



**Madison County Council of Governments**  
739 Main Street  
Anderson, Indiana 46016  
Tel. (765) 641-9482 Fax. (765) 641-9486  
www.mccog.net

## **REQUEST FOR QUALIFICATIONS**

RFQ FY19-1 PLANNING SERVICES FOR REGIONAL ENGAGEMENT FOR THE  
METROPOLITAN TRANSPORTATION PLAN  
ISSUED SEPTEMBER 24<sup>th</sup>, 2018

### **GENERAL INFORMATION**

1. The Madison County Council of Governments (MCCOG) herein referred to as “MPO” is seeking responses to this Request for Qualifications (RFQ) regarding the contents contained herein. The MPO is looking for qualified consultants to assist with public engagement, design, and facilitation of public meetings, and assistance with stakeholder committee engagement for the regional Advance 2045 Metropolitan Transportation Plan (MTP).
2. Consultant Statement of Qualifications must be received by MCCOG no later than **OCTOBER 24, 2018 4:00 PM (Eastern)** local time at their main office location:

739 Main Street  
Anderson, IN 46016

3. Consultant must provide four (4) copies of their Statement of Qualifications (SOQ) in their response.
4. Questions concerning this RFQ will be entertained on or before **OCTOBER 8, 2018 at 2:00 PM (Eastern)** local time. Questions should be directed to Robert Wertman at [robert@heartlandmpo.org](mailto:robert@heartlandmpo.org). The MPO will respond to questions on its website at:

<http://mccog.net/rfp>

Responses will be posted within two (2) to three (3) business days of receipt. Only questions and their responses will be posted. The MPO reserves the right to determine which, if any, questions and their response will be posted.

5. The MPO reserves the right to reject any or all responses to this RFQ, to waive any informality or irregularity in any RFQ responses received, and to be the sole judge of the merits of the respective RFQ responses received.
6. Any response received at the office designated above after the exact time specified for receipt will not be considered, and will be returned unopened, to the sender (unless it is the only proposal received).
7. It is expected that all final deliverables for this project will be completed prior to **JUNE 30, 2020**.

8. This project is funded in part with federal funds from USDOT (FHWA) through the Indiana Department of Transportation (INDOT) and is subject to all applicable requirements, statutes, laws, and guidance as issued relevant to their use. As such, this solicitation shall be governed, construed, and enforced in accordance with the laws of the State of Indiana.

## **PROJECT DESCRIPTION**

The Advance 2045 Metropolitan Transportation Plan is the long-range transportation plan for the Anderson Metropolitan Planning Area (encompassing all of Madison County, IN, Fortville, IN (Northwest Hancock County), and Daleville, IN (Southwest Delaware County)).

The plan is a requirement under federal transportation law (Title 23 U.S. Code), and must contain an identification of transportation facilities (including major roadways, public transportation facilities, intercity bus facilities, multimodal and intermodal facilities, nonmotorized transportation facilities, and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions. Additionally, in formulating the transportation plan, the metropolitan planning organization shall consider factors that support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; increase the safety of the transportation system for motorized and nonmotorized users; increase the security of the transportation system for motorized and nonmotorized users; increase the accessibility and mobility of people and for freight; protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and [State](#) and local planned growth and economic development patterns; enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; promote efficient system management and operation; emphasize the preservation of the existing transportation system; improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and enhance travel and tourism.

The MPO desires to have a robust regional public engagement strategy that includes in-person and online engagement. The MPO has an internal goal to engage with greater than 5% of the regions households. The planned public engagement for the Advance 2045 Metropolitan Transportation Plan includes a minimum of 10 sets of public meetings, and undetermined number of virtual engagements, and a final exhibition-style regional public meeting.

### ***Study Area***

The entire Anderson (MCCOG) Metropolitan Planning Area.

### ***(Anticipated timeline)***

10 Sets of initial public meetings anticipated to take place from March through November of 2019. Online engagement to take place throughout plan development and in coordination with public meetings. Final regional exhibition meeting to take placed in early 2020.

## **DESIRED SCOPE OF WORK**

### **Public Engagement**

1. **Public Meeting Design.** Design the format and engagement activities for ten (10) sets of public meetings. It is expected that the design of these meetings are to be interactive and accommodate meaningful input from a range experience, including those who have never attended a public meeting.
2. **Online Engagement Design.** Design the format and engagement activities to overlap and correspond with Public Meetings using the Mindmixer engagement platform. The MPO already has a contract to use Mindmixer and will provide access to the consultant.
3. **Public Meeting Facilitation.** Assist with the coordination, set-up, and facilitation of the ten (10) initial public meetings, and one (1) final regional exhibition.
4. **Achieve goal of engaging 5% of regional households.**

### **Stakeholder Committee Engagement**

1. **Stakeholder Committee Meeting Facilitation and Communication.** Facilitate ten (10) stakeholder committee meetings. Periodically update Stakeholder committee on project status.

### **Deliverables**

1. A report outlining the results of each public meeting (digital)
2. Sign-in materials and data for each public meeting (digital)
3. Minutes for each stakeholder committee meeting (digital)

## STATEMENT OF QUALIFICATIONS

### A. General Instructions

1. Provide the information as set out in Item B & C below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. Statement of Qualifications shall be limited to a total of fifteen (15) 8 ½" x 11" pages. ten (10) pages for identification, qualifications, and key staff and five (5) pages for the project approach. Respondents who submit more than 15 pages total, or exceed page limits for each section, including any appendices, will not be considered. Comb or spiral binders are preferred.
3. Statement of Qualifications must be received no later than response due date and time as noted on page 1. Responses received after this deadline may not be considered.

### B. Identification, qualifications, key staff

1. Letter of interested from an officer of the firm responding.
2. Provide the firm name, address of the responsible office from which the work will be performed, and the name and email address of the contact person authorized to negotiate for the associated work.
3. List all proposed sub-contractors, and the percentage of work to be performed by the prime contractor and each sub-contractor.
4. List the project manager and other key staff members, including key sub-contractor staff, and the percent of time the project manager will be committed for the contract, if selected. Include project team members for important disciplines and staff members responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
5. Description of current workload and ability to complete tasks in a timely manner.

### C. Project Approach

Address your firm's technical understanding of the project or requested services, cost containment practices, innovative ideas, and any other relevant information concerning your firm's qualifications for the project.

### D. Requirements for Affirmative Action

In addition to the requirements that are specified in this solicitation, prospective respondents are encouraged to consider programs and preferences that are available, such as those for the use of Minority Business Enterprises (MBEs), Woman Business

Enterprises (WBEs), Indiana Veteran Owned Small Business (IVOSB), or other Disadvantaged Business Enterprises (DBE) businesses. **The MPO seeks to achieve a 5% DBE participation goal for this RFQ.** Note that this requirement does not restrict the respondent from utilizing qualified firms from outside the State of Indiana. The link below connects to qualified firms found at the Indiana Department of Administration's website.

[http://www.in.gov/idoa/files/certification\\_list.xls](http://www.in.gov/idoa/files/certification_list.xls)

The respondent shall utilize the attached form as verification of DBE compliance. .

<https://psc.indot.in.gov/rfppublicwebsite/Templates/MBE.pdf>

The form(s) must be included in the respondents' proposal and will not count against the total page limit of the response to this RFQ.

Below is a link to what is considered good faith efforts for compliance.

<https://www.law.cornell.edu/cfr/text/49/26.53>