



**REQUEST FOR QUALIFICATIONS (RFQ)**

The enclosed REQUEST FOR QUALIFICATIONS (RFQ) and accompanying SPECIFICATIONS are for your convenience in submitting a STATEMENT OF QUALIFICATIONS (SOQ) for the enclosed referenced services:

**GRAYSON COUNTY THOROUGHFARE PLAN**

**CLOSING DAY AND TIME: Sealed SOQ will be received no later than:**

**2:00 P.M. MAY 16, 2017**

**MARK ENVELOPE:**

**“GRAYSON COUNTY THOROUGHFARE PLAN”**

**RECEIPT OF EACH ADDENDUM SHALL BE CLEARLY MARKED ON THE EXTERIOR OF THE ENVELOPE**

**RETURN SOQ TO:**

**SHERMAN-DENISON MPO  
100 W HOUSTON ST, SUITE G1  
SHERMAN, TX 75090  
ATTN: CLAY BARNETT, P.E.**

Questions regarding this RFQ should be directed to Clay Barnett, P.E. via email at [barnettc@co.grayson.tx.us](mailto:barnettc@co.grayson.tx.us) on or before 2:00 P.M. (CDT), May 9, 2017. Information in response to any inquiry may be published as an addendum. Addenda can be found on the Sherman-Denison MPO website: [www.sdmpo.org](http://www.sdmpo.org).

Name of Respondent submitting SOQ: \_\_\_\_\_

# REQUEST FOR QUALIFICATIONS

Issue Date: April 12, 2017  
Title: Grayson County Thoroughfare Plan  
Issuing and Using Agency: Sherman-Denison Metropolitan Planning Organization  
Attn: Clay Barnett, P.E., Executive Director, Sherman-Denison MPO  
100 W Houston St, Suite G1, Sherman, TX 75090

## Overview:

The Sherman-Denison Metropolitan Planning Organization (MPO) seeks SOQ from qualified Respondents to provide professional services involving highly technical tasks regarding the development of the Grayson County Thoroughfare Plan (Thoroughfare Plan). The MPO utilizes the Thoroughfare Plan in the process of transportation planning, in the evaluation of projects and in the formulation of transportation plans. The Thoroughfare Plan is used to analyze the impacts of development on the transportation system.

SOQ for furnishing the services described herein will be received until **2:00 P.M. (CDT) on May 16, 2017 at which time the SOQ will be publicly opened and acknowledged.**

SOQ may be mailed or hand delivered to:

Sherman-Denison MPO  
100 W Houston St, Suite G1  
Sherman, TX 75090

SOQ received after the submission deadline will be considered void and unacceptable. The MPO is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp will be the official time of receipt.

All inquiries for information shall be in writing and be directed to: Sherman-Denison MPO at the address listed above, or email at [barnettc@co.grayson.tx.us](mailto:barnettc@co.grayson.tx.us) on or before 2:00 P.M. (CDT) on May 9, 2017.

## Offer Statement and Business Information

In compliance with this RFQ, and to all conditions imposed therein, and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods/services described herein, or as mutually-agreed upon in writing signed by both parties pursuant to subsequent negotiation. I hereby certify that the foregoing SOQ has not been prepared in collusion with any other offeror or other persons engaged in the same line of business prior to the official receipt.

Name of Respondent: \_\_\_\_\_ Date: \_\_\_\_\_

Street: \_\_\_\_\_ By: \_\_\_\_\_  
(Authorized Signature in Ink)

City: \_\_\_\_\_ State: \_\_\_\_\_ Name: \_\_\_\_\_  
(Please Print)

Telephone: (\_\_\_\_) \_\_\_\_\_ Title: \_\_\_\_\_

## SECTION 1 – GENERAL INFORMATION

The MPO is soliciting information from qualified transportation engineers and planners with extensive experience in the design and development of thoroughfare plans.

- 1.1 **BACKGROUND:** The MPO is responsible for continuing, comprehensive and cooperative transportation planning in the Sherman-Denison Metropolitan Area as required by the Fixing American Surface Transportation (FAST) Act. The MPO is governed by a Policy Board comprised of locally elected officials from the cities of Sherman, Denison and Pottsboro (Small Cities Representative) and Grayson County as well as the Texas Department of Transportation (TxDOT). The MPO Technical Advisory Committee (TAC) is responsible for professional and technical review and for recommendations to the Policy Board. The MPO is geographically located in the TxDOT Paris District.

The MPO is located in Grayson County (County) and includes the cities of Sherman, Denison, Howe, Gunter, Pottsboro, Van Alstyne, Bells, Collinsville, Dorchester, Knollwood, Pilot Point, Sadler, Southmayd, Tioga, Tom Bean, Trenton, Whitesboro, and Whitewright. The MPO is also comprised of unincorporated areas of County, which is likely to become urbanized in the next 20 years. The 2010 Sherman-Denison Urbanized Area had a population of 95,300. In 2013, the Sherman-Denison Metropolitan Planning Area had a population of approximately 122,353.

- 1.2 **OBJECTIVES:** The Thoroughfare Plan will:
- 1.2.1 Provide a long range transportation program for the County region through the years 2050, and ultimate growth; and
  - 1.2.2 Project and provide for use in area planning efforts. The Thoroughfare Plan will be made available to various governmental entities, as well as local citizens and businesses.
- 1.3 **FUNDING:** Funds for payment will be provided through the funds approved by MPO Unified Planning Work Program and approved by the Policy Board.
- 1.4 **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) **after a contract is awarded.** The MPO strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.
- 1.5 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of the Agreement for Professional Services (see Attachment A).
- 1.6 **EVALUATION OF SOQ:** The evaluation of the SOQ shall be based on the requirements described in this RFQ. All properly submitted SOQ will be reviewed, evaluated, and ranked by the MPO in accordance with Section 5. SOQ shall not include any information regarding Respondent's fees, pricing, or other compensation.
- 1.7 **RESERVATION OF RIGHTS:** The MPO may evaluate the SOQ based on the anticipated completion of all or any portion of the Project. The MPO reserves the right to divide the Project into multiple parts, to reject any and all SOQ and re-solicit for new SOQ, or to reject any and all SOQ and temporarily or permanently abandon the Project. The MPO makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for

any project and no such representation is intended or should be construed by the issuance of this RFQ.

- 1.8 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its SOQ in response to this RFQ, Respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” respondent will require subjective judgments by the MPO.
- 1.9 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the Respondent’s participation in this RFQ shall be at the sole risk and responsibility of the Respondent.
- 1.10 ADDITIONAL SERVICES: The MPO reserves the right to add or delete services as needed.

<b>SECTION 2 – SCOPE OF SERVICES</b>
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The Thoroughfare Plan shall present findings and recommendations of a technical study designed for development of a thoroughfare plan for the County through the years 2050, and ultimate growth, and shall include, but not be limited to, the following:

- 2.1 A County-wide plan for a transportation network that reflects current conditions, anticipates future growth and local, national, and international economic conditions and recommends innovative solutions to transportation needs.
- 2.2 Provisions for necessary coordination among Federal, State, Regional, County and local agencies, the Grayson County Regional Mobility Authority, and individual communities within the County for the development of a comprehensive thoroughfare network.
- 2.3 Develop geometric design standards and roadway cross sections that can be utilized by engineers designing roadways in the County, and for determining right-of-way needs.
- 2.4 Produce the documents necessary to modify/create development regulations adopting the Thoroughfare Plan, geometric design standards, and roadway cross sections for the County and individual communities within the County.
- 2.5 Provide cost estimates for critical roadways and identify possible funding sources.
- 2.6 Update the MPO Travel Demand Model (TDM) Inputs, which include TAZ level demographics. The TDM is being developed cooperatively in a collaborative manner by the MPO and TxDOT – Transportation Planning and Programming (TxDOT-TPP). The model has a 2013 base year and a 2050 forecast year. Interim years of the model are 2018, 2023, 2028 and 2045. During the development of the model, the MPO is responsible for the socioeconomic data gathering and network coding. TxDOT-TPP is responsible for trip generation, trip distribution, trip assignment and model validation. The travel demand modeling area includes the County. The MPO utilizes ArcGIS, TransCad and Microsoft Excel.
  - 2.6.1 Update the **Base Year Model Inputs**. Kimley-Horn and Associates, Inc. prepared the 2008 socioeconomic data for a portion of the County. This data can be provided upon request. The consultant will compile, verify and allocate employment (basic, service, retail, educational) and special generator employment data to traffic analysis zones (TAZ) for **the entire County**. Services to be provided consist of quality checks and quality assurances of the 2013 base year socioeconomic data assigned to the TAZ; and assisting

with several base year tasks that are needed to finalize the base year model.

The 2010 population data will need to be collected and allocated to the TAZ by the consultant. Allocating the growth of 2010 population, household size and median income to the year 2013 will be required. Population for the 2013 base year allocated to the TAZ will be required. All TAZ-level data element and standards should follow TxDOT –TPP standards. The standard can be delivered upon request.

The 2013 employment data categorized by type (basic, retail, service, educational), special generator employment and special generator population will need to be collected and allocated to the TAZ.

Specific tasks for the base year project are listed below:

- Allocate the 2010 population, number of households, household size, and median income socioeconomic data to the TAZ.
- Calculate the growth from 2010 to 2013 for population, number of households, household size, and median income data previously allocated by TAZ. The source of the 2010 data is from the U.S. Census.
- Allocate the 2013 employment data set, gathered from Texas Workforce Commission data to TAZ, which will be provided upon request and license agreement is signed.
- Calculate 2013 daytime population and allocate to the TAZ.
- Develop the network coding for the 2013 base year Travel Model. The network data element and process are described in TxDOT standards, which can be provided upon request.
- Create socioeconomic data maps for the TAC’s review and analysis.
- Assist with the presentation of the 2013 model data set to the TAC, as needed.
- TransCad software orientation and basic training in Sherman for MPO staff.

The finalized 2013 base year socioeconomic data set and coding of the 2013 network are due to TxDOT-TPP **as soon as possible**. Currently, it is unknown when TxDOT-TPP will complete calibration and validation process in order to return a completed, base year model to the MPO.

The consultant should ensure that the work described herein is included in their proposed work program, but other tasks may be included if the consultant believes they are appropriate and justified.

2.6.2 After TxDOT-TPP performs model calibration model validation, and returns the completed base year model to the MPO, perform TransCad model review and analysis.

2.6.3 Develop socioeconomic data for the forecast years of 2018, 2023, 2028, 2045 and 2050. The socioeconomic data types are population, number of households, household size, median income, employment (basic, service, retail, educational) and special generator employment. Services to be provided are the growth allocation of socioeconomic data to the TAZ level.

- Calculate daytime population by TAZ for all forecast years.
- Conduct charrette workshops to assist with allocating growth to TAZ districts and, subsequently to TAZ.
- Utilize ArcGIS, TransCad and Excel during the project.
- Provide the network coding for each forecast year.

- Provide a technical documentation that details the technical methods and processes used during the forecast project.
- Presentation to the TAC, two (2) meetings and MPO Policy Board (1) meeting.
- TransCad software orientation and basic training in Sherman for MPO staff.

Consultants should ensure that the work described herein is included in their proposed work program, but other tasks may be included if the consultant believes they are appropriate and justified.

The finalized socioeconomic data set of interim years (2018, 2023, 2028 and 2045) and a forecast year of 2050, network coding, are due to TxDOT-TPP **as soon as possible**.

**SECTION 3 – FINAL PRODUCTS**

- 3.1 The Thoroughfare Plan Map shall communicate relevant information in a graphic, uncluttered manner. The final presentation shall be in a cost-effective form that is easily and inexpensively reproduced. The map shall be sized for clear communication, containing the information outlined herein, with consideration for ease of handling. Specific format of the final product will be determined prior to beginning work.
- 3.2 A written report shall outline the Thoroughfare Plan and Recommendations for Improvements, containing the information outlined herein, as well as a bibliography and/or sources of information. Twenty (20) copies of the report(s) will be required as well as one (1) digital copy either on a DVD or flash drive.
- 3.3 The Travel Demand Model Input shall be produced in TransCAD 6.0 and shall be given to the MPO once the model is complete.
- 3.4 Maps and necessary graphics included in the Thoroughfare Plan shall be produced in GIS format, Arc/INFO Export digital file format, for transfer into the MPO’s system, which is hosted by the County. The geography shall meet National Map Accuracy Standards for 1:24000 scale. The digital data shall be topologically correct and cleaned. The information shall not contain any node or label errors. The consultant shall be responsible for quality control and all attribute information shall be intact. The MPO will work with the County’s GIS Department to make available County-developed geographic information necessary for completion of the contract.

**SECTION 4 – STATEMENT OF QUALIFICATIONS**

The SOQ shall address the following items:

**RESPONDENT’S BACKGROUND (Maximum of one (1) printed page)**

- 4.1 Provide a statement of interest for the project.
- 4.2 Provide a brief history of the Respondent and consultant(s) proposed for the assigned project including when the firms were established, type of ownership and office locations. If more than

one (1) office is listed, indicate the office that will manage the project. If the firm has changed name or ownership within the last three (3) years indicate the former name.

**APPROACH TO SERVICES (Maximum of two (2) printed pages)**

- 4.3 Understanding of the project services desired and proposed approach to providing those services in accordance with the schedule.
- 4.4 Provide overall approach to quality and provide specifics on policies and procedures to be utilized to assure complete, accurate, and quality deliverables.
- 4.5 State any unique qualities and/or experience possessed by the Respondent and consultant(s) that will be utilized for this project.
- 4.6 State any innovative ideas and approaches that are anticipated to be utilized for this project.

**DEMONSTRATED KNOWLEDGE OF THE WORK REQUIREMENTS (Maximum of five (5) printed pages)**

- 4.7 Describe the Respondent's and consultant's unique qualifications, experience and approach in the following areas:
  - 4.7.1 Land Use Planning;
  - 4.7.2 Demographic Data Analysis;
  - 4.7.3 Transportation Engineering;
  - 4.7.4 Transportation Funding Sources; and
  - 4.7.5 Computer Applications: ArcInfo/TransCAD.

**STAFF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT (Maximum of three (3) printed pages excluding resumes)**

- 4.8 Provide a project team matrix and staffing plan in a graphical organization chart and/or table identifying the project manager and key project team members and their areas of expertise.
- 4.9 Describe the Project Manager's role in previous projects of similar nature elaborating unique qualifications of the Project Manager.
- 4.10 Provide a statement on the availability and commitment of the Respondent's and consultant's assigned principal(s) and professionals to undertake the assigned project.
- 4.11 Provide a listing of number of professional staff by discipline located in the office that will manage the project.
- 4.12 Provide resumes of key personnel from the Respondent and consultant(s) who will be assigned to this Project. Resumes limited to two (2) pages per person.

**PERFORMANCE ON PAST REPRESENTATIVE PROJECTS (Maximum of three (3) printed pages)**

- 4.13 List a maximum of six (6) projects for which the Respondent and consultant(s) has provided services that are most related to this project. List the projects in order of priority, with the most relevant project listed first. For each consultant that is named in the SOQ indicate the projects they also worked on. Provide the following information for each project listed:

- 4.13.1 Project name, location, and description;
- 4.13.2 Project original schedule ~~and budget~~ and describe any deviation;
- 4.13.3 Description of professional services Respondent provided for the project;
- 4.13.4 Consultant(s) References; and
- 4.13.5 If the Respondent received an award for excellence from a recognized organization for this project, provide descriptive information of the award.

References shall be considered relevant based on specific project participation and experience with the Respondent. The MPO may contact references during any part of this process. The MPO reserves the right to contact any other references at any time during the RFQ process.

## **SECTION 5 – EVALUATION**

- 5.1 The MPO intends to select a respondent that demonstrates, in the MPO’s opinion, the highest degree of technical merit, expertise and qualifications. The TAC will evaluate the SOQ in accordance with the criteria set forth below. The total evaluation points, as separately determined by each TAC member, will be added together, and each SOQ will be ranked in numerical sequence, from the highest to the lowest score. The TAC reserves the right to require written clarification to questions raised in the SOQ. The TAC may also ask the top ranked respondents from this process to give them a presentation, which will be evaluated using the same criteria as the criteria used for the SOQ. Attendance at an interview is at the Respondent’s expense. The MPO will not be liable for any expense incurred in the preparation of the SOQ. The MPO shall be under no obligation to return any SOQ to this RFQ or other material submitted as a result of this RFQ.
- 5.3 The SOQ will be evaluated by the TAC and will be based on the items outlined in Section 4, and any addenda thereto. The award of this Contract shall be made to the Respondent, who’s SOQ in the opinion of the MPO, best meets the established criteria listed herein. The following criterion has been established by which all SOQ will be evaluated:
  - 5.3.1 Approach to Services (15%);
  - 5.3.2 Demonstrated Knowledge of the Work Requirements (35%);
  - 5.3.3 Staff Qualifications and Availability to Undertake the Project (20%);
  - 5.3.4 Performance on Past Representative Projects (20%); and
  - 5.3.5 Compliance with Instructions (10%).

## **SECTION 6 – FORMAT**

- 6.1 SOQ shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of MPO's needs.
- 6.2 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete SOQ will be considered non-responsive and subject to rejection.
- 6.3 SOQ and any other information submitted by respondents in response to this RFQ shall become the property of the MPO.
- 6.4 The MPO will not compensate Respondents for any expenses incurred in SOQ preparation or for



any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit SOQ at their own risk and expense.

- 6.5 SOQ that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the MPO, at its option.
- 6.6 The MPO makes no representations of any kind that an award will be made as a result of this RFQ. The MPO reserves the right to accept or reject any or all SOQ, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in MPO's best interest.
- 6.7 It is not necessary to repeat the question when completing your SOQ; however, it is essential to reference the question number with the corresponding answer.
- 6.8 Failure to comply with all requirements contained in this RFQ may result in the rejection of the SOQ.
- 6.9 SOQ shall be printed on letter-size (8-1/2" x 11") paper and stapled in the upper left-hand corner. The SOQ shall be clear and concise and should not include elaborate covers or tabbed sections.
- 6.10 Complete Pages 1 – 2 of this RFQ and incorporate them as the first two (2) pages of the SOQ. Additional attachments shall NOT be included with the SOQ. Only the responses to the questions identified in Section 4 of this RFQ will be used by the MPO for evaluation.
- 6.11 Number all pages of the SOQ sequentially using Arabic numerals (1, 2, 3, etc.)
- 6.12 Place one (1) original, five (5) copies, and an electronic copy either on CD-ROM or flash drive (flash drive will not be returned) in an envelope. Clearly mark the exterior of the envelope "GRAYSON COUNTY THOROUGHFARE PLAN". Acknowledge receipt of each addendum, if any, on the exterior of the envelope.

## SECTION 7 – SCHEDULE

- 7.1 RFQ will be released and posted on the website MPO website [www.sdmpo.org](http://www.sdmpo.org) and an email will be sent to a list of consultants that have expressed an interest in the RFQ on **April 12, 2017**. Additionally, a legal ad will be posted in the Herald Democrat on **April 13, 2017, April 19, 2017, April 26, 2017, and May 10, 2017**.
- 7.2 Questions regarding the RFQ may be submitted via email to [barnette@co.grayson.tx.us](mailto:barnette@co.grayson.tx.us) on or before **2:00 P.M. (CDT), May 9, 2017**. All questions and responses will be posted on the website on or before **May 10, 2017**.
- 7.3 SOQ for furnishing the services described herein will be received until **2:00 P.M. (CDT) on May 16, 2017 at which time the SOQ will be publicly opened and acknowledged**. SOQ received after the deadline will be considered void and unacceptable. The MPO is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp will be the official time of receipt.
- 7.4 The TAC will meet in Executive Session on **May 26, 2017** to review each SOQ received. Respondents selected for an interview will be contacted that afternoon to schedule interviews.

- 7.5 Interviews will be conducted with selected respondents on **May 31, 2017**. Respondents interested in an interview are encouraged to reserve the date in anticipation of receiving an interview. **No additional dates are available for the interview and interviews will not be rescheduled.**
- 7.6 The MPO Policy Board will meet on **June 5, 2017**. On the agenda for that meeting will be an item to authorize the Executive Director to enter into negotiations for the services outlined. The Executive Director will contact the top-ranked respondent to enter into negotiations to establish compensation and other contractual terms. If negotiations are not successful and the parties cannot agree to a contract, the Executive Director will dismiss the top-ranked respondent and invite the second-ranked respondent to negotiate, and so on until a contract is concluded.
- 7.7 The MPO Policy Board will meet on **June 19, 2017** to award a contract with the successful candidate.
- 7.8 Work shall commence upon approval of the contract with the completion of the 2013 to 2050 Travel Demand Model being the most critical item. The contract is anticipated to be completed by **March 30, 2018**.

## **SECTION 8 – ELIGIBILITY FOR AWARD**

- 8.1 In order to be eligible for award, Respondent must be responsive and responsible.

### **RESPONSIVE**

- 8.2 Responsive respondents 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. SOQ that do not comply with all the terms and conditions of the solicitation may be rejected as non-responsive.

### **RESPONSIBLE**

- 8.3 Responsible respondents are those prospective respondents who, at a minimum, must:
- 8.3.1 Have adequate financial resources, as required, during performance of the Contract. The Respondent must demonstrate its financial capability, including financial resources. This can be satisfied by a letter from the Respondent's financial institution stating its current financial worthiness and creditability.
  - 8.3.2 Have necessary technical capability to perform.
  - 8.3.3 Are able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing business commitments.
  - 8.3.4 Have a satisfactory record of past performance.
  - 8.3.5 Certify that they are not on the U.S. Comptroller General's list of ineligible Contractors.
  - 8.3.6 Demonstrate that they are qualified providers of the services being offered.
  - 8.3.7 Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

## **SECTION 9 – COMPLIANCE WITH FEDERAL REGULATIONS**

- 9.1 The successful Respondent will be required to comply with, in addition to other provisions of the

agreement, the conditions required by applicable Federal regulations, including the following:

- 9.1.1 Equal Employment Opportunity – Successful Respondent will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.
- 9.1.2 Title VI Assurances – Successful Respondent will be required to comply with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued there under (49 C.F.R. part 21), and the assurances by the MPO thereto.
- 9.1.3 Disadvantaged Business Enterprise Participation – Each selected respondent is encouraged to take affirmative action and make every effort possible to utilize DBE firms in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any DBE firm, which is either unqualified or unavailable.