



Request for Proposals (RFP)
IR-71 Transportation Planning Study
(Revised 6/21/2024)

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1299 Superior Avenue
Cleveland, Ohio 44114-3204
(216) 241-2414. Ext. 108
www.noaca.org

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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 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 48-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 (NEORS), the Cleveland-Cuyahoga County Port Authority, the Ohio Environmental Protection Agency (Ohio EPA), the Ohio Department of Transportation (ODOT), and the Ohio Turnpike Infrastructure Commission.

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. INTRODUCTION AND BACKGROUND

Interstate 71 (IR-71) is a regionally significant highway that connects Cleveland to Columbus, Cincinnati and Louisville, Kentucky. Traffic flow and congestion along this highway corridor varies, but with continuing suburban growth, it occasionally operates near capacity level during the peak periods as it passes through urbanized areas such as Strongsville.

Traffic congestion along the section of IR-71 from I-80 (Turnpike) to Center Road (SR-303) has been a concern of local officials for some time. Prior studies have been undertaken to address the traffic congestion problem and investigate the need for partial and full interchanges along this corridor. Some of those studies may be viewed [at this link](#).

The study area covers a portion of IR-71 that is approximately nine miles in length, and the purpose is to investigate improvements in accessibility, mobility, operation, and mainly congestion reduction recommendations in the study area. The interchanges, major intersections and main streets in the study area are the primary locations to be considered during the morning and afternoon peak periods.

3. SCOPE OF WORK

Study Steps

The study is comprised of the following components, and shall adhere to the Ohio Department of Transportation's (ODOT) Project Development Process (PDP):

- Develop a Project Management Plan (PMP)
- Establish a Technical Advisory Committee
- Create a Public Engagement Plan
- Define a set of accessibility, connectivity, mobility, traffic operational efficiency and congestion measures as criteria to evaluate potential alternatives
- Evaluate existing conditions as well as future No Build 2030 and No Build 2050 scenarios using the defined evaluation criteria
- Develop a draft Purpose and Need Statement using the results of the evaluation of existing conditions
- Prepare TransModeler traffic simulations for No Build 2030 and No Build 2050 scenarios
- Collaborate with Technical Advisory Committee to identify a range of conceptual alternatives to meet the need identified in the draft Purpose and Need Statement
- Analyze and evaluate potential conceptual alternatives based on defined evaluation criteria for Opening Year 2030 and Design Year 2050
- Estimate improvement alternative costs by phases
- Refine the best alternatives or a combination of alternatives to advance for presentation to the NOACA and ODOT technical committees and stakeholders and incorporate into a Feasibility Study (FS)
- Conduct microsimulation modeling of peak periods using the TransModeler platform to develop analysis alternatives at the micro level as part of an Alternatives Evaluation Report (AER) of the recommended, preferred alternatives
- Develop a strategic plan for implementation of recommendations of the AER that also identifies potential funding sources

- Host three public involvement meetings at major milestones
- Process the amendment to NOACA's Long Range Plan (LRP)
- Add the selected alternative(s) to the regional Transportation Improvement Program (TIP)
- Provide a construction schedule for the selected alternative(s)

Project Management Plan (PMP)

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

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

The draft PMP shall be submitted to NOACA and ODOT within two months of contract execution.

Data Sources

Three sets of data will be used in analyses and evaluations:

- **Traffic Counts:** NOACA traffic count data, collected in October of each year
- **NOACA Travel Forecasting Model:** Traffic volumes and intersections turning volumes for the highways, streets, and intersections within the study area for the base year and future scenarios of the calibrated/ validated NOACA model will be extracted and used for the preliminary evaluation and screening of potential alternatives as well as the basis for making traffic forecasts advanced from the Feasibility Study to the Alternatives Evaluation Report.
- **Probe-Based Data:**
 - The consultant will evaluate data obtained from INRIX under terms of ODOT's Use Agreement to identify performance metrics of segments within the study area to compare versus locations identified using the MOR to confirm the study limits based on the occurrence of existing congestion.
 - The consultant will evaluate wireless and probe data obtained from Streetlight under terms of ODOT's Use Agreement to document origin-destination pairs in the study area for comparison with MOR "select link" results.

Stakeholder Involvement Plan

The stakeholder involvement plan will be developed for two groups:

- **Technical:** Members of this group will be identified by NOACA and ODOT
- **Stakeholders:** This group will include the officials from communities in the study area, Cuyahoga County, and Medina County, NOACA, and ODOT. Members of the stakeholders' group will also be identified by NOACA and ODOT.

The selected consultant will also report to the NOACA advisory councils, subcommittees, committees, and Board on its progress toward key milestones.

Public Engagement Plan

Prepare a Public Engagement Plan that meets [ODOT Public Involvement Requirements](#). A minimum of three Public Meetings are expected at the following milestones in the project:

- Milestone #1: Presentation of existing and anticipated future conditions, presentation of the draft Purpose and Need for making transportation alternatives
- Milestone #2: Screening and evaluation of conceptual alternatives
- Milestone #3: Presentation of recommended, preferred alternatives

Study Elements

The study will consider the following existing interchanges with IR-71 in the study area:

- US 42
- I-80
- SR-82
- Center Road (SR-303)

The following streets and their main intersections will also be analyzed:

- SR-82
- US-42
- Howe Road
- W 130th Street
- Shurmer Road
- Boston Road
- Drake Road
- Grafton Road
- Carpenter Road
- SR-303

Accessibility, Connectivity, Mobility, Traffic Operational Efficiency and Congestion Measures

The study will consider the following evaluation measures:

- Each alternative scenario comprises changes in network connectivity or capacity, and as a measure of accessibility, the study will evaluate potential changes in travel patterns inclusive of origins and destinations.
- Streets and highways are part of an interconnected network, and each plays a distinct role in moving traffic throughout the system by a specified degree of access and a level of movement. As a measure of connectivity and mobility and considering origins and destinations of vehicular trips traveling through streets and highways, the study will evaluate the closeness of their actual functions to their defined accessibility and mobility roles. This is a crucial factor in reducing congestion, promoting safety, and increasing transportation system efficiency.
- User delay or Level of Service (LOS) is the most acceptable measure for evaluating the quality of the operation of highways, street segments and intersections.

Alternative Analysis

The range of conceptual alternatives to be evaluated in order to improve conditions may include, but are not limited to the following:

- For roadway segments, improvements may consist of adding lanes of travel
- For intersections, improvements may consist of reduced-conflict U-turns (RCUT's), displaced left turns, roundabouts, turn prohibitions, turning lane additions, access management improvements to arterials
- For interchanges, improvements may consist of adding turning lanes and/or increasing storage lengths at existing ramps, reconfiguring existing interchanges, creating new full or partial access points to I-71

The year 2050 will be assumed as the future design year for all the considered solution alternatives. Each recommended alternative will be evaluated based on the above measures of accessibility, connectivity, mobility, traffic operational efficiency and congestion and the following cost items:

- Congestion cost
- Safety cost
- Preliminary engineering and detailed design costs
- Right-of-way acquisition and utility relocation costs
- Construction cost
- Construction engineering cost
- Maintenance cost (based on unit costs per area for pavement and bridges separately)
- Emission cost

Other impacts to be considered quantitatively in the evaluation of potential alternatives should include:

- The number of residential, business, and institutional structures that must be relocated

- Net change in impervious area
- Net change in emissions

Present a comparison of potential alternatives for 2050 Build alternatives vs. the 2050 No Build alternative in the form of an evaluation matrix that contains a summary of how each performs with respect to measures, costs, and impacts.

Methodology

The existing condition will be analyzed based on the defined measures and cost items by utilizing the base year scenario (2024) of the NOACA travel forecasting model.

The base year (2024), an anticipated opening year of 2030, and a design year of 2050 scenarios of the NOACA travel forecasting model will be used to determine the current and predicted future levels of demand for all alternatives. The assignment module of the model will be used to evaluate and compare alternatives for the screening of conceptual alternatives to be included in the first draft of the Feasibility Study.

Transmodeler will serve as the basis for the operational analysis of the No Build scenario and potential alternatives advanced to the Feasibility Study. Proposed highway elements will also be analyzed in HCS for No Build and potential alternatives.

First Set of Deliverables

- Provide draft Purpose and Need Statement
- Provide a report assessing the existing conditions for Base Year 2024, Opening Day 2030, and Design Year 2050 for No Build scenarios.
- Develop Certified Traffic for Opening Day 2030 and 2050 No Build scenarios including necessary supplemental information to create a simulation of traffic operation within the study area using TransModeler
- Provide a report comparing the existing household and employment with the future year of 2050 at the Traffic Analysis Zone (TAZ) level.
- Present the collected information to the Technical and Stakeholder groups of the study. The modified analyses based on the feedback from these groups will then be presented to the NOACA Advisory Councils, Subcommittees and Committees as appropriate and practicable.
- Present the analysis of existing and anticipated future conditions to the public at Public Meeting #1

Second Set of Deliverables

- Create maps and figures illustrating each alternative individually
- Provide a Feasibility Study describing conceptual alternatives at the subarea/corridor level to meet the need along with subsequent evaluation of recommended conceptual alternatives against No Build 2050 scenario based on measures, costs, and impacts.
- Refine a longer list of conceptual alternatives down to a shorter list of feasible alternatives that appear to best meet the Purpose and Need
- Present the analyses to the technical and stakeholder groups of the study. The modified analyses based on the feedback from these groups will then be presented to the NOACA Advisory Councils, Subcommittees and Committees as appropriate and practicable.

- Present the evaluation of feasible alternatives to the public at Public Meeting #2

Third Set of Deliverables

- Prepare Certified Traffic forecasts for approval by ODOT Office of Modeling and Forecasting; prepare forecasts for Opening Day 2030 and Design Year 2050 for each alternative advanced from the Feasibility Study. Each will need plates for ADT's, AM design hourly volumes, and PM design hourly volumes as well as truck splits for each period.
- Prepare TransModeler simulations for each 2050 Build alternative for AM and PM peak hours to further examine and refine each alternative's footprint and performance.
- Prepare an Alternatives Evaluation Report summarizing the additional analysis used to arrive at recommended feasible alternatives.
- Present the collected information to the Technical and Stakeholder groups of the study. The modified analyses based on the feedback from these groups will then be presented to the NOACA Advisory Councils, Subcommittees and Committees as appropriate and practicable.
- Present the recommended feasible alternatives to the public at Public Meeting #3

Final Set of Deliverables

- Prepare a report that is a strategic plan providing a set of recommended feasible alternatives with estimated costs and timelines for implementation.
- Present the final recommendations of the strategic plan to the NOACA Advisory Councils, Subcommittees, Committees and Board of Directors
- Prepare the necessary documentation for project sponsor(s) for adding amendments the NOACA Long-Range Plan and its 4-year, fiscally constrained Transportation Improvement Plan
- Provide a report that includes an executive summary and recommendations.
- Append all supporting documentation used in the evaluation of recommended feasible alternatives

(IF AUTHORIZED) Interchange Justification Study (IJS) & Interchange Modification Study (IMS)

For any recommended, feasible alternatives proposing new interchanges or modifications of existing IR-71 interchanges included in the strategic plan, perform the following tasks on behalf of a project sponsor for submission to FHWA for approval:

- Analyze for compliance with NOACA's *New or Modified Highway Interchange Projects Policy*
- Provide additional evidence that the selected solution alternative satisfies requirements such as FHWA 2-Point policy for accessing to IR-71, safety, and does not adversely affect the operations of the surrounding streets.
- Estimate the design year LOS results.
- Provide conceptual signing plan for the selected alternative comprising type and location of signs.

- If the selected solution alternative comprises a partial interchange, the comparative analysis must include a full interchange alternative and illustrates all traffic movements.
- Demonstrate that the design of the selected alternative meets or exceed current standards.
- Compare the selected alternative to low-cost operational solutions.
- Assure that the selected alternative is consistent with future IR-71 improvements in the study area
- Analyze the environmental impacts of the proposed alternative

Documentation:

All the submitted reports shall including details such as:

- All collected data
- Scenario descriptions
- Stakeholder and public feedback
- Methodology of all analyses
- Study findings
- Study recommendations
- Implementation plan
- Source and method of construction
- Construction schedule

Study Period

Study will start in October 2024 and shall be completed within 24 months of contract execution date. Work defined as “if authorized” shall be completed within 6 months of authorization.

4. QUALIFICATIONS

The selected Vendor (or any of the selected Vendor’s subcontractors) cannot currently, or at the time of contracting, be listed on any federal, state, or local government jurisdiction debarment or suspension lists.

Consulting firms should have expertise in transportation planning, modeling, and traffic engineering. Assigned personnel shall have experience in transportation macro and micro simulation modeling, and with the application of modeling tools to the improvement of accessibility, mobility, traffic operations and congestion reduction.

Consulting firms shall also be prequalified by ODOT Office of Consultant Services in the following categories:

- A. Bicycle Facilities and Enhancement Design
- B. Roadway:
 - Complex Roadway Design
- C. Interchange Operations / Modification / Justification Study (IOS/IMS/IJS)
- D. Safety Study
- E. Right of Way Plan Development:
 - Complex
- F. Subsurface Utility Location Services
- G. Bridge Design:
 - Level 2 Bridge Design

- H. Soils/Geotechnical Services:
 - Geotechnical Engineering Services
- I. Traffic Signal Design:
 - Traffic Signal System Design
- J. Highway Lighting Design:
 - Limited Lighting Design
 - Complex Lighting Design
- K. Environmental Services
 - Environmental Document Preparation - EA/EIS
 - Environmental Document Preparation - Section 4(f)
 - Ecological Surveys
 - Stream and Wetland Mitigation
 - Air Quality Analyses
 - Noise Analyses and Abatement Design
 - Archaeological Investigations
 - History/Architectural Investigations
 - Regulated Materials Review
 - Public Involvement for EA/EIS

5. PROCUREMENT TIMELINE

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

June 25, 2024, 5:00 p.m. - Deadline for RFP Submittals

Proposals shall be submitted in PDF via email to procurement@mpo.noaca.org. NOACA assumes no responsibility for formatting or transmission errors. Submittals received after the deadline will not be considered. Please reference "IR-71 Planning Study" in the email subject line.

June – July 2024 - Evaluation of Proposals

The evaluation process will include review and scoring of proposals as described in Sections 6 and 7 below, and review of references and other information as necessary. At the end of this process, the team will recommend award to the highest-qualified firm offering an acceptable price.

August 9, 2024 - Consideration of award by NOACA Finance & Audit Committee and Executive Committee

September 13, 2024 – Consideration of award by NOACA Board of Directors

Sept - Oct 2024 – Execution of contract between NOACA and awarded vendor

Oct/Nov 2024 – commence work

6. REQUIREMENTS FOR PROPOSALS

A. General Instructions

NOACA will not reimburse proposers for any costs incurred prior to execution of a contract, including, but not limited to the preparation and submittal of proposals or participation in the evaluation and negotiation process.

This procurement is conducted in accordance with the requirements of the federal Brooks Act (40 USC Ch. 11). ~~Proposals~~ Proposers shall submit a technical proposal, shall clearly addressing the evaluation criteria and information requested herein. Overly elaborate proposals and proposals containing only generalized marketing information are discouraged and may result in a lower evaluation score. No pricing or price-related information shall be included in the Technical Proposal (Volume I).

Firms included on the current Excluded Parties List System maintained within the System for Award Management by the United States General Services Administration, or on comparable lists of suspended or debarred firms maintained by the State of Ohio or jurisdictions within NOACA's service area, are not eligible for selection.

B. Requirements for Technical Proposal (Volume I)

The Technical Proposal shall include the following components:

1. A cover letter that identifies the prime consultant and any subcontractors known at the time of submittal. The cover letter shall identify the officer or other responsible executive of the organization authorized to negotiate and agree to a contract by name, title, address, telephone, and email. This individual, or a designee, shall serve as NOACA's point of contact for all communications regarding this solicitation. The letter should also contain a commitment that the proposed pricing will be valid for not less than 120 days.
2. General information about the organization including location of office(s), number of years in operation and areas of service expertise.
3. Description of the proposer's approach to the project, including a detailed scope of services that reflects understanding of the objectives of the IR-71 Planning Study project. If appropriate, the proposer shall expand on the scope of work and provide suggestions that will enhance the outcomes of the project.

This section should detail the tasks needed to accomplish all the objectives of the project, and an estimated timeline (in terms of weeks from contract execution) tied to the tasks in the scope of work. The project approach should highlight innovation and creativity, as appropriate. Provide a table, attached to the submission as Appendix A, that summarizes and breaks down the project's deliverables, percentage of work, and estimated time to complete. A table template is attached to this RFP as *Exhibit A*.

4. Identification of key staff to be assigned to this project and the deliverables for which each individual will be responsible. Attach resumes that describe the education, experience and any professional certifications for each key staff person. Highlight experience and education relevant to the project. NOACA reserves the right to approve or reject any personnel assigned by the Vendor or subcontractors to this project.

5. Description of the capacity of vendor to perform the work in a timely manner, relative to the firm's present workload and the availability of the assigned staff.
6. Listing of prior work on other projects that are similar in scope to the IR-71 Planning Study project. Examples should describe the scope of work and demonstrate successful performance in project completion. The list of prior projects should include assignments undertaken in the past five (5) years and identify the duration of the project and the client. Provide contact information (name, title, organization, email, and telephone) for each client on prior work examples. NOACA may contact references as well as other resources to verify an organization's qualifications, experience, professionalism, and ability to perform the work. If any such projects were not satisfactorily completed, provide an explanation of the circumstances.
7. The Disadvantaged Business Enterprise (DBE) Goal for this contract is 5%. This means that at least this percent of the project work (in US dollars) shall be performed by Ohio-certified DBE firms. DBE certification must be complete and current prior to proposal submission. The required goal, as committed to by the consultant, will be enforced and monitored by NOACA for attainment. The link to the Ohio Department of Transportation's (ODOT) Unified Certification Program, which identifies certified DBE firms, can be found at the following location:

<http://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/DBE-Directory.aspx>

If the 5% DBE goal cannot be met, the consultant shall demonstrate and document good faith efforts to attain this goal prior to submittal of the proposal, in accordance with [49 CFR Part 26.53](#).

8. List of all known subcontractors, identifying those that are certified as Disadvantaged Business Enterprises (DBE) by the State of Ohio or another relevant agency with the authority to make such certification, along with the type and percentage of work to be performed by each subcontractor. Include description(s) of subcontractor(s) qualifications, identify key personnel, and provide contact person with respective email and telephone number for any subcontractor(s). NOACA reserves the right to approve or reject any subcontractors proposed by Vendor for this project.

~~C. Requirements for Business Proposal – Volume II~~

~~The Business Proposal shall include the following components:~~

- ~~1. A copy of the cover letter included in Volume I~~
- ~~2. A pricing proposal, included in the submission as Appendix B. The pricing proposal form is comprised of two worksheets, and is attached to this RFP for illustration as Exhibit B. Vendors may obtain an editable, Microsoft Excel version of this form from the NOACA procurement web page at this link. Worksheet 1 requests a cost breakdown for staffing, direct, and firm fixed fee costs. Worksheet 2 requests a cost breakdown for the deliverables listed in Exhibit A, "Table of Deliverables." In the pricing proposal, staffing costs should be broken down by base hourly rate, overhead (%), burden, and billing rate, which are listed separately. Direct costs such as travel expenses, payments to subcontractors or other vendors, supplies, and equipment rental will be reimbursed at cost. NOACA will reimburse travel and living expenses only for trips that exceed 50 miles in distance from the traveler's ordinary work location,~~

~~at the rates specified in the federal General Services Administration's most current per diem rates for the locality involved.~~

- ~~3. Copies of the proposer's worker's compensation certificate for the jurisdiction where work will be performed and general liability, professional liability and automobile insurance certificate(s).~~
- ~~4. Completed form "Certification Regarding Debarment, Suspension & Other Responsibility Matters," attached to this RFP as Exhibit C.~~

The proposer may identify any proposed exceptions to NOACA's Terms and Conditions as contained in this RFP or propose any additional terms it considers appropriate. Such proposed exceptions or additional terms must be specific and include a clear explanation of the reasons for the exception or addition. Please note that certain terms contained herein are required by law or regulation and cannot be modified.

7. EVALUATION CRITERIA AND PRICING PROCEDURES

A. Evaluation Criteria

1. Experience/Qualifications (up to 35 points)

Each proposer will be evaluated regarding their experience and qualifications appropriate to the proposed project. Factors to consider include:

- i. Pre-qualified with the Ohio Department of Transportation in the categories identified under Section 4 of this RFP - *Qualifications*
- ii. Experience in transportation modeling
- iii. Experience in transportation engineering
- iv. Experience in traffic engineering

2. Project Approach (up to 45 points)

Each consultant will be evaluated based on the approach presented in the Technical Proposal to complete the project. Factors to consider include:

- i. Demonstration of understanding the goals and objectives of the proposed project
- ii. Quality and completeness of a projected table of deliverables included in the Technical Proposal, including identification of project components that will achieve the objectives of the project
- iii. Methods and strategies to best accomplish all deliverables of the project, including the proposed schedule.
- iv. Creativity and innovation

3. Project Management (up to 20 points)

Each consultant will be evaluated based on the presentation of a management plan that ensures services are successfully completed. Factors to consider include:

- i. Demonstration of effective past project management, resulting in the delivery of a high-quality work product
- ii. Capacity to manage the project meet deliverables according to defined timeline

- iii. Description of performance evaluation methodology that monitors for achievement of project goals and objectives throughout the duration of the project
- iv. Description of status reporting methodology, including details of both written and oral reporting
- v. Project approach that demonstrates how tasks or parts are coordinated, staffed, and completed
- vi. Identification of potential risks, and steps that can be taken to prevent or mitigate those risks

4.—Project Cost (not scored)

~~Points are not awarded for this category, but NOACA may consider cost reasonableness during the evaluation process.~~

B. Evaluation Procedures

A team comprised of staff from NOACA and its project partner, ODOT, will evaluate all technical proposals received by the deadline. The evaluation team may also include non-voting subject matter experts. The evaluation team will score the technical proposals according to the criteria stated above. As part of the technical evaluation, the team may ask proposers for clarification of their proposals; conduct interviews; or request that proposers give presentations. Such interviews may be conducted in person, by telephone or through video conference.

The team shall select no fewer than three proposers that it considers most technically qualified, ranked in order of the evaluation scoring, and request that the top-ranked firm submit a *Business Proposal*, containing the following elements:

- A copy of the cover letter included in the Technical Proposal
- A pricing proposal in the format illustrated herein as Exhibit B which specifies the **costs for the first set of deliverables** stated in this RFP **only**. The form will be provided to the proposer in an electronic, editable format. In the pricing proposal, staff hourly rates should be broken out according to base hourly rate, overhead (%), and burden, which are listed separately on Exhibit B. Profit should also be broken out separately on the pricing proposal. Profit must be identified as a fixed dollar amount, not as a percentage of cost. Direct costs such as travel expenses, fixed-price payments to subcontractors or other vendors, supplies, and equipment rental will be reimbursed at cost. NOACA will reimburse travel and living expenses only for travel more than 50 miles from the traveler's ordinary work location, at the rates specified in the General Services Administration's most current per diem rates for the locality involved.
- Copies of the proposer's worker's compensation certificate for the jurisdiction where work will be performed and general liability, professional liability, railroad protective liability and automobile insurance certificate(s).
- Completed form "Certification Regarding Debarment, Suspension & Other Responsibility Matters," attached to this RFP as Exhibit C.

The evaluation team may ask the proposer for clarification of the pricing included in its Business Proposal, conduct interviews, or request that the proposer give presentations. The team will then negotiate with the proposer to reach an acceptable agreement. Negotiations may address modifications to the Technical Proposal and/or Business Proposal. Following such negotiations, if an agreement is reached, NOACA shall submit the recommended award for approval by its Board of Directors in accordance with its policies and procedures. Upon Board approval, a contract shall be executed between NOACA and the awarded vendor.

If the team is unable to reach an acceptable agreement with the top-ranked firm, it shall notify the firm that its proposal has been rejected and repeat the process with the second-ranked proposer, continuing until an agreement is reached with a technically acceptable firm. The team may at any time determine that no agreement is possible and cancel the solicitation.

NOACA reserves the right to reject all proposals at any time, as deemed to be in NOACA's best interest. NOACA also reserves the right to waive minor informalities, irregularities or errors which do not affect the substance of the proposal.

C. Pricing for Second, Third and Final Sets of Deliverables

Pricing for the second set of deliverables will be requested from and negotiated with the contracted vendor upon successful completion and acceptance of the first set of deliverables. The dollar amount of the contract will be amended to incorporate agreed upon pricing for work to be completed under the second set of deliverables. Pricing for the third and final sets of deliverables will be requested from and negotiated with the contracted vendor upon successful completion and acceptance of the second set of deliverables. The dollar amount of the contract will be amended to incorporate agreed upon pricing for work to be completed under the third and final sets of deliverables. In the event that agreement cannot be reached on pricing for the second or third and final set of deliverables, NOACA may terminate the contract and either cancel the project or continue it under a separate procurement.

~~NOACA intends to award a contract to the Vendor whose proposal, including negotiated modifications, is considered to provide the best combination of technical quality and cost. A team comprised of NOACA staff will evaluate all proposals received by the deadline. The evaluation team will first evaluate the proposals according to the technical criteria stated above. NOACA may ask Vendors for clarification of their proposals; conduct interviews; or request that proposers give presentations. Such interviews may be conducted in person, by telephone or through video conference. If such interviews are held, the evaluation team will re-evaluate the proposals, at which time they may eliminate some Vendors from further consideration.~~

~~NOACA may negotiate with proposers that remain in the competitive range. Following such negotiations, NOACA may request that the remaining firms submit a Best and Final Offer, which the team will evaluate. The team may then recommend that firm for award. Depending on Vendor's proposed cost, recommendation of award may be subject to final approval by the NOACA Board of Directors. Any contract that exceeds \$75,000 in cost is subject to Board approval.~~

~~NOACA reserves the right to accept proposals other than the lowest cost offered, reject all proposals, or to negotiate separately with any proposer or proposers as deemed to be in NOACA's best interest. NOACA also reserves the right to waive minor informalities, irregularities or errors~~

~~which do not affect the substance of the proposal or may award on the basis of initial proposals received without discussions or negotiations with proposers. The original proposal, therefore, should represent the Vendor's best effort to meet NOACA's needs at a reasonable price.~~

8. ADMINISTRATIVE PROCEDURES AND CONDITIONS

- 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 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 good faith efforts to solicit from and to utilize DBE subcontractors 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's Diversity and Inclusion Policy.

This proposal includes a **DBE Goal of 5%**. At least this percentage of the project work shall be performed by certified DBE firms. The percentage goal may be met if the awarded Contractor is DBE certified. However, in the event the Consultant is unable to meet the DBE goal placed on this project, a good faith effort must be demonstrated, which documents the effort made to secure the services of DBE subcontractors prior to the submittal of a proposal. This documentation must be included with the proposer's submittal. 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. The Consultant's price proposal shall reflect the required level of DBE participation.

Only firms certified as DBE through Ohio's Unified Certification Program (UCP) will be counted toward meeting this goal. A directory of certified DBEs in Ohio can be accessed on the UCP website at:

<https://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/DBE-Directory.aspx>.

Potential DBEs may also access the website www.ohiucp.org 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 proposal submittal and throughout performance of the contract.

- 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 120 days 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 amend, cancel or reissue the RFP or to revise the timeline at any time.
- F. 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.
- G. NOACA is not liable for any cost incurred by the proposer prior to execution of a contract.
- H. The contract between the successful proposer and NOACA shall include all documents mutually entered into including the contract instrument, relevant portions of the RFP and the response to the RFP. The contract must include and be consistent with the provisions stated in the RFP, as may be modified by negotiations.
- I. The prime Vendor will assume the responsibility for all services offered in the proposal regardless of whether directly performed by the prime Vendor. Further, the prime Vendor will be the sole point of contact for NOACA with regard to contractual matters.
- J. The consultant project team shall be approved by NOACA. NOACA must approve any changes in the project team.
- K. Any award of contract will be to the Vendor that provides the highest value relative to costs.

9. QUESTIONS

For questions regarding the RFP, please contact procurement@mpo.noaca.org. Submitting questions early in the process provides NOACA the opportunity to respond; questions received near the deadline may not receive a response. All responses to vendor questions will be publicly posted on [NOACA's website under About-Contact Us-Doing Business with NOACA](#).

Exhibit A - Example Table of Deliverables

Deliverable	Description	% Work	Time to complete (weeks)
Total		100%	

Exhibit B - Pricing Form

WORKSHEET 1							
STAFFING COSTS							
A	B	C	D	E	F	G	H
Team Member Last Name	Title/ Classification	Base Hourly Rate* (\$)	Overhead Rate (%)	Burden (Cx D)	Billing Rate (C+E)	Hours	Total Cost (FxG)
EXAMPLE	Planner	\$100.00	120	\$120.00	\$220.00	10	\$2,200.00
				\$0.00	\$0.00		\$0.00
				\$0.00	\$0.00		\$0.00
				\$0.00	\$0.00		\$0.00
				\$0.00	\$0.00		\$0.00
				\$0.00	\$0.00		\$0.00
TOTAL						0	\$0.00

*Base Hourly Rates shall be quoted at cost, without overhead or profit.

Direct Expenses	
Type	Cost
Total Direct Expenses	\$0.00

FIRM FIXED FEE (PROFIT):	
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TOTAL PRICE	\$0.00
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Signature:	
Name:	
Title:	
Company Name:	
Date:	

WORKSHEET 2		
Deliverable*	Cost (\$)	%
		#DIV/0!
		#DIV/0!
		#DIV/0!
TOTAL	\$0	#DIV/0!

Exhibit C – Certification Regarding Debarment, Suspension & Other Responsibility Matters

This Certification is required to be submitted to NOACA on behalf of the principal bidder/proposer and all subcontractors whose subcontracts are reasonably anticipated to exceed \$25,000 in value.

- A. The undersigned Bidder/Proposer/Subcontractor ("Attester") certifies to the best of its knowledge and belief that the Attester and/or any of its principals or subcontractors:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not, within a three-year period preceding this bid/proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract or subcontract; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph 2 above; and
 4. Have not, within a three-year period preceding this bid/proposal, had one or more public transactions (Federal, State or local) terminated for cause or default by any federal, state or local agency.

"Principals" for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).

This certification concerns a matter which may be within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Section 1001, Title 18, United States Code.

- B. The Attester shall provide immediate written notice to NOACA's Procurement Officer if, at any time, the Attester learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- C. A certification that any of the items in Paragraph A exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Attester's responsibility. Failure of the Attester to furnish a certification or provide such additional information as requested by NOACA may render the Attester non-responsible, and the Attester shall not be considered for award.
- D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by Paragraph A. The

knowledge and information of an Attester is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- E. The certification in Paragraph A is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Attester rendered an erroneous certification, in addition to other remedies available to NOACA, NOACA may terminate the contract resulting from this solicitation for default.

If the Attester is unable to attest to any of the statements in this certification, it shall attach an explanation.

THE UNDERSIGNED CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET. SEQ. ARE APPLICABLE THERETO.

Executed this ____ day of _____, 2024.

Name of Bidder/Proposer: _____

Address: _____

City, State, Zip: _____

Signature of Authorized Official: _____

Printed Name of Official _____ Title of Official _____

Telephone _____ E-Mail _____