Northeast Ohio Areawide Coordinating Agency
NOACA
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Request for Proposals (RFP) for a Scenario Planning Applications Suite

Issue Date: March 21, 2016

Closing Date: April 21, 2016, 9:00AM ET

NOACA is seeking a qualified organization to provide a web-based set of application tools to support its transportation and environmental planning missions. The deadline for submittals is 9:00AM ET on April 21, 2016. Please read this entire RFP for specific information and requirements.

CONTENTS

1. NORTHEAST OHIO AREAWIDE COORDINATING AGENCY (NOACA)

The Northeast Ohio Areawide Coordinating Agency (NOACA) is a Cleveland-based transportation and environmental planning organization that serves as the metropolitan planning organization (MPO) and designated areawide water quality management agency for the counties of Cuyahoga, Geauga, Lake, Lorain and Medina in Ohio.

In these capacities NOACA:

- Works with other organizations to help address northeast Ohio's transportation, air quality, and water quality needs.
- Conducts metropolitan planning for various modes of transportation, including vehicles, freight, transit, bicycle, pedestrian, etc., while considering the transportation system's impact on the environment and land use.
- Prepares the region's long-range transportation plan and short-range transportation improvement program, which is the region's capital budget for federally funded transportation projects.
- Conducts studies that address congestion, improve safety and strengthen community livability.

The vision of NOACA is as follows: NOACA will **STRENGTHEN** regional cohesion, **PRESERVE** existing infrastructure, and **BUILD** a sustainable multimodal transportation system to **SUPPORT** economic development and **ENHANCE** quality of life in Northeast Ohio. To help realize this vision, NOACA is seeking to develop a single or portfolio of applications on top of their extensive set of data to support transportation planning

NOACA is directed by a 45-member Board of Directors that represent the City of Cleveland and all five NOACA counties and their communities, plus transit agencies, the Northeast Ohio Regional Sewer District (NEORSD), the Cleveland-Cuyahoga County Port Authority, the Ohio Environmental Protection Agency (Ohio EPA) and the Ohio Department of Transportation (ODOT).

More information about NOACA can be found at www.noaca.org.

2. BACKGROUND & PROJECT RATIONALE

The purpose of this RFP is to assist NOACA in the development of a systematic investigation of NOACA data and infrastructure—integrating NOACA's GIS and other data sources into a single application or portfolio of applications that will use these data to support data-driven decision making for planning. In particular, an application suite of tools will support NOACA and the communities in the region to understand potential developments and transportation projects to better assess the potential impact to a community and the region of project-specific investment. The application suite shall provide various scenarios and outcomes that will provide insight for the user.

Northeast Ohio is comprised of numerous communities, counties, and transportation agencies, each with its own assets, plans and related data. NOACA has a substantial amount of data and can convene groups as necessary to gather additional data. However, this project is to use as

much of the current NOACA data set available with selected data added, as necessary, to the data set for scenario building tools and applications to use. This collection of data and application suite will advance Strategy 2 of NOACA's Regional Strategic Plan, which is "Act as a regional facilitator of knowledge sharing, integrated needs assessment and other collaborative efforts." The application suite of tools will further enhance the data provided and capabilities offered through NOACA's existing GIS platform (http://gis.noaca.org/flexviewers/gisportal).

Additionally, some data was collected as part of a regional planning effort called the Northeast Ohio Sustainable Communities Consortium (NEOSCC), which was created as a partnership comprising numerous cities, counties, housing and transit authorities, metropolitan planning organizations, colleges and universities, and various civic-minded not-for-profit organizations. The outcome of the consortium was a planning document, _Vibrant NEO 2040: A Vision, Framework and Action Products for Our Future_, which can be found at www.vibrantneo.org, along with additional details and project background. Data collected and used for this effort will be made available to the successful developer; a list of the existing map layers developed through NEOSCC may be found in the Appendix, which is published as a separate document from this one.

Using the extensive amounts of data in NOACA's GIS Portal and the data collected under the NEOSCC effort, and adding key data sets for planning as needed, and allowing analysis of these data, NOACA seeks to develop and offer a suite of applications or scenario building tools for internal, local government and public use. The application platform should be built upon NOACA's existing data infrastructure and will focus on the five counties that make up NOACA: Cuyahoga, Geauga, Lake, Lorain and Medina. The system should be developed with the capability for the platform to expand to include these additional counties in Northeast Ohio: Trumbull, Mahoning, Ashtabula, Summit, Portage, Stark, and Wayne.

3. SCOPE OF WORK & PROJECT DETAILS

3.1 Overview

NOACA is seeking proposals from qualified organizations to develop an application suite to be integrated with NOACA's GIS and additional regional planning data. This platform will aggregate data and support the ability for users to query, analyze and output data. The platform will provide decision makers and others with current information within a specific geography on transportation, air and water quality, land uses, employment, population, and fiscal impacts. It will be a dynamic tool that will integrate information about Northeast Ohio for people planning and providing services in the region, as well as be a resource for, among other users, public officials and planners in the region and companies investigating relocations within or to Northeast Ohio.

3.2 Goals of the Application Platform

The application platform is intended as a technical tool to:

- Leverage existing NOACA data (with potential acquisition of needed data sets) and "expose" that data through applications or an application suite for people to understand the data
- Enable communities and the public to make better investment decisions relating to transportation and air and water quality by being able to develop/model various scenarios

- Increase efficiency and data sharing between public agencies in the region for data relating to transportation, land use, and air and water quality that are needed for these applications
- Enable analysis of transportation corridors
- Identify patterns and expose inefficiencies within transportation infrastructure
- Integrate land use and development plans of urban and rural areas
- Improve the transparency of and access to data on the region
- Improve the use of data through the application suite for individuals and agencies that have limited technological expertise but want to be able to conduct queries and analysis

Overall, the enhanced analytical capacities of an application platform are intended to contribute to a better understanding of existing conditions and trends and maximize the use of existing data and technology infrastructure at NOACA in making decisions about future investment and development of Northeast Ohio.

A vendor (or team of vendors) that possesses an existing system or platform that meets the requirements of this RFP may be used or a vendor may propose a custom built solution. However, NOACA assumes that rather than building a custom application from scratch there are significant costs savings are anticipated from using an already-developed product that may only need to be tweaked, configured to work with the NOACA GIS, and appropriately loaded with the proper data. The vendor should be clear in their proposal which approach they will take (application product(s) or custom build). NOACA also understands that there may be more than one (1) tool needed, for example a module for transit analysis and a module for land use analysis if they are not in the same application. For this reason, NOACA has called this RFP a request for an APPLICATION SUITE of tools. Our goal is to provide, through data and the applications, support for individuals and communities to conduct a variety of transportation and planning queries.

3.3 Scope of Work

The scope of work is divided into four tasks, as follows and detailed below:

    3.3.1 Implementation of an application suite
    3.3.2 Data-related activities
    3.3.3 Network Analysis
    3.3.4 System sustainability and maintenance
    3.3.5 Training

3.3.1 Implementation of an application suite. The application suite will be an online tool set that uses NOACA GIS databases and additional data (e.g. census) that can be accessed by end users and partners for planning and analysis. The system shall build upon or otherwise wholly incorporate NOACA's existing ESRI-based GIS system. The platform will provide applications that allows users to query geospatial information about Northeast Ohio at a variety of geographic scales, such as census blocks or counties. Data will be exportable; NOACA will, make the data available to others who may want to use the data in their own applications or data stores.

The application platform will contain analytical tools and will integrate information from a variety of different sources to enable a comprehensive and current view on land uses, socio-economic data, employment data, demographic data, transportation infrastructure and operations, air and

water quality-related data, and other systems that support a local and regional economy. The platform shall contain the following tools/capabilities at a minimum; tool suites that provide additional built in scenarios and functions are encouraged. The goal of the suite is to support communities and agencies' planning functions with accurate and available data:

a. **Information finder for corridors and sites.** This tool enables users to find data based on a location of interest. A location could be a site or a corridor. The data should be able to be retrieved within a search buffer (between 0 and 20 miles) of a site. The user should be able to select from different data sets that relate to transportation and air and water quality concerns. To select the geography of interest, users may type in addresses or select on a base map. The data should be able to be retrieved as an Excel spreadsheet, maps (jpg or pdf), GIS data and summary reports for the buffered area. Users should be able to select the type of geography for data aggregation (e.g., census block, community, corridor, etc.).

b. **Show data on a map by topics/issues.** Users should be able to select a data layer and display the information on the mapping interface. The different map layers that are grouped into thematic categories would enable a view of the region, zooming into user-selected areas, and allow users to export map images and data in the formats listed in the above paragraph. This would include census information on commuting patterns, socioeconomic, retail, industry and employment characteristics. It would also include parcel-based land information.

c. **Fiscal Impact Tool -** The platform shall include the capability to perform a fiscal impact analysis of changes to the existing transportation system, such as an additional lane to be constructed or a new road to be developed. The fiscal impact tool will provide a means for communities to obtain a cost estimate over time of the "true" cost of a road project. For example, what are the impacts/requirement of/for maintenance, rehabilitation, cleaning/snow removal, congestion, air quality, adjacent land uses and related tax revenue increases/decreases, etc.

d. **Scenario Analysis Tool.** The platform shall include regional planning tools to perform scenario analysis to model project feasibility on a site-specific basis and to evaluate multiple land use scenarios and test and refine land use and transportation plans. Analyses shall allow for assessments of greenfield vs. infill vs. brownfield development; assessments of one location over another; the impact of a real estate development or other project at a given location's immediate surroundings as well as its impact on the regional economy. Impacts should be quantified in terms of population shifts, VMT/traffic, transit demand, financial and economic impacts, employment impacts, environmental impacts, and other related impacts.

Sample Use Cases of the Application Suite:

a. A developer plans a new shopping center at a particular location. What are the impacts to the transportation network in the immediate region? What new road investments are required, including signalization? What are the costs of these investments, both in capital costs and in terms of long-term operating and maintenance costs?

b. A community is planning to widen an existing road from two to six lanes in an effort to attract commercial activity along the corridor. What are the spatial regional economic impacts of this action? What might be some of the environmental impacts?

c. A company plans to build a new headquarters building at a particular location, what is the demographic profile of the population living within a 20-minute transit ride or a 10-minute drive from the location? Within a ½-mile radius of the location, what are the size and types of businesses are present?

d. What are the regional air quality impacts of locating a facility in one location vs. another? What are the regional air quality impacts of a particular transportation investment?

The application suite may be custom-built for NOACA or may be an existing application suite capable of fulfilling the requirements of this RFP.

Geographic Implementation Phasing: The first roll-out of the application suite will be for the area covering the five counties of NOACA, which are Cuyahoga, Geauga, Lake, Lorain and Medina. This RFP is for these five counties. The system may be expanded after the initial roll-out to include any or all of seven additional counties as follows: Wayne, Stark, Summit, Portage, Mahoning, Trumbull and Ashtabula. The later phase or phases are dependent on the interest and capability of other MPOs, councils of governments (COGs), and/or individual counties for adding their geography to the base NOACA platform. If the NOACA platform is indeed expanded to the additional counties, the agency-side expense of adding each additional county or geography should not be deemed cost-prohibitive such that the additional county/counties develop a fully separate platform.

Additional requirements:

a. The application suite must be expandable for additional geographies, functionalities and data.
b. The application suite should be free to use by the public.
c. The system shall be accessed through NOACA's website. The platform itself should reside on NOACA's servers if developed specifically for NOACA, or if a hosted solution is proposed, the architecture and security of the hosted solution described in detail with NOACA data secure and for use only for the NOACA application suite.
d. System monitoring/Auditing. The system shall provide for analytical tools for NOACA to audit system usage, including quantifying what queries and data are being accessed through the system.
e. Downloads of machine readable data and of ESRI-based map packages and data attributes should be possible (Note: one can currently download data directly from the NOACA GIS).

3.3.2 Data-related Activities

The platform shall use the latest data available, and where possible, allow for automatic updates or easy uploads for data needed for the application tool suite. A large amount of current data is already regularly collected and used by NOACA, and is already accessible on the agency's GIS portal. Examples of these data include bicycle and pedestrian assets, bridge and pavement condition ratings, the water quality of streams, traffic counts and many other types of data.

Additionally, as part of the NEOSCC effort (see Section 2 of this RFP), a large amount of data has been collected, though mostly between 2010 and 2013, and therefore may not be the latest data available. Existing map layers from the NESOCC effort will be made available to the platform

developer, and upon request, can be supplied to bidders for their consideration in their development of a proposal. A list of these layers can be found in the Appendix.

Proposers must detail its costs with respect to the collection or preparation of data to conform to its proposed application suite, specifying the type of data, noting that, in addition to data that already exists, some data are regularly collected and processed by NOACA, while some data may need to be collected. The platform should use the most recently available data, which may or may not be data already collected. Further, when possible, data should be synchronized with its source to provide the most recent data to the user. The system shall allow for NOACA to add additional layers of data if it sees fit in the future without requiring the support or work of the selected vendor.

Data-related tasks, the methodology for which shall be discussed in the vendor's proposal, are as follows:

a. Gap analysis. The vendor shall perform an assessment to determine the data is required for the proposed application suite against data already collected/maintained by NOACA.
b. Acquisition of data not currently held by NOACA but needed for the applications
c. Clear direction to NOACA on any data cleaning or other data preparation required.
d. Loading data into the application suite.
e. Documentation of on-going data acquisition needs. Vendors shall detail the need for on-going data acquisition for the system, including their role in such, if any on-going acquisition. Support for on-going data acquisition and maintenance costs should be provided as an OPTIONAL cost. If vendors will not include future data actuation activities beyond data incorporated for the initial roll out, the successful vendor must provide detailed sources and methodologies to NOACA for the agency to efficiently obtain new timely data as appropriate.

3.3.3 Network Analysis

Vendors must perform a network analysis and determine what additional system requirements are needed by NOACA to support and operate the proposed applications suite based on NOACA's existing GIS infrastructure and architecture. Though the vendor may not be providing the specific hardware and network components, it must identify these needs and provided an itemized estimated cost for these elements.

NOACA hosts and maintains its GIS server. The portal was developed using ArcGIS API for Flex; however, the agency is currently in the process of converting it to the latest ArcGIS for Java script. By the time work on this Big Data project commences, the transition from Flex to Java will be complete. Hardware, software and network specifications follow below.

Hardware and Software
- Dell PowerEdge Xeon E5-2623 with approximately 2Tb of SAS drive space available
- 32 Gb memory
- Windows 2012 R2 Standard
- ESRI ArcGIS 10.3 Web Adaptor (IIS), Workgroup Standard (4-core license)
- Web-GIS server is on the perimeter network (DMZ)

Network
The network is Ethernet based; all wiring is Cat5e/6 attached to Cisco switches. The agency has a dedicated 20Mb fiber optic circuit used for all Internet access. Network protection through a Cisco firewall.

Internal network:
- Operate on a Windows 2008-2012 domain environment
- 45 plus Dell Precision workstations and OptiPlex desktops
- Systems are backed up using Veritas Backup
- A SQL server database instance contains the agency's pavement management data

The diagram below presents the general layout of the NOACA GIS system.
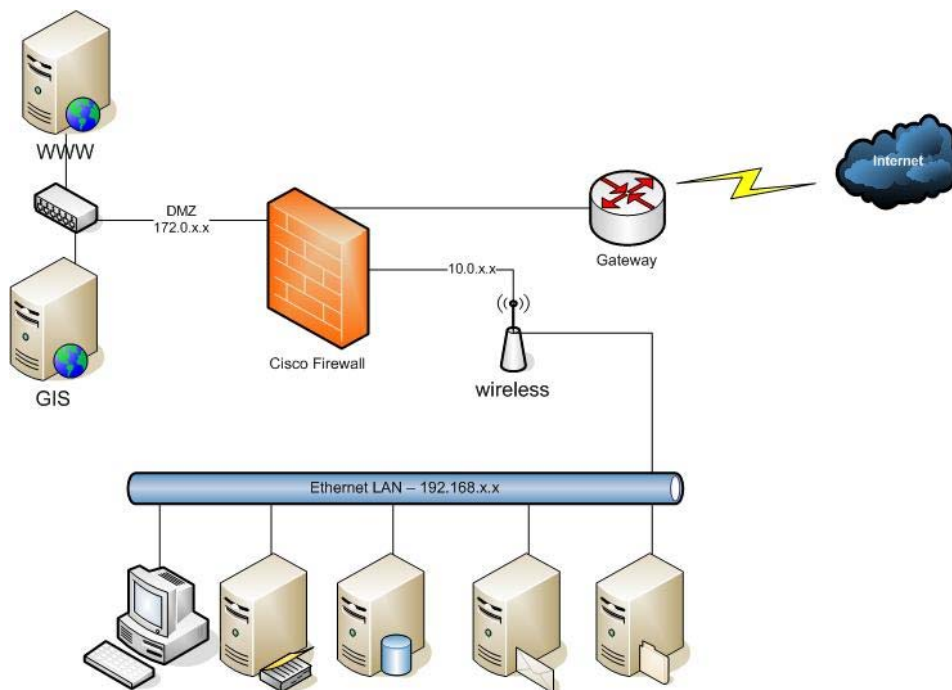
NOACA's GIS system, and data contained therein, can be accessed at http://gis.noaca.org/flexviewers/gisportal . As noted above, the system was developed using ArcGIS API for Flex; however, the agency is currently in the process of converting it to the latest ArcGIS for Javascript. By the time work on this project commences, the transition from Flex to Java will be complete.

The vendor should review the existing architecture and provide:

a. Gap analysis. The vendor shall perform an assessment to determine if the infrastructure can support the application suite and if not, what NOACA needs to do to create the proper infrastructure. The proposed architecture should ensure data security and availability to the applications.
b. Document the specific Hardware and software needed for the need architecture. NOACA only needs the specifications, NOACA will procure necessary equipment.
c. Support for the implementation of the hardware and software as an optional cost.

3.3.4 System sustainability and maintenance

The vendor must detail how the system, once up and running, will be sustained and maintained. This includes the potential addition of new application tools in the future as well as new and updated data as stated in Paragraph "e" of section 3.3.2, above, which states, "On-going data acquisition needs. Vendors shall detail the need for on-going data acquisition for the system, including their role in such if any. If vendors will not include future data actuation activities beyond data incorporated for the initial roll out, the successful vendor must provide detailed sources and methodologies to NOACA for the agency to efficiently obtain new timely data as appropriate."

The length and terms system warranties, ongoing support, and technical support must be detailed. The vendor must provide a minimum of three months of technical support at up to 10 hours per month, as part of its proposal.

Further, if the proposed solution is a custom-built applications suite, the successful vendor must provide documentation on how the application site is developed as a test and how it is migrated to production.

The costs for the application suite and any on-going license costs must be clearly defined and articulated by the vendor in the proposal. While NOACA prefers NOT to have an annual license fee, NOACA understands there may be benefits to have a license fee IF there are benefits such as yearly maintenance, software upgrades, help desk support, etc. The FEE Schedule and the services provided for any annual fees should be documented by the vendor.

3.3.5 Training

The vendor should document in their proposal a training plan, any and all training materials (and their form e.g. documents, on-line, videos, etc.) and how they will train NOACA staff on the use of the tools and support of the tools. The training plan costs should be documented in the cost proposal.

4. TIMEFRAME & WORKPLAN

Proposers must submit a timeline of activities, detailing all the activities the vendor needs to conduct to deliver the requested services in Section 3.3. The workplan must detail key dates and milestones, including any expectations of NOACA. In addition, the workplan should indicate what set of work NOACA staff is responsible for. For the purposes of the workplan, the date July 1, 2016 should be used as the 'start' date (noting, however, that the actual start date with the selected vendor, may be different). Within the first two weeks of project commencement, the contractor shall meet in person with NOACA and its designees to refine the work plan, as deemed necessary.

Expected milestones:

- Beta version shall be complete within 120 days of acceptance of the work plan
- Final release, which shall be complete within 210 days of acceptance of the work plan (90 days after the beta release)

5. QUALIFICATIONS

Any combination of skills and experience that can successfully and effectively address the scope of services will be considered. Respondents must have performed similar work for another organization in the past and/or have developed a similar product.

6. SUBMITTAL REQUIREMENTS

6.1 Instructions for Submission of Responses

All responses to this RFP shall contain the following sections in the following order.

1. Letter of interest
2. Background and Experience
3. Project Staffing and Organization
4. Technical Proposal
5. References
6. Cost Proposal

And, optionally:

7. Supplementary and/or reference material

The submission for items 1-6 must be made electronically by the deadline indicated in this RFP and submitted as a **single PDF document**. Paper submissions will not be accepted. Proposals must be sent to procurement@mpo.noaca.org with "**Applications Suite Proposal"** in the subject line. For items 1-6, the number of pages per section must not exceed the number detailed below. The largest file size attachment that may be emailed is 65mb. For file sizes larger than that, submitters must provide an FTP link with the file, including any necessary logins and passwords before the procurement deadline.

Supplementary and/or reference material may be submitted or referenced as a DVD, website, via FTP, or other media or means. Accessibility to any website or platform, including any login information and passwords must be provided. Such material or references, including authority to review such information (if client-proprietary, for example) must be made available by the procurement deadline indicated above. Any media that must be mailed shall be sent to the address below and shall be referenced in the PDF document containing Sections 1-6. (Any items mailed or sent via courier services must arrive before the procurement deadline to be considered as submission supplementary material.)

> Applications Suite Procurement
> Northeast Ohio Areawide Coordinating Agency
> 1299 Superior Ave.
> Cleveland, OH 44114

Submittals received for items 1-7, above, will be confirmed via email. Please call (216) 241-2414 Extension 108 if you do not receive an email response within 48 hours indicating that your submittal was received.

6.2 Submittal Details

To be considered, interested parties must submit by the deadline a proposal package that includes the following:

1. **Letter of interest**: Must be no more than two pages and include contact information and authorizing signature.
2. **Background and Experience**: This section will include background information on the applicant's organization and shall give details of experience with similar projects. This may not be more than five pages. Samples of work performed by the applicant related to previously implemented projects must be submitted (either a website or other media, or as supplementary material discussed above).
3. **Project Staffing and Organization:** Must be no more than five pages in length. This section should outline the qualifications and relevant experience of key staff members proposed to work on this project. It should identify these staff members' experience with similar projects, with a particular emphasis on map-based software query applications and these staff members' proposed roles on the project. Staff bios should be included in this section. After contract award, project staff changes must be approved by NOACA.
4. **Technical Proposal:** No more than fifteen pages. This section shall discuss the vendor's proposed application suite and its functionalities. It shall address the vendor's project plan and approach that will be utilized to implement the scope of work outlined in this RFP, and include specific outputs and milestones. The vendor must detail how the application works, including its methodologies and processes. The organization of this section should include a project workplan and follow the Section 3.3 Scope of Work as follows:

   3.3.1 Implementation of an application suite
   3.3.2 Data-related activities
   3.3.3 Network Analysis
   3.3.4 System sustainability and maintenance

5. **References** – No more than one page listing the most recent references from similar projects that include contact information.
6. **Cost Proposal** - The cost proposal not exceed five pages and must adhere to the requirements stated in Section 7, below.
7. **Supplementary and/or reference material -** Examples of past work performed for other clients that demonstrate the capability to develop a platform as outlined in this RFP is highly encouraged. Such examples may be demonstrated through live websites, proprietary websites, DVDs, and/or other media/means. Reference to such material, including any contextual information, shall be provided and cited in Items 2-5, above.

7. COST PROPOSAL
Proposers must detail the activities and costs of each activity required in Section 3.3:

   3.3.1 Implementation of an application suite
   3.3.2 Data-related activities
   3.3.3 Network Analysis
   3.3.4 System sustainability and maintenance
   3.3.5 Training

Vendors are recommended to provide as much detail as possible in the price proposal. The price for the project shall be valid for at least nine months from the date of submission. Award of this contract is anticipated in June 2016.

The platform to be delivered in response to this RFP is for the five counties that comprise NOACA: Cuyahoga, Geauga, Lake, Lorain and Medina. However, the system should be developed with the capability for the platform to expand to include other counties in Northeast Ohio, to include, but not be limited to: Trumbull, Mahoning, Ashtabula, Summit, Portage, Stark and Wayne. Furthermore, for the communities and agencies in Northeast Ohio to add geographies to the NOACA platform, the price must not be deemed cost prohibitive such that an additional geography builds a similar, but separate, platform instead of integrating into the larger NOACA platform conceived of for the region. Thus, respondents are requested to provide a price for both the NOACA five-county platform as well the price(s) of additional counties that may be added to the system in the future. The price for the aforementioned additional geographies shall be good for one year after proposal submission and shall be binding as a 'not-to-exceed' amount and subject to negotiation. The price for these additional geographies must be by county and not in total. The price must be specific for each county named above; the price for other counties not named (such as Erie County) may be included at the vendor's discretion.

Cost proposals **may not** include a line item to determine the cost of a requirement of this RFP at a later time. If a vendor has any question or need for clarification of a requirement, the vendor should request clarification during the question period of this RFP.

Proposals must comply NOACA's disadvantaged business enterprise (DBE) requirements detailed in Section 10 of this RFP.

See also Section 8, Note 4 for additional details regarding cost.

8. EVALUATION CRITERIA

8.1 The following will be considered in evaluating each proposal

CRITERIA	Weight %
Product and Approach. Exhibit 1. Note 1.	40
Demonstrated experience with similar projects. Exhibit 1. Note 2.	20
Qualifications of the organization(s) and project team. Exhibit 1. Note 3.	20
Cost. Exhibit 1. Note 4.	20
Total	**100**

Exhibit 1 - Consultant Selection Rating Form

Notes

1. **Product and Approach:** Each proposal shall be evaluated based on the application suite proposed to fulfill the requirements of this RFP and the approach presented in the proposal to complete the project. Factors for evaluation shall include the application suite's

ability to meet the product goals outlined in this RFP, project schedule, demonstration of understanding for the project, methods and strategies to best accomplish the project, creativity, viability and implementation. Proposals should clearly describe how the system will be delivered.

2. **Demonstrated Experience with Similar Projects:** The proposal must demonstrate each vendor's experience and established competence related to this procurement. Each consultant shall be scored for this element. The score will be based on each organization's experience on similar projects and past performance for NOACA and other appropriate agencies. The selection team will consider documented performance ratings, if available, and consult other agencies as appropriate. The use of documented ratings shall place emphasis on the specific type of services requested.

3. **Qualification of Project Team:** The Proposal must demonstrate that the vendor has the organizational capability and experience to complete the project, and will consider the capabilities of the project manager, project team members, any subconsultants, and the overall structure and skillset of the project team. Consistent with this, the team's and individuals' experience on similar projects and past performance for other agencies will be evaluated.

4. **Cost:** Cost will be evaluated based on the proposed price balanced against the perceived quality of the application suite proposed and how well the proposed solution meets the requirements and goals of this RFP. Pricing must be detailed as required in Section 7, above, which will allow for analysis of price against specific system elements.

9. PROCUREMENT TIMELINE

The RFP process will proceed according to the following anticipated schedule:

March 21, 2016	RFP issued.
April 4, 2016	Pre-submittal conference.
April 8, 2016, 12:00 noon ET	Deadline for all questions and clarification inquiries. Must be submitted via email to procurement@mpo.noaca.org
April 12, 2016, 5:00 pm ET	All answers to respondents questions to have been posted to NOACA website at http://noaca.org/index.aspx?page=3429
April 21, 2016, 9:00 AM ET	Vendor submissions due
April 25-27, 2016	Interviews/Demonstrations with selected respondents
June 2016	Anticipated award

Responses must be received at or before 12:00 noon ET, on the date stated above. Responses received later than the date and time specified will be deemed non-conforming. NOACA assumes no responsibility or liability for late delivery or receipt of responses.

A pre-submittal conference will be held in Cleveland on Monday, April 4, 2016 at 2:00pm at NOACA offices at 1299 Superior Ave., Cleveland. Participation is not required, however, all potential bidders are encouraged to attend either in person or via teleconference. All parties

planning to attend via teleconference must indicate their intention by March 31, 2016, 5:00pm by email to procurement@mpo.noaca.org; the response to this email will contain the teleconference details.

As RFP respondents are not required to register their intent to respond to this RFP, all potential responders shall be responsible for ensuring they have the latest RFP information including any addenda, any additional pre-submittal conference details, and inquiry responses. Interviews/demonstrations with selected respondents will be held between April 25 and April 27, 2016 at NOACA's offices in Cleveland.

10. ADMINISTRATIVE PROCEDURES AND CONDITIONS

A. It is the policy of NOACA, as required by the Federal Highway Administration (FHWA), that Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for contracts and/or subcontract with another consultant to perform the requested services. The consultant must use its best efforts to solicit from and to use DBE subcontractors with meaningful minority groups and female representation among their employees. The consultant must ensure that the DBE subconsultant(s) is(are) performing a "commercially useful function" as defined in CFR 26.55. **This agreement includes a DBE Goal of 12.1%. At least this percent of the agreement shall be subcontracted to certified DBE firms. In the event the consultant is unable to meet the DBE goal placed on this project, a good-faith effort must be demonstrated. This documentation must be included with the proposer's submittal. The percentage goal may be met if the awarded consultant is DBE certified.** Consultant proposals that do not include the minimum percentage of DBE participation noted above or that cannot demonstrate good-faith efforts to include a DBE **WILL** be rejected. If selected, the consultant's price proposal shall reflect the required level of DBE participation or provide an explanation of how the requirement will be met in later phases of the work.

B. Consultants agree not to discriminate against any employee or applicant for employment because of race, color, religion, age, creed, sex, sexual orientation or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultants further agree to comply with all requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., 49 C.F.R. Part 21.

C. The proposal, including price, shall be valid for at least nine months from the date of submission.

D. An RFP does not constitute an offer or a contract. No contract may be awarded without a resolution by the NOACA Board of Directors.

E. NOACA reserves the right to cancel or reissue the RFP or to revise the timeline at anytime. NOACA reserves the right to reject any and all proposals and to waive minor irregularities in the proposal process. NOACA may accept any proposal if such action is believed to be in the best interest of the agency.

F. NOACA is not liable for any cost incurred by the proposer prior to execution of a contract.

G. The contract between the successful proposer and NOACA shall include all documents mutually entered into specifically, including the contract instrument, the RFP and the response to the RFP. The contract must include, and be consistent with, the provisions stated in the RFP.

H. The prime consultant or system provider will be required to assume the responsibility for all services offered in the proposal regardless of whether directly performed by the prime consultant. Further, the prime consultant will be the sole point of contact for NOACA with regard to contractual matters.
I. The consultant project team shall be approved by NOACA. NOACA must approve any changes in the project team.
J. Any award of contract will be to the consultant or contractor that provides the highest value relative to costs.
K. Consultants must show proof of liability insurance.

11. QUESTIONS

For questions regarding the RFP, please contact procurement@mpo.noaca.org. All questions must be submitted by email by noon ET on April 8, 2016. All answers will be publicly posted on www.NOACA.org.

Appendix

The platform shall use the latest data available, and where possible, allow for automatic updates or easy uploads by system partners. A large amount of data has already been collected, though mostly between 2010 and 2013, and therefore may not be the latest data available. Existing map layers will be made available to the platform developer. A list of these layers can be found in the Appendix, which is a separate file from this one and can be found at: http://noaca.org/index.aspx?page=3429.