Northeast Ohio Areawide Coordinating Agency
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Request for Proposals (RFP) for the Great Lakes Hyperloop Feasibility Study

Issue Date: March 16th, 2018
Closing Date: April 24th, 2018

This RFP includes a Disadvantaged Business Enterprise (**DBE)**
Goal of 10%

NOACA is seeking a qualified person or firm to contract for consulting services for the Hyperloop Great Lakes Feasibility Study. The deadline for submittals is 12:00PM ET on April 24, 2018. Please read entire RFP for specific information and requirements.

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1. THE 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 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.

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.

NOACA is directed by a 45-member Board of Directors, representing 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). 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. More information about NOACA is available on our website at www.noaca.org

2. BACKGROUND

NOACA was approached by Hyperloop Transportation Technologies (HTT) with interest in pursuing implementation of a multi-regional Hyperloop corridor, inclusive of the northeast Ohio NOACA area. HTT is working with NOACA through a Public-Private Partnership (P3) arrangement to engage in a Hyperloop feasibility study that would examine potential alternatives, impacts and cost.

There has been significant worldwide research regarding a Hyperloop transportation system. The Hyperloop concept operates by sending specially designed capsules through a steel tube maintained at a partial vacuum. At up to 760 mph, Hyperloop allows for the inter-city transportation of people and freight at a fraction of the time currently available through other modes. The concept was first proposed in August 2013 and shared with the public to encourage technological advancement.

Hyperloop Transportation Technologies is an innovative company focused on realizing the Hyperloop through the use of unique, patented technology and an advanced business model of lean collaboration, open innovation, and integrated partnerships, and it is pursuing feasibility studies worldwide. Headquartered in Los Angeles, HTT also has offices in Abu Dhabi and Dubai, UAE; Bratislava, Slovakia; Toulouse, France; and Barcelona, Spain. Founded in 2013, HTT is a global team comprised of more than 800 engineers, creatives, and technologists in 52 multidisciplinary teams, with 40 corporate and university partners. To this end, it has worked regionally to create the Great Lakes Hyperloop Consortium, which currently includes 18 private,

public, academic, and not-for-profit partners and is expected to grow throughout this feasibility study. HTT has signed agreements in Slovakia, the UA, the Czech Republic, France, Indonesia, Korea, India, and now the United States.

The federal government, in particular NASA, has been studying Hyperloop for at least the past few years. The various components that make up Hyperloop have been studied for much longer and are already in existence in various forms and uses. This feasibility study is the logical next step as HTT refines the technology specifically for Hyperloop uses and government at the regional and state level advances the federal research to see if and how Hyperloop can be implemented.

HTT believes a Cleveland-Chicago route is an ideal opportunity for the first feasibility study and subsequent implementation in North America. Northeast Ohio has several manufacturing businesses capable of supplying the parts and constructing the Hyperloop. The terrain between the cities is largely flat and sparsely occupied, and in particular the Interstate 80/90 corridor offers a potentially viable route. NOACA has been working with the Ohio Turnpike Commission and will continue to do so throughout the feasibility study as necessary.

Ideally, the Cleveland-Chicago corridor will be the first of many throughout the Midwest and eventually link to the East Coast and Canada. NOACA believes that, like the railroads in the 1800s and Interstate system in the mid-1900s, Hyperloop can be a potentially transformative technology to spur development in Northeast Ohio by making it easier to move people and goods. The Scope of Services in Section Three further describes the analysis needed in order for NOACA to proceed accordingly if this vision is to become reality.

To date, there has been demonstrated interest by many parties including manufacturers, philanthropy, research, academia and other innovative government organizations in this venture focusing on the greater Cleveland area.

3. SCOPE & PROJECT DETAILS

I. Introduction

A new mode of transport, the Hyperloop, will revolutionize travel by connecting people and goods safely and efficiently. The Hyperloop technology consists of a reduced-pressure tube-based transportation system for inter and intra-city transportation. The reduced pressure tube enables magnetically-levitated passenger and freight pods or capsules to reach ultra-high speeds using electromagnetic propulsion.

NOACA aims to develop a feasibility study in cooperation with HTT to evaluate a potential development of the first commercial Hyperloop transport system in Ohio. The Services comprise a feasibility evaluation for a Hyperloop transportation system between Cleveland and Chicago. HTT is an integral partner and is responsible for performance of tasks that are integral and necessary for coordination with NOACA and the Consultant in the completion of the study.

II. Scope of Services for the Feasibility Study

The feasibility study shall be conducted in four phases as follows:

Phase 1 - Project Objectives and Organization
Phase 2 - Site Reconnaissance and Preliminary Route Analysis
Phase 3 - Technical and Financial Feasibility
Phase 4 - Project Development Cost, Schedule, Implementation Strategies and Final Report

III. Scope of Services - Project Phases

This study consists of a high level feasibility evaluation for an ultra-high speed Hyperloop passenger and freight transport system initially linking Cleveland, Ohio and Chicago, Illinois. The

feasibility study shall have a planning horizon of thirty (30) years. This study shall define the required right-of-way requirements for the Hyperloop alignment. A preliminary network analysis will also assess the viability of developing a Hyperloop Transportation System linking other cities within the Great Lakes Megaregion to create a network of metropolitan areas connected by accessible ultra high-speed transportation, in coordination with regional planning agencies and state Departments of Transportation.

The Hyperloop is envisioned to be elevated as required to maintain safety, access, and to not impair or interfere with the use and safety of existing highways and/or infrastructure or interfere in any way with the free flow of traffic on the highways.

1. Phase 1 - Project Objectives and Organization

1.1 Objectives

The objectives of the Great Lakes Hyperloop Feasibility Study shall include, but not be limited to, the assessment of the technical, financial, and regulatory review and approval requirements for the development of the project. Outcomes of this scope of Services include:

- An analysis of the regulatory,design, operational, and environmental requirements associated with the project;
- A conceptual estimate of the capital costs of the project;
- High-level recommendations for advancing critical path items;
- Identification of strategies and potential revenue to advance the next phases of implementation.

1.2 Project Execution Plan

The Project Execution Plan (PEP) is the main planning document describing how the project will be organized, managed and coordinated amongst partners. The PEP is a living document until complete and should be updated throughout the project. At a minimum the plan should contain:

a. Project overview
b. Scope
c. Methodology
d. Schedule
e. Budget
f. Project team
g. Risk management
h. Project coordination protocol

1.3 Communication/Stakeholder Engagement Plan

A communication plan shall be developed and implemented as an essential element of the Great Lakes Hyperloop Feasibility study. Activities in the plan shall be inclusive of project general project communication and stakeholder engagement. Project communication is the dissemination of information and promotion of Hyperloop technology and of the feasibility study process itself. Stakeholder engagement shall include significant outreach designed to specifically target important stakeholders, community leaders, impacted communities and the general public. Outreach and engagement activities will include but not be limited to stakeholder meetings, stakeholder interviews, public opinion surveys and significant communication materials primarily online but also printed informational materials.

The objectives of the communication and stakeholder engagement efforts are project and process transparency, general brand and project marketing, community education and significant engagement and input from target stakeholders and community leaders.

Standards for communication and public engagement activities should adhere to the following

- Public engagement activities shall be conducted for communities across the proposed alignment including origin and destination, with specific emphasis on the Cleveland Region
    - The Consultant shall utilize a map-based online opinion survey tool that uses visual information to represent areas and issues of interest identified in the public engagement and feedback process
- Outreach and engagement activity should be consistent with federal standards of other regulated activities such as high speed rail planning
- Consideration of federal Title VI priorities should be taken into account for planning purposes
- Stakeholders and community leaders should be strategically defined and targeted (in coordination with the NOACA)
- Techniques to inform the public and stakeholders should be visually based and be easily accessible for general public consumption
- Engagement and feedback should be significant to represent a transparent approach to feasibility study development
- Public engagement plan should meet a specific standard that represents a best practice standard of transparency
- A specific number of stakeholder engagement activities shall be planned and approved by the project team
- All communication activities will be designed in coordination with the project team and specifically approved for content prior to implementation

Phase 1 Consultant Deliverables:

- **Project Execution Plan (1.2)**
- **Communications/ Stakeholder Engagement Plan (1.3)**

2. Phase 2 - Site Reconnaissance and Preliminary Route Analysis

The second phase of the study shall include site reconnaissance and consideration of potential project corridors and routing preferences based on overall project requirements.

2.1 Site Reconnaissance

The Consultant in coordination with HTT shall examine existing conditions or potential Hyperloop corridors under consideration with regard to geographic, topographic and environment constraints, and assembly of relevant background information related to potential termini, corridor geotechnical and geophysical attributes, and past successful methods of construction.

2.2 Corridor Route Analysis

To confirm feasibility scoping requirements, input shall be collected by the Consultant in coordination with NOACA and HTT with regard to proposed project origin/destination, routing and travel demand that will assist in developing an initial preliminary route as the basis for the feasibility evaluation. This high-level conceptual phase shall assist NOACA and Hyperloop TT in developing a transportation system that responds to the needs of the region, the regional employment and growth projections, and high-level master planning of initial and subsequent Hyperloop network connectivity as it relates to the overall development objectives of the region.

2.3 Preliminary Network Analysis

A high-level analysis of a potential Hyperloop transport regional network shall be evaluated by the Consultant in close coordination with NOACA and HTT. The conceptual network,

envisioned to achieve greater connectivity between regional population centers, may include, but not necessarily be limited to: Great Lakes Cities: Detroit, Michigan; Milwaukee, Wisconsin; Syracuse, New York; Toronto, Ontario, Canada; Midwest Cities: Cincinnati, Dayton, Sandusky, Toledo and Youngstown, Ohio; Des Moines, Iowa; Indianapolis, Indiana; Pittsburgh, Pennsylvania; Northeast Cities: Boston, Massachusetts; New York, New York; Philadelphia, Pennsylvania; Washington D.C.

This initial high-level analysis of potential corridors connecting population centers in the Great Lakes Megaregion would create a network of metropolitan areas connected by accessible ultra high-speed transportation resources.

Phase 2 Consultant Deliverables:

- **Technical Memorandum No. 1 addressing Site Reconnaissance, Corridor Route Analysis, and Preliminary Network Analysis (2.1 – 2.3)**

3. Phase 3 - Technical and Financial Feasibility Study

The feasibility study shall consist of, but not be limited to, the following tasks to evaluate the overall technical and financial feasibility of the project. This work includes order-of-magnitude assessments of cost and schedule impacts as well as an initial assessment of mitigation strategies. This analysis shall be summarized in a risk matrix that shall be updated and refined as the project moves forward. The following tasks shall be performed as part of the initial feasibility study.

3.1 Environmental and Regulatory

The Consultant, in consultation with NOACA and HTT, shall review USDOT (Federal Railroad Administration (FRA); Federal Highway Administration (FHWA); Federal Transit Administration (FTA)) requirements, as well as other relevant state and federal agency requirements in order to evaluate the environmental and regulatory clearance required for the project, and the regulatory procedures under which the project will be developed.

A draft summary of findings shall be provided to NOACA and HTT, with a final summary prepared as part of the Consultant's Phase 3 Deliverable.

3.2 Conceptual Engineering

The Consultant shall review available information including existing highway alignments, existing structures and maintenance practices; and identify key risks to the design, construction, and operation of the project. The consultant will be responsible for review and analysis of the following sections of the Phase 3 Technical and Financial Feasibility Study, unless noted otherwise:

- Alignment constraints
- Location of major structures
- Operations, Maintenance and Layover Requirements
- Overall system requirements (prepared by HTT)
- Passenger and freight facility requirements (prepared by HTT)
- Capsule/pod requirements (prepared by HTT)
- Interfaces with other transportation infrastructure (road, rail, airport, transit)

3.3 Right-of-Way

The Consultant shall review data and information from available sources to identify potential right-of-way constraints. The focus of this task shall be on identifying major issues with right-of-way related to potential environmental impacts, land use and potential impacts to major infrastructure facilities. This task also includes a review of the right-of-way acquisition regulatory environment and processes for the states of Ohio, Indiana, and Illinois.

3.4 Technology Assessment

The Technology Assessment task will be prepared by HTT and will compile all relevant technology evaluations and assessments to identify those systems and subsystems determined to be available and technically suitable for commercial deployment and commissioning. On-going research and development efforts shall be reviewed and prioritized to close technology gaps as they may occur.

3.5 Passenger/Freight Forecasts/Travel Demand

Preliminary ridership and revenue models shall be developed, for a thirty (30) year planning horizon, by the Consultant in consultation with NOACA and HTT based on existing and projected population and employment and anticipated service levels. In parallel, assumptions regarding freight service demand shall be developed. Any assumptions made regarding alignment, station locations, station-to-station travel times, Hyperloop service frequency and reliability, and passenger and freight tariff structures shall be based on sound engineering and shall be technically justified. Ridership and revenue models are iterative processes that will be reviewed, adjusted, calibrated and validated in each successive phase by the Consultant, NOACA and HTT.

Producing an estimate of the potential ridership for the Hyperloop system is likely to be a key topic of interest for authorities and stakeholders, although it is to be noted that the nature of the Hyperloop as a new technology means there are few applicable benchmarks in terms of land transportation. It is prudent therefore that any passenger forecast estimates are treated as such, and that while they form part of a wider decision framework, with suitable flexibility considerations made in relation to the project delivery strategy.

Impacts to existing ridership/traffic volumes and revenue of the tollways and public transit (intra and inter city) are particular interest and must be identified. Current and future passenger and freight volumes and revenue models shall be developed for a thirty (30) year horizon.

Any environmental benefits should also be calculated. Assuming passengers and freight would otherwise travel by vehicle, air, and/or rail, the analysis should quantify changes in carbon dioxide and NAAQS pollutants and the associated monetary impacts.

Any safety benefits should likewise be calculated. Assuming passengers and freight would otherwise travel by vehicle, air, and/or rail, the analysis should quantify changes in property damage, injuries, serious injuries, and fatalities, and the associated monetary impacts.

This analysis should, to the extent possible, divide the impacts appropriately between the Cleveland and Chicago metropolitan areas and the tollways/turnpike within each state (Ohio Turnpike, Indians Toll Road, and Illinois Tollway).

3.6 Conceptual Operating Plan

Operating plans form the basis of operating and maintenance expenditure and capital cost estimates. HTT shall evaluate several simulation-based modeling applications and select a preferred tool that will model different operating scenarios, disruption scenarios, maintenance of way, and other parameters to estimate operating and maintenance costs for the project. This task will include, but not necessarily be limited to, the following:

3.6.1. Station Locations/Operating Timetables

Primary station locations shall be evaluated as well as potential intermediate stations based on passenger/freight forecasts, ridership and travel demand. Operating timetables shall be developed to optimize system performance, assist in determining equipment consists (passenger vs. freight), equipment and crew scheduling, and determining overnight and mid-day storage yard requirements. Visualizations of

terminal locations will assist in communications with NOACA and other interested parties.

3.6.2. Testing/Deployment

HTT shall evaluate applicable state and federal requirements for Hyperloop transport vehicles and systems to develop a preliminary assessment of the risks associated with having vehicles and systems approved, tested, and deployed for the project.

3.7 Other Related Activities

HTT shall prepare an initial assessment of other potential risks associated with the Project including, but not limited to, the following topics:

- Hyperloop operations center
- Maintenance practices/agreements
- System and subsystem delivery and assembly

Phase 3 Consultant Deliverables:

- **Draft and Summary Environmental and Regulatory Findings (3.1)**
- **Technical Memorandum No. 2 addressing (3.2 and 3.3):**
  - **Alignment Constraints**
  - **Location of Major Structures**
  - **Operations/Maintenance and Layover Requirements**
  - **Interfaces with Other Transportation Infrastructure**
  - **Right of Way**
- **Technical Memorandum, No. 3 addressing Passenger and Freight Forecasts and Travel Demand (3.5)**

4. Phase 4 - Project Development Cost and Schedule

HTT and Consultant shall develop an order-of-magnitude capital cost estimate for the project and prepare a preliminary project development schedule. This work will also include the development of implementation strategies, including the identification of potential revenue sources that may reasonably be available for Hyperloop Transportation System development, design and construction.

4.1 Cost Methodology

A methodology for the capital cost estimate shall be prepared that is consistent with best practices in planning level cost estimates for major transportation projects in the region.

4.1.1 Technology Cost Methodology

HTT will prepare the cost methodology applicable to all technology-related cost categories

4.1.2 Infrastructure Cost Methodology

The Consultant will prepare the cost methodology applicable to all infrastructure-related cost categories.

4.2 Conceptual Cost Estimate

4.2.1 Technology Cost Estimate

HTT will prepare the conceptual cost estimate for all technology-related components in accordance with the Technology Cost Methodology, including but not limited to tubes, capsules, vacuum, controls, levitation, propulsion, and other technology related costs. The cost estimate shall be within ±25%.

4.2.2 Infrastructure Cost Estimate

The Consultant will prepare the conceptual cost estimate for all infrastructure and non-technology-related components in accordance with the Infrastructure Cost Methodology. The infrastructure cost estimate shall be developed using available unit costs, comparable rail and highway projects, as well as assumptions regarding alignment, structures, station locations, utility, and system and passenger/freight vehicle requirements. The cost estimate shall be within ±25%.

4.3 Design/Build Readiness Assessment

Based on information developed in previous tasks, NOACA, HTT and the Consultant shall review the project schedule and timelines and evaluate critical path items that will bring the project to a design/build ready state as well as a fully operational project in revenue service.

4.3.1. Analysis and Recommendations

This task shall evaluate and analyze the following areas of interest that will serve as the basis for the design/build readiness plan:

- Regulatory analysis (HTT)
- Project delivery analysis (Consultant)
- Workforce/Labor assessment (Consultant)
- Initial constructability review (HTT)

4.3.2. Project Schedule

A high level Project Schedule shall be prepared collaboratively by NOACA, HTT and the Consultant as part of this Study. The Project Schedule shall include, but not be limited to, the following:

- Local, State and Federal Regulatory and Environmental Clearance Schedule
- Right-of-Way Requirements Schedule
- Station Location Requirements and Development Schedule

4.3.3. Project Implementation Strategies

The Consultant, in consultation with NOACA and HTT, shall develop strategies that identify key opportunities, logical project phasing, methods and techniques to pursue for future implementation. This work will also evaluate potential innovative financing and revenue sources that may be available for the development, design, and construction of a Hyperloop Transportation System along the corridor route.

Hyperloop may be one of the most – if not the most - environmentally friendly and fuel-efficient modes of passenger and freight transportation yet to be devised, including the potential to be the only net positive mode for net positive energy consumption.

- Identification of additional partnering opportunities
    - Energy Companies
    - Utility Companies
- Evaluate project phasing to leverage different sources of financing
- Innovative financing strategies (i.e. Transportation Infrastructure Finance and Innovation Act loans)

4.4 Summary Report

HTT and Consultant shall develop an order-of-magnitude capital cost estimate for the project and prepare a preliminary project development schedule. This work will also include the development of implementation strategies, including the identification of potential revenue sources that may reasonably be available for Hyperloop Transportation System development, design and construction.

Phase 4 Consultant Deliverables:

- **Infrastructure Cost Methodology (4.1)**
- **Infrastructure Cost Estimate (4.2)**
- **Design/Build Readiness Assessment (4.3 – 4.3.1.):**
  - **Project Delivery Analysis**
  - **Workforce/Labor Assessment**
- **Project Schedule (with NOACA and HTT) (4.3.2.)**
- **Project Implementation Strategies (with NOACA and HTT) (4.3.3.)**
- **Final Summary Report (4.4)**

4. PROJECT FINAL SYNTHESIS

The Consultant shall develop a final report that synthesizes all deliverables and related components into a final report that is comprehensive and logically organized.

5. PROJECT TIMELINE

Below is a brief description, as well as allocated time, of the 4 phases and the Services to be provided.

Phase 1: Project Objectives and Organization	8 weeks
Phase 2: Site Reconnaissance and Preliminary Route Analysis	9 weeks
Phase 3: Technical and Financial Feasibility Study	11 weeks
Phase 4: Project Development Cost and Schedule	8 weeks
TOTAL MAXIMUM FEASIBILITY STUDY TIME PERIOD	36 weeks

A minimum of a two-week review cycle by NOACA is built in to the Project Timeline, anticipated at the end of each phase.

6. COST

A proposed budget is not being requested at this time and will not be considered as part of the selection criteria. However, be aware that due to the procurement timeline, the selected consultant should be prepared to submit a formal fee proposal within a short time frame and would be advised to have a proposed budget of no more than 1 page, including detailed project costs, by task, staff member, and estimated hours prepared in advance. If selected please be prepared to negotiate costs/budget based on this detail. Actual compensation is subject to contract negotiation**.**

7. PROCUREMENT TIMELINE

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

March 22nd, 2018. 12:30 – 2:30pm – NOACA Pre-proposal Meeting
NOACA will host a Pre-Proposal meeting provide an opportunity for interested consultants to clarify any concerns they may have with the solicitation documents, scope of work and other details. Presentation materials, questions and answers will be posted on NOACAs procurement

webpage following the meeting. Prebid questions and answers provided are for informational purposes only and will not be part of the RFP documents. If a question warrants a clarification, NOACA will issue an addendum addressing the request.

April 24th, 2018. 12:00 noon – Deadline for Submittals.
Submittals must be received at NOACA by the above deadline. Digital proposals are to be submitted via e-mail to procurement@mpo.noaca.org, but NOACA assumes no responsibility for formatting or transmission errors. Submittals received after the deadline will not be considered. Please reference, "Hyperloop Great Lakes Feasibility Study RFP" in email subject line.

April 24th-26th, 2018 – 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.

April 26th -27th, 2018 – Interviews with Selected Candidates (If Needed).
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.

May, 2018. NOACA Committee Review Process

June, 2018. Approval of Contract by NOACA Board of Directors.

8. SELECTION PROCEDURES

NOACA will directly select a consultant based on the contents of the submitted proposal and interview, if requested. The requirements for the RFP and the Consultant evaluation are contained in this document.

Firms interested in being considered for selection should respond by submitting (1) copies of the Proposal electronically to procurement@mpo.noaca.org **by 12:00 PM on the response due date** listed above.

Responses received after 12:00 PM on the response due date will not be considered. Please ensure that the appropriate representative, including the designated Project Manager, will be available to attend an interview if needed (April 26th-27h, 2018) if selected as a finalist. Interviews may occur via conference call.

I. Requirements for Proposal Submittal

Instructions for Preparing and Submitting a Proposal:

- Provide the information requested, in the same order listed, with a letter of interest cover signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
- Proposals shall be limited to forty-five (45) 8½" x 11" single-sided pages as contained below.
- Adhere to the following requirements in preparing your proposal:
    - Use a minimum font size of 11-point and maintain margins of 1" on all four sides.
    - Page numbers must be centered at the bottom of each page.
    - Use 8½" x 11" paper only.

II. Proposal Content

Qualifications of Firm and Staff / Project Management:
Team Personnel – List the Project Manager and other key staff members, including key sub consultant staff. Include personnel for important disciplines and staff members that will be responsible for the work, and the project responsibility of each. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection sub factors noted. Provide resumes of each firm/team member along with a list of major services offered by each team member. **No more than 10 pages.**

Experience:
Provide detail of the firm's qualifications as well as success with projects of similar programs, budgets, and/or clients. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff. List significant sub consultants, their current prequalification categories, and the percentage and areas of work to be performed by each sub consultant. **No more than 10 pages.**

Project Approach:
Provide a description of your Project Approach. Address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Your firm's qualifications for the project; 4) Innovative ideas; 5) Your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs; 6) Schedule for completing the tasks. **No more than 20 pages.**

Refer to section *9. EVALUATION CRITERIA, Exhibit 1* for additional selection sub factors. The above items must be included within a not-to-exceed **45-page total** body of the Proposal. Remaining space of (5) five pages may be utilized to provide any additional information concerning general and or unique project specific qualifications that you wish for consideration.

9. EVALUATION CRITERIA:

Criteria	Weight %
Project Approach: Exhibit 1, Note 1	35
Project Management: Exhibit 1, Note 2	15
Qualifications of Firm/Staff- Exhibit 1, Note 3	25
Experience of Assigned Staff including Subconsultants: Exhibit 1, Note 4	25
Total	**100**

Exhibit 1 - Consultant Selection Rating Form Notes

1. **Project Approach** - Each consultant shall be evaluated based on the approach presented in the proposal to complete the project. Factors for evaluation shall include project schedules; demonstration of understanding for the project; methods and strategies to best accomplish the project; creativity; viability; and implementation. Proposals should clearly describe how each task or deliverable will be completed.

2. **Project Management** - The proposed Project Manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores will be based on each Project Manager's experience on similar projects and

past performance. The NOACA selection committee may contact previous clients and outside agencies if necessary.

3. **Qualification of Staff** - The Proposal must demonstrate that the Consultant has the organizational capability and experience to complete the project. Identify the project team members, the role of the prime consultant, and any subconsultant(s). The rankings and scores will be based on the Staff's experience on comparable projects and past performance for other agencies.

4. **Experience of Assigned Staff including Subconsultants** – The proposal must demonstrate each consultant's staff and proposed subconsultant experience and established competence related to this procurement. Each consultant shall be ranked, with the highest ranked consultant and proposed subconsultants receiving the greatest number of points, and lowest ranked consultant and proposed subconsultants receiving commensurately lower scores. The rankings and scores will be based on each firm'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.

10. ADMINISTRATIVE PROCEDURES AND CONDITIONS

A. DISADVANTAGED BUSINESS ENTERPRISES (DBE):

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 this federally assisted contract and/or subcontract with another other consultant to perform the requested services. Consequently, the requirements of Title 49 CFR Part 26 will apply to this contract. If not a DBE itself, the Consultant must use its best efforts to solicit from and to utilize DBE subconsultants with meaningful minority groups and female representation among their employees. The Consultant must ensure that the DBE subcontractor(s) is performing a "commercially useful function" as defined in NOACA policy.

This proposal includes a DBE Goal of 10%. At least this percent of the agreement shall be performed by certified DBE firms. The percentage goal may be met if the awarded Consultant 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 Consultant must document the progress and efforts being made in securing the services of DBE subconsultants. In the event the Consultant 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.

The Consultant's proposal must include the percentage of work to be performed by each DBE subconsultant, and a description of the work to be performed by each. Consultant proposals that do not include the minimum percentage of DBE participation noted above,

or that cannot demonstrate good faith efforts to include DBEs, 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.

GOOD FAITH EFFORTS

The Consultant must document the progress and efforts being made in securing the services of DBE subcontractors. In the event the Consultant is unable to meet the DBE Goal placed on a project, good faith efforts to secure DBE participation must be demonstrated. The written request must indicate a good faith effort was made to meet the goal and be sent to the DBE Liaison Officer, NOACA Division of Programming, 1299 Superior Avenue, Cleveland, Ohio, 44114. There will be no extension of time for the project granted if the Contractor wishes to avail themselves of this process.

NOACA shall consider the following information and documentation when considering Good Faith Efforts (GFE) have been met:

1. Dollar value and % of DBE goal. Dollar value and % of waiver request.

2. Signed copy of each subcontract or purchase order agreement between the Consultant and DBE subconsultant utilized in meeting the contract goal.

3. Copy of dated written communication, fax confirmation, personal contact, follow up and negotiation with the DBE's.

4. Copy of dated written communication and/or fax confirmation that bidder solicited and provided DBE's with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation.

5. Copy of dated written communication of each noncompetitive DBE quote that includes the dollar value of each reference item and work type.

6. Copy of dated written communication of DBE's that were not interested in providing a quote for the project.

7. Documentation of all negotiating efforts and reason for rejecting DBE bids for service.

8. Solicitations made by the Consultant for subcontracting opportunities and DBE quotes through associations, networks, or other appropriate methods of announcement.

9. Documentation of GFE to meet the DBE subcontract goal, by looking beyond the items typically subcontracted or consideration of subcontracting items normally performed by the prime as a way to meet the DBE goal.

NOACA will review the submitted documentation and issue a written decision within ten (10) business days.

COMMERCIALLY USEFUL FUNCTION

NOACA is required to monitor DBE Consultants and subconsultants to ensure they are performing a Commercially Useful Function (CUF) on the project. A DBE is performing a CUF when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved with the DBE's employees. A DBE firm must have the proper North American Industry Notification System (NAICS) codes for the type of work they are performing. The DBE must also be responsible, with respect to materials and supplies used on the contract, for

negotiating price, determining quality and quantity, ordering the materials and installation (where applicable), and paying for the work components itself.

B. NONDISCRIMINATION

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. All proposals received by NOACA in response to this RFP shall remain valid for 90 days from the date of submittal.

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 Consultant will be required to assume the responsibility for all services offered in the proposal whether or not directly performed by the Consultant. Further, the 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. Consultant must show proof of liability insurance.

K. NOACA reserves the right to cancel or reissue the RFP or to revise the timeline at anytime.

L. Suspended or Debarred Firms
Firms or individuals included on the Systems Award Management (SAM) and Ohio Findings for Recovery as suspended or debarred are not eligible for selection.

11. COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

NOACA, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

12. COMMUNICATIONS AND QUESTIONS

For questions regarding the RFP, please contact procurement@mpo.noaca.org. All questions

must be submitted by email and be submitted no later than seven (7) days prior to the due date, April 17, 2018 at noon. Prebid questions and answers provided are for informational purposes only and are not part of the RFP documents. If a question warrants a clarification, NOACA will issue an addendum addressing the request.

As described in item 7. PROCURMENT TIMELINE of this RFP, NOACA will host a Pre-Proposal meeting on March 22nd, 12:30-2:30pm, to provide an opportunity for interested consultants to clarify any concerns they may have with the solicitation documents, scope of work and other details.

Please note the following policy concerning communication between Consultants and NOACA during the announcement and selection process:

- During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:
  - Communications which are strictly prohibited:
  - Any discussions or marketing activities related to this specific project.
  - Allowable communications include:
  - Technical or scope of services questions specific to the project or RFP requirements.

13. SUBMITTALS

Submissions must be made electronically by **12:00 noon on Friday, April 24th, 2018**, using a PDF or Microsoft Office format. To submit the proposal, please email the proposal to procurement@mpo.noaca.org. If the proposal is a large file, greater than 65MB, please instead request the Dropbox site and password for posting the proposal materials.

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

Susanna Merlone, Director of Administrative Services
Northeast Ohio Areawide Coordinating Agency
1299 Superior Ave.
Cleveland, OH 44114