

LANE COUNCIL OF GOVERNMENTS



Request for Proposals No. 2020-0002

Central Lane MPO Regional Transportation Plan, Congestion Management Process and Intelligent Transportation System Architecture, Operations and Implementation Plan

| | |
|--------------------------|---|
| Date Issued: | September 5, 2019 |
| Pre-proposal Meeting: | September 24, 2019; 1:00 p.m., Pacific Time |
| Question Deadline: | September 26, 2019; 5:00 p.m., Pacific Time |
| Response to Questions: | September 30, 2019; 5:00 p.m., Pacific Time |
| Proposal Deadline: | October 9, 2019; 11:00 a.m., Pacific Time |
| Single Point of Contact: | Kelly Clarke, Senior Transportation Planner Email: KClarke@lcoq.org Phone: 541-682-4026 |
| Submit Proposal: | via email to Single Point of Contact |

NO PAPER, FACSIMILE, OR E-MAILED PROPOSALS WILL BE ACCEPTED.
VENDORS MUST REGISTER IN THE EBID SYSTEM TO PARTICIPATE
IN THIS RFP PROCESS AND UPLOAD A PROPOSAL.



**LANE COUNCIL OF GOVERNMENTS
REQUEST FOR PROPOSALS (RFP)
Central Lane MPO
Regional Transportation Plan, Congestion Management Process and
Intelligent Transportation System Architecture, Operations and Implementation Plan
RFP No. 2020-0002**

Posting Date: September 5, 2019

**Proposals Due: October 9, 2019
Time: 11:00 a.m., Pacific Time**

SECTION 1: GENERAL INFORMATION

Lane Council of Governments (LCOG) is the Metropolitan Planning Organization (MPO) for the central Lane County area that includes the Eugene, Springfield and Coburg metropolitan area. The MPO is the lead agency for regional transportation planning and distributing federal transportation dollars for the Central Lane County area. The CLMPO was established by the federal government to ensure that transportation decisions within the MPO area are performed in a continuing, comprehensive, and cooperative process.

SECTION 2: PROJECT INFORMATION

The selected consultant team will be expected to assist the CLMPO in the planning and development of the 1) 2045 Regional Transportation Plan (RTP), 2) Intelligent Transportation System (ITS) Architecture, Operations and Implementation Plan, and 3) a Congestion Management Process. The deadline for completion and adoption of these plans is April 2021.

The elements of this project may include, but are not limited to:

Project Management

CLMPO staff will oversee project management. All three elements of this project are interrelated and connected. Consultant team must have experience working collaboratively with multi-jurisdictional teams and subcontractors to effectively meet deadlines.

Transportation and Land Use Modeling

The Central Lane MPO is currently working with consultants to develop new transportation and land use models to be used for the RTP/CMP/ITS updates. The models are being validated with a 2010 base and 2035 future and then will be updated to a 2016 base and 2045 future. The land use model is under development is by UrbanSim and is a parcel based econometric model. The Portland Metro MPO is developing the CLMPO four-step trip based travel behavior model. The Consultant must demonstrate



proficiency in travel demand and land use modeling to ensure the capability to provide modeling support and analysis throughout the RTP/CMP/ITS update.

Public Participation

Public participation will be an important component of this project's success. The Consultant will work with CLMPO staff to develop a public participation plan including engagement with the established CLMPO policy board and committees as well as outreach techniques oriented towards the general public.

Regional Transportation Plan

RTP Description

The Regional Transportation Plan (RTP) serves as the defining vision for the region's transportation systems and services and guides the expenditure of federal transportation funds. The federally required RTP includes provisions for meeting the transportation demand of residents over at least a 20-year planning horizon while addressing transportation issues and making changes that can contribute to improvements in the region's quality of life and economic vitality. It includes consideration of all transportation modes: roadways, transit, bikeways and pedestrian circulation, as well as freight movement and regional aspects of air, rail and inter-city bus service.

The RTP will meet current Federal Fixing America's Surface Transportation (FAST) Act requirements. The consultant will work with CLMPO staff and a project steering committee to address and integrate the FAST Act planning factors:

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;*
- (2) Increase the safety of the transportation system for motorized and non-motorized users;*
- (3) Increase the security of the transportation system for motorized and non-motorized users;*
- (4) Increase accessibility and mobility of people and freight;*
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and [State](#) and local planned growth and economic development patterns;*
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;*
- (7) Promote efficient system management and operation;*
- (8) Emphasize the preservation of the existing transportation system;*
- (9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and*
- (10) Enhance travel and tourism.*

CLMPO has adopted targets for the national performance goals for the Federal highway programs per MAP-21, 23 USC Section 150(b):

- (1) Safety*
- (2) Infrastructure condition*
- (3) Congestion reduction*
- (4) System reliability*
- (5) Freight movement and economic vitality*
- (6) Environmental sustainability*
- (7) Reduced delivery delays*

The consultant shall work with CLMPO staff and a project steering committee to develop a performance-based transportation plan that incorporates the federal performance measures in supporting objectives and helping in making informed investment and policy decisions. Performance measures will guide the analysis and selection of policies and investment strategies and will serve as a basis for comparing alternative improvement strategies and for tracking performance over time.

RTP Requirements

RTP requirements are not listed in order of importance:

1. Ensure the RTP meets federal requirements set by FHWA in Title 23 CFR Part 450.324
2. Develop a robust and inclusive public participation strategy, including creating a project steering committee, that is used throughout the development of the 2045 RTP.
3. Assist staff in updating the travel demand model data for the RTP and land use models. Work collaboratively with existing consultants on model deliverables.
4. Develop long range goals and objectives using data driven analyses, public involvement, and input from local, state, and federal transportation staff.
5. Ensure that the goals and objectives developed address the social, economic and environmental impacts of planning factors specified within the federal legislation know as Fixing America's Surface Transportation (FAST) Act.
6. Integrate a performance-based planning and programming framework pursuant to 23 CFR 450.324(f)(3).
7. Integrate and ensure consistency with other relevant plans such as local Transportation System Plans, Transit Plans, MPO Safety Plan, Statewide and other Regional plans, etc.
8. Assess existing and future conditions of the multimodal transportation system and determine constraints/needs.
9. Evaluate the impact that new and upcoming trends could have on the future of transportation e.g. autonomous vehicles, etc.
10. Integrate results from the CLMPO Strategic Assessment performed in coordination with jurisdictional partners and utilizing [VisionEval](#).
11. Perform an analysis of the existing transportation network using land use and travel demand model information, survey data etc. and update the information as needed.
12. Assist staff in developing robust Environmental Justice and Title VI analyses and outreach.
13. Develop and evaluate alternative strategies for future funding.
14. Coordinate and develop a fiscally constrained plan reflecting multimodal investment along with implementation strategies.

15. Attend and assist with the preparation of materials for public meetings as well as meetings with the Metropolitan Policy Committee (MPC) the Transportation Planning Committee (TPC), and other MPO committee meetings, as needed.
16. Develop a framework for integrating health and equity into the RTP.
17. Oversee the production and formatting of all components and contents of the RTP.

Congestion Management Process

Congestion Management Process Description

The Congestion Management Process (CMP) is a federally mandated program for Transportation Management Areas (TMA) such as CLMPO. CLMPO's existing CMP was last updated in 2011. The consultant, under the guidance of CLMPO staff, will create a new CMP in conjunction with the RTP and ITS Plan. The proposed Scope of Services should make clear how the developed CMP will comply with 23 CFR 450.322:

(a) The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies.

(b) The development of a congestion management process should result in multimodal system performance measures and strategies that can be reflected in the metropolitan transportation plan and the TIP.

(c) The level of system performance deemed acceptable by State and local transportation officials may vary by type of transportation facility, geographic location (metropolitan area or subarea), and/or time of day. In addition, consideration should be given to strategies that manage demand, reduce single occupant vehicle (SOV) travel, improve transportation system management and operations, and improve efficient service integration within and across modes, including highway, transit, passenger and freight rail operations, and non-motorized transport. Where the addition of general purpose lanes is determined to be an appropriate congestion management strategy, explicit consideration is to be given to the incorporation of appropriate features into the SOV project to facilitate future demand management strategies and operational improvements that will maintain the functional integrity and safety of those lanes.

(d) The congestion management process shall be developed, established, and implemented as part of the metropolitan transportation planning process that includes coordination with transportation system management and operations activities. The congestion management process shall include:

(1) Methods to monitor and evaluate the performance of the multimodal transportation system, identify the underlying causes of recurring and non-recurring congestion, identify and evaluate alternative strategies, provide information supporting the implementation of actions, and evaluate the effectiveness of implemented actions;

(2) Definition of congestion management objectives and appropriate performance measures to assess the extent of congestion and support the evaluation of the effectiveness of congestion reduction and mobility enhancement strategies for the movement of people and goods. Since levels of acceptable system performance may vary among local communities, performance measures should be tailored to the specific needs of the area and established cooperatively by the State(s), affected MPO(s), and local officials in consultation with the operators of major modes of transportation in the coverage area, including providers of public transportation;

(3) Establishment of a coordinated program for data collection and system performance monitoring to define the extent and duration of congestion, to contribute in determining the causes of congestion, and evaluate the efficiency and effectiveness of implemented actions. To the extent possible, this data collection program should be coordinated with existing data sources (including archived operational/ITS data) and coordinated with operations managers in the metropolitan area;

(4) Identification and evaluation of the anticipated performance and expected benefits of appropriate congestion management strategies that will contribute to the more effective use and improved safety of existing and future transportation systems based on the established performance measures. The following categories of strategies, or combinations of strategies, are some examples of what should be appropriately considered for each area:

- (i) Demand management measures, including growth management, and congestion pricing;*
- (ii) Traffic operational improvements;*
- (iii) Public transportation improvements;*
- (iv) ITS technologies as related to the regional ITS architecture; and*
- (v) Where necessary, additional system capacity.*

(5) Identification of an implementation schedule, implementation responsibilities, and possible funding sources for each strategy (or combination of strategies) proposed for implementation; and

(6) Implementation of a process for periodic assessment of the effectiveness of implemented strategies, in terms of the area's established performance measures. The results of this evaluation shall be provided to decision makers and the public to provide guidance on selection of effective strategies for future implementation.

(g) State laws, rules, or regulations pertaining to congestion management systems or programs may constitute the congestion management process, if the FHWA and the FTA find that the State laws, rules,



or regulations are consistent with, and fulfill the intent of, the purposes of 23 U.S.C. 134 and 49 U.S.C. 5303.

FHWA has intentionally provided a highly flexible eight-step process model to complete this process. The consultant, under the supervision of CLMPO staff, shall be responsible for completing each of the actions in the CMP Process Model considering the framework of Oregon statewide plans and rules, including the Oregon Transportation Planning Rule.

Using a data driven process, the consultant shall utilize the Congestion Management Process Model, as outlined by FHWA:

1. Develop Regional Objectives for Congestion Management
2. Define CMP Network
3. Develop Multimodal Performance Measures
4. Collect Data/Monitor System Performance
5. Analyze Congestion Problems and Needs
6. Identify and Assess Strategies
7. Program and Implement Strategies
8. Evaluate Strategy Effectiveness

The consultant shall perform an initial peer review of CMP best practices from TMAs across the country. The following criteria will be used to identify peer communities: regional population, attainment status, and percent of lane miles in congested conditions. Additionally, a region must have updated their CMP within the last four years. At least two peer regions should come from regions with similar statewide planning contexts, such as Oregon, Washington, or California. The consultant will use findings from the best practice peer review to shape the CMP.

CMP Requirements:

1. Ensure CMP meets federal requirements set by FHWA in Title 23 CFR 450.322 including the six elements listed in the CMP Description of this RFP.
2. Ensure preparation of the CMP follows the eight-step process developed by FHWA listed in the CMP Description of this RFP.
3. Assist staff in Transportation System Modeling and Data Maintenance for congestion analyses
4. Use a data driven process to identify regional congestion corridors.
5. Collect data/monitor system performance and assist staff in making these data accessible to the public through the MPO data portal.
6. Develop Programming and Implementation Strategies to address congestion including:
 - a. Transportation Options Strategies to incorporate into regional TDM programs at the regional level
 - b. Strategies for Special Event planning.
7. Work with Transportation Options Advisory Committee and Transportation Planning committee to develop CMP.
8. Incorporate CMP update into the project public participation plan.
9. Integrate CMP into RTP as appropriate.



10. Attend and assist with the preparation of materials for public meetings as well as meetings with the Metropolitan Policy Committee (MPC) the Transportation Planning Committee (TPC), and other MPO committee meetings, as needed.

Intelligent Transportation System (ITS) Architecture, Operations and Implementation Plan

ITS Architecture, Operations and Implementation Plan Description:

The CLMPO “Regional ITS Operations& Implementation Plan for The Eugene-Springfield Metropolitan Areas” was adopted in November 2003 through association with the Oregon Department of Transportation, Lane County, City of Eugene, City of Springfield, Lane Transit District and the Federal Highway Administration.

The update of this Plan will be consistent with FHWA regulations established in 23 CFR 940 and ensure the region’s ITS projects conform to the National ITS Architecture and standards. The Plan update will be consistent with the transportation planning process for Statewide and Metropolitan Transportation Planning established in 23 CFR 450.

The proposed Scope of Services should make clear how the developed ITS Architecture, Operations and Implementation Plan will comply with 23 CFR 940:

- a. *A regional ITS architecture shall be developed to guide the development of ITS projects and programs and be consistent with ITS strategies and projects contained in applicable transportation plans. The National ITS Architecture shall be used as a resource in the development of the regional ITS architecture. The regional ITS architecture shall be on a scale commensurate with the scope of ITS investment in the region. Provision should be made to include participation from the following agencies, as appropriate, in the development of the regional ITS architecture: highway agencies; public safety agencies (e.g., police, fire, emergency/medical); transit operators; Federal lands agencies; State motor carrier agencies; and other operating agencies necessary to fully address regional ITS integration.*

The regional ITS architecture shall include, at a minimum, the following:

1. *A description of the region;*
2. *Identification of participating agencies and other stakeholders;*
3. *An operational concept that identifies the roles and responsibilities of participating agencies and stakeholders in the operation and implementation of the systems included in the regional ITS architecture;*
4. *Any agreements (existing or new) required for operations, including at a minimum those affecting ITS project interoperability, utilization of ITS related standards, and the operation of the projects identified in the regional ITS architecture;*
5. *System functional requirements;*
6. *Interface requirements and information exchanges with planned and existing systems and subsystems (for example, subsystems and architecture flows as defined in the National ITS Architecture);*



7. *Identification of ITS standards supporting regional and national interoperability; and*
8. *The sequence of projects required for implementation.*

ITS Architecture, Operations and Implementation Plan Requirements:

1. Incorporate ITS Architecture, Operations and Implementation Plan update into the project public participation plan.
2. Create existing conditions report. Update the current and future transportation conditions to capture changes that have taken place since the 2004 Regional ITS Plan.
3. Work with project team to review and update the mission, goals and objectives for ITS in CLMPO.
4. Adhere to Federal requirements for minimum elements to be included.
5. Update the ITS Deployment Plan which includes a set of ITS projects that represents the needs and wants of the stakeholders and identifies opportunities for carrying out ITS strategies in the Central Lane metropolitan area.
6. Attend and assist with the preparation of materials for public meetings as well as meetings with the Metropolitan Policy Committee (MPC) the Transportation Planning Committee (TPC), and other MPO committee meetings, as needed.

Regional Plans

The following resources are available to help the consultant/team understand the CLMPO's planning context, the Regional Transportation Plan (RTP) and its planned outcomes:

[CLMPO 2040 Regional Transportation Plan](#)

[Eugene Transportation System Plan](#)

[Springfield Transportation System Plan](#)

[Coburg Transportation System Plan](#)

[Lane County Transportation System Plan](#)

[Lane Coordinated Public Transit – Human Services Transportation Plan](#)

SECTION 3: SCOPE OF SERVICES

CLMPO will work with the Consultant to develop a scope of work that will result in a successful adoption of the 2045 RTP, CMP and ITS by the end of April 2021. The Consultant will coordinate with the CLMPO project manager and provide CLMPO staff support throughout each task of the project scope. Tasks include but are not limited to:

Task 1: Project Schedule and Coordination



Within one (1) week of the Notice to Proceed, the Consultant and CLMPO staff shall convene a kick-off meeting to determine the scope of work including overall project management, roles and responsibilities, timeline expectations, regular check-ins, status reports, public participation and a project schedule.

Consultant will prepare a detailed project schedule and public participation plan based upon the kick-off meeting decisions. The public participation plan will fulfill federal, state and local requirements. CLMPO will prepare a roles and responsibilities document that will guide coordination between CLMPO staff and the consultant throughout the project.

Task 2: Public Participation

Consultant will be responsible for carrying out the public participation plan which will include but not be limited to conducting outreach/engagement with CLMPO committees and policy board, public forums, focus groups, stakeholder groups, online outreach; and for preparing notices, agendas, meeting minutes, graphics, power points and other materials as needed. A public survey may also be considered.

The Consultant will be responsible for preparing a Public Participation Report documenting details of outreach efforts and results.

Task 3: RTP, CMP, ITS Architecture, Operations and Implementation Plan

The Consultant shall be responsible for updating all elements of the RTP, CMP and ITS Architecture, Operations and Implementation Plan as described in the Project Information section of this RTP. Consultant will work with CLMPO staff and stakeholders throughout the update pursuant to the established roles and responsibilities and Public Participation Plan.

Federal guidelines and Code will serve as the framework for each element.

The Consultant will prepare draft documents for CLMPO staff to review.

Task 4: RTP, CMP, ITS Architecture, Operations and Implementation Plan Preparation

The Consultant shall prepare the final 2045 RTP, CMP and ITS Architecture, Operations and Implementation Plan in compliance with Fixing America's Surface Transportation Act (FAST Act) and other applicable federal and state regulations. The final Plan(s) will also be reflective of the CLMPO communities and the local goals and initiatives.

Task 5: RTP, CMP, ITS Architecture, Operations and Implementation Plan Adoption

The Consultant will support CLMPO staff as needed throughout the adoption phase including preparing materials for the MPO's policy committee and policy board and presenting with staff to the policy board.



SECTION 4: INSTRUCTIONS TO PROPOSERS

A. Requirement for Electronic Proposals

LCOG strives to conduct its business in an environmentally sensitive, sustainable, and responsible way. **LCOG instructs Proposers to submit their proposal via email to the Single Point of Contact in order to minimize the use of paper, processed materials, and other resources. Hard copy or faxed proposals will not be accepted for this Request for Proposals (RFP).**

Single Point of Contact: Kelly Clarke
Senior Transportation Planner
Lane Council of Governments
Email: KClarke@lcog.org
Phone: 541-682-4026

Proposals must be emailed to the Single Point of Contact **by 11:00 a.m., Pacific Time, October 9, 2019**. Late submittals will not be considered.

Right of Rejection and Irregularities. LCOG reserves the right to reject any or all proposals upon a good cause finding if it is in the public's best interest and is not liable for any costs the firm incurs while preparing or presenting the proposal. All proposals will become part of the public file without obligation to LCOG. LCOG enforces the right to wave irregularities anytime through the solicitation process.

Late Proposals. Proposals submitted or received after the date and time indicated herein will not be accepted. Requests for extensions of the proposal closing date or time may be requested prior to the deadline for receipt of Proposer questions noted above. Timely requests will be considered, but LCOG reserves the right to extend the due date or decline to extend the due date at its sole discretion.

One Proposal; Partial Proposals. A Proposer may not submit more than one (1) proposal in response to this solicitation. No partially completed proposals will be accepted and will be rejected if not properly completed based on the solicitation guidelines.

Single-Proposer Responsibility. Single-Proposer responsibility is required under this RFP. Each Proposer responding to this RFP must propose all professional services/goods and provide all materials, equipment, supplies, transportation, freight, special services, and other work described or otherwise required herein for each project task being proposed.

Withdrawal or Modification of Proposals. Proposals may not be modified after the due date and time for proposal submittal. Proposals may be withdrawn by Proposer before proposal due date and time as permitted as coordinated with the Single Point of Contact.

Requests for Clarification or Modification. All requests for clarification or modification of the RFP must be directed to the Single Point of Contact. All requests submitted prior to the deadline for receipt of questions shall be responded to and made available to all interested Proposers. Where applicable,



Proposers are required to provide the value of each proposed modification and a brief explanation as to why the change is requested. Value must be defined as any cost or savings to LCOG and the advantage to LCOG of the proposed change.

Addenda. When appropriate, as determined by Agency in its sole discretion, revisions, substitutions, or clarifications of the RFP will be issued as Addenda to this RFP. Verbal, faxed, or e-mailed instructions, interpretations, and changes must not serve as official expressions of LCOG and must not be binding. All cost adjustments or other changes resulting from said addenda must be taken into consideration by Proposers and included in their proposals. All addenda issued by LCOG must be acknowledged by Proposer on the Acknowledgement of Addenda form.

Experience and Qualifications. Proposer must demonstrate to the satisfaction of LCOG that they and any subcontractors they may propose possess the qualifications, experience, skill, licenses, necessary facilities, and financial resources required to perform the contract services in a satisfactory manner and within the required time.

Ambiguity in Specifications. Proposers must promptly notify the Single Point of Contact of any ambiguity, inconsistency, or error that they may discover upon examination of the proposal documents.

Award of Contract(s). Award of Contract(s) for RFP will be made to the responsive and responsible Proposer(s) whose proposal(s) is/are most advantageous to LCOG, all selection criteria considered, to include interviews and best and final offers, if conducted. LCOG reserves the right to not award to the most responsive and responsible Proposer(s) in regards of an RFP.

Solicitation and Attachments. The Solicitation and any attachment or exhibit to this Contract will be incorporated into and made a part of this Contract. In the event of a conflict between the provisions contained in the body of this Contract, the solicitation, and any attachment or exhibit, the terms in the body of this Contract will control.

B. Pre-proposal Meeting

LCOG has scheduled a pre-proposal meeting for this project starting at 1:00pm, on September 24, 2019, at the Lane Council of Governments office located at 859 Willamette Street, Suite 500, Eugene, Oregon 97401. All interested Respondents are invited to attend this pre-proposal meeting. Interested Respondents may also call in to meeting:

Dial-in Info: 541-682-1094

Participant Code: 768-455-31

Link: <https://conference.lcog.org/conference/76845531>

LCOG may schedule additional pre-proposal meetings if determined to be in the best interest of LCOG. If additional pre-proposal meetings are scheduled, LCOG will notify those attending the previous conference (as determined by the previous pre-proposal meeting sign-in sheet) of the time and date so they may participate.



C. **Questions/Clarifications**

Questions or requests for clarification concerning this RFP should be directed to the Single Point of Contact for review and response. **The deadline for submittal of questions is 5:00 p.m., Pacific Time, on September 26, 2019. LCOG will respond to each question by 5:00 p.m., Pacific Time, on September 30, 2019.**

Single Point of Contact: Kelly Clarke
Senior Transportation Planner
Lane Council of Governments
Email: KClarke@lcog.org
Phone: 541-682-4026

SECTION 5: PROPOSAL CONTENTS

Responsive proposals must include the following information, not to exceed 15 pages, and be emailed to the Single Point of Contact:

1. **FIRM INFORMATION:** Provide a brief history of the firm's qualifications and its experience in performing work similar in nature to the Scope of Work. Provide a brief history on experience working with public agencies, subconsultants and stakeholder groups.
2. **PERSONNEL INFORMATION:** Provide qualifications of the project team and key personnel, including designation of project manager.
3. **PROJECT TIMELINE:** Provide a general project timeline, including a breakdown for the RTP, CMP, and ITS components and how the firm plans to integrate the work on the three programs. Gant chart is encouraged.
4. **PROJECT UNDERSTANDING AND APPROACH:** Provide a discussion of how the firm intends to meet all federal and state requirements, tasks to be completed, and the products to be provided. Firms are encouraged to include additional processes not included in the task list.
5. **REFERENCES:** Provide at least three (3) references for which the firm has completed similar work. References must include project title, final dollar cost, period of performance, name of project manager, name of client, and contact person with title, address, and current phone number.
6. **PROPOSED PRICING:** Provide a sample billing based off of the duties outlined in the Scope of Work. The sample must be itemized to show individual costs of services.

Proposers must immediately notify LCOG of any ambiguity, error, or omission in the RFP and associated proposal documents. A Proposer desiring clarification of the meaning of any aspect of the RFP and associated bid documents must request the clarification in writing. If LCOG determines that a clarification is required, LCOG shall furnish the additional information to all prospective Proposers in the form of an addendum to the RFP. Requests for clarification, or reports of errors or omissions, must be directed to the Single Point of Contact prior to the deadline for submittal of questions.



Proposers wishing to take exception to any LCOG General Terms and Conditions must direct requests to the Single Point of Contact prior to the deadline for submittal of questions. Requests for exception will be considered, but approval is at the sole discretion of LCOG.

SECTION 6: SELECTION CRITERIA

In selecting the qualified firm, a selection panel will evaluate proposals on the basis of the following criteria:

| DESCRIPTION OF CRITERIA | POINTS POSSIBLE |
|--|-----------------|
| Understanding of project objectives and requirements | 25 |
| Technical project approach | 25 |
| Project management and approach to timely project delivery | 25 |
| Capabilities and experience | 25 |
| | |
| TOTAL POSSIBLE SCORE | 100 |

LCOG reserves the right to refuse all proposals, terminate the RFP process without contract award, waive any irregularity in any proposal, seek clarification from any Proposer, conduct interviews, or negotiate with any applicant. It is LCOG’s intention to award a single contract for these services.

SECTION 7: PROCESS FOR EVALUATION AND CONTRACT AWARD

LCOG’s Evaluation Committee will evaluate proposals and score each one in accordance with the selection criteria and the points allotted for each criteria, as set forth above. Following initial review and scoring of all responsive proposals, the Evaluation Committee may choose to conduct interviews with the most qualified firms. LCOG may or may not choose to request Best and Final Offers from the most qualified firms during this process. All firms submitting proposals will be notified of the results of this solicitation.

LCOG intends, but is under no obligation, to award a contract to the highest scoring Proposer, as determined to offer the best overall value in providing for these services.

SECTION 8: PROCUREMENT TIMELINE

Provided below is the proposal procurement timeline. Unexpected events may cause the timeline to change. LCOG reserves the right to revise the procurement timeline.



| Date | Event |
|--------------------|---------------------------------------|
| September 5, 2019 | RFP Project Advertised - RFP Issued |
| September 24, 2019 | Pre-proposal Meeting @ 1:00 p.m. |
| September 26, 2019 | Vendor Questions Due by 5:00 p.m. |
| September 30, 2019 | Vendor Question Answered by 5:00 p.m. |
| October 9, 2019 | Proposal Closing Date by 11:00 a.m. |
| October 9, 2019 | Evaluation Committee Review Meeting |
| October 15, 2019 | Interview of Finalists (if necessary) |
| October 22, 2019 | Issue Notice of Intent to Award |