

October 23rd, 2015

Attention: Qualified and Interested Consultants

REQUEST FOR PROPOSAL (RFP)
Posey County Long Range Transportation Plan

The Posey County Economic Development Partnership, cooperatively with the Posey County Board of Commissioners is announcing a Request for Proposals (RFP) from consultants for a Long Range Transportation Plan for Posey County, Indiana.

This RFP describes the proposal format, submittal requirements, preliminary scope of services and project schedule, the minimum information that must be included in the proposal, and the selection process. Failure to submit the Proposal in accordance with the procedures outlined may be cause for disqualification.

Requirements for this RFP are enclosed. In order to be considered in the selection process, interested parties shall submit six (6) copies and one (1) electronic copy of their Proposal no later than 2:00 PM, 11/20/2015 to:

John Taylor, Executive Director
Posey County Economic Development Partnership
915 East Fourth Street
P.O. Box 643
Mt. Vernon, IN 47620-0643 (812) 838-6500
Email: john.taylor@pcedp.com

Late proposals will not be accepted.

INTRODUCTION

The Posey County Economic Development Partnership, cooperatively with the Posey County Board of Commissioners, is soliciting proposals from qualified consultants to prepare a Long Range Transportation Plan (LRTP) for Posey County.

AREA DESCRIPTION

Posey County, at the southwestern tip of Indiana, is one of four counties in the Evansville Metropolitan Statistical Area (MSA). It is bordered by the Wabash River and Illinois on the west; the Ohio River and Kentucky on the south; Vanderburgh County on the east; and Gibson County on the north. Posey County had an estimated 2014 population of 25,540 persons, according to U.S. Census Bureau. Posey County includes five incorporated communities: Mount Vernon, Poseyville, New Harmony, Cynthiana, and Griffin.

REFERENCE DOCUMENTS

Posey County 2035 Long Range Transportation Plan
Posey County Comprehensive Plan
Posey County Strategic Economic Development Plan
City of Mt. Vernon Comprehensive Plan
Town of New Harmony Comprehensive Plan

SCOPE OF SERVICES REQUESTED

The following scope of work provides an outline of services that are expected to be offered as part of the development of the plan. The consultant may modify the desired scope of work presented below if, based on their professional expertise and knowledge, they can provide an approach that will more effectively address the goals of this project; however, the consultant shall identify and explain any modifications to the requested scope.

Task 1 - Public Involvement and Steering Committee

The consultant will propose a public participation effort to receive input as well as to inform citizens, staff, stakeholders, and other agencies about the Plan. The Public Involvement effort will encourage early and continuing involvement of the public in the plan development process and will include multiple events to inform and engage both the public and community stakeholders. The Public Involvement Process will include advanced notice of public involvement activities and also time for public review and comment on the draft plan.

A Steering Committee of local representatives will be created to coordinate with the consultant throughout the plan process. It is expected that the consultant will maintain open communication with the LRTP Steering Committee and meet with the Committee at key points in the planning process.

Deliverables:

Documentation of meetings, public and stakeholder comments and key findings.

Task 2 - Develop Goals, Objectives and Policies

Based on public outreach efforts, LRTP Goals, Objectives and Policies to guide the entire long range planning process will be developed. Although the Goals, Objectives and Policies will be developed

from input provided through the committee and public involvement process discussions, they should address the following at a minimum:

- improving safety in all modes of transportation;
- addressing existing deficiencies before projected deficiencies;
- inclusion of public transportation;
- inclusion of freight and system performance that supports commercial and economic activity;
- integration, expansion and interconnectivity of non-motorized transportation alternatives including bicycle and pedestrians in development of the plan;
- transportation equity, with special attempts to include and engage the traditionally underserved and underrepresented in the planning process;
- assessment and consideration of environmental impacts at both the plan and project level; and
- improvements to mobility and accessibility within Posey County.

The consultant will work with the LRTP Steering Committee to initially develop the Plan Goals, Objectives and Policies. The Posey County 2040 LRTP Goals, Objectives and Policies developed will be consistent with existing plans to the extent feasible and will play a critical role in the development of Evaluation Criteria for project ranking, providing the basis by which projects will be evaluated and prioritized. The consultant will work with the LRTP Steering Committee to develop Evaluation Criteria to rank potential projects. Where possible, the criteria should be quantifiable, so potential projects can be objectively evaluated and improvements to system performance can be assessed as projects are completed. This does not, however, preclude subjective considerations.

The initial draft of the Goals, Objectives and Policies will be presented to the LRTP Steering Committee for review and input early in the plan development. As new issues arise through the public involvement and planning processes, the Goals, Objectives and Policies may be revised.

Deliverables:

Draft and Final Goals, Objectives and Policies documented as the basis for developing the 2040 Long Range Transportation Plan.

Task 3 Develop a Future Year Socio-Economic Data Set

The consultant shall work with the EDP Project Manager, the LRTP Steering Committee, the Evansville MPO and local government representatives to develop the appropriate future year socio-economic data files for Posey County, consistent with the Evansville MPO travel demand modeling requirements. The base year model for 2010 was validated by consultants working for the Evansville MPO. The consultant will utilize a “trend-based” approach with appropriate modifications as directed by the MPO staff.

The consultant shall be responsible for proposing a methodology to project and allocate the socio-economic data files for the 2040 horizon year. These activities will include, but are not limited to developing:

Employment Projections: With guidance from the local jurisdictions, the Evansville MPO and the EDP Project Manager, the consultant will develop and allocate employment projections for the 2040 horizon year. Employment data shall be determined using forecasts by Woods & Poole, Indiana Business Research Center (IBRC), or other reliable industry sources. The employment information shall be grouped by industry to the standardized categories –consistent with the Evansville MPO travel demand model. Projections will also consider the prevailing and anticipated socioeconomic conditions impacting the economic development of Posey County based on input received from planners from local jurisdictions and economic development professionals.

School Enrollment Projections: The consultant will coordinate with the EDP Project Manager and public school staff to develop and allocate enrollment at school locations at the TAZ and school zone levels.

Population Forecasts: The consultant will coordinate with the EDP Project Manager and local jurisdictions to forecast population growth for the 2040 horizon year. Population projections developed by utilizing Woods & Poole, IBRC and the Evansville MPO will be utilized as control totals. Readily available resources such as local comprehensive plan Future Land Use and approved development plans will also be considered.

Special Generators: The consultant will coordinate with the EDP Project Manager, the Evansville MPO and representatives from local jurisdictions to forecast the potential development of special generators.

The consultant will coordinate all activities with the EDP Project Manager, the LRTP Steering Committee and other professionals that can guide the development of this data set. In addition, the consultant will coordinate activities as necessary with the Evansville MPO

Deliverables:

The consultant will document Task 3 in a Draft 2040 Posey County LRTP Appendix.

Task 4 Conduct Rail Systems Planning Activities

The consultant will evaluate current and future rail freight needs and develop recommendations to improve rail service and minimize its impacts to other transportation modes. This task will involve hosting a workshop to discuss various rail options and the impacts of rail with other transportation modes.

Deliverables:

The consultant will plan and host a rail planning workshop, including the preparation of materials and documentation of the event. The consultant will document Task 4 in a written report.

Task 5 Develop for Modeling Transportation System Improvement Alternatives

Future Traffic Assignment. Develop projected socioeconomic data for the traffic zones that will be applied to the EMPO traffic demand model to produce traffic assignments for the 2040 Long Range, 2025, and 2035 Mid-Range build and no build scenarios.

- 1) Base Year Network [2010 network and land uses],
- 2) 2015 Existing Network,
- 3) 2025 Mid-Range Network (Existing & Committed system improvements),
- 4) 2035 Mid-Range (Existing & Committed system improvements),
- 5) 2040 Long-Range (Existing & Committed system improvements).

Future 2040 Posey County Transportation Conditions. Develop a technical discussion reflecting projected future year travel demand forecasts and projected congestion issues based upon socio-economic and land use-transportation data from land development assumptions.

- Establish the system analysis criteria (LOS, VMT, VHT, Costs, and emerging multimodal analysis tools)
- Identify the traffic operation characteristics and Congestion Management strategies.

- Identify the existing-plus-committed network.

Multi-modal Transportation Alternatives Analysis. Provide a technical analysis for examining multi-modal and non-motorized travel in the planning area, including vehicle trip reduction policies, alternative analysis for public transit and multi-modal travel and other non-motorized modes travel strategies.

The consultant is encouraged to consider innovative solutions in the development of system improvement alternatives. Meeting the needs of the county in the long term requires a comprehensive set of transportation solutions and a range of transportation options functioning as a coordinated system. The EDP and Posey County recognize that the transportation solutions identified must be responsive to and supportive of existing and future approaches to land-use development and be financially feasible. A disconnect between land-use planning and transportation planning is likely to result in an inefficient use of resources and mobility limitations that negatively impact the county. Trends in transportation planning include an increasing emphasis on exploring not only the transportation solutions that may be considered for the future, but also exploring land-use changes that may improve conditions in the future and minimize the need for major capital infrastructure.

Deliverables:

The consultant will document the processes, data, and analyses used as the basis for future transportation investment decisions in a Draft 2040 Posey County LRTP Appendix.

Task 6 Prepare an Implementation and Financial Resources Plan

The consultant shall work with the LRTP Steering Committee and utilize all information collected/developed in previous tasks to develop a transportation plan that can be implemented with the revenues forecasted through the 2040 planning horizon. The consultant will review proposed projects against the Goals, Objectives and Policies established in Task 2 and will ensure consistency with other planning documents. Projects will then be compared using the evaluation criteria established for the 2040 LRTP and a tiered project listing (short/medium/long) will be presented to the LRTP Steering Committee for concurrence. Additionally, the consultant will develop a financial plan for program implementation identify existing available transportation funding sources, along with potential revenue sources, projected through the period of the 2040 Long Range Transportation Plan. All revenues shall be identified by source (local, State, Federal, and private). This will likely require coordination with other entities, including INDOT and local governments, as well as coordination with state and local fiscal agencies.

As network alternatives are developed, the consultant will develop the cost estimates required to implement the transportation projects under consideration. The costs of the proposed transportation network improvements will be compared to the available and projected revenues to identify cost feasibility and potential shortfalls. The 2040 LRTP will including strategies for obtaining new funding sources to address identified shortfalls. Additional background, such as how support may be achieved and references documenting how similar types of funding were obtained, such as tax increases, or voter approval of new bond issues should be included in the Plan. Any consideration of innovative financing techniques should include specific actions that will be required, and a schedule of the steps to be taken.

The 2040 LRTP will identify the project costs by phase and by the period they will be implemented in five-year blocks that match the transportation model years and projected revenue streams.

Deliverables:

Implementation and Financial Resources plan as a component of the Draft 2040 Posey County LRTP.

Task 7 Finalize and Present for Adoption Posey County 2040 Long Range Transportation Plan

Upon the completion of tasks 1 through 6, a Draft 2040 LRTP will be presented for public review and comment prior to final presentation/adoption of the Posey County 2040 LRTP.

Deliverables:

The Consultant will work with the LRTP Steering Committee and the EDP to provide for thorough public review and formal adoption of the 2040 Posey County Long Range Transportation Plan. The final Plan will be provide in both hard copy and electronic format. In addition, the consultant will provide all technical files documenting the study.

SCHEDULE OF PROPOSAL

Consultant selection will follow the estimated schedule:

November 20th, 2015 – Written proposals due at the Posey County Economic Development Partnership by 2:00 pm, CST.

December, 2015 – Finalist Interviews (if required)/ Select consultant and initiate contract negotiations.

February, 2015 – Approval of contract, Notice to Proceed

PERIOD OF PERFORMANCE

The date for initiation of the contract as well as the overall contract performance period will be negotiated with the selected consultant. Proposals should include any recommendations on a preferred time line by the responder.

Final payment will not be made to the consultant until the Final Report is accepted by the EDP and County Board of Commissioners.

GENERAL INSTRUCTIONS

INQUIRIES

Questions about the proposal may arise as proposers are preparing their responses. A teleconference to address any questions will be held on Wednesday, 11/11/2015 at 10:00 am, CST. The teleconference call in number will be distributed to interested parties. To confirm your interest, please contact:

John Taylor, Executive Director
Posey County Economic Development Partnership
915 East Fourth Street
P.O. Box 643
Mt. Vernon, IN 47620-0643 (812) 838-6500
Email: john.taylor@pcedp.com

SIGNATURE REQUIREMENTS

Proposals must be signed by a duly authorized official of the proposer. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

MINIMUM SERVICES OF THE CONSULTANT

The following shall be the basic services and products provided by the consultant.

- A. The consultant shall be responsible for all public hearing notices, graphics, slides, and handouts, including executive summaries for distribution to the general public.
- B. To ensure the project remains on track, the following project management activities will be expected:

Progress reports: The consultant shall provide progress reports to the EDP's project manager at proposed regular intervals which shall include the following information:

- Status of work completed to date.
 - Work anticipated to be completed in the next reporting period.
 - Problems/Obstacles identified during the reporting period.
 - Outstanding issues (items would remain on this list until resolved).
- C. The consultant agrees to attend and make presentations at the following meetings:

Meeting dates and times to be determined.
 - D. The consultant agrees to prepare a brief synopsis of public comment as part of the final document(s). Official minutes of public meetings and committee meetings are the responsibility of the consultant and shall be included as part of the final document(s).
 - E. The consultant agrees to prepare draft documents, make revisions as required, and prepare final document(s) which will include graphics, charts, tables, and an executive summary. The consultant will respond in a timely manner to any comments that result from the State/Federal/Public review, and will provide copies of all responses. The final Transportation Plan will be prepared and submitted to staff and officials with the EDP and Posey County. Originals will also be supplied in digital format.

PROPOSAL SUBMISSION

The EDP must receive the proposal no later than 2:00 p.m. CST, 11/20/2015

Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

- A. Firm Description: Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and location of office proposed to handle this project.

- B. Project Team, Experience, and Qualifications: Provide names, resumes, and office locations of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, indicate the lead consultant. The project manager will act as the EDP's primary contact, and will be entirely responsible for the consultant's work, including sub-consultant work if applicable.

- C. Scope of Services: Describe the consultant's approach and technical plan for accomplishing the work listed herein. The consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks. The proposer should identify the study process utilized on other significant projects of similar scope and magnitude as well as the process envisioned for this project.

- D. Project Schedule: The consultant shall submit a schedule, itemized by task, for completing the scope of work.

- E. Project Budget: The consultant shall submit a proposed project budget itemized by task and total project cost stated as a firm fixed fee. Labor and direct costs should be identified by task. The consultant may offer the EDP and County other offerings, or service enhancements, as part of the proposal. The contract for the scope of work will be based on a fee schedule with a not-to-exceed amount. Project fee and cost estimates are not considered binding evaluation criteria.

- F. Comparable Projects: Description of related project experience and role of key staff in each project. The consultant shall provide a listing and point of contact for comparable projects completed within the last 5 years.

Six (6) copies, and one (1) electronic copy of each proposal must be submitted to the Posey County Economic Development Partnership. Submissions will be directed to:

John Taylor, Executive Director
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915 East Fourth Street
P.O. Box 643
Mt. Vernon, IN 47620-0643 (812) 838-6500
Email: john.taylor@pcedp.com

ADDENDA AND SUPPLEMENTS TO RFP

In the event that it becomes necessary to revise any part of this RFP or if additional information is necessary to enable the proposer to make adequate interpretation of the provisions of this Request for Proposal, a supplement to the RFP will be provided to each proposer.

REJECTION RIGHTS

The Posey County Board of Commissioners and the Posey County Economic Development Partnership retain the right to reject all proposals and to re-solicit if deemed to be in their best interests.

Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposer.

COST OF PROPOSAL PREPARATION

No reimbursement will be made by the Posey County EDP or any other party to this agreement for any costs incurred prior to a formal notice to proceed under a contract.

PROPOSALS TO BE IN EFFECT

Each proposal shall state it is valid for a period of not less than ninety (90) days from the date of receipt.

PROHIBITED INTEREST

No member, officer, employee of the County or State, or member of its governing body or of a local public body having jurisdiction within the County service area, during his or her tenure or one year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

TAXES

The contract amount submitted by the consultant should take into consideration the fact that all sponsoring entities associated with the proposed project are exempt from all state taxation, including state sales tax.

SELECTION PROCESS

A consultant scoring committee will review responses to this Request for Proposal that meet the requirements enumerated and are received prior to the designated closing date. The scoring committee will make a recommendation to the EDP, who will make the consultant selection.

Proposal evaluation factors will include the following:

1. Responsiveness to submission requirements.
2. Qualifications of firm and project team members.
3. Previous related work and references.
4. Strength of proposed scope of services.
5. Demonstrated ability to deliver project on-time and within budget.

Based on the outcome of the initial proposal evaluation, the Posey County EDP and Posey County Commissioners may select a firm outright. The Posey County EDP and Posey County Commissioners reserve the right to request interviews from shortlisted firms.

The selected consultant will be notified and contract negotiations will commence. Upon the completion of negotiations, the Posey County Economic Development Partnership, the Posey County Board of Commissioners, and other agencies as required, must approve the contract before any work can begin.

GENERAL EXPERTISE REQUIRED

The services envisioned within this Request for Proposal includes all of the transportation planning, civil engineering and traffic engineering disciplines necessary for the completion of the project desired.

MISCELLANEOUS

All previously mentioned information will be made available to the selected consultant, as well as, the latest available traffic counts, and any other maps or documents pertinent to the development of this document.

The Posey County EDP and the Posey County Commissioners retain the right to amend the contract with the successful proposer to include other possible areas of concern with this project.

NON-DISCRIMINATION/AMERICANS WITH DISABILITIES ACT

The successful consultant shall comply with the requirements of Title 49 CFR Part 21 and Title VI of the Civil Rights Act of 1964. The successful consultant shall submit upon request quarterly Title VI (civil rights) State of Contractor reports to the Indiana Department of Transportation. The successful Consultant shall provide services in compliance with the Americans with Disabilities Act of 1990.

INSURANCE

Any and all resulting agreements resulting from this request for proposals shall require the successful consultant to provide and maintain professional liability insurance as well as worker's compensation, public liability and property damage insurance in compliance with all applicable State and Federal regulations.