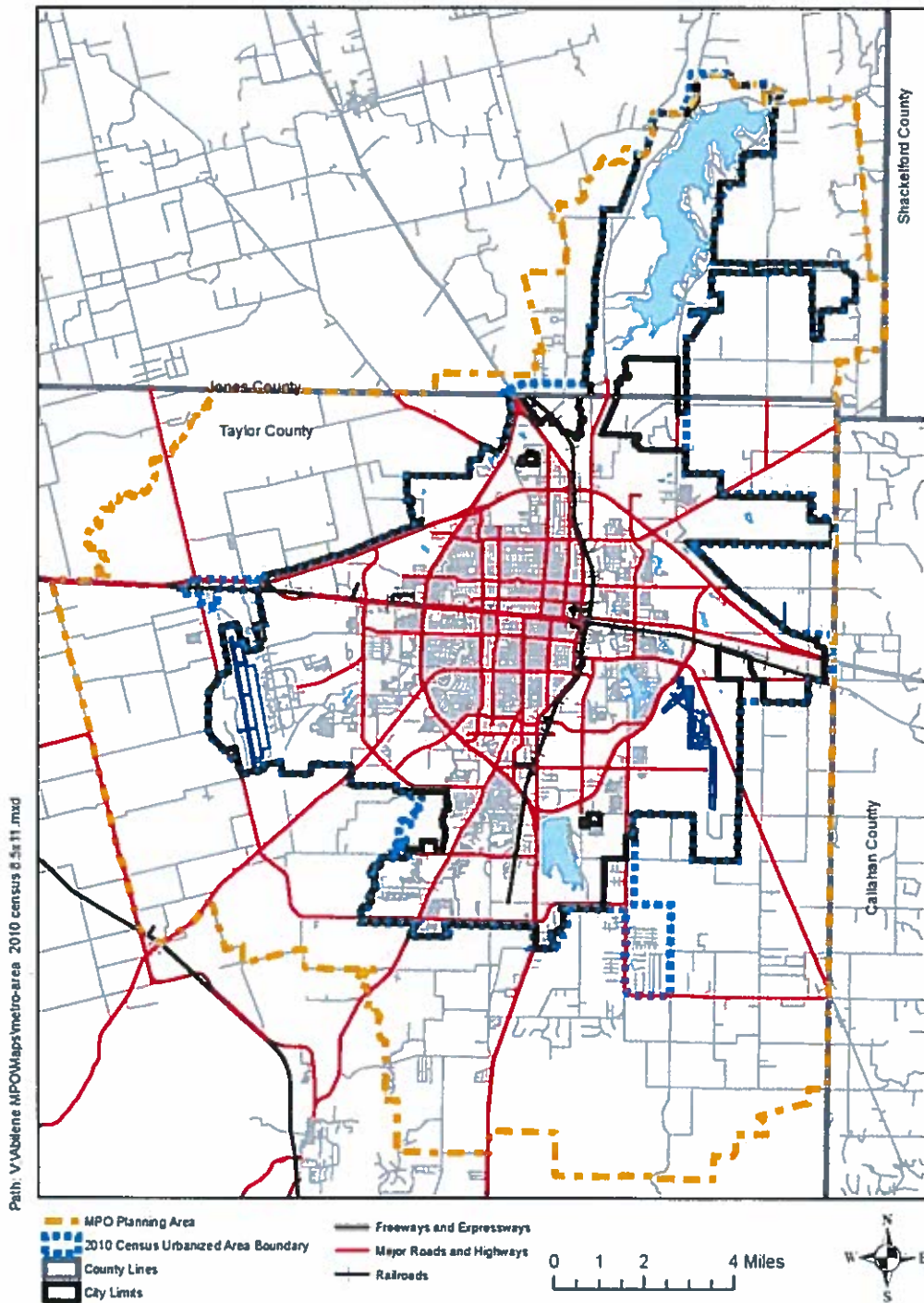
5.2 The consultant will prepare a final plan for consideration by the public, stakeholders, and policy board. The final plan will be presented by the consultant to the Policy Board at the December 2019 meeting.

Task 6 - Other Tasks

6.1 Proposers should ensure that the work described herein is included in their proposed work program, but other tasks may be included if the Proposers believes they are appropriate and justified. Such tasks may include incorporation of projections or analysis related to emerging technologies or various socioeconomic trends on the transportation systems. Utilize ArcGIS, TransCad and Excel during the project.

ABILENE URBANIZED AREA AND METROPOLITAN PLANNING AREA MAP

Abilene Urbanized Area and Metropolitan Planning Area



SECTION 3- PROPOSAL EVALUATION AND CONTRACT AWARD

The Abilene MPO and the City of Abilene intend to select a firm that demonstrates, in the MPO's opinion, the highest degree of technical merit, expertise and qualifications. The Evaluation Committee may elect to interview Proposers in order to clarify their proposals and/or for the Proposers to make oral presentations. If interviews or presentations are held, the Evaluation Committee may re-evaluate the proposals of those firms interviewed.

Eligibility for Award

In order to be eligible for award, Proposers must be responsive and responsible.

- A. Responsive proposals are those complying in all material aspects of the solicitation, both as to the method and timeliness of submission, and as to the substance of the resulting Contract. Proposals that do not comply with all the terms and conditions of the solicitation may be rejected as non-responsive.
- B. Responsible Proposers are those prospective Contractors who, at a minimum, must:
 1. Have adequate financial resources, as required, during performance of the Contract. The company/firm must demonstrate its financial capability, including financial resources. This can be satisfied by a letter from the company's financial institution stating its current financial worthiness and creditability.
 2. Have necessary technical capability to perform.
 3. Are able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing business commitments.
 4. Have a satisfactory record of past performance.
 5. Certify that they are not on the U.S. Comptroller General's list of ineligible Contractors.
 6. Demonstrate that they are qualified providers of the services being offered.
 7. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Evaluation of Proposals

The Evaluation Committee will evaluate the proposals in accordance with the criteria set forth below. The total evaluation points, as separately determined by each Evaluation Committee member, will be added together, and each Proposer will be ranked in numerical sequence, from the highest to the lowest score.

After receipt of all proposals, the Evaluation Committee shall evaluate each proposal using the criteria described in this Section, and may require written clarification to questions raised in the Proposal. The Evaluation Committee may also ask the top proposers from this process to give them a presentation, which will be evaluated using the same criteria as the criteria used for the proposals. Attendance at an interview is at the vendor's expense. During this process evaluation points may be adjusted in accordance with the information gathered by the Evaluation Committee.

The City of Abilene will not be liable for any expense incurred in the preparation of the proposals. The City of Abilene shall be under no obligation to return any response to this Request for Proposal or other material submitted as a result of this RFP.

Scoring and Evaluation Criteria

Proposals will be evaluated by an Evaluation Committee and will be based on the Scope of Work, and any addenda thereto, as well as the minimum requirements of the components, warranty service, support and other deliverables of this procurement.

The award of this Contract shall be made to the Proposer whose proposal, in the opinion of the Abilene MPO, best meets the established criteria listed herein.

The following criterion have been established by which all proposals will be evaluated.

- Staff Qualifications & Experience with Similar Projects (20%) The proposal will be evaluated on the basis of the firm's demonstration of staff qualifications and previous project experience that is a similar in nature and complexity for MPOs that are similar in size and type to the Abilene MPO.
- Demonstrated Knowledge of the Work Requirements (20%) The proposal will be evaluated on the basis of the knowledge and work required to accomplish the project. The Proposer must demonstrate a thorough understanding of the services to be provided and the activities required to ensure a high quality master plan.
- Proposed Work Plan, Approach and Project Schedule (25%) The Proposer will describe in detail how it will meet all of the services and deliverables listed under the Scope of Work. The project work plan and schedule will be evaluated in the choice of a firm, although it is understood that the actual beginning and completion dates are subject to the "notice to proceed".
- Compliance with Instructions (15%) The proposals will be evaluated for the level of compliance with the instructions described in this RFP.
- Cost Proposal (20%) The City of Abilene is seeking the highest quality, most professional services available. While cost is certainly an important factor in this Metropolitan Transportation Plan Services procurement; it will not be the sole basis on which proposals are evaluated.

Presentations

Any or all respondents may be invited to make a presentation. If so, the Abilene MPO will notify the respondents of the date and time of the presentation. All costs incurred by the respondent in the presentations will be the responsibility of the respondent. After any such presentations, submittals may be evaluated again.

Competitive Range

The evaluation of proposals may result in reductions of the number of proposals that remain in a competitive range. The competitive range is determined through a preliminary evaluation of proposals, which applies the evaluation criteria as set forth above. The Proposers remaining in the competitive range may be invited to participate in additional evaluations, interviews, Best and Final Offers, or negotiations.

Negotiations

City of Abilene may undertake concurrent negotiations with Proposers determined to be within a competitive range. City of Abilene does, however, reserve the right to award a Contract based on the original proposal without any negotiations. The decision to award without negotiation may be made by the City of Abilene if, in the opinion of the City of Abilene, preliminary evaluation of the proposals received indicates that the best achievable and technically acceptable proposal has been received.

Concurrent negotiations with all Proposers whose proposals are within the competitive range may be conducted by City of Abilene. Negotiations may be entered with one (1) or more Proposers to finalize contract terms and conditions. In the event negotiations are not successful, City of Abilene may initiate negotiations with another Proposer or other Proposers, or reject all proposals.

Negotiation of a contract will be in conformance with all applicable federal, state, and local laws, regulations, rules, and procedures. The objective of the negotiations will be to reach agreement on all provisions of the proposed contract.

Single Proposal Response

If only one proposal is received in response to the RFP, a detailed cost proposal and analysis of three (3) proposals, if available, awarded to the Proposer within the past two (2) years may be requested of the single Proposer. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

Contract Award

The City of Abilene has been designated as the Abilene Metropolitan Planning Organization and therefore is the fiscal agent for the Abilene Metropolitan Planning Organization.

Contract award will occur after it has been approved by both the MPO Policy Board and the Abilene City Council. No other act shall constitute Contract award.

The City or the MPO has the right to reject any and all Proposals, to waive any and all formalities, and to reject all nonconforming or conditional Proposals or counter Proposals. In evaluating Proposals, the City considers compliance with prescribed requirements and price. The City may investigate the responsibility and financial ability of the Proposers. The City or the MPO has the right to reject any Proposal whose evaluation does not satisfy City requirements. The MPO will award the contract to the responsive and responsible proposer that scores the highest based scoring/evaluation of the Evaluation Committee.

Execution of Contract and Notice to Proceed

The Proposer to whom the MPO intends to award the Contract shall sign the Contract and return it to the City of Abilene. Upon receipt by the City of Abilene of any required documentation and submittal by the Contractor, and execution by the MPO and City of Abilene, a Notice to Proceed will be issued.

If any proprietary, privilege, or confidential information or data is included the Contractor's proposal, each page that contains this information or data should be marked as such (e.g., "Proprietary", "Confidential", "Business Secret" or "Competition Sensitive").

All data, documentation, and innovations developed as a result of these contractual services shall become the property of the MPO.

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- 3. Opportunity for members of the Public, Board Members, Technical Advisory Committee Members, or MPO Staff to make comments on MPO issues or to recommend topics for future discussion or action.**

4. Adjournment.