CITY OF JOPLIN, MISSOURI

REQUEST FOR QUALIFICATION PACKAGE

FOR

LONG-RANGE TRANSPORTATION PLAN UPDATE FOR THE JOPLIN AREA TRASPORTATION STUDY ORGANIZATION

PLANNING, DEVELOPMENT, AND NEIGHBORHOOD SERVICES

602 S. MAIN

JOPLIN, MO 64801

(417) 624-0820 EXT 511

REQUEST FOR QUALIFICATIONS

LONG-RANGE TRANSPORTATION PLAN UPDATE

FOR

THE JOPLIN AREA TRANSPORATION STUDY ORGANIZATION (CITY OF JOPLIN)

The Joplin Metropolitan Planning Organization (The City of Joplin, Missouri) is seeking consultants to prepare a Long-Range Transportation Plan update. The intent of the City is to hire a consultant that will update the Joplin Metropolitan Planning Organization's (MPO) current Long-Range Transportation Plan in accordance with federal requirements. This Request for Qualifications is intended to inform the consultants about the City's expectations for the project and identify consultants qualified to complete the update.

The City reserves the right to evaluate all proposals, to reject any or all proposals and solicit again at a later date. The City may waive any irregularities in the proposal or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of proposals and issuance of awards. The City encourages minority and female owned businesses to submit proposals on all City purchases.

Specifications and qualifications are available from Taylor Cunningham, Planning and Community Development Specialist by calling 417-624-0820 x511 or by writing to the address indicated above. Qualifications must be received by 5:00p.m. Friday, April 24, 2015. Proposals received after the specified deadline will not be accepted or opened.

Publication Date: Sunday, April 5th, 2015.

INSTRUCTIONS FOR PROPOSALS

The City of Joplin, Missouri proposes to REQUEST QUALIFICATIONS for a vendor to provide the following:

LONG-RANGE TRANSPORTATION PLAN UPDATE

All Proposals shall have firm-fixed F.O.B. Joplin; Missouri price and shall be honored for a minimum of ninety (90) days following the proposal opening.

All proposals shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this proposal document to generally describe the item(s) desired in sufficient detail as to secure proposals on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included.

Specification variances, manufacturer's literature and additional information should be attached to the proposal form. All blanks on the attached specifications shall be filled in completely and accurately. Any proposal not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within ten (10) days following the proposal opening. Any protest filed after this time period has elapsed will not be considered.

Once the proposals are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.

MARK PROPOSAL ENVELOPES: "Qualifications: 2015-RFQ-04 Long-Range Transportation Plan Update for the Joplin Area Transportation Study Organization, 5p.m. Friday, April 24, 2015." Questions concerning the specifications and bidding procedures should be directed to Taylor Cunningham, Planning and Community Development Specialist, at 602 S Main St, Joplin, MO, 64801 or by phoning 417-624-0820x511.

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THE JOPLIN AREA TRANSPORATION STUDY ORGANIZATION (CITY OF JOPLIN)

BACKGROUND

The Joplin Metropolitan Area is located in Southwest Missouri along Interstate Highway 44 and U.S. Highway 71. The metropolitan area is approximately 110 square miles and has an urban population nearing 105,000 people. The area is located within parts of both Jasper and Newton Counties and contains 18 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 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. JATSO is currently accepting qualifications from prospective contractors to help the Organization update its long-range transportation plan. The last update to the current plan was completed in 2010. After the 2011 Joplin tornado, a South Joplin Transportation Study was conducted in 2013 to reassess conditions and needs. The purpose of this update is to provide a long-range framework for the implementation of transportation improvements in the Joplin metropolitan area for a 20-year period.

PROJECT DESCRIPTION

The Joplin Metropolitan Planning Organization's current Long-Range Transportation Plan addresses different modes of transportation including automobile, transit, air, freight and bicycle/pedestrian. The consultant is expected to review each of these modes of transportation including analyzing existing conditions. The consultant will make recommendations concerning these modes of transportation for a 20-year period. The consultant is expected to review the metropolitan area's transportation goals and objectives and suggest revisions if necessary. The Long-Range Transportation Plan update will also include researching census information, collecting data and working with state and local officials for determining revisions to the Organization's current metropolitan planning area. The project will also require the consultant to research and recommend transportation-modeling software that is suitable for the Joplin metropolitan area and compatible with the MPO's current family of Geographic Information Systems Software (ESRI ArcGIS). Finally, the consultant is expected to make recommendations regarding the direction of transportation infrastructure and planning in the metropolitan area for the next 20 years.

SCOPE OF WORK

It is expected that the consultant will use information provided in the current Long Range Transportation Plan and other plans that were developed within the last five years by JATSO and other communities and agencies. Some of these plans include but are not exclusive to:

- City of Joplin Comprehensive Development Plan
- City of Webb City Comprehensive Development Plan
- City of Carl Junction Comprehensive Development Plan
- Joplin Metropolitan Area Origin-Destination Study
- Joplin Airport Master Plan
- Joplin Metropolitan Area Bicycle-Pedestrian Study
- Joplin Area Transportation Study Organization Transportation Improvement Program
- Joplin Transit Study
- Joplin Chamber of Commerce Vision 2020 Plan
- City of Joplin Capital Improvement Program
- Harry S. Truman Coordinating Council Transportation Plan
- Joplin Economic Disaster Recovery Strategy

In addition to reviewing these documents, the consultant will review census information and other transportation related data. The consultant will work with and gather information from a variety of public sources including citizens, JATSO, local and state officials, city councils, a regional planning commission and a citizen transportation task force.

The final product will be a printed document with appropriate graphics and tables. Graphics and tables should be compatible with ESRI ArcGIS software.

The Plan shall be provided on compact disks in Microsoft Word 2013 or compatible word processing software.

A more precise Scope of Work will be negotiated after a contractor is selected for the project.

SUBMISSION REQUIREMENTS

Qualified firms interested in being considered for this project should submit a Statement of Qualifications to the City of Joplin. All submissions should include, at a minimum, the following requests in order of:

1. A letter of transmittal stating the name and address of the firm and the name and telephone number of a contact person authorized to answer questions and negotiate contracts.
2. A brief description of the firm, including size, office locations and any areas of special expertise.
3. A brief description or history of similar projects
4. An extended description of a least three similar projects, including the name, address and telephone number of a client contact for each project.
5. A listing of personnel who would be assigned to this project, including an explanation of the project teams organizational structure and each person's area of responsibility.
6. A resume for each professional assigned to this project.
7. An outline of the firm's approach to the project and basic scope of services.
8. A current rate sheet showing the hourly rates of all personnel involved in the development of the Plan.

A copy of a Long-Range Transportation Plan update for a metropolitan area of comparable size would be appreciated. The copy will be returned to the applicant after the selection process is completed if requested.

All qualifications must be submitted to this office no later than 5:00 P.M. on Friday, April 24, 2015 to be considered for the project. Each submission should be submitted with four (4) hard copies and one electronic version on CD or flash drive and addressed to:

City of Joplin
ATTN: Taylor Cunningham
Planning and Community Development Specialist
602 South Main Street
Joplin, Missouri 64801

SELECTION PROCESS

The City will review the submittals and rank them based on qualifications. The Selection Committee will interview the highest ranked applicant, who will present a proposed approach to the project. Following the meeting with the Selection Committee, the City of Joplin will provide a contract to the selected firm. If the City of Joplin cannot negotiate a final scope of services and agreement, then the next highest ranked contractor will be interviewed.

A recommendation will be made by the Selection Committee to approve the final negotiated agreement, subject to final changes by the City Council of the City of Joplin.

The City reserves the right to follow any of the below listed courses of action if an acceptable contract cannot be negotiated:

1. The City may make a new contractor selection and begin contract negotiations, or,
2. The City may repeat the Request for Qualifications process, or,

3. The City may reject any or all qualifications for any reason.

The City of Joplin is not liable for any cost incurred by any person or firm responding to this Request or for any other cost incurred prior to the negotiation of the contract and the issuance of a Notice to Proceed.

The evaluation process is intended to lead to the selection of the contractor who is best able to successfully complete this project. Consequently, the City will be seeking in a consultant a combination of knowledge, experience and communication skills, which are directly, related to the following selection criteria:

1. An understanding of the development trends and transportation infrastructure within the Joplin Metropolitan Area.
2. Experience in preparing Long-Range Transportation Plans
3. A project team that has the background and experience to complete the project.
4. An ability to communicate clearly and distinctly, both orally and in writing.
5. The preparation of a Statement of Qualifications consistent with this request.
6. The submission of a proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, quantity and quality of work to be performed.

After the selection process, the Selection Committee shall negotiate on behalf of JATSO and the City of Joplin, a contract based on the fees and fee structure as submitted in the proposal. The City of Joplin reserves the right to delete elements or expand the scope of the contract based on the negotiated fees at the time of contract letting.

Consultants submitting a Statement of Qualifications are advised to include any information that is relevant to this project given the aforementioned criteria.

Any questions concerning this project should be directed to Taylor Cunningham, Planning and Community Development Specialist at (417) 624-0820, Extension 511 or FAX (417) 625-4738 or Email TCunning@Joplinmo.org. If there are changes that might affect the preparation of the Consultants submissions, all Consultants will be advised. If you wish to withdraw from consideration after submitting a Statement of Qualifications, a letter to that effect should be sent to Troy Bolander, Director of Planning, Development, and Neighborhood Services at 602 S. Main, 4th Floor, Joplin, MO 64801.

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE

(Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____

Affiant