



**Northeast Ohio Areawide Coordinating Agency**

NOACA

1299 Superior Avenue

Cleveland, Ohio 44114-3204

(216) 241-2414

[www.noaca.org](http://www.noaca.org)

**Request for Proposals (RFP) for a Transportation Asset Management Program**

**Issue Date: 04 03 2014**

**Closing Date: 05 09 2014**

NOACA is seeking a qualified person or firm to contract for consulting services to guide a transportation asset management planning process. The deadline for submittals is 12:00 noon on 05 09, 2014. Please read entire RFP for specific information and requirements.

## TABLE OF CONTENTS

1.	About NOACA	3
2.	Background	3
3.	What NOACA Is Looking For	4
4.	Scope of Services	5
5.	Qualifications	8
6.	Process and Timeline for Selection	8
7.	Evaluation Criteria	9
8.	General Information	9
9.	Questions	10
10.	Submittals	10
11.	Submittal Requirements	11

## **ABOUT NOACA**

NOACA is 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 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, 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 with the largest being Cleveland.

## **BACKGROUND**

Roadway infrastructure is the backbone of America's transportation system, and maintaining it in a state of good repair is essential for all modes of transportation. The transportation network supports the economy and directly impacts the competitiveness of the nation and our region. Over the years, the United States has built one of the world's most extensive transportation systems, representing trillions of dollars of public investment. A well executed asset management plan is necessary to successfully manage the assets this investment represents.

Historically, asset management has been a critical, but under-represented and under-funded element of the transportation planning process. Asset management is based on a simple, but powerful premise that agencies should consider the full life-cycle cost of their funding decisions and manage their assets accordingly. In July 2012, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) codified asset management principles into law.

MAP-21 defines asset management as a strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on engineering and economic analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at minimum practicable cost. (23 U.S.C. 101(a)(2), MAP-21 § 1103).

NOACA recognizes that it is critical to maintain our region's highway infrastructure in a state of good repair beyond complying with MAP-21. Thus, asset management will continue to be an emphasis area in NOACA's overall work program (OWP). This program will result in:

- A project management plan
- An asset inventory and condition assessment
- Data collection of pavement and bridge condition
- A transportation asset management plan that incorporates asset management into the long-range planning process
- An investment strategy built on a performance based approach for allocating transportation funds
- A transportation asset management policy

On June 14, 2013, the NOACA Board of Directors passed Resolution 2013-013, which approved the OWP and budget for fiscal year 2014. The resolution highlighted several emphasis areas, one of which was implementing an asset management program. On January 10, 2014, the NOACA Board of Directors passed resolution 2014-005, which adopted the following vision statement:

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.

More information about NOACA is available on our website at [www.noaca.org](http://www.noaca.org).

### **WHAT NOACA IS LOOKING FOR**

NOACA is committed to developing a comprehensive transportation asset management program to improve and sustain the condition of the highway infrastructure toward a state of good repair. To achieve this goal, NOACA is seeking proposals from qualified persons or firms to contract for consulting services to advance its Transportation Asset Management Program. The Transportation Asset Management Program shall focus on highway assets (pavements and bridges), but long term expectation is that the Transportation Asset Management Program will be a dynamic program that effortlessly adopts the addition of other future assets. The proposal should include a proposal for Part I and Part II. Part I consists of the project management plan, the asset inventory and condition assessment and data collection work. Part II consists of developing the Transportation Asset Management Plan. Consultants are invited to submit a proposal that includes an outline of their experience and qualifications in performing work directly related to the services required.

Ultimately, NOACA expects the fully functioning Transportation Asset Management Program to tie the agency's goals, objectives and performance measures to available resources for all modes of transportation.

## **SCOPE OF SERVICES**

### **Part I**

#### **Kickoff meeting**

The successful consultant shall hold the meeting within (10) working days of the effective date of the agreement at 1299 Superior Avenue, Cleveland, Ohio 44114. Minutes of the meeting shall be submitted to NOACA for approval within (5) working days. The kickoff meeting will include a discussion of expectations for the project. The agenda for the meeting will be developed by the NOACA project manager.

#### **Develop project management plan**

The project management plan (PMP) is the main planning document describing how the project will be managed. The PMP is a living document and should be updated throughout the project. At a minimum the plan should contain:

- Project overview
- Scope
- Methodology
- Schedule
- Budget
- Project team
- Risk management
- Communication/Public Involvement

The completed PMP should be submitted to NOACA within 2 months of contract execution.

#### **Conduct an Asset -Inventory and Condition Assessment**

Maintaining transportation assets is a critical component of a safe and efficient transportation network. One of the foundations to improved decision making is the availability of quality information about the assets being managed. This would include an inventory of assets providing descriptive and location information and a condition assessment so that current and future conditions can be determined. While some of this data is available from ODOT, there are many gaps in the data and some data collection has been discontinued. The consultant should identify these gaps, and collect the needed data. The asset inventory and condition assessment should include:

- Condition of the pavements and bridges in the NOACA region that are locally maintained on the federal aid system. (PCR, GA)
- Location and type of asset - pavement type (concrete, asphalt, composite), structure type
- Expected life left of asset
- Recommend the frequency of collection
- Inclusion of inventory and condition of assets on the National Highway System supplied by The Ohio Department of Transportation
- Determine future assets that should be included

#### **Decision Tool**

Deploying a new pavement management tool for prioritizing and selecting projects is critical to this project. The consultant should develop, or recommend a regional pavement management system that focuses on reducing the substantial backlog of deficient pavements while at the

same time utilizing a multi-year prioritization approach containing a mix of fixes for pavements in various condition stages, so an acceptable balance of pavement condition for the region is maintained. The system should generate scenarios based on utilization of different prioritization criteria. The system should also permit available funds to be allocated to pavement sections based on a prioritization algorithm that considers pavement performance and traffic, estimates the resulting gain or loss in the future performance of the overall network and estimates future budget needs according to targeted performance goals for the pavement network over a user-defined (short, medium or long) planning horizon.

The Asset Inventory and Condition Assessment should be complete within 14 months of contract execution.

## **Part II**

### **Develop Transportation Asset Management Plan**

NOACA's Transportation Asset Management Plan will be an essential management tool which will bring together all related business processes and stakeholders, internal and external, to achieve a common understanding and commitment to improve performance. Therefore, it is imperative that NOACA have business processes in place that clearly link the agency's strategic objectives with its investment decisions. This requires NOACA to have a plan that clearly supports Transportation Asset Management principles while at the same time adhering to the Federal legislative mandates outlined in MAP-21.

Due to the importance of implementing improved Transportation Asset Management tools and techniques and the heightened focus in this area, NOACA has decided to develop a comprehensive Transportation Asset Management Plan. This plan will build on NOACA's already strong management processes regarding pavement and bridges and will be expanded to include MAP-21 requirements while offering a better coordinated framework to achieving optimal life cycle performance of the transportation system. Each State is required to develop a risk-based asset management plan for the National Highway System (NHS) to improve or preserve the condition of the assets and the performance of the system, (23 U.S.C. 119(e)(1), MAP-21 § 1106). The Ohio Department of Transportation (ODOT) is currently developing a Statewide Transportation Asset Management Plan, so the development of NOACA's plan must be coordinated with ODOT's effort.

The following recommended outline for a Transportation Asset Management Plan should be observed:

#### **Asset Management Objectives and Measures**

- Describe the objectives of the asset management program.
- Describe measures and levels of service, including both customer level of service and technical levels of service.
- Present desired and financially-constrained performance targets based on the financial plan.
- Document the process used to develop the above items.

#### **Performance Gap Assessment**

- Describe short- and long-term asset management planning horizons. At a minimum, the plan will reflect a 10-year planning horizon.
- Describe legislated or customer survey results related to asset performance.
- Link the performance to national, state and regional goal areas, as appropriate.

- Describe traffic growth and other system demands that impact asset performance.
- Present an analysis of future funding versus condition scenarios.
- Illustrate the performance gap between existing conditions and future condition targets.
- Estimate the cost of addressing the gap in performance.
- Document the process used to conduct the performance gap analysis.

#### Life-Cycle Management

- Describe lifecycle costs and explain why they are important.
- Provide an example of a typical deterioration model.
- Describe strategies for managing assets over their whole life, from inception to disposal and including maintenance and preservation treatments.
- Document the typical lifecycle cost of the assets included in the Transportation Asset Management Plan.
- Document the typical lifecycle cost of adding new lane miles of roadway, and document a process for considering future maintenance costs when evaluating potential roadway expansion projects.
- Document the tools needed by NOACA to manage assets effectively over their life cycle.

#### Risk Management

- Describe risks associated with implementation of the Transportation Asset Management Plan (e.g., cost escalations, budget cuts, stakeholder opinion, environmental delays, etc.)
- Document the agency and program risks that could impact NOACA's ability to achieve the goals documented in the Transportation Asset Management Plan.
- Summarize the agency and program risks in a risk register that includes the likelihood and consequences of occurrence and recommendations for mitigation.
- Document the process used to evaluate risks.

#### Financial Summary

- Summarize historic funding levels.  
Describe the amount of funds expected to be available, and describe where the funds will come from.
- Describe how these funds will be allocated over the 10-year plan horizon.
- Present funding levels in terms of the financial sustainability of the highway system.
- Document the process for developing the financial plan.

#### Investment Strategies

- Present investment strategies, which will be based on the results from the activities documented in previous sections (e.g., performance gap analysis, life cycle cost considerations, risk assessment, financial analysis, etc.).
- Document the process used to select investment strategies.

#### Asset Management Process Enhancements

- Document a governance plan for the Transportation Asset Management Plan, documenting how it will be used, when it will be updated.
- Describe priorities for asset management process enhancements.
- Provide plans for expanding the Transportation Asset Management Plan to include other assets.

## Appendices

Include tables and documentation in support of the preceding sections.

Throughout the development of the Transportation Asset Management Plan, the Consultant will be working with a task force, Standing Committees and Subcommittees, and ultimately the Board of Directors. The completed document should be presented to NOACA within 18 months of contract execution, with intermediate submissions as needed.

## **QUALIFICATIONS**

Any combination of skills and experience that can successfully and effectively address the scope of services will be considered.

## **PROCESS AND TIMELINE FOR SELECTION**

NOACA's process and timeline for selection of a consultant are as follows:

### **04 24, 2014. 10:00 – 11:00 a.m. – Pre-submittal Conference.**

This will be an opportunity for potential candidates to ask questions and obtain information about the RFP process and the Strategic Planning process. Attendance is optional. The Pre-submittal Conference will be held at NOACA.

### **05 09, 2014. 12:00 noon - Deadline for RFP Submittals.**

Submittals must be received at NOACA by the above deadline. Submittals should be marked to the attention of Kathy Sarli. Digital proposals are to be submitted via e-mail to [ksarli@mpo.noaca.org](mailto:ksarli@mpo.noaca.org), but NOACA assumes no responsibility for formatting or transmission errors. Submittals received after the deadline will not be considered.

### **05 16, 2014. Consideration of Submittals and Selection of Interview Candidates.**

An evaluation team will select candidate(s) from submittals received for interview(s). This process will include review of submittals, references, and other information as necessary, as well as rating of submittals.

### **05 23, 2014. Interviews with Selected Candidates.**

Interviews will provide an opportunity for NOACA and selected candidates to further gauge their fit and ability to work with each other.

Please ensure that the appropriate representative, including the designated Project Manager, will be available to attend an interview if selected as a finalist.

### **06 11, 2014. Selection of Preferred Candidate and Negotiation of Contract.**

NOACA will select a preferred candidate, based on the interviews, written proposal, and other information, as well as the results of reference checks, and will contact all candidates about the results.

NOACA will attempt to negotiate a satisfactory contract with a preferred candidate. If NOACA determines, at its sole discretion, that the negotiation is not proceeding satisfactorily, it may terminate negotiation with the preferred candidate and may begin negotiation with another candidate.

**07 11, 2014. Approval of Contract by NOACA Board of Directors.**

Respondents are instructed to submit a technical proposal response for parts I and II along with a **separately sealed price proposal** both described in detail herein.

**EVALUATION CRITERIA**

The following will be considered in evaluating each proposal:

- Project Approach – 25%
- Experience with similar projects -25%
- Project Team – 20%
- Qualifications of Firm – 15%
- References – 15%

**GENERAL INFORMATION**

- A. NOACA, as an Equal Opportunity Employer, requires all consultants to affirm that they agree to abide by any and all applicable equal employment opportunity laws, whether state or federal, and to use best efforts to subcontract with Disadvantaged Business Enterprises (DBE's) when possible. It is recommended that consultants attempt to achieve 12% letting of subcontracts to DBE's. This complies with requirements of NOACA for its efforts at minority participation. 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, and agree to take affirmative action so that applicants are employed and that employees are treated during employment without regard for their 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 that they will insert the foregoing provision in all subcontracts in connection with services provided. 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.
- B. All proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
- C. All proposals received by NOACA in response to this RFP shall remain valid for 90 days from the date of submittal.
- D. NOACA reserves the right to cancel or reissue the RFP or to revise the timeline at any time. 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.

- E. NOACA is not liable for any cost incurred by the proposer prior to execution of a contract.
- F. 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.
- G. The prime consultant will be required to assume the responsibility for all services offered in the proposal whether or not directly performed by the prime consultant. Further, the prime consultant will be the sole point of contact for NOACA with regard to contractual matters.
- H. The consultant project team shall be approved by NOACA. NOACA must approve any changes in the project team.

## **QUESTIONS**

For questions regarding the RFP, please contact Kathy Sarli via email at [ksarli@mpo.noaca.org](mailto:ksarli@mpo.noaca.org). All questions must be submitted in writing or by email. All answers will be publicly posted on [www.NOACA.org](http://www.NOACA.org).

## **SUBMITTALS**

Submissions must be made electronically by **12:00 noon on Friday, 05 09, 2014**, using a PDF or Microsoft Office format. To submit the proposal, please email the proposal to [ksarli@mpo.noaca.org](mailto:ksarli@mpo.noaca.org). If the proposal is a large file, greater than 65MB, please instead request the File Transfer Protocol (FTP) site and password for posting the proposal materials. Please call (216) 241-2414 x277 if you do not receive an email response indicating that your submittal was received.

NOACA supports environmental consciousness and discourages mailed submissions for this RFP. However, for material that must be mailed, use:

Kathleen Sarli, P.E.  
Director of Planning  
Northeast Ohio Areawide Coordinating Agency  
1299 Superior Ave.  
Cleveland OH 44114

## **SUBMITTAL REQUIREMENTS**

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

- Letter of interest – must be no more than 2 pages and include contact information and authorizing signature.
- Summary of qualifications, experience and availability – must be no more than 3 pages in length. It should summarize qualifications, relevant experience, and availability to participate in the RFP process (including Interviews) and provide services to NOACA. It should also identify key staff members who will be participating.
- Proposed approach to the process for **parts I and II**, including a proposed schedule – must be no more than 2 pages summarizing method and approach to providing consulting services to NOACA.
- Proposed budget in a **separately sealed envelope for parts I and II** – must be no more than 1 page and include detailed project costs, by task and estimated hours. Budget will not be considered as part of the selection criteria. Actual compensation is subject to contract negotiation.
- List of professional references – must be no more than 1 page listing most recent professional references and their contact information.
- A minimum of 3 examples of relevant written work related to development of a Transportation Asset Management Program.

The optional Pre-Submittal Conference will be held at NOACA on **Thursday, 04 24, 2014, at 10:00 a.m.**

Thank you for your interest in NOACA.