



Northeast Ohio Areawide Coordinating Agency

NOACA
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Request for Qualifications (RFQ) for State Fiscal Year (SFY) 2018-2019 Transportation for Livable Communities Initiative (TLCI) Planning Study Projects

Issue Date: January 25, 2018
Close Date: March 2, 2018

This RFQ includes a Disadvantaged Business Enterprise (**DBE**)
Goal of 12%

NOACA is seeking firms to perform consulting services for the SFY 2018-2019 Transportation for Livable Communities Initiative (TLCI) Planning Study Program. Please read the entire RFQ for specific information and requirements.

Table of Contents

1. ABOUT NOACA.....	3
2. BACKGROUND.....	3
3. REQUEST FOR QUALIFICATIONS.....	4
4. SELECTION CRITERIA.....	5
5. PROCESS AND TIMELINE FOR SELECTION.....	5
6. GENERAL INFORMATION.....	6

1. ABOUT NOACA

NOACA is the metropolitan planning organization (MPO) and designated area-wide water quality management agency for the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina in Ohio. In these capacities it:

- 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.

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

The NOACA region is home to 2.1 million people and over 150 units of government. The region is anchored by several urban core cities, the largest being Cleveland.

2. BACKGROUND

Since 2006, The Transportation for Livable Communities Initiative (TLCI) has helped communities in northeast Ohio fund transportation and land use planning to improve community livability. With over 100 studies, TLCI has successfully engaged citizens, community stakeholders, and the public and private sectors in livability planning. TLCI plans have led to over \$176 million in transportation projects and supported over \$472 million in development around major transportation corridors and assets in the region.

Initiated to help stimulate reinvestment in northeast Ohio's urban core, the TLCI Program is funded through a set-aside of NOACA Surface Transportation Block Grant Program funding with an annual budget of \$2 million. The TLCI program has two components: the planning study program and the implementation project program. Planning studies are awarded up to \$500,000 of available annual TLCI budget, and the remaining budget is allocated to the implementation program. This RFQ process applies only to the TLCI planning study program.

TLCI plans integrate transportation and land use strategies, supporting NOACA's Regional Strategic Plan goals. To advance these goals, TLCI focuses on the following objectives:

- Develop transportation projects that provide more travel options through complete streets and context sensitive solutions, increasing user safety and supporting positive public health impacts
- Promote reinvestment in underutilized or vacant/abandoned properties through development concepts supported by multimodal transportation systems

- Support economic development through place-based transportation and land use recommendations, and connect these proposals with existing assets and investments
- Ensuring that the benefits of growth and change are available to all members of a community by integrating principles of accessibility and environmental justice into projects
- Enhance regional cohesion by supporting collaboration between regional and community partners
- Provide people with safe and reliable transportation choices that enhance their quality of life

More information about the TLCI program is available on NOACA's website at <http://www.noaca.org/tlci>. Information on NOACA's Regional Strategic Plan can be found at: <http://www.noaca.org/index.aspx?page=3389>.

3. REQUEST FOR QUALIFICATIONS

NOACA is selecting consultants for the SFY 2018-2019 TLCI Planning Study Program, which will award up to \$500,000 each year to planning study projects.

Consulting firms best demonstrating the necessary qualifications to perform TLCI planning studies will be selected from this process to compete for SFY 2018-2019 TLCI planning study program awards. Local public agencies awarded TLCI funding in SFY 2018-2019 will then solicit technical proposals from a minimum of three selected consultants for individual TLCI planning study projects, and shall select final lead consultants based on the quality of technical proposals as they relate to the proposed TLCI planning study. Prime consultants shall assemble a project team, including identified sub consultants, and work with TLCI sponsors and NOACA to develop a scope of services consistent with NOACA's long-range transportation goals and the TLCI objectives, prior to the start of planning services. Sub-contracting firms need not submit a separate response to this RFQ to be eligible for work on TLCI contracts.

Qualifications will be reviewed by a team assembled by NOACA. The qualifications review team will evaluate responses according to the selection criteria. Firms selected will be included on a list from which TLCI awardees will solicit technical proposals for SFY 2018-2019 TLCI planning studies. This will be a competitive process.

Selected consultants will be experts in transportation and land use planning, and will work to meet the TLCI objectives previously outlined and will produce finished, high-quality planning studies..

Inclusion on the TLCI selected consultant list pertains only to work on projects awarded in SFY 2018-2019 TLCI planning study programs. TLCI program awards beyond 2019 will be procured under a future RFQ solicitation. The TLCI implementation program is not associated with this RFQ.

4. SELECTION CRITERIA

Firms seeking selection for participation in the TLCI planning study program will demonstrate the following criteria, scored on a scale of 100 points, which may be met by Prime and its identified Sub consultant team:

1. Professional Qualifications (up to 30 points)
 - Education, professional certifications (e.g. Professional Engineer, American Institute of Certified Planners), experience of principals project personnel, and continuing education in multimodal transportation demonstrating current methodologies related to TLCI objectives
2. Work Product/Portfolio Sample (up to 30 points)
 - Samples of high-quality multi-modal transportation and land use planning work and analysis, demonstrating relevance to NOACA's TLCI objectives
 - Successful work on contracts similar or comparable to TLCI
 - Demonstrated experience in the performance of public involvement and engagement on projects similar or comparable to TLCI
3. Past Performance (up to 20 points)
 - Proven capacity to deliver project requirements on time and on budget
 - References and letters of recommendation about completed projects
4. Project Management (up to 20 points)
 - Ability to assemble and lead a multidisciplinary team and to collaborate with public, private, and non-profit partners, community stakeholders, and other relevant parties
 - Project approach that demonstrates how tasks or parts are coordinated, staffed, and completed

Firms with the greatest combination of qualifications, relevant TLCI-like work experience, successful past performance, and project management capabilities will be prioritized for selection. NOACA may also choose to limit the number of firms selected based on the limited amount of dollars available for new projects in 2018-2019.

5. PROCESS AND TIMELINE FOR SELECTION

NOACA staff will review submissions after the deadline. Firm's qualifications that best align with the program prerequisites will be included on the TLCI Selected Consultant list. The list will be available on www.NOACA.org. All firms submitting qualifications in response to this RFQ will be notified of their status by email.

Electronic copies of the following documents must be submitted to NOACA by the submission deadline:

1. Cover letter with contact information, statement of interest, and identification of persons assigned to work on TLCI planning projects
2. Resumes of principals and project personnel assigned to work on TLCI planning projects
3. Responses to the selection criteria
4. References and/or letters of recommendation

Inquiries

All inquiries related to this RFQ are to be directed in email to:

Susanna Merlone, Procurement Officer
smerlone@mpo.noaca.org

Information obtained from any other source is not official and should not be relied upon.

Closing Date

Electronic submissions will be until 12pm on Friday, March 2, 2018. Submissions are limited to a maximum of 50 total pages and 30mb file. Responses may not be sent by facsimile or post. Submissions should be emailed to smerlone@mpo.noaca.org. If you do not receive an automatic response, please call (216) 241-2414 extension 108.

Signed Responses

Responses must be signed by the principal or program manager of the interested firm. Electronic submissions shall include a copy of a signed cover letter in PDF format.

6. GENERAL INFORMATION

- A. It is the policy of NOACA, as required by the United States Department of Transportation (US DOT) that Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for federally assisted contract and/or subcontract with another other contractor to perform the requested services. Consequently, the requirements of Title 49 CFR Part 26 will apply to this RFQ and subsequent future contracts funded with 2018-2019 TLCI program funding. If not a DBE itself, the Prime firm must use its best efforts to solicit from and to utilize DBE sub firms with meaningful minority groups and female representation among their employees. The Prime firm must ensure that the DBE sub firm(s) is performing a "commercially useful function" as defined in [NOACA policy](#).

This RFQ includes a **DBE Goal of 12%**. At least this percent of the project shall be performed by certified DBE firms. The percentage goal may be met if the awarded Prime firm is DBE certified. Only firms certified as DBE through a State's Unified Certification Program (UCP) will be counted toward meeting this goal. A listing of currently certified DBEs in Ohio can be accessed on the UCP website at www.ohioucp.org. Potential DBEs may also access the website to obtain information on how to become certified. To qualify for certification as a DBE, an applicant must meet the eligibility standards established in the federal regulations at 49 CFR Part 26 and 13 CFR Part 121. DBE certification must be in place at the time of contract award and throughout performance of the contract.

The firm must document the progress and efforts being made in securing the services of DBE subcontractors. In the event the Contractor is unable to meet the DBE goal placed on the contract, a request for a waiver of all or part of the goal may be made to NOACA. The written request must indicate a good faith effort was made to meet the goal.

- B. All submissions become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.

- C. All submissions received by NOACA in response to this RFQ shall remain valid for 90 days from the date of submittal.
- D. NOACA reserves the right to cancel or reissue the RFQ or to revise the timeline at any time. NOACA may reject any submission if such action is believed to be in the best interest of the agency.
- E. NOACA is not liable for any costs incurred by firms seeking selection, or prior to execution of a TLCI contract with a TLCI sponsor.