



REQUEST FOR QUALIFICATIONS

The enclosed REQUEST FOR QUALIFICATIONS (RFQ) and accompanying SPECIFICATIONS are for your convenience in submitting an offer for the enclosed referenced products/services for:

RFQ # 1617-21

BICYCLE AND PEDESTRIAN PLAN

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

2:00 P.M. CST March 16, 2017

MARK ENVELOPE:

"RFQ # 1617-21 BICYCLE AND PEDESTRIAN PLAN"

RETURN RESPONSE TO:

**CITY OF LONGVIEW PURCHASING OFFICE
P.O. BOX 1952
LONGVIEW, TEXAS 75606**

OR:

**300 W. COTTON ST.
LONGVIEW, TEXAS 75601**

QUESTIONS regarding this solicitation should be directed to Jaye Latch at (903) 237-1324/ jlatch@longviewtexas.gov on or before 5:00 P.M. CST, March 3, 2017. Information in response to any inquiry may be published as an addendum. Addendum can be found on the City of Longview website: longviewtexas.gov/bids.

REQUEST FOR QUALIFICATIONS

Cut along the outer border and affix this label to your sealed response envelope to identify it as a "Sealed Response". Be sure to include the name of the company submitting the response.



SEALED RFQ ● DO NOT OPEN
BICYCLE AND PEDESTRIAN PLAN

RFQ No. 1617-21

RFQ OPENING: Thursday, March 16, 2017 @ 2:00 p.m. CST

For information contact:

Jaye Latch
(903) 237-1324
jlatch@longviewtexas.gov

Company Name: _____

Contact Name: _____

Telephone Number: _____

Responses must be addressed to:

Jaye Latch
Purchasing Manager
P.O. Box 1952
Longview, TX 75606

or

Jaye Latch
Purchasing Manager
300 W. Cotton St.
Longview, TX 75601

REQUEST FOR QUALIFICATIONS

RFQ Cover Page

Issue Date: February 21, 2017
Title: RFQ # 1617-21 Bicycle and Pedestrian Plan
Issuing and Using Agency: City of Longview
Attn: Purchasing Manager
P.O. Box 1952
Longview, Texas 75606

Overview:

The City of Longview seeks responses from qualified Firms for the development of a Bicycle and Pedestrian Plan for the Longview Metropolitan Planning Organization (MPO) area. The Bicycle and Pedestrian Plan will establish a comprehensive bike and pedestrian network for transportation and recreational purposes. The Plan will define policies, plans and programs to assist the MPO planning area in becoming a more walkable and bicycle friendly area while encouraging more people of all ages and abilities to safely walk and ride a bicycle more often.

Responses for furnishing the services described herein will be received until **2:00 pm (CST) on Thursday, March 16, 2017.**

Responses may be mailed for hand delivered to:

City of Longview Purchasing Division
300 W. Cotton Street (U.S. Mail = P.O. Box 1952, 75606)
Longview, Texas 75601

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

All inquiries for information shall be in writing and be directed to: City of Longview Purchasing Manager at the address listed above, or by phone at (903) 237-1324 or email at jlatch@longviewtexas.gov.

Offer Statement and Business Information

In compliance with this Request for Qualifications, and to all conditions imposed therein, and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods/services described herein as mutually-agreed upon in writing signed by both parties pursuant to subsequent negotiation. I hereby certify that the foregoing response 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 of this response.

Name of Firm: _____ Date: _____

Street: _____ By: _____
(Authorized Signature in Ink)

City: _____ State: _____ Name: _____
(Please Print)

Telephone: (____) _____ Title: _____

Fax Number: (____) _____ Email Address: _____

Addenda Acknowledged:

Addendum Numbers: _____ Initial: _____

DEFINITIONS OF WORDS AND TERMS

Words and terms shall be given their ordinary and usual meanings. Where used in the Contract documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine, and neuter of the words and terms.

Acceptance or Accepted: Written, signed documentation of City of Longview's determination that the Firm's Work expressly specified therein has been completed in accordance with the Contract.

Addendum/Addenda: Written additions, deletions, clarification, interpretations, modifications, or corrections to the solicitation documents issued by City of Longview during the solicitation period and prior to contract award.

Administrative Change: Documentation provided by City of Longview to Firm, which reflects internal City of Longview procedures not affecting the Contract terms or Scope of Work.

Contractor/Firm: The individual, association, partnership, firm, company, corporation, or combination thereof, including joint ventures, contracting with City of Longview for the performance of Services or Work under the Contract. This term shall signify the vendor selected and under contract with City of Longview to provide paratransit transportation services.

Day: Calendar Day.

DBE: Disadvantage Business Enterprise.

DOT: The U.S. Department of Transportation.

Federal Transit Administration (FTA): A branch of the U.S. Department of Transportation (USDOT) established to improve transportation throughout the nation. The FTA provides funding and assistance to local and regional transportation agencies, among various other programs.

Federal Highway Administration (FHWA): A branch of the U.S. Department of Transportation (USDOT) established to improve surface transportation throughout the nation. The FHWA provides funding and assistance to local and regional transportation agencies, among various other programs.

MPO: The Longview Metropolitan Planning Organization is responsible for comprehensive, coordinated and continuing transportation planning for the greater Longview area.

Person: Includes individuals, associations, firms, companies, limited liability companies, corporations, partnerships, and joint ventures.

Purchasing Manager: The individual designated by City of Longview from time to time to administer the Contract and be the Contractor's primary point of contact. The Procurement Administrator will approve orders, receipts, and invoices and document the Contractor's performance, but has no contracting authority. This Person may be the Project Manager.

Project Manager: The individual designated by City of Longview to manage the project on a daily basis, and who may represent City of Longview for Contract Administration. This Contract may be part of a larger City of Longview project.

Respondent: Individual, association, partnership, firm, company, corporation, Limited Liability Company or a combination thereof, including joint ventures, submitting a response to perform the work.

Provide: Furnish without additional charge.

Reference Documents: Reports, specifications, and/or drawings that are available to Respondents for information and reference in preparing responses, but not as part of this Contract.

RFQ or Solicitation: Request for Qualifications; also known as the solicitation document.

Responsive: Responsive means that the Respondent has complied in every way with all requirements of the RFQ. A Responsive determination does not allow for discussion with Respondent. When the response is received, it is either responsive or non-responsive based upon its own merits.

Scope of Work or Statement of Work (SOW): A section of the Request for Qualifications consisting of written descriptions of services to be performed, or the goods to be provided, or the technical requirements to be fulfilled under this Contract.

Services: The furnishing of labor, time, or effort by a Contractor, but not involving the delivery of any specific manufactured goods.

Specifications or Technical Specifications: A Section of the Request for Qualifications consisting of written descriptions of services to be performed, or the goods to be provided, or the technical requirements to be fulfilled under this Contract.

Submittals: Information that is submitted to the Procurement Administrator in accordance with the Scope of Work/Specifications.

Texas Department of Transportation (TxDOT): An agency of the State of Texas responsible for transportation throughout the state. The TxDOT Public Transportation Division provides funding and technical assistance to local transit agencies in the state.

Work: Everything to be provided and done for the fulfillment of the Contract and shall include all goods and services specified under this Contract, including Contract Amendments and settlements.

SECTION 1 – INSTRUCTIONS TO RESPONDENTS

1-1 Introduction

The Longview Metropolitan Planning Organization (MPO), acting through the City of Longview Development Services Department and coordinating with the Texas Department of Transportation, is responsible for coordinated, comprehensive and continuing transportation planning in the Longview MPO area as required by the federal legislation, Fixing America's Surface Transportation (FAST) Act. The City of Longview is the fiscal agent for the Longview MPO.

1-2 Purpose

The City of Longview is requesting sealed Statement of Qualifications from qualified firms for the development of a Bicycle and Pedestrian Plan that will establish a comprehensive pedestrian and bicycle network for transportation and recreational purposes, for the MPO area, while promoting walkability and connectivity in an efficient and safe environment. The Longview MPO seeks a consultant who will develop a comprehensive transportation network of sidewalks, multi-use pathways and other bicycle and pedestrian facilities, appropriate and achievable for the cities and communities within the Longview MPO Area.

The Longview Metropolitan Planning Organization (MPO) planning area is located in Gregg, Harrison and Upshur counties and includes the cities of Longview, Lakeport, White Oak, Clarksville City, Warren City, Gladewater, Union Grove, Lakeport and East Mountain. In 2010, the Longview Urbanized Area had a population of 98,884. The Longview Metropolitan Planning Organization (MPO) metropolitan planning area's 2014 population was approximately 119,270. The planning area has a total of 260 square miles. For reference purposes, a map of the Longview MPO planning boundary can be found at the end of this document.

1-3 Response Submission

The City of Longview, Texas invites you to submit a response for the development of a Bicycle and Pedestrian Plan. The City of Longview appreciates your time and effort in preparing this response.

In a single, sealed package, the Firm will submit one (1) unbound original response (mark "Original" on this document), along with ten (10) bound hard copies of the response, marked as "RFQ #1617-21 for Bicycle and Pedestrian Plan", and one (1) electronic flash drive of the response, in Adobe PDF file format. Oversize pages used for drawings or similar purposes are allowed. Each copy will be bound together in the order designated on Attachment A-Vendor Checklist. All hard copy responses must be signed in ink by the principal(s) of the firm authorized to negotiate and contract for the work. The package containing all originals and copies of all documentation must be clearly marked with the words "RFQ #1617-21 Bicycle and Pedestrian Plan". A label has been provided in this document. Responses must be submitted in the format specified.

ALL COMPLETED CERTIFICATIONS AND ASSURANCES MUST BE CONTAINED IN THE RESPONSE PACKAGE.

If no response is to be submitted, do not return the solicitation unless otherwise specified. A letter should be sent to the City of Longview Purchasing Manger advising whether future solicitations for the type of supplies or services covered by this solicitation are desired. Failure of the recipient to notify City of Longview that future solicitations are desired may result in removal of the name of such recipient from the mailing list for the type of supplies or services covered by solicitations.

1-4 Postponement or Cancellation of Request for Qualifications

The City of Longview reserves the right to cancel, amend, reject any or all submittals or re-issue this RFQ at any time, or change the date and time for submitting responses, by announcing the same prior to the date and time established for response submittal.

1-5 Submission Signature

Each response shall include the RFQ Cover Page signed in ink by a person authorized to bind the Firm to the terms of the Contract. Submissions signed by an agent are to be accompanied by evidence of that person's authority, unless such evidence has been previously furnished to City of Longview.

1-6 Addenda

Any interpretations, corrections or changes to this specification will be made by addenda. Sole issuing authority of addenda shall be vested in City of Longview Purchasing Manager. Addenda can be found on the City of Longview website www.longviewtexas.gov/bids. It is the responsibility of the responder to obtain a copy of all addenda pertaining to this RFQ. Addenda may also be obtained by calling the City of Longview Purchasing Office at 903-237-1324.

Receipt and review of Addenda by each Firm must be acknowledged on the Cover Page. All addenda must be signed and returned with each Firm's submittal.

1-7 Schedule

The projected schedule for this project is:

Issue Request for Qualifications	February 21, 2017
Last day to submit written questions or clarification, no later than 5:00 P.M. (CST)	March 3, 2017
Last day for City of Longview to respond to written questions or clarification, no later than 5:00 P.M. (CST)	March 8, 2017
Response submittal deadline, no later than 2:00 P.M.	March 16, 2017
Evaluation of responses	March 20 - 23, 2017
Respondents will be notified if selected for interviews, no later than 5:00 P.M. (CST)	March 23, 2017
Optional interviews scheduled	March 27 - 29, 2017
Award by Longview City Council	April 13, 2017
Anticipated start-up date	April 19, 2017

1-8 Contact Information

All inquiries for information shall be in writing and be directed to: City of Longview Purchasing Manager, P.O Box 1952, Longview, Texas, 75606 or email at jlatch@longviewtexas.gov. Written communication may also be forwarded via facsimile to (903) 291-5323.

1-9 Inquiries

Questions may be submitted on or before the published deadline. The deadline to submit questions is 5:00 p.m. (CST) March 3, 2017. The respondent is required to show on all correspondence with City of Longview the following: "RFQ # 1617-21 Bicycle and Pedestrian Plan". Any communication with City of Longview should be written and directed to: Purchasing Manager, City of Longview, P.O. Box 1952, Longview, Texas 75606, or 300 W. Cotton Street, Longview, Texas 75601. Written communication may also be forwarded via facsimile to (903) 291-5323 or email to jlatch@longviewtexas.gov. Correspondence will not be accepted by any other method.

1-10 Interpretation of RFQ and Contract Documents

No oral interpretations as to the meaning of the RFQ will be made to any respondent. Any explanation desired by a respondent regarding the meaning or interpretation of the RFQ, Scope of Work, etc., must be requested in writing on or before the published date. Any interpretation or change made will be in the form of an addendum to the RFQ, Scope of Work, etc., as appropriate, and will be furnished as promptly as possible to all recorded holders of the RFQ document and also posted on the City of Longview website, which can be accessed at www.longviewtexas.gov/bids. Addenda may also be obtained by calling the City of Longview Purchasing office at 903-237-1324. All Addenda will become part of the RFQ and any subsequently awarded Contract. Oral explanations, statements, or instructions given by City of Longview before the award of the Contract will not be binding upon City of Longview. It is the respondent's responsibility to obtain a copy of all addenda issued.

1-11 Examination of RFQ and Contract Documents

Respondents are expected to examine the Scope of Work required, specifications, and schedules, and all instructions to provide services of first quality. Failure to do so will be at the Respondent's risk. The response must be high quality in all respects. No advantage will be taken by the Respondent or vendor in the omission of any part or detail, which goes to make the services complete.

The submission of a response shall constitute an acknowledgment upon which City of Longview may rely that the Respondent has thoroughly examined and is familiar with the solicitation, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods and services to be provided hereunder. The failure or neglect of a Respondent to receive or examine such documents, statutes, regulations, ordinances, or resolutions shall in no way relieve the Respondent from any obligations with respect to its Response or to any Contract awarded pursuant to this RFQ. No claim for additional compensation that is based on lack of knowledge or misunderstanding of this RFQ, work sites, statutes, regulations, ordinances, or resolutions, will be allowed.

1-12 Cost of Submitting Response

City of Longview is not liable for any costs incurred by Respondents in the preparation, presentation, interviews or negotiation of Responses submitted in response to this solicitation. City of Longview shall be under no obligation to return any response to this RFQ or other material submitted as a result of this RFQ.

1-13 Samples

Samples of items when called for must be furnished free of expense. Samples must be labeled with the Respondent's name, manufacturer's brand name and number, response number, and item reference. Request for return of samples shall be accompanied by instructions, which include shipping authorization

and name of carrier, and must be received within ninety (90) calendar days after response opening date. Any expenses associated with sample returns will be the vendor's responsibility. If instructions are not received within this time, the commodities shall be disposed of by City of Longview.

1-14 Modification or Withdrawal of Responses Prior to Submittal Date and Late Responses

At any time before the time and date set for submittal of responses, a Respondent may request to withdraw or modify their Response. Such a request must be made in writing by a person with authority as identified on the RFQ Cover Page. All response modifications shall be made in writing, executed and submitted in the same form and manner as the original response. Any response or modification of response received at City of Longview's office designated in the solicitation after the exact time specified for response receipt will not be considered.

City of Longview reserves the right to extend the procurement period for any reason.

1-15 Errors and Administrative Corrections

City of Longview will not be responsible for any errors in responses. City of Longview reserves the right to allow corrections or amendments to be made that are due to minor administrative errors or irregularities.

1-16 Compliance with RFQ Terms and Attachments

City of Longview intends to award a Contract based on the terms, conditions, and attachments contained in this RFQ. Respondents are strongly advised to not take any exceptions. Respondents shall submit responses, which respond to the requirements of the RFQ. An exception is not a response to a RFQ requirement. If an exception is taken, a "Notice of Exception" must be submitted with the response. The "Notice of Exception" must identify the specific point or points of exception and provide an alternative.

Respondents are cautioned that exceptions to the terms, conditions, and attachments may result in rejection of the response.

City of Longview may, at its sole discretion, determine that a response with a Notice of Exception merits evaluation. A response with a Notice of Exception not immediately rejected may be evaluated, but its competitive scoring may be reduced to reflect the importance of the exception. Evaluation and negotiation will only continue with the Respondent if City of Longview determines that a Contract in the best interest of City of Longview may be achieved.

1-17 Project Budget

A project budget has not been determined. The work will be performed on a negotiated price basis with a specific amount and payment structure being determined through contract negotiations with the successful firm and will be based upon major milestones and/or identified tasks and subtasks.

1-18 Response Requirements and Format

Sections 1 through 6 of the response shall not be more than 50 single-sided pages or 25 double-sided pages, letter size paper, and follow the sequence outlined below. Additional attachments/requested forms and divider sheets do not count against the 50 page requirement. Submittals must follow the order of the Vendor Checklist (Attachment A). To be accepted for evaluation, the response must address all of the required components in sequential order. Failure to provide the requested information or adhere to any stated limitations may result in disqualification of the submitted response. The purpose of the required format is to simplify the submittal preparation and evaluation process and to ensure that all responses receive the same orderly review. Project details are described under Section 2 – Scope of Work.

<u>Section</u>	<u>Topic</u>
1	Cover Letter
2	Firm Profile & Qualifications
3	Project Team
4	Proposed Approach & Work Plan
5	Proposed Timeline
6	Related Experience & References

1. Cover Letter: Provide a one or two page cover letter and should provide the following:

- A brief statement of the firm’s understanding of the project
- The name, title, phone number, email address and street address of the person in the firm’s organization who will respond to questions about the submittal
- Highlights of the firm’s qualifications and ability to perform the scope of work

2. Firm Profile & Qualifications: This section should include a description of the firm's qualifications and abilities for performing the proposed work. Provide the following information: firm’s name, email address, website address, mailing address, physical address and phone number. Identify whether or not your firm is a Disadvantaged Business Enterprise, Minority Business Enterprise, types of services performed, number of years in business, number of employees, the location of the offices that would provide the project services, and a brief statement of the firm’s background demonstrating longevity. Include the signature of the person authorized to bind the firm. The description of the firm and qualifications is limited to six (6) pages.

Identify any conditions, such as bankruptcy, pending merger, pending litigation, planned office closures that may impede the Respondent’s ability to complete the project. The firm must also 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 or by a detailed explanation of the company’s financial history and stability. The financial requirement applies to the prime firm only, not to the subcontractors or sub-consultants.

3. Project Team: Identify the designated project manager and the project team, as well as the title of their roles to the project. Provide an organization chart for the project; a summary paragraph of the project work to be performed by each proposed staff member; an estimate of the hours by personnel for each task of the RFQ, subtotals for each employee and an overall grand total of staff hours. Resumes that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a two (2) page limitation for each resume. Only submit resumes for individuals who will be actively working on the project. When a firm has been selected, the City of Longview will expect those individuals to be assigned to the project.

4. Proposed Approach and Work Plan: The Respondent should present the proposed work plan necessary to complete the work itemized under the scope of services. The MPO welcomes suggestions or enhancements to the requirements outlined in the Scope of Work, but the suggestions, enhancements and other services must meet the minimum requirements as outline in this RFQ. The proposed work plan should address each of the specific work tasks described in the scope of services, but Respondents may propose additional work beneficial to completing the work specified. The methodology to be used to accomplish each specific task should be described. All proposed meetings and reviews should be included under each task. Any data or assistance anticipated to be required from the MPO staff should be specified. All final products should be described. Any tables submitted in the response with numbers must have subtotals and grand totals. There is no page limitation for this section, but Respondents are encouraged to be concise.

5. Proposed Timeline: The response shall outline the respondent's best estimate of time to carry out the proposed planning process to completion. A proposed timeline for completing each task should be provided and shall reflect the maximum allowable review time available to maintain the schedule as proposed. The schedule shall also reflect expected dates, broken down by months, for deliverables and anticipated timing for review and approval by the Longview MPO. The timeline must not exceed 12 months from the project's kickoff.

6. Related Experience & References: A brief description of the firm's most recent contracts for Bicycle and Pedestrian Plans for cities or MPOs similar in size to the Longview MPO. For each project, include the date ranges the work was performed, the name of the client organization, client contact name, address, phone number and email address. If previous Bicycle and Pedestrian Plans or related plans are located on the web, identify the web address or URL for each plan. Indicate if the firm was the sole Respondent or if the firm collaborated with another Respondent. Additionally, the names of the firm's personnel that participated in the projects listed should be provided. This project list is limited to five (5) pages.

1-19 Rejection of Responses

City of Longview reserves the right to accept or reject, in part or in whole, any or all responses for any or all products and/or services covered in this request and to and waive informalities, defects or irregularities and to accept such response as it deems in the best interest of the City of Longview.

1-20 Disadvantaged Business Enterprise (DBE) Participation

Longview Metropolitan Planning Organization and the City of Longview have established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Longview Metropolitan Planning Organization and the City of Longview have received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Longview Metropolitan Planning Organization and the City of Longview have signed an assurance that they will comply with 49 CFR Part 26.

It is the policy of Longview Metropolitan Planning Organization and the City of Longview to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only contractors that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To assist the development of firms that can compete successfully in the marketplace outside the DBE Program.
7. To require the prime contractor, if subcontracts are let, to take actions as required by 49 CFR Part 26.

Additionally, Firms will comply with the Longview Metropolitan Planning Organization's DBE policy requirements if subcontractors are hired during the performance of the services.

- a) Placing qualified small and minority businesses, and Women Business Enterprises on the solicitation list;
- b) Assuring that small and minority businesses, and Women Business Enterprises are solicited whenever they are potential sources;
- c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and Women Business Enterprises;
- d) Establishing delivery schedules, where requirements permits, which encourages participation by small and minority businesses, and Women Business Enterprises, and
- e) Using service and assistance of the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce.

1-21 Longview MPO Required Certifications and Regulations

Respondent will comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this project, including without limitation workers' compensation laws, minimum and maximum salary and wage statutes and regulations, nondiscrimination laws and regulations, and licensing laws and regulations. When required, the respondent shall furnish satisfactory proof of compliance. The Respondent is required to sign a Lower Tier Participant Debarment Certification, Attachment C, certifying that the Respondent or any of its principals are not debarred or voluntarily excluded from participation in this service by any federal department or agency. Respondent are required to sign an agreement that it has adopted and does enforce an internal ethics and compliance program, Attachment D, which satisfies the requirements of Title 43 of the Texas Administrative Code. Respondents are also required to sign a Certification of Compliance with the Longview Metropolitan Planning Organization's Policy for Disadvantaged Business Enterprises, Attachment E.

SECTION 2 – SCOPE OF WORK

2-1 Introduction

The Longview Metropolitan Planning Organization (MPO) seeks responses from qualified Firms for the development of a Bicycle and Pedestrian Plan that will establish a comprehensive pedestrian and bicycle network for transportation and recreational purposes, for the MPO area, while promoting walkability and connectivity in an efficient and safe environment.

The Longview MPO is requesting qualifications from transportation planning and engineering consultants to create the first Bicycle and Pedestrian Plan for the Longview MPO area. The Bicycle and Pedestrian Plan will specify how the plan will be achieved over time and implementation strategies for the proposed policies, prioritized infrastructure improvements and related programs. The plan will reflect current conditions, levels of interest and support, as well as funding potential to accomplish the projects and programs in the plan. The Bicycle and Pedestrian Plan will define policies, plans and programs to help the Longview MPO area become a more walkable and bicycle friendly city while encouraging more people of all ages and abilities across the Longview MPO area to safely walk and ride bicycle more often.

The goal of this scope of work is to ensure that all respondents are fully informed of all project requirements, deliverables and obligations.

2-2 Background

The Longview Metropolitan Planning Organization, acting through the City of Longview Development Services Department, is responsible for continuing, comprehensive and cooperative transportation planning in the Longview Metropolitan Area as required by the Fixing America's Surface Transportation (FAST) Act. The Longview MPO is governed by a Transportation Policy Board comprised of elected and non-elected officials from the cities of Longview, White Oak, and Gladewater; and from the counties of Gregg, Harrison and Upshur. The MPO Technical Committee is responsible for professional and technical review and for recommendations to the Policy Board. The Longview MPO is geographically located in the two Texas Department of Transportation's districts; the Tyler and Atlanta districts.

The Longview Metropolitan Planning Organization (MPO) is located in Gregg, Harrison and Upshur counties and includes the cities of Longview, Lakeport, White Oak, Clarksville City, Warren City, Gladewater, Union Grove, Lakeport and East Mountain. The 2010 Longview Urbanized Area had a population of 98,884. In 2014, the Longview Metropolitan Area had a population of approximately 117,000.

Currently, there is a deficit of sidewalks in the cities of Longview, White Oak & Gladewater. This is largely due to city ordinances that have not required developers to construct sidewalks in these communities. The only bike lanes in the MPO area are currently under construction on FM 2275, the George Richey Extension project, between US 259 and SH 300, a new alignment, four-lane, divided roadway with a length of four miles.

The Longview Multimodal Center is located at 906 Pacific Avenue and consists of a city-owned Amtrak train station, a Greyhound bus station, Longview Transit headquarters, and a Longview Transit bus stop.

2-3 Scope of Work

In general, the Bicycle and Pedestrian Plan is envisioned to consist of recommendations for a community-supported comprehensive network of sidewalks, on and off-road pathways, trails and facilities to connect neighborhood users to special generators and key destinations. Improvements that serve regional and city centers, main streets, employment centers, transit center, transit bus stops, the Longview Multimodal Center, schools, social services, retail, medical, entertainment, parks and recreational destinations will be considered. This study will recommend potential connections to existing and future roadways, sidewalks, pathways, trails, parks, open spaces, the Multimodal Center, bus stops and other significant destinations and facilities. In regards to Multimodal Center connections, projects of the plan will create more seamless connections between transit projects and pedestrian and bicycle facilities that will make the overall transportation system stronger and more useful.

This section describes the minimum services and deliverables required to complete the project.

1. Gather and assemble available GIS data. The City of Longview will provide existing Longview GIS shapefiles: parks, trails, sidewalk inventory, bus routes, bus stops, future land use and zoning.
2. Review, assess and document existing local conditions and issues related to walking and bicycling. Meet with MPO staff, city staff, Longview Transit staff and bus drivers. In the absence of a city's comprehensive plan; meet with the city managers and city staff from the cities of Gladewater, White Oak & Clarksville City. Meet with the public school's staff within the Longview metropolitan area boundary.
3. Perform walking and bicycling audits along high pedestrian and bicycle traffic areas in the cities of Longview, White Oak, Gladewater and other MPO cities. Contact elementary, middle and high school campus staff within the Longview Metropolitan Area to determine an estimate of the percentage of their students who walk or bike to school and other unique bicycle and pedestrian needs. For school campuses in the MPO planning area, perform walking and bicycling audits at school campuses and surrounding neighborhoods of fifteen (15) campuses who have the highest percentage of students walking. Depending upon the complexity, a Safe Routes to School Plan may be desired.
4. Review of the planning documents listed below. The Bicycle and Pedestrian Plan will be consistent with and will advance the goals and objectives of the adopted planning documents and plans currently under development. The plan will build upon these existing plans to establish a comprehensive pedestrian and bicycle network for recreational and transportation uses.
 - a. Longview Metropolitan Transportation Plan 2040
 - b. Longview MPO Thoroughfare Plan that includes bicycle design recommendations.
 - c. Longview Transit Pedestrian Access Plan
 - d. Longview Trail Master Plan
 - e. Longview Comprehensive Plan adopted in 2015, with particular focus on:
 - i. Chapter 4: Transportation & Circulation
 - ii. Chapter 6: Parks, Recreation & Open Space Plan
 - iii. Chapter 7: Neighborhood & Community Livability
 - f. Two (2) Longview Small Area Plans: Downtown & Interstate 20 currently under development; and
 - g. The City of Longview Unified Development Code (UDC) currently under development.
5. Identify existing barriers, such as railroads, creeks, etc. and gaps in the pedestrian and bicycle network which will impede connectivity.

6. Provide renditions, “before & after” images of potential pedestrian and bicycle improvements, Complete Streets and Transit Oriented Developments along actual Longview MPO thoroughfares and along off-road trails and when recommended, road diets. Conceptual renditions, maps and other visual aids should be prepared and utilized at all workshops and public meetings.
7. Engaging and involving the public is critical to the development of the Bicycle and Pedestrian Plan. The planning process shall combine face-to-face public meetings with the use of digital tools to enhance community participation. Conduct public involvement utilizing digital citizen surveys, open houses, workshops, social media, on-line public engagement and other public outreach methods to gather citizen input, feedback and gain community support. Community engagement may include, but is not limited to, design, creation and launch of an on-line website with citizen survey, survey equipment (iPad kiosks at public libraries, city halls, etc.), virtual public meeting or open house, interactive techniques during public meetings and other public outreach activities customized to the greater Longview MPO community. Utilize a range of public involvement methods to reach and engage diverse populations to maximize citizen input. The plan will include a documentation of all public involvement activities to describe community engagement.
8. At a minimum, a list of possible meetings, presentations and public involvement is shown below.
 - a. MPO Technical Committee, MPO Policy Board – initial meetings
 - b. Public meeting, open house or workshop format – solicit input
 - c. Citizen survey, hard copy and digital and/or website presence
 - d. MPO Technical Committee, MPO Policy Board – present draft plan & recommendations
 - e. Public meeting, open house format – present draft recommendations
 - f. MPO Technical Committee, MPO Policy Board –final plan for adoption
 - g. Longview City Council – presentation of adopted plan
 - h. White Oak and/or Gladewater city council presentations (only if desired by each city)
9. Based upon the input from the public and MPO Committees, create general policies, goals and measurable objectives for the plan.
10. Determine the suitability and feasibility for urban, as well as, rural pedestrian and bicycle facilities that reflects the diverse areas of the MPO.
 - a. Make recommendations for pedestrian and bicycle facilities to enhance and connect to existing sidewalks, paved trails and dirt bike trails, while promoting walkability & bicycling for both urban and rural settings.
 - b. Make recommendations to connect off-road trails to neighborhoods.
 - c. Identify if there are existing roadways recommended for bike lanes which have wide enough lanes to restripe for the use of bike lanes.
11. Develop a project prioritization system for pedestrian and bicycle improvements based on multiple factors such as, but not limited to: connectivity to key destinations, potential to improve safety, expected number of users, public support, project readiness and project cost.
12. Formulate a Bicycle and Pedestrian Plan. Based upon the typical roadway cross sections identified in the Longview Comprehensive Plan, pages 67 - 74, generate a bicycle and pedestrian project recommendations list categorized by high, medium and low-priority that includes cost estimates. The cross sections can also be found in the MPO’s Thoroughfare Plan, pages 24 – 27.
13. Finalize renditions of pedestrian and bicycle recommendations and improvements, Complete

Streets, Transit Oriented Developments along actual Longview MPO area thoroughfares and along off-road trails, and when recommended, road diets. Create conceptual renditions, maps and other visual aids.

14. Provide proposed cost estimates for proposed Complete Streets along Mobberly Ave, S. Green St, portions of Cotton St, and Martin Luther King Jr. Blvd., as identified in the Longview Comprehensive Plan, pages 80 – 83. The pedestrian and bicycle network of the Plan will incorporate the three (3) Complete Streets corridors.
15. Identify funding strategies for plan implementation that identifies potential funding sources, such as grants and partnerships.
16. At a minimum, copies of maps and the Bicycle and Pedestrian Plan are detailed as follows:
 - a. Five (5) hard copies of the draft plan and a digital copy of each format, as applicable: MS Word, MS Excel, Adobe, ESRI .shp, .gdb, and .mxd.
 - b. Fifteen (15) hard copies of the final plan and a digital copy of each format: MS Word, MS Excel, Adobe .pdf, and ESRI .shp, .gdb, and .mxd. A hard copy map and all GIS ESRI digital files of the plan graphically illustrating the plan. The map size shall be 60" x 48" and display the entire MPO planning area.
 - c. One hard copy map of each city: Longview, White Oak and Gladewater and all GIS ESRI digital files graphically illustrating the plan. The map size of these three (3) maps shall be 11 x 17" or larger.

SECTION 3 – RESPONSE EVALUATION AND CONTRACT AWARD

3-1 General Information

The Longview MPO intends to select a firm that demonstrates, in the MPO's opinion, the highest degree of technical merit, expertise and qualifications. Respondents will be required to submit supporting documentation on the technical aspects. The Evaluation Committee may elect to interview Respondents in order to clarify their responses and/or for the Respondents to make oral presentations. If interviews or presentations are held, the Evaluation Committee may re-evaluate the responses of those firms interviewed.

3-2 Eligibility for Award

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

- A. Responsive responses 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. Respondents that do not comply with all the terms and conditions of the solicitation may be rejected as non-responsive.
- B. Responsible Respondents 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 (Attachment D).
 - 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.

3-3 Evaluation of Submissions

The Evaluation Committee will evaluate the responses 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 Respondent will be ranked in numerical sequence, from the highest to the lowest score.

After receipt of all responses, the evaluation committee shall evaluate each response using the criteria described in this section, and may require written clarification to questions raised in the Response. The evaluation committee may also ask the top respondents from this process to give them a presentation, which will be evaluated using the same criteria as the criteria used for the responses. Attendance at an interview is at the vendor's expense.

The City of Longview will not be liable for any expense incurred in the preparation of the responses. The City of Longview shall be under no obligation to return any response to this Request for Qualifications or other material submitted as a result of this RFQ.

Respondents assume all costs associated with any potential travel and time for interviews, presentations or negotiations.

3-4 Scoring and Evaluation Criteria

Responses will be evaluated by an evaluation committee and will be based on the Scope of Work, provided in Section 2, 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 Respondent whose response, in the opinion of the City of Longview, best meets the established criteria listed herein.

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

- Staff Qualifications & Experience with Similar Projects (25%) The response 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 Longview MPO.
- Demonstrated Knowledge of the Work Requirements (25%) The response will be evaluated on the basis of the knowledge and work required to accomplish the project. The Respondent must demonstrate a thorough understanding of the services to be provided and the activities required to ensure a high quality Bicycle and Pedestrian Plan.
- Proposed Work Plan, Approach and Project Schedule (25%) The Respondent will describe in detail how it will meet all of the services and deliverables listed in Section 2, Scope of Work. The project work plan and timeline 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 (25%) The responses will be evaluated for the level of compliance with the instructions described in this RFQ.

3-5 Presentations

Any or all respondents may be invited to make a presentation. If so, the Longview 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.

3-6 Selection & Negotiations

The City of Longview intends to select a firm that demonstrates, in the City's opinion, the highest degree of technical merit, expertise and qualifications. With that firm, the Longview MPO will negotiate the technical aspects of the scope of work, deliverables, schedules and fees. If a negotiated agreement cannot be reached, the City of Longview may open negotiations with the firm that demonstrates the next highest degree of technical merit.

3-7 Contract Award

The City of Longview is the fiscal agent for the Longview Metropolitan Planning Organization. Contract award, if any, will be made by the City of Longview's City Council, after the Evaluation Committee's rankings and recommendations to the Respondent whose response meets the requirements of the RFQ, and will be most advantageous to the City of Longview with respect to the criteria as evaluated. The City of Longview shall have no obligations until a Contract is executed by both the awarded Respondent and the City of Longview.

Contract award will occur when City of Longview signs the Contract. No other act of the City of Longview shall constitute Contract award. The Contract will establish the Contract value and shall incorporate the terms of this document, but will not be the authorization for Contractor to proceed.

3-8 Execution of Contract and Notice to Proceed

The Respondent to whom the City of Longview intends to award the Contract shall sign the Contract and return it to the City of Longview. Upon authorization by the City of Longview's designee, a Contract will be accepted and executed. Upon receipt by the City of Longview of any required documentation and submittal by the Contractor, a Notice to Proceed will be issued, if appropriate.

If any proprietary, privilege, or confidential information or data is included in the Contractor's response, 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 City of Longview.

ATTACHMENT A VENDOR CHECKLIST

This form must be completed and returned with the Response. This is a verification that all necessary documents are included.

Attachments B through F should be signed by the **prime** consulting firm only.

- Cover Letter
- RFQ Cover Page
- Attachment A: Vendor Checklist
- Notice of Exception (if applicable) (refer to Section 1-16)
- Company's Response (refer to Section 1- 18)
- Attachment B: Conflict of Interest Questionnaire, Form CIQ
- Attachment C: Federal Debarment Certification
- Attachment D: Certification of Internal Ethics and Compliance Program
- Attachment E: Certification of Compliance with the Longview MPO's DBE policy
- Attachment F: Sample or Standard Contract from the Respondent's firm

ATTACHMENT B
NOTICE TO ALL CITY VENDORS AND POTENTIAL CITY VENDORS

Texas Senate passed House Bill 23, 84th Leg., Regular Session (2015)e In accordance with Chapter 176 of the Local Government Code, The City of Longview is requiring you to complete the attached Conflict of Interest Questionnaire (CIQ) Form, prepared by the Texas Ethics Commission, at the direction of the legislature and strongly recommends you become familiar with House Bill 23. Failure to abide by these new statutory requirements can result in possible criminal penalties.

The City of Longview will not provide any further interpretation or information regarding these new requirements; however, you may contact the Texas Ethics Commission at

<http://www.ethics.state.tx.us/> or at 1-512-463-5800.

Please remit the CIQ form with your bid.

Thank you.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For Vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental

entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed Questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

Yes No

D. Describe each employment or business and family relationship with the local government officer named in this section.

4

Signature of vendor doing business with the
governmental entity

Date

Adopted 8/7/2015

**ATTACHMENT C
FEDERAL DEBARMENT CERTIFICATION**

(1). _____, certifies that it and its principals:
(Company name)

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
- b) Have not, within a three (3) year period preceding this response, been convicted of, or had a civil judgment rendered against them for a commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a federal, state or local governmental entity with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d) Have not, within a three (3) year period, preceding this application/proposal/response had one or more federal, state or local transactions terminated for cause or default.

(2). Where the Company is unable to certify to any of the statements in this certification, attach an explanation to this certification.

Company's name

Signature of Principal & Title

Printed name

Date

ATTACHMENT D

CERTIFICATION OF INTERNAL ETHICS AND COMPLIANCE PROGRAM

The undersigned hereby certifies that it has adopted and does enforce an internal ethics and compliance program that is designed to detect and prevent violations of the law, including regulations and ethical standards applicable to this entity or its officers or employees and that the internal ethics and compliance program satisfies the requirements of Title 43, Texas Administrative Code.

Company's name

Signature of Principal

Printed name

Title

Date

ATTACHMENT E

**CERTIFICATION OF COMPLIANCE WITH
THE LONGVIEW MPO'S POLICY FOR DISADVANTAGED BUSINESS ENTERPRISES**

The undersigned hereby certifies that it will comply with the following requirements if subcontractors are hired during the performance of the services, in the event a Respondent is selected:

- f) Placing qualified small and minority businesses, and Women Business Enterprises on the solicitation list;
- g) Assuring that small and minority businesses, and Women Business Enterprises are solicited whenever they are potential sources;
- h) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and Women Business Enterprises;
- i) Establishing delivery schedules, where requirements permits, which encourages participation by small and minority businesses, and Women Business Enterprises, and
- j) Using service and assistance of the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce.

Company's name

Signature of Principal

Printed name

Title

Date

ATTACHMENT F

SAMPLE CONTRACT FROM RESPONDENT'S FIRM

In order to facilitate the legal process with the selected Respondent, Respondents are requested to submit a sample or standard planning contract from the **prime** consulting firm.

LONGVIEW MPO PLANNING AREA MAP

