



Grand Forks - East Grand Forks

METROPOLITAN
PLANNING ORGANIZATION

2050 Transit Development Plan Update

Grand Fork, ND and East Grand Forks, MN

Request for Proposals
for
Transportation Planning Services

May 2021

**REQUEST FOR PROPOSALS
FOR
TRANSPORTATION PLANNING SERVICES**

The Grand Forks – East Grand Forks Metropolitan Planning Organization (MPO) requests proposals from qualified consultants for the following project:

2050 Transit Development Plan Update

Qualifications based selection criteria will be used to analyze technical submittals from responding consultants. Upon completion of technical ranking, the MPO will enter into contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposal of the top ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any or all submittals. This project has a not to exceed budget of \$225,000 dollars.

Interested firms should contact Teri Kouba, Senior Planner, at the MPO, 600 DeMers Avenue, East Grand Forks, MN 56721. Contact can also be done via phone 701.610.6582, or by email: teri.kouba@theforksmpo.org

All proposals received by **June 18, 2021**, at Noon at the MPO Office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. The full length of each proposal should not exceed twenty-five (25) double-sided pages, including any supporting material, charts, or tables. **Electronic proposals are preferred** in Microsoft Word or Adobe Acrobat format; however, they must be easily reproducible by MPO in black-and-white. If printed copies are sent, only six (6) should be sent and the MPO will not accept spiral bound proposals; consultants are encouraged to prepare proposals in a format that will ensure for efficient disposal, and are encouraged to use materials that are easily recycled. A sealed cost proposal must still be provided in hard copy by noted due date. Submittals must be received no later than **June 18, 2021** at noon (Grand Forks local time). Hard copies of technical and/or cost proposals should be shipped to ensure timely delivery to:

Teri Kouba
Senior Planner
Grand Forks – East Grand Forks
MPO 600 DeMers Ave.
East Grand Forks, Minnesota 56721
teri.kouba@theforksmpo.org
Phone: 701-746-2660
Cell: 701-610-6582

Once submitted, the quotes become the property of MPO.

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REQUEST FOR PROPOSALS FOR TRANSPORTATION PLANNING SERVICES

I. Purpose of Request

The MPO requests proposals from qualified consultants for the following project:

2050 Transit Development Plan Update

The purpose of this Request for Proposals (RFP) is to receive proposals from consulting teams with expertise in developing Federal Transit Administration (FTA) compliant five-year Transit Development Plans (TDP). The TDP also needs to be understandable to the general public while being usable to the transit operator and staff of the Cities of Grand Forks and East Grand Forks.

The objective of the 2050 Transit Development Plan update is to:

1. Evaluate current CAT policies and operations in regard to providing service within the Grand Forks-East Grand Forks Region.
2. Identify transit needs in the community.
3. Demonstrate compliance with Federal, State, and local expectations.
4. Provide CAT staff and leadership with goals/recommendations to implement over the course of the next five years.

A selection committee will rank submittals from responding consultants. Upon completion of the rankings, the MPO will enter into contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposals of the top ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any and all submittals.

II. General Instructions

A. Any questions or comments regarding this proposal should be submitted to:

**Teri Kouba
Senior Planner
GF/EGF MPO
600 DeMers Avenue
East Grand Forks, MN 56721**

**Office Phone: 701-746-2660
Cell Phone: 701-610-6582
Email: teri.kouba@theforksmpo.org**

B. Proposals shall be submitted to:

**GF/EGF MPO
600 DeMers Avenue
East Grand Forks, MN 56721**

C. All proposals must be clearly identified and marked as follows:

**Proposal for:
2050 Transit Development Plan Update
Firm's Name
GF/EGF MPO**

All proposals must be received by noon June 18, 2021 at which time the technical proposals will be opened for review. Cost proposals will remain sealed in a secure place until technical ranking is complete and contract negotiations begin. An electronic copy or six (6) copies of the technical proposal must be provided. One copy of the cost proposal shall be submitted in a separate, sealed, and clearly marked envelope.

D. Selection Committee

The technical proposals will be reviewed by the Selection Committee, which may include staff from local municipalities and multi-jurisdictional bodies as follows:

- Cities Area Transit (CAT)
- City of East Grand Forks City Planner
- City of Grand Forks Finance Department
- City of Grand Forks Planning Department
- MPO

Once the written proposals are received, if there are five or more proposals the Selection Committee will rank the proposals to interview the top three (3). A 40-minute interview will be scheduled on **June 29, 2021** with the firms that submit the top three ranked proposals, if four proposals are received then all will get an interview. This 40-minute interview will provide an opportunity for the selection committee members to ask questions of the submitting firms and get clarification on any information in the proposals that may not be clear. Firms chosen for interviews will be expected to make presentations and should prepare one. **The interviews may be conducted in person at the MPO offices or via online service.** Firms may be asked to verbally expand upon particular points in their written proposal and should be prepared to do so.

E. Respondent Qualifications

Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the ones required. Each respondent may also be required to show that he/she has satisfactorily performed similar work in the past and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent who is engaged in any work that would impair his/her ability to perform or finance this work.

No proposal will be accepted from, nor will a subcontract be awarded to, any respondent who is in arrears to MPO or its representative governments, upon any debt or contact; who is in default, as surety or otherwise, upon any obligation to the local partners; or who is deemed to be irresponsible or unreliable by the local representatives.

F. Disadvantaged Business Enterprise

In the performance of this agreement, the contractor shall cooperate with MPO in meeting its goals with regard to the maximum utilization of disadvantaged business enterprises and will use its best efforts to ensure that such business enterprises shall have maximum practical opportunities to compete for subcontract work under this agreement.

1. Policy

It is the policy of the Department of Transportation that disadvantaged business enterprises as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this Agreement.

2. DBE Obligation

The MPO and contractor agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under or pursuant to this Agreement. In this regard, the contractor shall take all necessary and responsible steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have maximum opportunity to compete for and perform contracts. The contractor shall not discriminate on the basis of race, creed, color, national origin, age, or sex in the award and performance of DOT-assisted contracts.

G. Equal Employment Opportunity

In connection with this proposal and any subsequent contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. The consultant will take action to ensure that its employees are fairly treated during employment without regard to their race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rate of pay or other forms of compensation; and selection for training, including internship and/or apprenticeship. The consultant further agrees to insert a similar provision in all subcontracts, except subcontract for standard commercial supplies or raw materials. The consultant will furnish all necessary information and reports and will permit access to its books, records, and accounts by the MPO and/or its representatives including state and federal agencies, for purposes of investigation to ascertain compliance with non-discrimination provisions or any resultant contract.

H. Ownership, Publication, Reproduction, and Use of Materials

All work products of the contractor which result from this contract are the exclusive property of MPO, local partners, and its federal/state grantor agencies. No material produced in whole or part under this agreement shall, during the life of this agreement, be subject to copyright in the United States or in any other country. Permission and approval must be obtained from the MPO before any report, handbook, cassettes, manual, interim data, or results are published. Draft copies of all deliverables must be prepared by the consultant and reviewed and approved by the MPO before publication. The consultant, subject to the approval by the MPO, shall have the authority to publish, disclose, distribute, and otherwise use in whole and part, any reports, data, or other materials prepared under this agreement.

I. Records, Access, and Audits

The consultant shall maintain complete and accurate records with respect to allowable costs incurred and manpower expended under this contract. All such records shall be maintained on a generally accepted accounting basis and shall be clearly identified and readily accessible. The consultant shall provide free access to the representatives of MPO, the US Department of Transportation, and the Comptroller General of the United States at all proper times to such data and records, and their right to inspect and audit all data and records of the Consultant relating to his performance under the contract; and to make transcripts there from as necessary to allow inspection of all work data, documents, proceedings, and activities related to this contract for a period of three (3) years from the date of the final payment under this contract.

J. Conflicts of Interest

No official or employee of the MPO, state, or any other governmental instrumentality who is authorized in his official capacity to negotiate, accept, or approve, or to take part in negotiating, accepting, or approving any contract or subcontract in connection with a project shall have, directly or indirectly, any financial or other personal interest in any such contract or subcontract. No engineer, attorney, appraiser, inspector, or other person performing services for the MPO, state, or a governmental instrumentality in connection with a project shall have, directly or indirectly, a financial or other personal interest other than his employment or retention by the MPO, state, or other governmental instrumentality, in any contract or subcontract in connection with such project. No officer or employee of such person retained by the MPO, state, or other governmental instrumentality shall have, directly or indirectly, any financial or other personal interest in a project unless such interest is openly disclosed upon the public records of the MPO, the NDDOT, the MnDOT, or such other governmental instrumentality, and such officer, employee, or person has not participated in such acquisition for and in behalf of the state.

K. Eligibility of Proposer, Non-procurement, Debarment and Suspension Certificate, and Restriction on Lobbying

The consultant is advised that his or her signature on this contract certifies that the company/agency will comply with all provisions of this agreement, as well as applicable

federal and state laws, regulations, and procedures. Moreover, the consultant affirms its compliance with the federal Debarment and Suspension Certification and the Federal Restrictions on Lobbying.

L. Subcontracting

The contractor may, with prior approval from the MPO, subcontract as necessary to accomplish the contract objectives. Subcontracts shall contain all applicable provisions of this agreement, and copies of the subcontract must be filed with the MPO.

M. Assignments

The contractor shall not assign or transfer the contractor's interest in this agreement without the express written consent of the MPO.

N. Procurement- Property Management

The contractor shall adhere to 49 CFR 18.36 when procuring services, supplies, or equipment, and to the applicable provisions of 49 CFR 18.32 and FHWA Safety Grant Management Manual, Transmittal 14, October 5, 1995 Property Management Standards, which are incorporated into this agreement by reference, and are available from the North Dakota Department of Transportation.

O. Termination

The right is reserved by either party to terminate this agreement with or without cause at any time if the recipient does not comply with the provisions of this agreement or its attachments.

If the MPO terminates this agreement, it reserves the right to take such action as it deems necessary and appropriate to protect the interests of the MPO, and its state/federal grantor agencies. Such action may include refusing to make any additional reimbursements of funds and requiring the return of all or part of any funds that have already been disbursed.

P. Amendments

The terms of this agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever, except by written instrument signed by the parties.

Q. Civil Rights

The contractor will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 STAT. 252), the regulation of the Federal Department of Transportation, 49 CFR, Part 21, and Executive Order 11246.

The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin. The contractor shall take affirmative action to ensure that applicants are employed and that employees are

treated during their employment without regard to their race, religion, color, sex, age, handicap, or national origin. Such actions shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. Furthermore, the contractor agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

R. Civil Rights- Noncompliance

If the contractor fails to comply with the federal or state civil rights requirements of this contract, sanctions may be imposed by the FHWA or the NDDOT as may be appropriate, including, but not limited to:

1. Withholding of payments to the contractor under the contract until the contractor complies, or
2. Cancellation, termination, or suspension of the contract, in whole or in part.

S. Energy Efficiency

The contractor shall comply with the standards and policies relating to energy efficiency which are contained in the North Dakota Energy Conservation Plan issues in compliance with the Energy Policy & Conservation Act, Public Law 94-163, and Executive Order 11912.

T. Handicapped

The contractor shall ensure that no qualified handicapped individual, as defined in 29 USC 706(7) and 49 CFR Part 27 shall, solely by reason of this handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from the assistance under this agreement.

U. EPA Clean Act and Clean Water Acts

The contractor shall comply with the Clean Air Act, 42 U.S.C. 1857; the Clean Water Act, 33 U.S.C. 1251; EPA regulations under 40 CFR Part 15, which prohibits the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities, and Executive Order 11738.

V. Successors in Interest

The provisions of this agreement shall be binding upon and shall ensure to the benefit of the parties hereby, and their respective successors and assigns.

W. Waivers

The failure of the MPO or its local state/federal grantors to enforce any provisions of this contract shall not constitute a waiver by the MPO or its state/federal grantors of that or any other provision.

X. Notice

All notices, certificates, or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

Y. Hold Harmless

The contractor shall save and hold harmless the MPO, its officer, agents, employees, and members, and the State of North Dakota and Minnesota and the NDDOT and MnDOT, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the contractor or its subcontractors, agents, or employees under this agreement. It is hereby understood and agreed that any and all employees of the contractor and all other persons employed by the contractor in the performance of any of the services required or provided for under this agreement shall not be considered employees of the MPO, the NDDOT, or the MnDOT and that any and all claims that may arise under the Worker’s Compensation Act on behalf of said employees while so engaged and any and all claims by any third parties as a consequence of any act or omission on the part of said contractor’s employees while so engaged in any of the services to be rendered under this agreement by the contractor shall in no way be the obligation or responsibility of the MPO.

Z. Compliance with Federal Regulations

The contractor is advised that his or her signature on this contract certifies that its firm will comply with all provisions of this agreement as well as applicable federal and state laws, regulation, and procedures. Moreover, the contractor affirms its compliance with the federal Debarment and Suspension Certification and the federal Restrictions on Lobbying.

III. Preliminary Project Schedule

A. Consultant Selection

<u>Advertise RFP to Qualified Firms</u>	<u>May 21, 2021</u>
<u>Receive Proposals</u>	<u>June 18, 2021</u>
<u>Selection Committee Activity:</u>	
<u>Review Proposals</u>	<u>June 21-28, 2021</u>
<u>Select Finalist</u>	<u>June 29, 2021</u>
<u>Contract Negotiations Completed</u>	<u>June 29, 2021</u>
<u>MPO Policy Board Approval of Consultant Selection and Contract</u>	<u>July 21, 2021</u>

B. Project Development

<u>Notice to Proceed</u>	<u>July 30, 2021</u>
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IV. RFP Evaluation Criteria & Process

The MPO in close coordination with members of the Selection Committee will evaluate the quotes based on, but not limited to, the following criteria and their weights:

A. Understanding the Scope of Work and Proposed Project Approach (25% weighted score)

1. Does the firm demonstrate an understanding of the study objective?
2. What is the consultant's approach to performing the scope of work effectively and efficiently?
3. What is the proposed schedule for completing the study?
4. What is the firm's proposed public input plan?

B. Related Experience on Similar Projects (25% weighted score)

1. How familiar is the firm with this kind of work?
2. Does the firm have a history of successfully completing similar kinds of studies?

C. Past Performance (15% weighted score)

1. Does the firm routinely deliver desired products in a timely manner?
2. Does the consultant routinely demonstrate initiative, efficient use of time and resources, and reliability in completing their projects?

D. Expertise of the Technical and Professional Team Members Assigned to the Project (25% weighted score)

1. What are the technical and professional skills of each team member?
2. What will be the assigned role each member will play?

E. Recent, Current, and Projected Workloads of Persons Working on the Project (10% weighted score)

1. Can the team members devote the time and resources necessary to successfully complete this project?

Each proposal will be evaluated on the above criteria by the Selection Committee. After RFP review, the Committee will schedule oral interviews. The Committee will determine which firm would best provide the services requested by the RFP. The qualifying firm chosen by the Selection Committee will enter into a contract and fee negotiation based on the sealed cost proposal, submitted in a separate envelope.

The MPO is an Equal Opportunity Employer.

V. Terms and Conditions

- A. The MPO reserves the right to reject any or all quotes, or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal.
- B. The MPO reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- C. Any proposal may be withdrawn up until the date and time set for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide to the MPO the services set forth in the attached specifications, or until one or more of the quotes have been approved by the MPO Policy Board.
- D. If, through any cause, the firm shall fail to fulfill in timely and proper manner the obligations agreed to, the MPO shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
- E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the MPO and shall contain, as a minimum, applicable provisions of the Request for Qualifications. The MPO reserves the right to reject any agreement that does not conform to the Request for Qualification and any MPO requirements for agreements and contracts.
- F. The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the MPO.

VI. Proposal Format and Content

Proposals shall include the following sections at a minimum:

1. Introduction and Executive Summary
2. Response to Administration Questions
3. Summary of Proposed Technical Process/Planning Process
4. Description of Similar Projects
5. Project Staff Information including breakdown of estimated staff hours by each staff class per task.
6. References
7. DBE/MBE Participation
8. Sealed Cost Proposals (in a separate envelope)

Detailed requirements and directions for preparation of each section are outlined below.

A. Introduction and Executive Summary

Provide the following information concerning your firm:

1. Firm name and business address, including telephone number and email address.
2. Year established (including former firm names and year established, if applicable).
3. Type of ownership and parent company, if any.
4. Project manager's name, mailing address, and telephone number, if different from item 1. Project manager's experience.

In the Executive Summary, highlight the major facts and features of the proposal, including any conclusions, assumptions, and recommendations you desired to make.

B. Administrative Questions

Provide the following information concerning your firm:

1. Identify the respondent's authorized negotiator.
Give name, title, address, and telephone number of the respondent's authorized negotiator. The person cited shall be empowered to make binding commitments for the respondent firm.
2. Provide workload and manpower summaries to define respondent's ability to meet project timeline.

C. Summary of Proposed Technical Process

Discuss and clearly explain the methodology that your firm proposes to use to satisfactorily achieve the required services on this project. The respondent must document his/her clear understanding of the RFPs entire scope of work and project intent (see VII of RFP) for the Transit Development Plan Update, data requirements, public participation process, and alternative evaluation methodology. Include all aspects of technical analysis, projections, advanced technology and software, and public participation processes. Address any unique situations that may affect timely, satisfactory completion of this project.

D. Project Staff Information

Provide a complete project staff description in the form of a graphic organization chart, a staff summary that addresses individual roles and responsibilities, and resumes for all project participants. Please provide staff information breakdown of estimated staff hours by each staff class per task. It is critical that contractors commit to particular levels of individual staff members' time to be applied to work on this project. Variance from these commitments must be requested in writing from the MPO and reviewed/approved in terms of project schedule impact.

The completion of the scope of work in this agreement by the contractor must be done without any adverse effect in any way on other contracts that the contractor currently has in place with the MPO.

E. Similar Project Experience

Describe similar types of studies/construction projects completed or currently under contract.

F. DBE/MBE Participation

Present the consultant's efforts to involve DBE/MBE businesses in this project. If the consultant is a DBE/MBE, a statement indicating that the business is certified by the NDDOT or MNDOT as a DBE/MBE shall be included in the proposal. If the consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the subcontractor's certification by either the NDDOT or Mn/DOT shall be included. The percent of the total proposed cost to be completed by the DBE shall be shown.

G. Cost Quotes/Negotiations

1. Cost Quotes

Submit in a separate sealed envelope a cost proposal for the project work activities. Cost proposals will be separated from technical proposal and secured unopened until the technical evaluation process is completed. Cost Proposals shall be based on hourly "not to exceed" amount. Cost proposals must be prepared using the format provided in Appendix B. Attached to the Cost Proposal the Certification of Indirect Rate Form also provided in Appendix B should be filled out.

2. Contract Negotiations

The MPO will negotiate a price for the project after the Selection Committee completes its final ranking of the consultants. Negotiation will begin with the most qualified consultant, based on the opening of their sealed cost proposal. If the MPO is unable to negotiate a fair and reasonable contract for services with the highest-ranking firm, negotiations will be formally terminated, and will begin with the next most qualified firm. This process will continue until a satisfactory contract has been negotiated.

The MPO reserves the right to reject any, or all, submittals.

VII. Background and Scope of Work

A. Background

Cities Area Transit (CAT) is the transit provider for the Cities of Grand Forks and East Grand Forks through a joint agreement between the Cities. CAT provides fixed route and dial-a-ride/paratransit services. CAT runs 11-day routes and 3-night routes. The Dial-A-Ride (DAR)/Paratransit service is a combined service that gives those who are unable to use the fixed route service due to a disability and seniors age 62 & older origin-to-destination service. Several of the rural transit providers come into the MPO area to provide customers trips into the Cities as well.

The Transit Development Plan (TDP) update was adopted by both Cities and the MPO in 2017. In the plan there were improvements that have been implemented since then. One of the most significant was the system wide route changes that were enacted starting July 2018. By moving the central hub from the downtown to Grand Cities Mall the hub became central to the City of Grand Forks. This helped on-time performance and for drivers not to rush their routes making them more reliable. In 2019, some of the routes were modified and peak routes were eliminated to account for low ridership and rider comments. In 2020, the DAR service was brought fully under CAT when the subcontract for drivers was ended. The second most significant was the addition to and remodel of the CAT Bus Facility. This updated the building to be ADA compliant, to have a defined public visitor space, driver break room, improved dispatch center, meeting room, and training room.

At the time that the current TDP was originally adopted the review of the cost for the UND campus shuttle to be run by CAT would be more expensive than what UND was paying at the time. In the 2018-2019 school year UND reviewed their transportation services in relation to primary function of the University and staffing for the following ten years. After that review they approached CAT about the feasibility of CAT providing the Campus Shuttle service. The MPO was asked to lead this deeper dive into the feasibility and started the formulation of what would be needed to be negotiated between UND and CAT. CAT purchased buses for the campus shuttle service with UND paying the local match. Starting the 2020-2021 school year CAT is providing the service. One other thing that came out of the negotiations was a contract for CAT to provide UND faculty and staff with access to the whole CAT system the same way UND students do.

B. Scope of Work

The MPO is seeking a consultant that can provide the typical qualifications necessary in order to develop a 10-year TDP, with the necessary elements to satisfy Federal regulations, and has the ability to provide a proactive approach, vision, innovation, collaboration, and sustainability in examining and proposing study recommendations. While we are asking for a 10-year plan, we should also look out to the 2050 horizon that has less details.

Outlined below is the scope of works that will guide development of the Grand Forks-East Grand Forks TDP. The MPO has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development.

This outline is not necessarily all inclusive. The consultant may include in the proposal additional performance tasks that will integrate innovative approaches to successfully complete the project. At a minimum, the consultant will be expected to establish detailed analyses, recommendations, and/or deliverables for the following tasks:

1. Project Management

The consultant will be required to manage the study and coordinates with subconsultants, as well as bearing responsibility for all documentation and equipment needs. The consultant will identify a project lead from their team to act as the direct point of contact for the MPO project manager, as well as CAT staff.

The consultant should expect progress meetings with the MPO project manager. Additionally, the consultant should expect to prepare monthly progress reports, documentation of all travel and expense receipts, and prepare and submit invoices on a monthly basis. When submitting progress reports, the consultant will be required to outline the following performed work during the reporting period:

- Upcoming tasks
- Upcoming milestones
- Status of scope and schedule
- Any issues to be aware of

Deliverable: A monthly progress report and detailed invoice. The monthly progress report should be to the project manager by the first Thursday of the month.

2. **Community Engagement**

In compliance with the MPO's adopted Public Participation Plan (PPP), the consultant will develop and implement an extensive community engagement program that seeks to gain input from community members from all parts of the study area. This effort should focus particularly on transit dependent populations, current ridership, low-income communities, the "New American" community, and business/organizations that serve these populations. Broad-based community engagement is considered critical to the success of this plan. The consultant should identify Steering Committee members, stakeholders, and other coordinating agencies that should be party to the planning process.

The consultant should propose engagement methods they think would be most successful in the planning effort to solicit direct participation from the above groups. The consultant will facilitate all community engagement activities and should propose the number, type, and strategy for each community engagement effort. At a minimum, the community engagement program should address the following:

- Identify stakeholders.
- Engagement strategies and activities, tied back to reaching all identified stakeholder groups, including difficult to reach.
- Timeline for community engagement activities and desired type of community feedback at project check points or milestones.
- Communication methods for sharing information with the public, stakeholders, and the above populations in the study area.
- Strategy for effective and consistent ADA compliant messaging across platforms and messengers.

It is imperative to consider the public and keep them informed of the planning activities and outcomes using strategies that include use of the internet and social media. Providing information to the MPO and other regional jurisdictions for posting on their websites will be required. New and innovative public engagement solutions are highly encouraged.

a) **Steering Committee**

Development of the TDP will be guided by a Steering Committee, which will provide oversight and input into the development off the plan. This committee will be a new Transit Advisory Committee. The consultant will

help build a framework for CAT to establish this as a more permanent committee.

The consultant should propose the quantity, timing, and content of these meetings. The consultant will be responsible for coordinating, scheduling, and developing agendas for the steering committee meetings. This should be done in coordination with the MPO project manager and drafts of materials need to be submitted two weeks before meeting. The consultant will be expected to distribute materials to the steering committee in a timely manner, at least five days before the scheduled meeting. The consultant is also responsible for recording meeting minutes, which should be submitted to the MPO project manager no later than one week following the steering committee meeting.

b) Public Involvement Meetings

The consultant shall be required to submit its approach on how it will reach out to the community during the planning process. It is expected that each round of community engagement will have presences in Grand Forks and East Grand Forks. The consultant's approach should address:

- How it will go about these meetings.
- Methods it will employ.
- Quantity of rounds of public engagement meetings.
- Timing of engagement techniques the consultant is accustomed to utilizing to accomplish this task.

The consultant will be responsible for fully developing each round of public engagement before it is proposed to the MPO's project manager. Scheduling, presentations/written material, and development should occur well in advance of the proposed engagement event.

Deliverable: At the end of each meeting a memorandum with the meeting activities and results will be provided to the MPO. This will include documentation of comments/feedback and how they are incorporated into the final document. These will be gathered into a public involvement appendix in the final document.

3. **Data Collection and Analysis of Existing Conditions**

The consultant shall gather and analyze existing conditions relative to transit service provided by CAT. This should include (but not limited to):

- *Transit Safety Performance*- The consultant shall work with CAT to evaluate safety performance as required by F.A.S.T. Act.
- *Transit Asset Management Inventory*- The consultant shall detail all CAT assets including their condition, useful life, and replacement schedule and associated costs. The inventory shall include:
 - Fleet
 - Facilities
 - Any other capital assets (including technology)
- *Route System Review*- With the recent route changes and the addition of the UND Campus Shuttle the routes need to be reviewed for efficiency and

performance. The consultant will review the routes to be able to bring forward future needs of the system. UND routes were carried over from UND constraints that should allow routes to be changed now under CAT.

- *On Demand Fixed Route*- Currently there are a few routes that have deviations on demand. A review of these routes to check ridership demand is needed. A review of underserved areas that could use a similar service plan.
- *Fare Structure*- With the evolving fare media and methods of payment CAT would like to have an analysis of peer and national average of fares. As well as, an understanding of how the higher cost and accessibility of the various fare media and payment methods will be useful in the CAT service area.
- *Ridership*- The consultant shall analyze ridership trends. This analysis should result in recommendations of how to attract new ridership as well as maintain existing ridership.
- *Transit Hub*- With the change in routes a new transit hub was formed that was more central to Grand Forks. A review of how this new hub will grow and how the downtown hub will be reduced is needed for future planning.
- *Existing Plan Integration*- The consultant should review, summarize, and incorporate the recommendations of the plans that have occurred and are actively taking place. (i.e., Downtown Plans, Land Use Plans, Corridor Plans, Complete Streets Policies...)

Deliverable: A technical memorandum or chapter draft that will provide an analysis of the existing conditions. The existing conditions should also identify the issues and needs of the system.

4. Coordinated Public Transit- Humans Service Plan

The consultant shall review the current chapter of the Coordinated Public Transit Human Services Transportation plan. The update to this chapter will need to follow FTA guidance on the elements to include in this section. A review of CAT policies for support of FTA guidance. The plan will establish program and service concepts to address identified transportation needs and barrier for individuals with disabilities and older adults.

The steering committee/future Transit Advisory Committee should be the same as this group. The transit advisory committee should be about all transit, fixed route and paratransit/dial-a-ride.

Deliverable: A technical memorandum or chapter draft that will provide the Coordinated Public Transit Human Services Transportation Plan.

5. Goals, Policies, Priorities, and Performance Measures

The consultant shall lead a goal making exercise that sets the stage for how improvements are considered and implemented over the course of the next ten years. This exercise should include developing policies that directly relate to addressing issues, meeting needs, and filling gaps. These items should directly relate to comments cultivated during community engagement. This should also include a prioritization of goals and policies that will lead decision making.

The consultant should report on existing Federal Transit Performance Measures, and work with CAT on ways to develop, track, and report internal performance measures. This may include the development of tools to aid CAT staff in these efforts.

Deliverable: A technical memorandum or chapter draft will be provided for the MPO and CAT staff to review before the Steering Committee reviews the memorandum/chapter.

6. Future System Needs

The consultant will address the needs, issues, and gaps in the system service by proposing alterations to the transit service by employing methods, such as:

- Implementing new services
- Integrating technology
- Implementing new facilities
- Or by any other prescription

These new treatments should be derived from operant philosophies developed as a part of tasks 3 & 5. Each recommendation should detail service cost, as well as impacts in regard to personnel, facilities, fleet, riders, and any effect on operations in general.

While this is a ten year plan the Cities of Grand Forks and East Grand Forks are growing. A brief on how transit could answer the needs of that growth in the future is desired. Strategies on expanding service without overextending the routes causing on time performance issues.

Deliverable: A technical memorandum or chapter draft will be provided for MPO and CAT staff to review before the Steering Committee reviews the memorandum/chapter.

7. Fiscally Constrained 10-Year Financial Plan & Implementation

The consultant shall analyze the ability of the existing local funding mechanisms to meet the budgetary requirements and shall investigate all possible funding alternatives under federal and state law. This financial analysis shall include both operating and capital cost requirements for the 10-year planning period.

The consultant shall develop a coordinated financial plan which identifies how various preferred alternatives may be implemented over the 10-years of the TDP. This detailed strategy shall be developed to ensure effective implementation and include recommendations on programming of additional local, state, and federal resources.

A relation to the Transportation Improvement Program (TIP) needs to be drawn between the financial plan and TIP. The MPO shows fiscal constraint by the TDP telling the TIP what will be purchased with federal fiscal year dollars.

Document the sudden availability of funding when CAT has needs. Develop or identify ways to address these instances.

Deliverable: A technical memorandum or chapter draft will be provided for MPO and CAT staff to review before the Steering Committee reviews the memorandum/chapter. A table will also be provided to the MPO that can help staff track project information for TIP approval process.

8. Final Plan & Executive Summary

The consultant will deliver a draft TDP to the project team at least one month before the approval process is set to begin in order for staff to provide comment on its contents. The consultant will then develop a final TDP to be brought forward for adoption by the City of Grand Forks, City of East Grand Forks, and the MPO Executive Policy Board. The final TDP shall include all elements as listed above as well as appendices detailing technical elements that cannot fit into the formal plan, details of each public engagement effort, and all comments received throughout the planning process.

Upon completion of the final plan, the consultant will develop an executive summary which relays all pertinent information in an easy-to-follow format. The summary should be concise and highly graphic, highlighting all major recommendations of the plan, including brief summaries related to existing conditions, issues identification, community engagement, plan development and implementation strategies.

C. Project Deliverables

The final product of this effort will document the results of fulfilling the scope of work. This document will be used to consider preparing improvement projects for consideration in programming of funds. The TDP document milestones are:

1. A draft document by noon April 1st, 2022 (for staff review)
2. A draft final document by noon June 1st, 2022
3. The final bound document by Sept. 30th, 2022

An electronic copy of the approved final reports will be delivered to the Grand Forks-East Grand Forks MPO in PDF and Word format. The electronic copies should be complete and in order such that additional copies of either document could be printed on-demand. In addition, electronic copies of any working papers, data, and maps used to create information in the document will be delivered to the MPO either during the project or at its conclusion.

D. Estimated Project Budget

This project has a not-to-exceed budget of \$225,000. Consultants submitting proposals are asked to use audited DOT rates when completing their Cost Proposal Form and certify the indirect costs with the Certification of Final Indirect Costs (See Appendix B).

E. Other Requirements

The consultant will update the Project Manager on an on-going basis, along with a written monthly progress report which will clearly reflect progress, timeliness, and budget expenditures. The monthly progress report will be required with the submission of each invoice.

As part of the MPO's efforts to track consultant history the MPO will do an end of project evaluation of the consultant. This will be shared with the consultant for their information. This form can be found in Appendix C.

VIII. Information Available for Consultant

A. Shapefiles

- Current Designated Stops
- Current Routes
- Urban Areas

B. Other Documents

- Public Participation Plan: <https://www.theforksmpo.org/common/pages/DisplayFile.aspx?itemId=16340064>
- Current Transit Development Plan: <https://www.theforksmpo.org/common/pages/DisplayFile.aspx?itemId=16339577>
- UND/CAT Campus Shuttle Turnover Study: [Campus Shuttle Study with Appendix](#)
- Downtown Transportation Study: [Downtown Transportation Study](#)
- Land Use Plans:
 - [2045 Grand Forks Land Use Plan](#)
 - [2045 East Grand Forks Land Use Plan](#)
- [TIP](#)
- Other: [MPO Website](#)

Appendix A
Attachments 1 & 2

Government-Wide Debarment and Suspension (Non-procurement)
49 CFR Part 29, Executive Orders 12549, 12689, and 31 U.S.C. 6101 (Contracts over \$25,000)

Background and Applicability

In conjunction with the Office of Management and Budget and other affected Federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, Debarment and Suspension, Executive Order 12689, Debarment and Suspension, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-355, 108 Stat. 3327).

The provisions of Part 29 apply to all grantee contracts and subcontracts at any level expected to equal or exceed \$25,000 as well as any contract or subcontract (at any level) for Federally required auditing services. 49 CFR 29.220(b). This represents a change from prior practice in that the dollar threshold for application of these rules has been lowered from \$100,000 to \$25,000. These are contracts and subcontracts referred to in the regulation as “covered transactions.”

Grantees, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from the prior practice in that certification is still acceptable but is no longer required. 49 CFR 29.300.

Grantees, contractors, and subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

Instructions for Certification: By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

Suspension and Debarment

This contract is a covered transaction for the purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirements to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the recipient. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to the recipient, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Contractor _____

Signature of Authorized Official _____ **Date** ____ / ____ / ____

Name & Title of Contractor’s Authorized Official _____

Certification of Restriction on Lobbying

I _____, hereby certify on behalf of _____
(Name & Title of grantee official) (Name of grantee)

that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of the Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ day of _____, _____

By _____
(Signature of Authorized Official)

(Title of Authorized Official)

Cost Quote Form

(Include completed cost form in a separate page labeled “Cost Form- Vender Name” and submit with technical proposal as part of overall response.)

Cost Quote Form

The cost estimated should be based on a not to exceed cost as negotiated in discussion with the most qualified contractor. Changes in the final contract amount and contracted extensions are not anticipated.

Required Budget Format

Please Use Audited DOT Rates Only

1. Direct Labor	Hours	X	Rate	=	Total
Name, Title, Function	0.00	X	0.00	=	\$0.00
		X		=	0
		X		=	0
		X		=	0
1. Subtotal- Direct Labor					
2. Overhead					
3. General & Administrative Overhead					
4. Subcontractor Costs					
5. Materials and Supplies Costs					
6. Travel Costs					
7. Fixed Fee					
8. Miscellaneous Costs					
Total Cost					

Certification of Final Indirect Costs

Firm Name: _____

Proposed Indirect Cost Rate: _____

Date of Proposal Preparation (mm/dd/yyyy): _____

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): _____

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

1. All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.
2. This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.

All known material transactions or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.

Signature: _____

Name of Certifying Official (Print): _____

Title: _____

Date of Certification (mm/dd/yyyy): _____



Grand Forks-East Grand Forks Metropolitan Planning Organization

Consultant End of Project Performance Evaluation

Consulting Firm: _____

Consultant Manager: _____

Project: _____

Contract Amount: _____

Contract Dates: _____

A) Project Management- Consulting Firm

Project Knowledge:	5	4	3	2	1
N/A	Quickly and fully understood project; demonstrated exceptional leadership in identifying issues and constraints.	Exceeded expectations in understanding of project issues and constraints.	Achieved a solid understanding of project issues and constraints to meet the contract requirements.	Some understanding of project issues and constraints, however, not enough to meet contract requirements.	Minimal understanding of project issues and constraints; contract requirements not met.

Comments:

Communications	5	4	3	2	1
N/A	Written and verbal communication was exceptional, professional, timely, clear, and easily understood; communications methods and level of formality were appropriate; maintained outstanding level of collaboration with the MPO; project communication policies were always observed.	Written and verbal communication exceeded the needs of the project; communication methods and level of formality were appropriate; maintained good level of collaboration with the MPO; project communication policies were almost always observed	Written and verbal communication met the needs of the project; communication methods and level of formality were appropriate; maintained appropriate level of collaboration with MPO; project communication policies were usually observed.	Some written and verbal communication did meet the needs of the project; occasionally, methods and tone were inappropriate; required greater than normal level of guidance by MPO; project communication policies were not observed consistently.	Written and verbal communication did not meet the needs of the project, were ill-timed, confusing, and/or misleading; methods and tone were inappropriate; required extraordinary level of guidance by MPO; project communication policies were not observe

Comments:

Project Administration:	5	4	3	2	1
N/A	Invoicing, supplemental agreements, cost/schedule updates, sub consultant management, etc. were exceptional and required virtually no discussion; coordination was maintained at a high level; contract issues were anticipated and dealt with before they became an issue.	Invoicing, supplemental agreements, cost/schedule updates, sub consultant management, etc. were accurate and timely; exceeded expectations; coordination was maintained at a greater than normal level; contract issues were addressed collaboratively and in a timely fashion.	Invoicing, supplemental agreements, cost/schedule updates, sub consultant management, etc. were accurate and timely; coordination was maintained to meet contract requirements; contract issues were addressed collaboratively and in a timely fashion.	Some invoicing, supplemental agreements, cost/schedule updates, sub consultant management, etc. were accurate and timely; coordination was maintained at a lower-than-normal level; contract issues were addressed as they arose.	Invoicing, supplemental agreements, cost/schedule updates, billing preparation, sub consultant management, etc. were inaccurate and delayed; coordination was not maintained; contract issues weren't addressed timely enough resulting in delays.

Comments:

Issue Resolution:

N/A

5

Project issues were identified and addressed innovatively, collaboratively, in a timely fashion and far exceeded the needs of the project with major benefits to all stakeholders.

4

Project issues were identified and addressed collaboratively, and in a timely fashion; exceeded the expectations of the project.

3

Project issues were identified and addressed collaboratively, in a timely fashion, and met the needs of the project.

2

Some project issues were identified and addressed collaboratively or in a timely fashion with some needs of the project met.

1

Project issues were not identified and addressed or were addressed too late.

Comments:

Leadership:

N/A

5

Consultant team provided exceptional leadership and direction to the project; contract requirements were met and exceeded expectations; project was an overwhelming success.

4

Consultant team exceeded expectations in leadership and direction to the project; contract requirements were met; project was a success.

3

Consultant team provided appropriate leadership and direction to the project; contract requirements were met; project was a success.

2

Consultant team provided some leadership and direction to the project; some contract requirements were met; project was completed.

1

Consultant team provided unacceptable leadership and direction to the project; contract requirements were not met; project was not successful.

Comments:

Budget Management:	5	4	3	2	1
N/A	Consultant consistently reviewed the budget and communicated issues to the MPO; outstanding budget management; recommendations or alternatives were provided when changes were necessary; demonstrated careful and precise planning regarding the budget and required little oversight by the MPO.	Consultant consistently reviewed the budget and communicated issues to the MPO; good budget management; recommendations/alternatives were provided when changes were necessary.	Consultant reviewed the budget and communicated issues to the MPO; adequate budget management.	Consultant did not consistently review the budget and communicate issues to the MPO; lack of budget management at times.	Consultant did not review the budget and communicate issues to the MPO; no budget management.

Comments:

B) Project Development- Consulting Firm

Resources:	5	4	3	2	1
N/A	Staff (including sub consultants if applicable) were exceptionally well-qualified to perform roles and responsibilities assigned; well equipped; performance met contract requirements and exceeded expectations.	Staff (including sub consultants if applicable) were well-qualified to perform roles and responsibilities assigned; well equipped; performance met contract requirements.	Staff (including sub consultants if applicable) were qualified to perform roles and responsibilities assigned; well equipped; performance met contract requirements.	Some staff (including sub consultants if applicable) were not qualified to perform roles and responsibilities assigned; some equipment provided; performance met some contract requirements.	Staff (including sub consultants if applicable) inexperienced to perform roles and responsibilities assigned; insufficient equipment provided; performance did not meet contract requirements.

Comments:

Flexibility:

N/A

5

Consultant team showed exceptional leadership in adapting to changes in the project and scope of work; far exceeded expectations, within reasonable accommodation of the contract.

4

Consultant team was willing and adapted to changes in the project and scope of work within reasonable accommodation of the contract.

3

Consultant team adapted to changes in the project and scope of work within reasonable accommodation of the contract.

2

Consultant team adapted to some changes in the project and scope of work.

1

Consultant team was not willing or capable of adapting to changes in the project and scope of work.

Comments:

Schedule:

N/A

5

Consultant team met the schedule requirements in the contract or turned in deliverables early; far exceeded expectations.

4

Consultant team met the schedule requirements in the contract; exceeded expectations.

3

Consultant team met the schedule requirements in the contract.

2

Consultant team met the schedule requirements in the contract for some items, but not others.

1

Consultant team was routinely late turning in deliverables not meeting the schedule requirements in the contract.

Comments:

Project Approach:

	5	4	3	2	1
N/A	Work plan was streamlined and innovative in how project constraints and contract requirements were addressed; project constraints mitigated well; project risk reduced and managed well.	Work plan exceeded expectations in how project constraints and contract requirements were addressed; project constraints mitigated; risk managed appropriately.	Work plan applicable or appropriate to project constraints and contract requirements; project constraints mitigated appropriately; risk managed appropriately.	Expectations were met in most areas of the work plan, however some project constraints and contract requirements were not addressed; some risk managed appropriately.	Work plan unrelated or inappropriate to project constraints and contract requirements; project constraints not addressed; no management of risk.

Comments:

Public Involvement-Stakeholder Coordination

	5	4	3	2	1
N/A	Extraordinary approach in dealing with stakeholders' needs; made extra effort to work with other disciplines involved in developing the project; efforts yielded outstanding results; met contract requirements.	Listened to stakeholders' needs and translated them into the work; made extra effort to work with other disciplines involved in developing the project; productive efforts; met contract requirements.	Listened to stakeholders' needs and translated them into the work; collaborated with other disciplines involved in developing the project; productive efforts; met contract requirements.	Some stakeholders were listened to, others were not; inconsistent collaboration with other disciplines involved in developing the project; some contract requirements met.	Neglected stakeholders concerns either with no contact or not incorporating concerns into project; no contact with other disciplines.

Comments:

C) Deliverables- Consulting Firm

Data Collection- Background Information:	5	4	3	2	1
N/A	Data or background information went above and beyond contract requirements; was easily understood by all audiences; was presented in a way that was well organized, logical, addressed aspects that weren't expected or known.	Data or background information exceeded contract requirements; were professional; easily understood; all information was accurately included and presented in a way that was well organized and logical.	Data or background information was professional; easily understood; all information was accurately included and presented in a way that was well organized and logical; met contract requirements.	Data or background information required multiple iterations to meet contract requirements; some information was missing.	Data or background information was incomplete and inaccurate; not organized or presented in a logical manner.

Comments:

Needs Reports:	5	4	3	2	1
N/A	Needs reports went above and beyond contract requirements; was easily understood by all audiences; was presented in a way that was well organized, logical, addressed aspects that weren't expected or known.	Needs reports exceeded contract requirements; were professional; easily understood; all information was accurately included and presented in a way that was well organized and logical.	Needs reports were professional; easily understood; all information was accurately included and presented in a way that was well organized and logical; met contract requirements.	Needs reports required multiple iterations to meet contract requirements; some information was missing.	Needs reports were incomplete and inaccurate; not organized or presented in a logical manner.

Comments:

Concept Plans:	5	4	3	2	1
N/A	Concept plans went above and beyond contract requirements; was easily understood by all audiences; was presented in a way that was well organized, logical, addressed aspects that weren't expected or known.	Concept plans exceeded contract requirements; were professional; easily understood; all information was accurately included and presented in a way that was well organized and logical.	Concept plans were professional; easily understood; all information was accurately included and presented in a way that was well organized and logical; met contract requirements.	Concept plans required multiple iterations to meet contract requirements; some information was missing.	Concept plans were incomplete and inaccurate; not organized or presented in a logical manner.

Comments:

Innovation Solutions:	5	4	3	2	1
N/A	Innovation solutions went above and beyond contract requirements; was easily understood by all audiences; was presented in a way that was well organized, logical, addressed aspects that weren't expected or known.	Innovation solutions exceeded contract requirements; were professional; easily understood; all information was accurately included and presented in a way that was well organized and logical.	Innovation solutions were professional; easily understood; all information was accurately included and presented in a way that was well organized and logical; met contract requirements.	Innovation solutions required multiple iterations to meet contract requirements; some information was missing.	Innovation solutions were incomplete and inaccurate; not organized or presented in a logical manner.

Comments:

Stakeholder Involvement:	5	4	3	2	1
N/A	Stakeholder involvement went above and beyond contract requirements; was easily understood by all audiences; was presented in a way that was well organized, logical, addressed aspects that weren't expected or known.	Stakeholder involvement exceeded contract requirements; were professional; easily understood; all information was accurately included and presented in a way that was well organized and logical.	Stakeholder involvement was professional; easily understood; all information was accurately included and presented in a way that was well organized and logical; met contract requirements.	Stakeholder involvement required multiple iterations to meet contract requirements; some information was missing.	Stakeholder involvement was incomplete and inaccurate; not organized or presented in a logical manner.


Comments:

**Additional
Comments:**

MPO Project Manager Signature

Date

**Consultant
Comments:**

A large, empty rectangular box with a thin black border, intended for the consultant to provide comments. It occupies the central portion of the page.

Consultant Representative Signature

Date