Planning, Development, & Neighborhood Services
602 S Main Street
Joplin, Missouri 64801
417-624-0820 ext. 1514
Email: RHolcomb@joplinmo.org

REQUEST FOR PROPOSALS

#2023-RFP-13

Notice is hereby given that consultant proposals will be received by the City of Joplin, Missouri for:

2023 Joplin Origin & Destination Study
(See Attachment "A")

by filing with the Planning, Zoning, and Development Department on the 4th Floor of City Hall located at 602 S. Main Street, Joplin, Missouri, until:

Issue date: **September 27, 2023**
Due Date: **October 30, 2023**
Time: **2:00 P.M.**

Proposals submitted after the due date will not be considered. Consultants accept all risks of late delivery of mailed submittals regardless of fault.

A detailed Request for Proposals (RFP) information packet including general information, requested services, submittal requirements, and evaluation process is available on the City's website at www.joplinmo.org. In the "Search" field, type in "Bid Information", then select "Current Bid and RFP Information".

The City of Joplin (the City) reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

The City is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful Contractor must comply with the City of Joplin's equal opportunity requirements.

City of Joplin
Request for Proposals

Request for Proposals Information:		**Submit Proposals to:**	
RFQ Number	**RFP #2023-RFP-13**	Physical Address:	City of Joplin 602 S. Main Street Joplin, Missouri 64801
RFQ Name:	2023 Joplin Origin and Destination Study		
Date Issued:	**September 27, 2023**		
Contact Person:	Rachel Holcomb		
Phone #:	417-624-0820 Ext. 1514	Mailing Address:	City of Joplin ATTN: Rachel Holcomb 602 S. Main Street Joplin, Missouri 64801
Email Address:	RHolcomb@joplinmo.org		
Deadline:	**Proposals must be <u>received</u> by 2:00 p.m. on October 30, 2023**		

General Information

NOTICE: Notice is hereby given that request for proposals will be accepted by the City of Joplin, Missouri (the City) for a new Origin & Destination (O&D) study based on the current travel patterns to and from Joplin Metropolitan Planning Organization (MPO) area.

PURPOSE: The request for proposals is to select a firm to assist the City in determining travel characteristics of motorists and roadway users and identifying travel trends in the Joplin metropolitan area. It should identify trips both to and from the study area as well as trips through this area. The firm will collect and review traffic and travel data. The final product will include a written report describing the results of the study.

BRIEF SCOPE OF SERVICES: Information on travel patterns in the Joplin metropolitan area are desired to ensure that any proposed developments will not cause undue impacts to the transportation system. The objective of the O&D Study is to determine the flow and adequacy of existing traffic routes, identify potential transportation infrastructure problems, and develop trip generation and trip distribution models. Utilize probe data to complete the survey. Method will be developed by the firm and approved by the City. Information on the external trip origin and destination should be provided. A through trip matrix should be developed. Supporting graphics indicating major external trip movement will be completed. The end product will result in a written document describing the information collected and an analysis of the data.

SUBMITTAL REQUIREMENTS: Interested consultants shall submit five (5) copies of their proposals along with a digital copy, including:

- A cover letter/statement of interest indicating the firm's interest in the Project and highlighting its qualifications to perform the project.

- A proposed approach to the Project, including key activities, milestones, and products.
- A statement of qualifications, including related experience with similar types of projects and specific qualifications or resumes of key team members.
- One-to-three examples of similar projects, including references (does not count against twelve-page limit)

The proposal shall not exceed twelve (12) pages in length A single copy of up to three relevant work samples shall be submitted in hard-copy format for city review as well (work samples do not count against maximum page length).

Respondents accept all risks of late delivery of mailed responses regardless of fault. Faxed and emailed submittals will not be accepted.

SIGNATURES: Proposals shall be signed by one of the legally authorized officers of the consultant firm. If awarded the contract, the contract shall also be so executed.

QUESTIONS: Questions regarding this project may be directed to Rachel Holcomb via e-mail at RHolcomb@joplinmo.org or 417-624-0820 Extension 1514. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City.

EVALUATION CRITERIA & PROCESS: Evaluation of the proposals received by the City will be based on the criteria listed below which may be weighted as deemed appropriate by the review committee. The following criteria will be used:

- 25% Methodology – that the vendor will use to conduct work outlined in RFP and evidence of ability to perform the work described herein.
- 25% Experience – previous experience performing related projects including, but not limited to, similar size and type of experience.
- 10% References – will be based on references submitted as part of RFP but can include clients not submitted.
- 30% Cost of Proposal – must contain a cost for the requested scope of work in a "not to exceed" amount.
- 10% Staff – capability and availability of professional staff to serve the City of Joplin in a competent and timely manner.

The City may select a limited number of consultants for in-person interviews before the selection committee.

REJECTION OF PROPOSALS: The city reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the city to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the city to accept or contract for any expressed or implied services.

CONTRACT AWARD: The City reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful firm will be expected to enter into a contract with the City. Following consultant selection, the successful consultant shall prepare a proposal and scope of work for review by the City. Once the City and Consultant have reached an agreement on the scope of services, the City will prepare a final contract. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the Contract within ten (10) business days of delivery of the final Contract, the City may elect to negotiate a Contract with the next-highest ranked firm. The City shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

CONTRACT NEGOTIATION: The City reserves the right to negotiate all elements of the requirements, submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the City.

UNAUTHORIZED WORK: Any unauthorized out of scope work will not be paid.

EQUAL OPPORTUNITY EMPLOYMENT: The successful consultant or consultants must comply with the City of Joplin equal opportunity requirements. The City of Joplin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

INSURANCE REQUIREMENTS: The selected firm shall maintain insurance that is sufficient to protect the firm's business against all applicable risks. Standard requirements may be negotiated if it is in the best interest of the city.

NON-ENDORSEMENT: As a result of the selection of a firm to supply products and/or services to the City, firm agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

NON-COLLUSION: Submittal and signature of the proposal swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the consultant has not induced or solicited others to submit a sham offer, or to refrain from proposing.

COMPLIANCE WITH LAWS AND REGULATIONS: In addition to nondiscrimination and affirmative action compliance requirements previously listed, the consultant or consultants ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

NO LOBBYING: Respondent acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by the City, it will not take any action, make any effort or support of engage others on its behalf to take actions or efforts with attempt to influence the decision-making process for this RFP in the favor of the Respondent. This includes direct contact with the City Council, City Manager, and City staff of the City of Joplin, members of JATSO, board members of the Joplin Chamber, subrecipients, and others who may be engaged in the process. Additionally, the Respondent acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFP evaluation or decision-making process. Any Respondent violating any of the aforementioned conditions is subject to immediate disqualification from consideration.

ATTACHMENT A
SCOPE OF WORK
2023 JOPLIN ORIGIN & DESTINATION STUDY

PROJECT OBJECTIVE

The objective of the 2023 Joplin Origin & Destination (O&D) Study is to conduct a new O&D study based on the current markets and travel patterns within the Joplin Metropolitan Planning Organization (MPO) area.

BACKGROUND

The Joplin Metropolitan Area is located in Southwest Missouri along Interstate Highway 44, U.S. Highway 71, and Interstate Highway 49. The metropolitan area is approximately 110 square miles and has an urban population nearing 182,000 people. The area is located within parts of both Jasper and Newton Counties and contains 13 towns and villages. The three largest incorporated cities consist of Joplin, Webb City and Carl Junction. The metropolitan area is especially strong in the economic sectors of health care, manufacturing, and transportation. This is due to the location of two regional hospitals in the City of Joplin and the location of over 50 trucking companies within the metropolitan area.

Since 1983, the Joplin MPO's coordinating committee (Joplin Area Transportation Study Organization - JATSO) has been responsible for transportation planning within the metropolitan area. The City of Joplin along with JATSO are currently accepting proposals from prospective firms to conduct a new O&D study. The firm will use the data and information to help the MPO determine travel characteristics and trends in the Joplin metropolitan area.

SCOPE OF WORK

The City of Joplin is requesting proposals for the services of a firm/team for the following contract scope of work:

TASK LIST

1. PROJECT KICK-OFF AND SCHEDULING

a. Create a master schedule that assigns target dates for completion of major task items associated with the Traffic Study.

2. DEFINE STUDY AREA AND DATA COLLECTION

a. The project study area will be established in coordination with JATSO to capture all areas of interest.

3. ORIGIN-DESTINATION SURVEY

a. Conduct an origin-destination survey. This should include a subscription-based, probe data system for providing origin-destination data. The proposed system will collect transportation data to, from, and within Jasper and Newton counties from a sample of road users, primarily passenger vehicles, which will then be used to calculate origin-destination data. The probe system will perform several primary functions:

- Calculate origin-destination results based on probe data.
- Report and visualize the origin-destination data.
- Archive historical data

b. The data will be provided via a vendor-supplied cloud service. The system will not require the MPO to install or maintain any network server, virtual machine, or sensors. Users will primarily access the system through a web-browser interface. Users will include MPO member agencies and contractor working on MPO member agency projects.

c. The origins and destinations of trips both to and from the study area as well as trips within the study area shall be identified and provided.

4. ORIGIN-DESTINATION DATA REQUIREMENTS

The following are minimum requirements for the origin-destination probe data system:

a. They system should measure and report origin-destination data primarily for all users, including, bicycle and motorized vehicles users.
b. The system should allow users to define an analysis zone or routes for reporting.
c. The system should be able to provide origin-destination data for analysis zones defined within the Jasper County and Newton County areas.
d. The system should be accessible using a vendor-provided, secure data portal.
e. They system should be accessible through commonly available computer software, such as a web browser.
f. The system should not require MPO to maintain servers, networking equipment, or field equipment.
g. The system should allow MPO and it's assigned users (which may include entities outside of MPO such as Jasper County, Newton County, cities within each county, MoDOT) access to the data portal. MPO may assign up to ten

(10) users to the data portal. Users may be reassigned during the contract period.

h. The system should be accessible by multiple users simultaneously.
i. The system should provide only non-personably identifiable data to the users.

MPO intends to use the origin-destination data for the following cases:

- Travel Demand Model Updates
- Interchange Studies
- Corridor Studies (both freeway and arterials)
- Incident Management
- Estimating Daytime Population
- Determining Trip Purpose
- Determining Travel Patterns
- Evaluating Route Usage and Capacity
- Estimating Life Expectancy of Corridors and Roadways
- Economic Development

5. DEVELOP PROJECT REPORT

a. Summarize results and finding of the study in a concise report. Utilize interactive maps as applicable.
b. Provide recommendations for further study and next steps.

REQUEST FOR PROPOSALS ADDENDUM #1

REQUEST FOR PROPOSALS: 2023 JOPLIN ORIGIN & DESTINATION STUDY #2023-RFP-13

DESCRIPTION

Notice is hereby given that consultant proposals will be received by the City of Joplin, Missouri for 2023 Joplin Origin & Destination Study.

RFP Due Date: 2:00 PM, CDST, Monday, October 30, 2023

Location: Planning, Zoning, and Development Department on the 4th Floor of City Hall located at 602 S. Main Street, Joplin, MO

Contact: Rachel Holcomb **Email:** rholcomb@joplinmo.org

Phone: 417-684-0820 Ext 1514

Addendum #1 – The City of Joplin will accept questions about this Request for Proposals until 5:00 PM, CDST, Monday, October 23, 2023. After this deadline, no questions will be answered.

REQUEST FOR PROPOSALS ADDENDUM #2

REQUEST FOR PROPOSALS: 2023 JOPLIN ORIGIN & DESTINATION STUDY #2023-RFP-13

DESCRIPTION

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RFP Due Date: 2:00 PM, CDST, Monday, October 30, 2023

Location: Planning, Zoning, and Development Department on the 4th Floor of City Hall located at 602 S. Main Street, Joplin, MO

Contact: Rachel Holcomb **Email:** rholcomb@joplinmo.org

Phone: 417-684-0820 Ext 1514

Addendum #2

Questions and Answers

1. Is there a particular format and level of detail that is expected for the cost proposal?
    a. There is no particular format. Something similar to the Origin & Destination Study from 2007 found here.

2. Should we include the required work samples as part of our proposal to be printed and submitted as five copies, or should the work samples be submitted as one separate hard copy?
    a. The work samples can be submitted separately as one hard copy.

3. For the work samples requirement, are you looking for deliverables or just a project description?
    a. A project description will be fine.