

# GENERAL PLANNING CONSULTANT REQUIREMENTS

## NOTICE TO PROFESSIONAL CONSULTANTS REQUEST FOR QUALIFICATIONS (RFQ)

The Permian Basin Metropolitan Planning Organization (Permian Basin MPO) requests consultants to submit their qualifications to assist with professional transportation planning services related to the following :

### Permian Basin MPO On-Call Contract for General Transportation Planning

#### PROJECT DESCRIPTION:

The Permian Basin MPO requires the services of one or more Consultants to provide support to the MPO transportation planning activities described in the current FY 2024-2025 Unified Planning Work Program (UPWP). The proposed length of contract is for a maximum term of three (3) years, estimated to begin on December 15, 2023. The Consultants will assist the Permian Basin MPO staff on a work assignment basis in a variety of technical, graphical, public involvement and document preparation and review activities. The Consultant(s) shall assist the Permian Basin MPO staff by providing additional resources to accomplish assignments authorized by the Permian Basin MPO on an as-needed basis. The Scope of Services outlines tasks that may be assigned to Consultant(s) under one or more general planning Consultant contracts. The MPO anticipates maintaining a short list of qualified firms to assist in the most effective manner based upon the Consultant's stated expertise areas. Work will be based upon a future contact and for the necessary type of planning assistance.

#### TO RESPOND:

Firms qualified to conduct business in the State of Texas are asked to submit 1 (one) unbound original, 5 (five) printed copies, and 1 (one) digital copy of qualifications to the Permian Basin MPO office by 4:00 p.m. CST, Thursday, October 26, 2023. This General Planning Consultant (GPC) RFQ is available on the Permian Basin MPO website, [www.permianbasinmpo.com](http://www.permianbasinmpo.com) or from the Permian Basin MPO Office as identified below. The Permian Basin MPO reserves the right to reject any and all submittals that are determined to be non-responsive to this RFQ.

Requests for clarification or inquiries about information contained in the RFQ package must be submitted by email to Mr. Cameron Walker, [cwalker@permianbasinmpo.com](mailto:cwalker@permianbasinmpo.com), no later than 11:00 a.m. CST, on Thursday, October 19, 2023. The questions submitted, and the responses, will be posted on Monday October 23, 2023 on the Permian Basin MPO website: [www.permianbasinmpo.com](http://www.permianbasinmpo.com). All submittals must be mailed or delivered in a single, sealed package to the Permian Basin MPO office by 11:00 a.m. on Thursday, October 26, 2023 to either of the following addresses:

Permian Basin MPO **Mailing Address is:**  
Permian Basin Metropolitan Planning Organization  
P.O. Box 60916, Midland, Texas 79711  
ATTN: Mr. Cameron Walker, AICP

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Permian Basin MPO **Delivery Address is:**  
Permian Basin Metropolitan Planning Organization  
9601 Wright Drive, Midland, Texas 79706  
ATTN: Mr. Cameron Walker, AICP

## PERMIAN BASIN METROPOLITAN PLANNING ORGANIZATION REQUEST FOR QUALIFICATIONS (RFQ) GENERAL PLANNING CONSULTANT (GPC) SERVICES

**PROPOSED TITLE:** Permian Basin MPO On-Call Performance-Based  
Planning and Programming Process Enhancement

**QUESTIONS CONTACT:** Mr. Cameron Walker, AICP  
E-mail: cwalker@permianbasinmpo.com  
Mailing Address: P.O. Box 60916, Midland, Texas 79711

### **Submittals Due: 11:00 a.m. CST on Thursday, October 26, 2023**

**Purpose:** The purpose of this Request for Qualifications (RFQ) is to solicit submittals from professional consulting firms interested in providing continuing general transportation planning consulting services for the Permian Basin Metropolitan Planning Organization (Permian Basin MPO). The respondent(s) selected will have a broad range of experience in transportation planning, a clear understanding of the Permian Basin MPO's performance-based planning and programming processes, an array of options for community engagement and public involvement, and a variety of technical planning and analysis skills.

**Term of Contract:** The term of the contract is proposed to be a maximum of three (3) years with the possibility of a two-year extension. It is anticipated that no single contract will exist for the three (or five) year period.

**Submittal Evaluation:** Submittals will be evaluated by a subcommittee of the Technical Advisory Committee and the staff of the Permian Basin MPO. They will use the following criteria:

- Masterful knowledge of census, ACS, along with state and private transportation data sources
- Ability to acquire, clean, and harmonize local data with other data sources
- Ingenuity in technical forecasting and blending use of the analysis tools named below
- Aptitude with depicting data and interpreting analyses for the public and officials
- Effective success with both electronic and in-person outreach and communication
- Superlative background in the Metropolitan Planning Organization planning cycle
- Outstanding understanding of performance-based planning

**Scope of Work:** The scope of services provided under this contract may cover the full range of transportation planning and programming activities required by Federal, State, Regional and local processes for multimodal transportation planning and project development. These activities include, but are not limited to: MPO area analysis, strategic planning, land use forecasting, crash analyses, systems planning, corridor planning, resiliency/vulnerability planning, transportation project life-cycle planning, economic and feasibility analysis, scenario planning, environmental impact and mitigation analysis, public participation, surveys, marketing, financial and risk forecasting, congestion management, traffic and travel modeling, operations planning, mapping, and project and program evaluation.

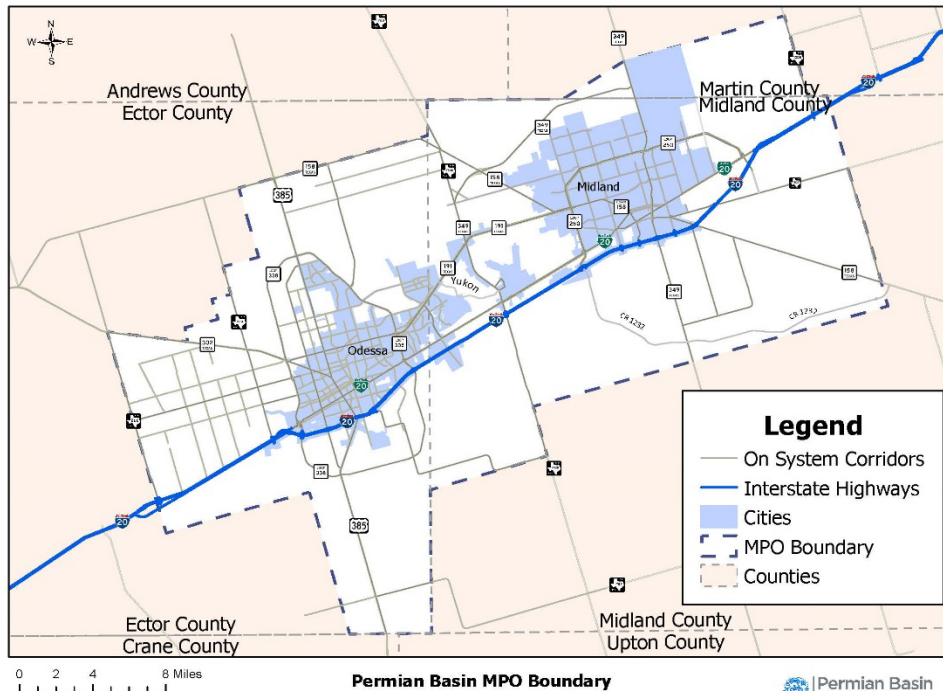
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Familiarity with the following is recommended: Tredis, INRIX, Vision-Zero Suite, Activity-based travel modeling in Transcad or equivalent software, Metroquest, or equivalent survey and outreach system, 3D visualization tools, Texas Top 100 Congested Roads, COMPAT Tool, and TxDOT open data sources.

Some specific examples of work potentially needed are outlined in the FY 2024–FY 2025 Unified Planning Work Program (UPWP) or as authorized by the Permian Basin MPO Policy Board. Many of these tasks are required by Federal law including the current Infrastructure Investment and Jobs Act (IIJA) and previous transportation bills. Anticipated work through the contract(s) over the next three-year time frame may include but is not limited to the following:

1. Assistance with the MPO’s Congestion Management Process.
2. Assistance with visualization tools to share with the public and stakeholders.
3. Assistance with the Metropolitan Transportation Plan and amendments as needed.
4. Assistance with new or additional corridor studies, including complete streets, and bike/ped corridors.
5. Assistance with Travel Demand Modelling to review impact of projects on the system.
6. Assistance with crash rate analysis and mapping, road and bridge condition, and congestion.
7. Assistance with ADA Transition Planning

**Context:** About the Permian Basin MPO: In 1965, the State Governor designated the Permian Basin MPO to perform transportation planning for the metropolitan area. The Permian Basin MPO’s original signatories include the cities of Midland and Odessa, TxDOT, and Midland and Ector counties. Since 2015, two new agencies are represented – the urban transit district known as EZ-Rider and Martin County due to a boundary addition. There are now seven member agencies.



This map was developed by Permian Basin MPO for the purpose of aiding in regional transportation planning decisions and is not warranted for any other use. No warranty is made by Permian Basin MPO regarding its accuracy or completeness.

*Map of the Permian Basin MPO Planning Area.*

## GENERAL PLANNING CONSULTANT REQUIREMENTS

The Infrastructure Investment and Jobs Act, the FAST Act, along with its predecessor, Moving Ahead for Progress in the 21st Century Act (MAP-21), established new requirements for performance management to ensure the most efficient investment of Federal Transportation Funds. These laws require MPOs, transit agencies and State Departments of Transportation to invest federal resources in projects that best achieve individual targets and collectively make progress toward achieving the national goals. As a starting point, state DOT's and MPOs must establish a benchmark, estimate the benefit from projects and policies, and then measure the actual outcome. Monitoring these performance measures assists MPOs and DOTs in setting goals, adjusting priorities, allocating resources, and developing policy.

**Firm Qualifications and Capabilities:** Consultant teams must demonstrate substantial prior experience in providing similar services to Metropolitan Planning Organizations. Personnel involved must possess the necessary professional skills and qualifications to perform the required services. All work to be performed must follow federal and state laws, procedures, and guidelines. The selected firm(s) shall be responsible for knowledge of and compliance with all federal and state regulations. Consideration will be given to only those firms qualified to conduct business in the State of Texas.

**Authorization/Contracting:** The work of the Permian Basin MPO is directed by the U.S. Department of Transportation, Federal Highway Administration, and Texas Statute Sections 201 and 472, Metropolitan Planning Organization. The Permian Basin MPO's procurement process follows the City of Odessa's as appropriate.

**Task Order Assignment:** All services are performed at the direction and to the satisfaction of the Permian Basin MPO. The consultant(s) will name a Designated Project Manager for coordination of contract services. For each proposed task, the Permian Basin MPO will provide a project outline, desired deliverables, and any preset deadlines. Using this information, the contracted Consultant(s) will have the opportunity to provide a proposed approach, schedule, and cost. No work may be performed prior to both parties reaching an agreement and the consultant receiving a formal 'Notice to Proceed' from the Permian Basin MPO. The Permian Basin MPO reserves the right to assign tasks to the Consultant(s) based on expertise, workload, and approach to requested services.

The Consultant(s) will be assigned work by Task Order. The Consultant(s) will submit invoices based on the schedule of work and deliverables as approved in the Task Order. Invoices must detail the costs incurred for services performed and a detailed progress report for each specific Task Order.

**Request for Qualifications Schedule:** These dates are for planning purposes and represent the desired timeline for implementation. Any revision to the Closing Date and Time are made by addendum and posted at [www.permianbasinmpo.com](http://www.permianbasinmpo.com). All other dates may be adjusted without notice, as needs and circumstances dictate.

Issue RFQ & Advertise	<b>On or about September 26, 2023</b>
Last day to submit questions/requests for clarification	<b>October 19, 2023 by 11:00 a.m. CST</b>
Questions/addendums posted no later than	<b>October 23, 2023</b>
Submittal Closing Date and Time	<b>October 26, 2023 by 11:00 a.m. CST</b>
Selection Committee review and short listing	<b>On or about November 9, 2023</b>
Posting of Selected Firm(s) on Permian Basin MPO website	<b>On or about November 15, 2023</b>
Professional Services Contract negotiations	<b>Anytime after December 15, 2023</b>

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**Required Contents/Structure of Submittal:** All submittals are required to follow the outline below. Page limits are noted by section and must be on 8.5" x 11" paper, printed front and back. Any sheet larger than 8.5" x 11" will count as four pages. All margins are 0.8" using size 12 pt. Calibri type font. Each page should include a footer with the page number and the name of the firm. Maximum page count is 20 not including resumes.

**Submittals must contain the following information:**

**Title: PERMIAN BASIN MPO GENERAL PLANNING CONSULTANT (GPC) RFQ**

1. Transmittal Letter signed by an officer of the company with authority to enter into a contract when the need arises for assistance.
2. Table of Contents.
3. Staff chart and brief biographies of key personnel on the project team (both consultants and sub-contractors), with each person's total years of planning experience, years in current position, and primary office location.
4. Narrative demonstrating a general understanding of the requested services, qualifications, experience, approach, innovations, and why your team is best qualified to work with the Permian Basin MPO planning team, consultants, and partners.
5. Professional References from three (3) separate contracts including name, title, relationship, type of work performed, phone number, and email address.
6. Resumes of likely KEY staff members to be assigned to the Permian Basin MPO contract noting professional organizations, leadership roles, awards, and/or presentations at state and/or national conferences.

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