**REQUEST FOR PROPOSAL**

**March 20, 2019**

**TO PERFORM**

**CONSULTING SERVICES**

**FOR**

**2040 North Dakota Statewide Long-Range Transportation Plan**

**PROJECT NUMBER SPR-P039(004)**

**PCN 22521**

**Thomas K. Sorel**

**DIRECTOR**

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

**PROPOSALS MUST BE DELIVERED TO**

**STEVE CUNNINGHAM**

**ENVIRONMENTAL AND TRANSPORTATION SERVICES DIVISION**

**By**

**Noon Central Time APRIL 10, 2019**

**REQUEST FOR PROPOSAL**

**PROJECT OVERVIEW**

The North Dakota Department of Transportation (NDDOT) is requesting the services of a qualified transportation engineering/planning firm to conduct an update to the North Dakota Statewide Long-Range Transportation Plan (LRTP) Project SPR-P039(004) PCN 22521. Preference will be given to consultant teams whose proposed project team members have already developed FAST Act compliant LRTPs in other states, with additional preference given to teams whose project team members have developed scenario-based LRTPs. The awarded consultant is highly encouraged, but not required, to include an experienced market research sub-consultant for the purpose of public outreach during various aspects of the plan’s development.

**EXISTING CONDITIONS AND CHALLENGES**

North Dakota’s current strategic LRTP was developed in 2012. Since that time dynamic changes have occurred within the state and nationally. The Great Recession led many unemployed workers from other parts of the country to move to North Dakota, with its low unemployment rate, in search of work in the oil fields. The lack of available and affordable housing from this sudden population increase led to the development of man camps in some counties where in the past there were no zoning regulations. Congestion from new towns that had sprung up overnight and heavy industrial traffic used for drilling wells overwhelmed the road system. Roads that were built for a 20 year service life, started to show extreme pavement distress and damage, and in some cases failed in 7 years. Inadequate pipeline infrastructure was overwhelmed with the sheer volume of oil, forcing the transport of crude by rail to distant refineries and ports.

The railroad network was overwhelmed with commodity volume at a time when crops (usually a seasonal concern) were being transported to coastal ports, resulting in harvest delays and a lack of railcars for timely shipment of perishable product. Due to increased rail traffic, as well as the increase of hazardous materials moved on North Dakota’s rail system, a variety of safety concerns have arisen from the public. Both BNSF and Canadian Pacific (CP) – the only two Class I railroads remaining in the state have made infrastructure improvements on their rail systems. Double-tracking and rail spur additions have helped but passenger rail reliability of the Amtrak Empire Builder can still be impacted at certain times of the year when product is being moved to market.

The movement of freight is a key consideration for North Dakota. The State is a top producer nationally of numerous agricultural and energy-related commodities. Most of these commodities are shipped outside of North Dakota’s borders for national and global consumption. As North Dakota is located in the center of North America, the efficient and reliable transportation of these commodities to the rest of the world is critical to the State’s economy.

Over the next 20 to 25 years, North Dakota and the rest of the United States is projected to see dramatic changes in the transportation sector. Many types of Disruptive Technology are on the near horizon: Transportation as a service (Uber or Lyft), electric vehicles, autonomous vehicles, connected vehicles, drones for personal and corporate use (such as Amazon deliveries by drone), air taxis, and bike and scooter share rentals are poised to impact and change how everyday people commute to work, school and play.

Financing transportation both on the state and federal level will need to be revaluated due to the potential for changing fuel sources and overall demand. Additionally, uncertainty may exist associated with demand and financing transportation given potential transportation disruptions.

**OBJECTIVE**

The intent of this effort is to develop an updated North Dakota LRTP that will collaboratively establish a shared vision for North Dakota’s transportation future that considers customer, partner, and stakeholder expectations. It is envisioned through a comprehensive public involvement effort, utilizing multiple engagement techniques, the state will understand the transportation expectations stakeholders are willing to pay for. The LRTP will need to establish the collective understanding of where we are, where the future may go, where we want to be, and how we will get there. The plan will also meet the requirements to be FAST Act compliant and must comply with all federal requirements, in particular CFR Title 23 450.216.

The document will be used to provide an understanding of existing and projected issues and trends influencing the state’s transportation system from the present year to the year 2040. The plan is an overarching policy document which is intended to guide future planning, programming, and decision making related to North Dakota’s transportation system and services, to ensure decisions move the NDDOT toward the goals for which its customers, partners, and stakeholders value. Additionally, the document and process to develop it will be used to help align public expectations with the funding they are willing to provide. The LRTP will ultimately need to align the NDDOT family of plans to ensure the agency is being guided in a consistent direction. The plan must also comply with NDDOT’s “Public and Non-Metropolitan Local Official Participation Plan for Statewide Planning and Programming Activities”

**SCOPE OF WORK**

The plan is multimodal considering the movement of people and goods via cars and trucks, and active modes of transportation such as bicycles, walking, public transportation, as well as, their interrelationship with rail and air movements. It considers a minimum horizon period of the next 20 years. The plan is specifically focused on the state owned and operated transportation system and services, however must consider the needs and desires of all transportation providers (public and private), in the region, to ensure an integrated transportation system.

The LRTP will incorporate a performance based planning approach

* Performance measures and performance goals will be developed and established as part of the plan process and directly linked to the vision and goals established within the LRTP
  + Ultimately it is envisioned that NDDOT decisions at all levels in the organization related to transportation systems and services would be influenced by the LRTP established performance measures and associated performance goals
  + This effort will need to establish an understanding of what the customers, partners, and stakeholders care about in terms of the transportation system and services
    - It is anticipated that a detailed level of information gathering may be necessary to more fully understand customer, partner, and stakeholder expectations in relation to performance data collected on the transportation system and services
  + The LRTP will acknowledge the federally required performance measures in addition to any state developed measures.

An Implementation Plan Should be developed as part of the Scope of Work

A Public Involvement Plan should be developed as part of the Scope of Work

The consultant of choice will complete the work items below in the following format:

**An evaluation of existing conditions -- Where is the State currently?**

Identification of current trends influencing transportation including, but not limited to: Demographic, Agriculture, Energy, Tourism, Manufacturing, Railroads, State & Local Roads, Inflation, Tribal Transportation, Rail Transload Facilities, Land Ports of Entry, Personal Mobility, Intermodal, School Busing, Active Transportation, Disasters, the Military, New Technology Currently Available and Safety.

**What could the future look like and some possible future scenarios**

The use of scenario planning will be helpful in understanding differing and sometimes competing visions of the future

* Given uncertainty as to future transportation disruptions, economic impacts to North Dakota, changing customer expectations and other possible outcomes, a variety of potential scenarios (outside of NDDOT control) will be considered in helping to establish the LRTP vision and goals
  + The scenarios should consider the impacts to supporting healthy, vibrant communities, a 21st century workforce, and smart and efficient infrastructure.
* Identification and education to the public of future trends expected to influence transportation including, but not limited to: ridesharing via companies like Uber or Lyft, electric vehicles, autonomous vehicles, connected vehicles, drones for personal and corporate use, air taxis, and bike and scooter rideshare, continued revenue shortfalls from more fuel-efficient vehicles, aging infrastructure, and climate impacts.

**Where do we want to go?**

* Establish a collaborative statewide vision, goals, values and objectives for transportation in North Dakota
  + This effort should be influenced from the scenario planning exercises in the previous section
* Develop long range performance goals with associated measures

The performance areas associated with the vision and goals should be representative of customer, partner, and stakeholder expectations related to the transportation system.

* The NDDOT currently monitors performance in the following 11 different service areas (with associated performance long range goals and measures) which may serve as a starting point in public discussions to determine if these 11 areas are relevant to customer expectations:
  + - Safety
    - Pavement Management
    - Bridge Management
    - Operating Road and Bridge Maintenance
    - Freight and Personal Mobility
    - Snow and Ice Control
    - Rail
    - Driver’s License
    - Motor Vehicle
    - Transit
    - Bike and Pedestrian
* Develop strategic recommendations or specific actions designed to reach identified goals.
* Identify long range transportation-related planning efforts conducted by local jurisdictions, metropolitan planning organizations, and tribal organizations to ensure consistency with the state plan.

Coordination of the North Dakota State Strategic LRTP

* The LRTP is the lead plan (in a family of plans) providing clear and consistent direction and guidance in all NDDOT planning efforts.
* Coordination must occur with other planning activities carried out by other entities within the state including non-metropolitan and metropolitan areas and tribal governments. The plan must consider and include language related to the Memorandums’ of Understanding between the NDDOT and the specific MPOs in relation to LRTP development.
* Coordination must occur with other neighboring state and provincial planning activities

**How do we get there?**

* Work with appropriate stakeholders to advance the needs of the transportation system as identified in the plan into the future.
* A variety of system level future funding scenarios will be considered and potentially modeled to determine how effectively each scenario meets performance goals established through customer and stakeholder input.
  + This effort will seek to understand the expectations of the customers, partners, and stakeholders desire in relation to what they are willing to pay for

**GEOGRAPHIC SCOPE**

The geographic scope of the study area will include the State of North Dakota. However, North Dakota’s transportation system is integrated into a larger network throughout North America and the world. Consideration will need to be given to factors outside of the state which may have influence on transportation into, out of, and through North Dakota.

**PUBLIC INVOLVEMENT PROCESS**

Public participation will, at a minimum, meet but may exceed the relevant NDDOT public participation requirements including, but not limited to, the NDDOT Public and Non-Metropolitan Local Official Participation Plan for Statewide Planning and Programming Activities Manual and Title VI/Nondiscrimination and ADA Program and the individual Memorandum’s of Understanding with the state MPOs in relation to the state LRTP development.

Following are the minimum recommended public involvement activities the consultant should consider for budgeting purposes:

Director’s Advisory Council

An Executive Steering Committee consisting of representatives from various organizations will provide executive level feedback and guidance during the development of the study to the consultant. Representation will be comprised of the Director of the North Dakota Department of Transportation, numerous state agencies, and representatives selected by the Director.

Project Management Team

While NDDOT Planning/AM staff will manage the day-to-day contract execution, a Project Steering Committee of 5-7 NDDOT members from other divisions selected by the Planning/AM Division Director will be established to ensure the executive-level guidance is being translated into the detailed development of the study and will meet as needed throughout the duration of the project.

Targeted Stakeholder Outreach

NDDOT Internal Stakeholder Group

A targeted group of internal DOT stakeholders will be invited to participate in one Stakeholder Outreach group session for a buy-in to the Plan, offer feedback on early stages of the plan and serve as a dry-run for the later meetings with the public. Problems can be identified early and corrected prior to the round of public meetings.

The Public, Industry and Other State Agencies

A minimum of three rounds of Multiple Stakeholder Outreach must take place during the development of the plan. At least two in-person meetings should occur (for initial stakeholder input and then after the development of the rough draft). The third outreach method is up to the consultant.

Public Meetings

A minimum of eight “listening” sessions will be held at strategic locations around the state (one per NDDOT District) to gain an understanding of public issues, needs, and concerns related to transportation in North Dakota. These meetings will be advertised and open to the public. Additionally an on-line “listening” session should be made available electronically to gather feedback from the public who were not available to attend one of the eight sessions above. A listening session should also be held on each of the four Native American reservations within the state devoted exclusively to local interests and concerns.

A second set of meetings (a minimum of eight public meetings, again one per NDDOT District) will be held at strategic locations to present a draft copy of the document, with a particular focus on feedback on the draft performance measures. An additional “webinar” based draft presentation should be considered. Tribal authorities will be directed to the nearest District meeting to the reservation to discuss the draft.

NDDOT Presentation

The consultant will present a draft of the North Dakota LRTP to the NDDOT senior management team to obtain comment prior to adoption of the document.

Other Public Involvement Considerations

Innovation and creativity is encouraged throughout the development of the North Dakota State LRTP especially in the public participation process. This is particularly appropriate in methods of attracting public audiences, obtaining meaningful public input and in the planning of jurisdictional and public meetings to minimize costs. The consultant is encouraged to consider the use of on-line surveys, focus groups, e-mail lists, polling systems, press releases, and social networking media if appropriate to enhance the public involvement process. Dissemination of information through electronic format such as a project website is strongly encouraged. Established public engagement platforms with a proven record of success are encouraged. One consultant staff member should be responsible for the development and maintenance of social media posts.

The location of public meetings will follow the NDDOT Title VI/Nondiscrimination and ADA Plan and consider mobility challenged individuals including, but not limited to, individuals with disabilities and/or individuals without access to automobiles. Unconventional meeting locations should be considered to attract members of the public, particularly traditionally underrepresented groups like minorities and Millennials.

The North Dakota State Strategic Transportation Plan will document all questions, comments, or concerns obtained through the public involvement process, as well as identify how questions, comments, or concerns were addressed and/or incorporated into the document. This documentation should be available to the public upon request/posted on the project website.

**DOCUMENTS WHICH SHOULD BE CONSIDERED IN THE DEVELOPMENT OF THE NORTH DAKOTA STATE STRATEGIC LRTP**

The following studies and documents, at a minimum, should be reviewed and considered in the development and update of the North Dakota State LRTP as there may be influence or overlap of efforts between this plan and the following documents.

* *TransAction III* -- North Dakota’s Statewide Strategic LRTP (2012)
* *TransAction III Topic Summaries*
* *NDDOT State Freight Plan* (2015)
* *UGPTI’s Assessment of ND County and Local Road Needs, 2017-2036 (2016)*
* *UGPTI also conducted a state needs assessment (contact Jack Smith for details)*
* *North Dakota State Rail Plan* (2017)
* *North Dakota Transportation Handbook (2018)*
* *ND Moves – NDDOT Active Transportation & Transit Plan (in development)*
* *Highway Performance Classification System (HPCS)*
* *MPO and Local Jurisdiction LRTPs*
* *NDDOT Vision Zero Plan*
  + *The federally-required Strategic Highway Safety Plan (SHSP)*
* *NDDOT Transportation Asset Management Plan (TAMP)*

**PROJECT SCHEDULE**

The project must be completed within **18 months** of an approved/signed contract.

**PROJECT DELIVERABLES**

The final product will be a FAST Act compliant North Dakota State LRTP providing guidance to maintain, enhance and prepare for the future of North Dakota’s transportation system and the safe and efficient movement of people and goods. Specifically the final draft of the plan should include at a minimum:

1. A completed draft study no later than 16 months from the date of a signed contract, which should include 50 full draft copies of the document.
2. An approved final study no later than 18 months from the date of a signed contract, which should include 50 full final copies, 50 executive summaries, and 50 compact discs, and one camera ready copy for future duplication. The final public document will be highly readable (easy for the general public to understand) and aesthetically pleasing (pleasant to look at in a generic visual sense). The final document is anticipated to be 30 pages or less.
3. GIS transferable version of mapping products.

Attached with the RFP is the Risk Management Appendix and HPCS and state highway maps of North Dakota’s existing state transportation system.

All design and project data will become the property of NDDOT upon completion of the final submittal. All project information will be generated in the following formats and standards:

* MS Word and MS Excel
* MicroStation SS4 (8.11.09.832)
* Geopak SS4 (8.11.09.878)
* NDDOT CADD Manual
* Microsoft “Project”
* NDDOT Consultant Services Manual Chapter 19
* NDDOT Procedure for Creating Right of Way Plats Manual Chapter 20
* NDDOT CADD Editing Manual Chapter 21
* NDDOT Data Collection Codes and Procedures
* NDDOT Design Manual and Plan Preparation Guide Website
* NDDOT Right of Way Manual
* Adobe Acrobat (standard or compatible)

**PROPOSED SUB-CONSULTANT REQUEST**

Sub Consultant firms that have been contacted and agree to be listed on the Prime Consultants Project Proposal for work with NDDOT must submit an original form and one copy to be attached to the Prime Consultants Proposal. This form is used for informational purposes only. See NDDOT web site for form SFN 60232.

(<http://www.dot.nd.gov/dotnet/forms/forms.aspx>)

**PRIME CONSULTANT REQUEST TO SUBLET**

The successful firm will be required to include the attached ‘Prime Consultant Request to Sublet’ form for each Sub consultant listed on the contract prior to execution of the contract.  The form assures that the contract between the Prime consultant and all Sub consultants contains all the pertinent provisions and requirements of the prime contract with the North Dakota Department of Transportation (NDDOT). See NDDOT web site for form SFN 60233. <http://www.dot.nd.gov/dotnet/forms/forms.aspx>

If the Prime consultant has a DBE as a sub-consultant then they will also be required to submit SFN 61412-DBE Consultant-Commercially Useful Function (CUF) <https://www.dot.nd.gov/forms/sfn61412.pdf>

**CIVIL RIGHTS**

The North Dakota Department of Transportation, in accordance  with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C.§§ 2000d to 2000d-4) and the Regulations,  hereby notifies all bidders that it will affirmatively  ensure that any contract entered into pursuant to this advertisement,  disadvantaged  business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated  against on the grounds of race, color, or national origin in consideration for an award.

**Disadvantaged Business Enterprise (DBE)**

49 Code of Federal Regulations Part 26 (CFR) states that the consultant, sub recipient, or sub consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Consultants shall carry out applicable requirements of 49 CFR Part 26 in the solicitation, award, and administration of USDOT-assisted contracts.  Failure by the consultant, to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate. **For information regarding the DBE Program, see the DBE Program Manual at** [**http://www.dot.nd.gov/divisions/civilrights/docs/dbe/dbe-program-admin-manual.pdf**](http://www.dot.nd.gov/divisions/civilrights/docs/dbe/dbe-program-admin-manual.pdf)

**Title VI/Nondiscrimination and ADA**

Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by the Department.  For information regarding Title VI, see the **Title VI/Nondiscrimination and ADA Program at** <https://www.dot.nd.gov/divisions/civilrights/docs/titlevi/Title-VI-Nondiscrimination-ADA-Program-Implementation-Plan.pdf>

The two paragraphs above apply to every consultant on the project, including every tier of sub consultant. It is the consultant’s, or sub consultant’s responsibility to include the two above paragraphs in every subcontract.

**EVALUATION AND SELECTION PROCESS**

Engineering firms interested in performing the work must submit 10 hard copies of their proposal and one electronic copy in PDF format. Both the hard copies and electronic copy must be submitted prior to the date and time listed on the cover of this RFP to be considered. Late proposals will not be considered.

**Proposals shall be submitted to:**

Steve Cunningham

Environmental and Transportation Services Division

NDDOT

608 East Boulevard Avenue

Bismarck, ND 58505

scunning@nd.gov

* Each proposal shall contain a cover letter signed by an authorized officer who can sign contracts for the firm. The pages of the cover letter will not be counted as a part of the pages. Also include the individuals email address below each signature on the cover letter.
* The proposal pages shall be numbered and must be limited to 6 pages in length. Proposals that exceed the page length requirement will not be considered. This section should contain your approach and project specific plan.
* The consultant’s proposal shall include an appendix. The appendix may include updated Federal form 330 if you do not have one on file with CAS. The pages in the appendix will not be counted as a part of the pages. The appendix shall include the following in this order:

**Appendix A**

* + A schedule for the project. If accepted the schedule will be included as part of the contract.

**Appendix B**

* + A staffing plan identifying the key project personnel (including titles, education, and work experience) and the respective roles and responsibilities for the project.

**Appendix C**

* + Project Specific QC/QA Plan including check lists, persons, responsibilities, proposed submittals and reviews, and DOT response timelines. The QC/QA Plan will be reviewed by the NDDOT and, if accepted, become part of the project after the contract has been signed.

**Appendix D**

* + Sub-consultants and associated activities to be completed by the sub-consultants. Attach proposed sublet form SFN 60232 for each sub at the end of this section.
  + **The Implementation Plan and/or Public Involvement Plan may be included as an Appendix and would therefore not be counted in the maximum page requirements**.

Each proposal will be evaluated by a selection committee consisting of NDDOT staff members and/or representatives. NDDOT reserves the right to limit the interviews to a minimum of three firms whose proposals most clearly meet the RFP requirements. Firms not selected to be interviewed will be notified in writing.

Selection will be on the basis of the following weighted criteria:

Weight

* \_\_5%\_\_\_ i. Past performance
* \_\_10%\_\_\_ ii. Ability of professional personnel
* \_\_10%\_\_\_ iii. Willingness to meet time and budget requirements
* \_\_\_5%\_\_\_ iv. Location
* \_\_\_5%\_\_\_ v. Recent, current, and projected workloads of the persons and/or

Firms.

* \_\_20%\_\_\_ vi. Related experience on similar projects
  + - Additional consideration will be given to consultant teams whose proposed project team members have experience developing FAST Act compliant state LRTP.
    - Additional preference will be given to consultant teams whose proposed project team members have experience developing scenario- and/or performance-based LRTPs
* \_\_5%\_\_\_ vii. Recent and current work for the agency
* \_\_40%\_\_\_ viii. Project understanding, issues, and approach
  + - Consultants using innovative methods proven to increase public involvement will be given additional consideration over firms using only conventional methods.
* \_\_5%\_ ix. DBE: Up to 5 points may be awarded for good faith efforts to utilize DBE’s in case of tied scores

Weights for each criteria are assigned independently for each specific project by CAS

and the Project Technical Representative. Maximum total weight is 100 points. 5

additional points may be awarded for good faith efforts to utilize DBE’s in the event of a

tie.

Consultants are strongly encouraged to use DBE sub consultant services where applicable. The proposal must contain a list of any tasks that may be let to sub consultants should the consultant be awarded the contract. It must also contain the specific good faith efforts made by the consultant, to achieve DBE participation, in the areas intended for sub-consulting. Consultant interviews will include questions regarding good faith efforts (see 49 CFR Part 26, Appendix A: Guidance Concerning Good Faith Efforts, Paragraph IV. A-H) to achieve DBE participation. DBE participation will be a consideration during the negotiation stage of each contract.

**RIGHT OF REJECTION**

The North Dakota Department of Transportation reserves the right to reject any or all proposals.

**DISCLOSURE OF PROPOSAL**

At the conclusion of the selection process, the contents of the short-listed proposals will be subject to North Dakota's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information recognized as such and protected by law may be exempt from disclosure.

**RISK MANAGEMENT FOR PROFESSIONAL SERVICES**

The Risk Management Appendix/Addendum will be incorporated into the agreement between NDDOT and the consultant. Firms must be able to provide a proper Certificate of Insurance within 15 days of notification of Selection.

**AUDIT**

Consulting firms proposing to do work for the NDDOT must have a current audit rate no older than 12 months from the close of the firm’s Fiscal Year. Firms that do not meet this requirement will not qualify to propose or contract for NDDOT projects until the requirement is met. Firms that have submitted all the necessary information to the NDDOT and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Out of state firms can submit a current accepted FARS audit rate from a cognizant agency. Under certain conditions NDDOT may offer a Safe Harbor Rate of 110% to firms that do not have a compliant rate.

**CONSULTANT EMAIL CONTACTS**

If necessary, please update contact information for receiving RFPs via email