



243 High Street Room 026
Morgantown, WV 26505
(304) 291-9571
www.plantgether.org

Agenda

Transportation Technical Advisory Committee
243 High Street Room 026 and by WEBEX
Morgantown WV
January 10, 2023

1:00 PM

1. Call To Order
2. Approval of Minutes
3. Draft On-Call Consultant RFQ
4. Draft Downtown Micro-Simulation Study RFQ
5. Draft FY 2023-2024 Unified Planning Work Program
6. Other Business
7. Meeting Adjournment



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Memorandum

Date: January 4, 2023
To: TTAC Members
From: Bill Austin, AICP
Subject: January 10, 2023 TTAC Meeting Agenda Items

This memorandum is to inform you of the items under consideration in the January 2023 TTAC Agenda.

-Draft On Call Consultant RFQ-As you may recall the MPO released a version of this document last year. After some interested parties expressed concerns with the structure of this RFQ the MPO decided to end that solicitation. The primary difference between the RFQ included in this agenda packet and the previous RFQ is that the current RFQ provides that MPO Staff can only review the cost information under consideration after the firm or firms are selected as on call consultants.

-Downtown Traffic Simulation Study RFQ-Please find included in the agenda packet a draft RFQ for the Downtown Morgantown Traffic Simulation Study. The MPO's Metropolitan Transportation Plan identifies numerous projects for the downtown area. These projects include potentially closing Grumbein's Island, upgrades and or relocation of Willey Street, improvements to University Avenue, and an evaluation of the one-way street pairs in downtown. Other issues the Study can assist in addressing include pedestrian safety and parking. The combination of potential projects in downtown identified in the Metropolitan Transportation Plan has made the Downtown Traffic Simulation Study a high priority for the MPO.

In working with WVDOH the MPO has identified that the Downtown Traffic Simulation Study will be funded utilizing a portion of the MPO's designated Surface Transportation Block Grant funding. MPO staff is working with WVDOH to identify the exact process for the Study. We anticipate that the TTAC members will be included in the Study Steering Committee. We appreciate any comments or improvements the TTAC may have on the Traffic Simulation Study RFQ.

-Draft 2023 Unified Planning Work Program-Please find enclosed in the Agenda packet a draft of the MPO's 2023 Unified Planning Work Program (UPWP). Work in the draft UPWP includes oversight of the Downtown Traffic Study, oversight of the Greenbag Road Design Study, initial implementation of the pedestrian/cyclist data collection initiative, and normal MPO operations including enhanced outreach. MPO Staff also intends to perform an areawide charging station study. We would greatly appreciate any ideas the TTAC may have on this late item.

The draft UPWP proposes a 4% cost of living increase for primary MPO Staff along with enhanced pay for the MPO's shared employee upon completion of their probationary period. We would greatly appreciate the TTAC's review of the draft UPWP. All comments or suggestions you may have for improvement of the UPWP are welcome.



TRANSPORTATION TECHNICAL ADVISORY MEETING

November 9, 2022

This meeting was held virtually at
<https://morgantownmonongaliampo.my.webex.com/meet/baustin>

Members Present:

Bill Austin (Chair), Maria Smith, Andrew Gast-Bray, Kara Greathouse, Brian Carr, Rickie Yeager, Chelsea Beytas.

Others Present: Jing Zhang

1. Call to Order

Due to the COVID-19 pandemic, the TTAC meeting was held virtually. The phone number and web address to access the teleconference were publicized.

With a quorum present, Mr. Austin called the meeting of the TTAC to order at 1:00 PM.

2. Approval of Minutes

Mr. Austin noted that the minutes of the last meeting were included in the agenda package.

Mr. Austin noted that there is a misspelling of Mr. Gast-Bray's name. Mrs. Smith moved to approve the meeting minutes as corrected; seconded by Mr. Gast-Bray; with no discussion, the motion passed unanimously.

3. TIP Amendments

Mr. Austin noted that the MMMPO has been awarded a Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant to complete the design of the improvements identified in the MPO's Study of Greenbag Road and to study the feasibility of constructing a multi-purpose path parallel to Greenbag Road. The FHWA awarded the MMMPO the full \$4.2 million requested for this project. A copy of the letter confirming this award was included with the agenda packet.

Mr. Austin noted that the discussion with WV DOH is underway to decide if the MPO will be the direct recipient of this grant or if WV DOH will take the lead in administering the grant. Mr. Carr noted that this award is new to the WV DOH administration and currently it is not clear how this award can be programmed into the current STIP. Mrs. Greathouse encouraged close collaboration between the MPO and WV DOH on this matter.

Mr. Gast-Bray moved to recommend the TIP amendment to the MPO's Policy Board, seconded by Mr. Yeager. Without further discussion, the motion passed unanimously.

4. Highway Safety Performance Measures

Mr. Austin noted that included in the agenda package is a memorandum identifying the West Virginia Department of Transportation's progress toward meeting their safety goals and the safety goals they are proposing for the upcoming year. The MPO is required to annually adopt Highway Safety Performance Measures to track progress toward achieving safety goals for Congress.

Mr. Yeager moved to recommend approval of the safety performance measures to the MPO's Policy Board, seconded by Mr. Gast-Bray. Without further discussion, the motion passed unanimously.

5. Draft FY 2023 Meeting Calendar

Mr. Austin noted that a draft meeting schedule for 2023 has been included in the agenda package. The schedule is being presented to the committee to identify any potential conflicts. If there are any conflicts, the MPO will adjust the schedule accordingly. Mrs. Smith asked to confirm that all meetings will start at 1:00 PM. Mr. Austin confirmed.

Mr. Gast-Bray moved to recommend approval of the 2023 meeting calendar as presented; Seconded by Mr. Carr. Without further discussion, the motion passed unanimously.

6. Draft Process for evaluating proposed projects for Carbon Reduction and Surface Transportation Block Grant Funding

Mr. Austin noted that the Bipartisan Infrastructure Law (BIL) provides for MPOs under 200,000 in population to potentially have the authority to allocate funding from the Carbon Reduction Program (CRP) and the Surface Transportation Block Grant Program (STBG). The MPO staff prepared two memorandums on this topic. One memorandum identifies types of projects that can be funded through these programs and the percentage of the project cost that would be eligible through the programs. The second memorandum outlines a draft proposal review process for applicants who apply to the MPO for funding.

Mr. Gast-Bray pointed out some minor typos in the memos and noted that the application review process is well outlined. Mr. Yeager asked if applicants will be accepted on a first-come-first-serve basis. Mr. Austin noted that the MPO will set a deadline for the first year. Depending on the response, the MPO will decide the best approach in the following years. Mr. Carr agreed and noted that setting a deadline will help the MPO better identify priority projects and use local matches. Mr. Carr emphasized the importance of providing good information to the community about the grant, especially regarding project eligibility. Mr. Austin noted that applicants will be encouraged to have pre-application meetings with MPO staff on the project requirement. Mr. Austin noted that the MPO staff will seek additional comments from the Citizens Advisory Committee and the MPO's Policy Board.

Mr. Gast-Bray moved to recommend approval of the project evaluation process to the MPO's Policy Board, seconded by Mr. Yeager. Without further discussion, the motion passed unanimously.

7. Input on projects to be included in the FY 2023-2024 Unified Planning Work Program

Mr. Austin noted that MPO staff is beginning work to develop the MPO's work program for the upcoming year. One item the MPO is considering is a detailed traffic modeling study for downtown Morgantown as identified in the recently adopted Metropolitan Transportation Plan (MTP). As noted in the MTP issues to be addressed in this study include the evaluation of alternatives for Grumbein's Island,

downtown traffic operations including an evaluation of street pairs as well as the operation of the Don Knott's Boulevard on the Waterfront and Willey Street.

Mr. Austin noted that the UPWP can include items such as the development of a small area plan, working to coordinate efforts between various agencies and similar efforts, or the conduct of large studies using consultants. Mr. Austin welcomed the committee's input on the UPWP.

Mr. Carr noted that the downtown traffic study will be a major study addressing downtown traffic issues. He noted that the study can potentially use a combination of different funding sources. Different MPOs in the State have different timelines to update their UPWPs. The WV DOH will evaluate funding allocation across the State next spring.

Mr. Austin noted that the downtown traffic study has been a high priority for MPO as it will provide important information for developing the Tax Increment Financing (TIF) district on Willey Street.

9. Other Business

Mr. Austin noted that he has been elected to the Board of Directors of the Association of Metropolitan Planning Associations (AMPA)

Mr. Austin noted that Jessica Moberly left the MPO. The MPO is considering two qualified candidates to fill Jessica's position.

Mrs. Smith noted that the equipment provider for the Mountain Line Transit Authority equipment discontinued their supporting service on the fare-collection equipment currently being used on Mountain Line buses. The Mountain Line is looking for alternative fare-collection equipment.

Mr. Carr noted that the State is updating its State Freight Plan and the consultant may do an introduction about the plan update to MPOs across the state. Mr. Carr welcomed input from local communities on freight networks and freight facility development.

10. Meeting Adjournment

The Meeting adjourned at 1:47 PM



REQUEST FOR PROPOSAL

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Downtown Traffic Study

Released: **March 20, 2023**

Due Date: **April 10, 2023**

Morgantown Monongalia Metropolitan Planning Organization

243 High Street Room 026, Morgantown, WV 26505

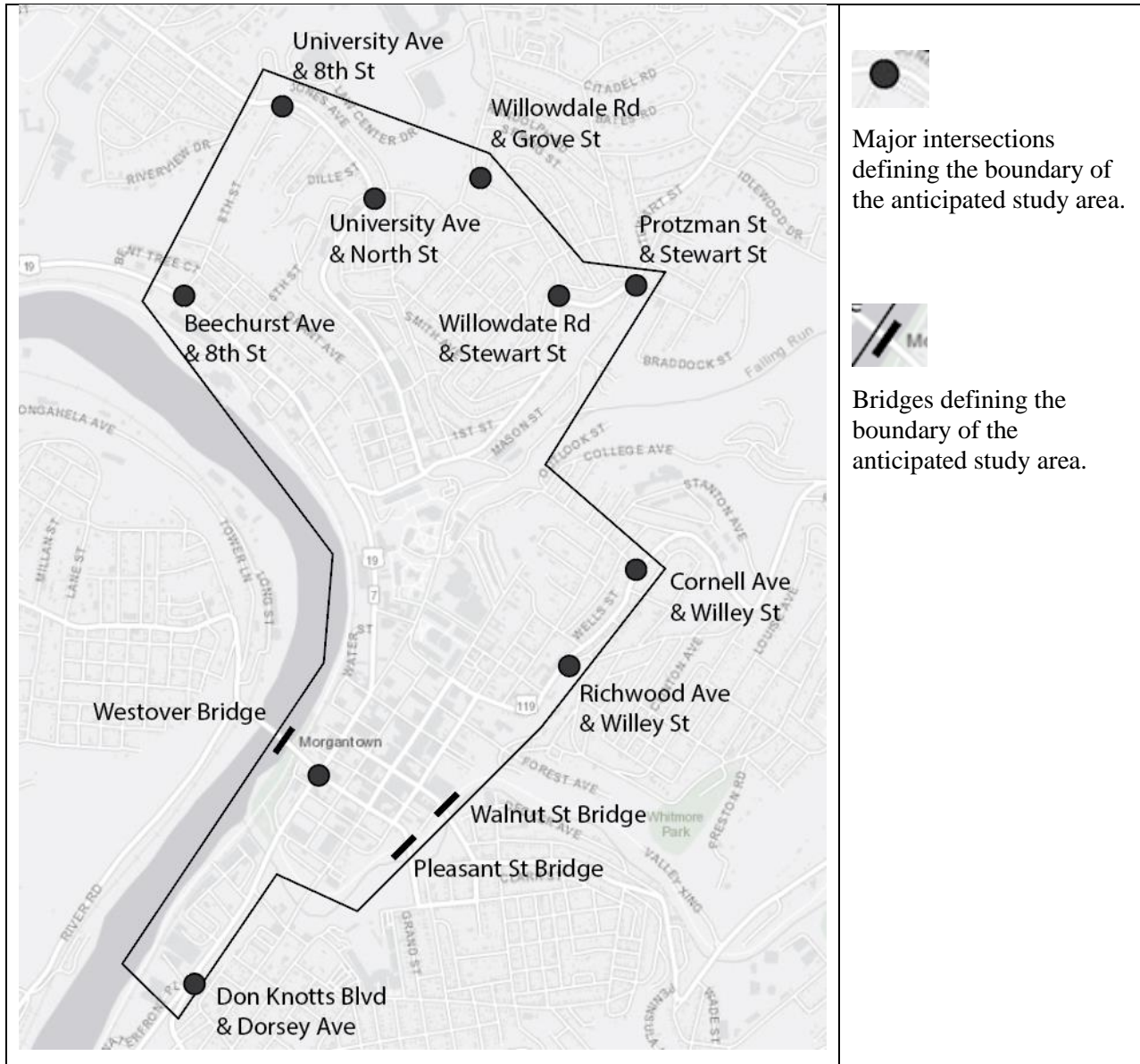
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Request for Qualification Summary Page

1. RELEASE DATE March 20, 2023	2. DUE DATE April 10, 2023	3. INTERVIEW PERIOD April 11 – 28
4. TASK NAME Downtown Traffic Study		
5. CONTRACT AGENCY NAME AND ADDRESS Morgantown Monongalia Metropolitan Planning Organization 243 High Street Room 026 Morgantown, WV 26505		7. CONTACT INFORMATION Bill Austin, AICP, Executive Director Phone: 304-291-9571 Email: baustin@labyrinth.net 243 High Street Room 026 Morgantown, WV 26505
6. PARTNERING AGENCIES City of Morgantown, WV		8. FUNDING SOURCE FHWA, WV DOT, Monongalia County, City of Morgantown
9. SUPPLEMENTARY NOTES N/A		
10. SCOPE OF WORK ABSTRACT The goal of this project is to identify viable actions to improve vehicle, bicycle, pedestrian, transit, and freight traffic in the study area to support the development of downtown Morgantown and surrounding areas. The project is expected to evaluate the impact of different transportation scenarios on the vehicle, transit, pedestrian, and bicycle traffic in both current and future conditions. Those scenarios include, but are not limited to, the closure of Grumbein’s Island to through traffic, the closure of Willey St, alternatives to the downtown one-way/two-way streets pairing, signal and lane assignment alternatives to improve transit safety and efficiency, lane assignment to include bicycle lanes, and signal alternatives to improve pedestrian safety and efficiencies, such as leading pedestrian interval and concurrent/exclusive phasing.		
11. UPWP FFY 2023-2024	12. PLANNING HORIZON 30 years	13. SCALE Subarea

I. Summary

The Morgantown Monongalia MPO is seeking the services of a qualified consulting firm to conduct a comprehensive traffic study in the Morgantown downtown area. The service will include data collection, analysis, public engagement, recommendations on alternatives and improvements, the development of an implementation plan, and a final report. The attached map depicts the anticipated study area.



II. Purpose of the Project

The goal of this project is to identify viable actions to improve vehicle, bicycle, pedestrian, transit, and freight traffic in the study area to support the development and redevelopment of Morgantown downtown and surrounding areas. The consultant should consider the following types of improvements:

- Vehicle traffic flow and safety, including access to parking, transit service (PRT), and bus.
- Pedestrian safety in the downtown area, including crosswalk, sidewalk, access to transit service (bus and PRT) and parking, and access to downtown business.
- Efficient and safe bicycle travel, including parking, signage, and traffic control.
- Transit efficiency and safety, including turning radius, stop areas, and intermodal connectivity.
- Commercial loading zones and freight traffic.
- Improve overall access to downtown business and anticipated development areas.

III. Scope of Services

Task 1. Data Collection

- Task 1.1 Vehicle turning movement, including heavy vehicles. At a minimum, turning movement counts at the following intersections will be required:

Core Downtown Area	Downtown Surrounding Area
○ Foundry St and High St	○ 8th St and Beechurst Ave
○ High St and Pleasant St	○ 8th St and University Ave
○ High St and Walnut St	○ 3rd St and Beechurst Ave
○ High St and Fayette St	○ 3rd St and University Ave
○ Spruce St and Pleasant St	○ Campus Dr and Beechurst Ave
○ Spruce and Walnut St	○ University Ave and Falling Run Rd
○ University Ave and Walnut St	○ University Ave and College Ave
○ University Ave and Pleasant St	○ Willey St and Richwood Ave / Prospect St
○ University Ave and Willey St	○ Stewart St and Willowdale Rd Stewart St and Protzman St
○ University Ave and Beechurst Ave/Fayette St	○ Don Knotts Blvd and Dorsey Ave
○ Willey St and Chestnut St	
○ Willey St and High St	
○ Willey St and Spruce St	

- Task 1.2 Vehicle volume, including heavy vehicles. The consultant shall acquire or collect current and historic traffic in the downtown area (past 5 years).
- Task 1.3 Vehicle entry and exit. The consultant shall acquire or collect vehicle entry and exit data in the study area to understand how vehicle access, navigate through and leave the downtown area.
- Task 1.4 Pedestrian and bicycle traffic data. The consultant shall acquire or collect pedestrian and bicycle traffic data throughout the study area, including weekdays and weekends.
- Task 1.5 Crash data. The consultant shall acquire and review crash data in the past 5 years, including vehicles, pedestrians, and bicycles. MPO and the City of Morgantown can provide crash data.
- Task 1.6 Downtown parking data. The consultant shall acquire from the City of Morgantown or collect downtown parking data including on-street parking, off-street parking (on private property), and parking structure.
- Task 1.7 Street network geometric conditions. The consultant shall acquire or collect information on the physical conditions of the street network including street width, lane configuration, parking, sidewalks, crosswalk, traffic controls, street furniture, lighting, and other network-related information.
- Task 1.8 Downtown existing land use and future development in the Morgantown Comprehensive Plan.

Task 2. Analysis

- Task 2.1 Traffic modeling. The consultant shall develop a full microsimulation (such as TransModeler) model for the study area suitable for evaluating different scenarios of future volume conditions as well as existing traffic volume. At a minimum, the analysis should cover delay, travel time, queue length, weaving movements, and level of service.
- Task 2.2 Traffic control. Evaluation of changes to existing controls at the intersections.
- Task 2.3 Traffic routing. Create multiple scenarios to compare different routing alternatives in the study area, including University Ave closure (Mountainlair segment) scenario analysis.
- Task 2.4 Lane Assignments - The potential reduction of or reassignment of travel lanes on multi-lane roads to improve vehicle and bicycle access.
- Task 2.5 Signal timing analysis to optimize traffic progression in the study area.
- Task 2.6 Transit safety and efficiency, including turning radius, signal, boarding, and disembarking areas.

- Task 2.7 Access analysis, including access to transit service, parking, business, and commercial loading areas.
- Task 2.8 Intermodal connectivity analysis, including connection among walking, driving, bicycling, buses, and PRT.

Task 3. Recommendations

- Task 3.1 Develop recommendations to achieve the study objectives outlined in Part 2 of this document.
- Task 3.2 Modify and refine recommendations based on stakeholder and community input.

Task 4. Study Administration

- Task 4. 1 Management of MMMPO kickoff and coordination meetings with stakeholders, including preparation of meeting minutes.
- Task 4. 2 A minimum of two (2) presentations at the MPO's Policy Board meeting. One (1) presentation on the data analysis and preliminary concepts and one (1) presentation to review the recommendations.
- Task 4. 3 A minimum of three (2) public engagement meetings. One (1) meeting to present key findings from data analysis and identifying community concerns and one (1) meeting on reviewing the recommendation and collecting community feedback.
- Task 4. 4 Monthly progress reports to the MMMPO, which will include the task accomplishments, minutes from meetings held, hard copies of all materials developed, status of deliverables, expected activities for the next period, issues for resolution, and the responsible party, and problems and their disposition from the previous period.
- Task 4. 5 Bi-weekly meeting (in person or virtually) with the MMMPO Executive Director to provide a progress update.
- Task 4. 6 Any other site or coordination meetings necessary to ensure study completion, such as stakeholder meetings and interest group meetings.

Task 5. Report.

- Task 5.1. The consultant shall prepare a comprehensive report including all information, analysis, recommendations, implementation plan, and stakeholder/public comments developed during the study process.

IV. Evaluation Criteria

Criteria		Description	Maximum Score (Total 100 Points)
Qualifications (35 Points)	<i>Firm</i>	A brief overview of firm qualifications to perform this type of work.	5 Points
	<i>Team Members</i>	An introduction of key staff members who will work directly on this project, identifying their roles and availability for this project.	10 Points
	<i>Experience</i>	An annotated listing of applicable projects completed by team members, and a brief description of how the experience from each project can contribute to the work.	10 Points
	<i>Uniqueness</i>	A statement of unique reasons the consultant should be selected.	10 Points
Approach to Project (55 Points)	<i>Specificity</i>	The proposal identifies approaches that are specifically tailored to address the tasks in the project.	30 Points
	<i>Innovativeness</i>	The proposal identifies innovations in data collection, analysis, and potential improvements that will creatively accomplish the work.	20 Points
	<i>Timeline</i>	The appropriateness of the proposed schedule, benchmarks, and priorities to illustrate command of the scope and priorities of the project.	5 Points
Overall Quality (10 Points)	<i>Understanding</i>	The proposal shows a clear understanding of the scope of work for this project.	5 Points
	<i>Clarity</i>	The proposal is concise, well-organized, and directly addresses the point of issues.	5 Points

V. Notes

Preference will be given to consultants who demonstrated their ability to:

- Use innovative technologies to collect and analyze traffic data. The consultant should use cost-effective methods in data collection, such as cellphone data, automatic counts, video recordings, manual counts, third-party data, and possibly a combination of methods.
- Communicate effectively with communities. The consultant should demonstrate their ability to use community-friendly ways to communicate analysis outcomes and recommendations, for example using graphics, animations, and interactive tools.
- Synchronize complex transportation factors to support long-term downtown development and regional goals. The study needs to address the need from multiple aspects including downtown development, traffic efficiency, pedestrian/bicycle safety, freight movement, transit accessibility, and regional mobility. Recommendations need to take a balanced approach to address these needs.
- Compare the pros and cons of various scenarios for different modes of transportation. The major emphasis of this study is to evaluate the impact of different transportation scenarios on vehicular, transit, pedestrian, and bicycle traffic in both current and future conditions. Those scenarios include the closure of Grumbein's Island, the reconfiguration of Willey St, alternatives for the downtown one-way/two-way street pairing, signal and lane assignment alternatives to improve transit safety and efficiency, lane assignment to include bicycle lanes, and signal alternatives to improve pedestrian safety and efficiencies, such as leading pedestrian interval and concurrent/exclusive phasing.

The expected length of this study period is 18 – 24 months. However, a shorter study period with no compromise on the study quality is desired.

After the final report preparation and presentation, all working documents (electronic and hard copy) used in the development of the study shall become the property of the Morgantown Monongalia MPO and shall be delivered to the MPO.

The Consultant shall not assign the contract or subcontract any portion of the work without the written consent of the MMMPO.

VI. Submittals

Each proposal shall follow the format described as following:

1. Transmittal letter that will include the name, title, address, and phone number of the primary consultant contact for the proposal.
2. Statement of Qualifications.
 - a. Qualification summary of the company;
 - b. Qualification summary of and list of the staff intended for the project;
 - c. Description of similar projects.
3. References. Descriptions of up to three similar assignments completed by the project manager. Include the name of the client, contact person, and telephone number.
4. Project approach.
 - a. Provide a scope of work.
 - b. Provide a list of tasks to fulfill the scope of work in the subsection above, with details on the tools and strategies that will be used in the study.
 - c. Provide a project schedule.
5. A discussion of proposed additions or modifications to the work scope is included in this request.

Three (3) hard copies of the proposal must be received by Noon on **April 10, 2023**. One copy shall also be emailed in a PDF format. Submittals may be delivered or mailed to:

Bill Austin, AICP, Executive Director

243 High Street Room 026

Morgantown, WV 26505

Phone: 304-291-9571

Email: baustin@plantogether.org

The estimated schedule for the RFP process is:

March 20, 2023 - RFP Issued

April 10, 2023 - RFP Responses Due

April 11 – 28 - Evaluation Period

May 9 - TTAC Review on Recommendation

May 11 - CAC Review on Recommendation

May 18 - Recommendation Submitted for Policy Board approval

May 22 - Consultant Selection Announced

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UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR 2023 – 2024



Adopted:

Amended:

Monongalia County Courthouse
243 High Street Room 026
Morgantown, WV 26505
(304) 291-9571 phone
(304) 291-9573 fax

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INTRODUCTION

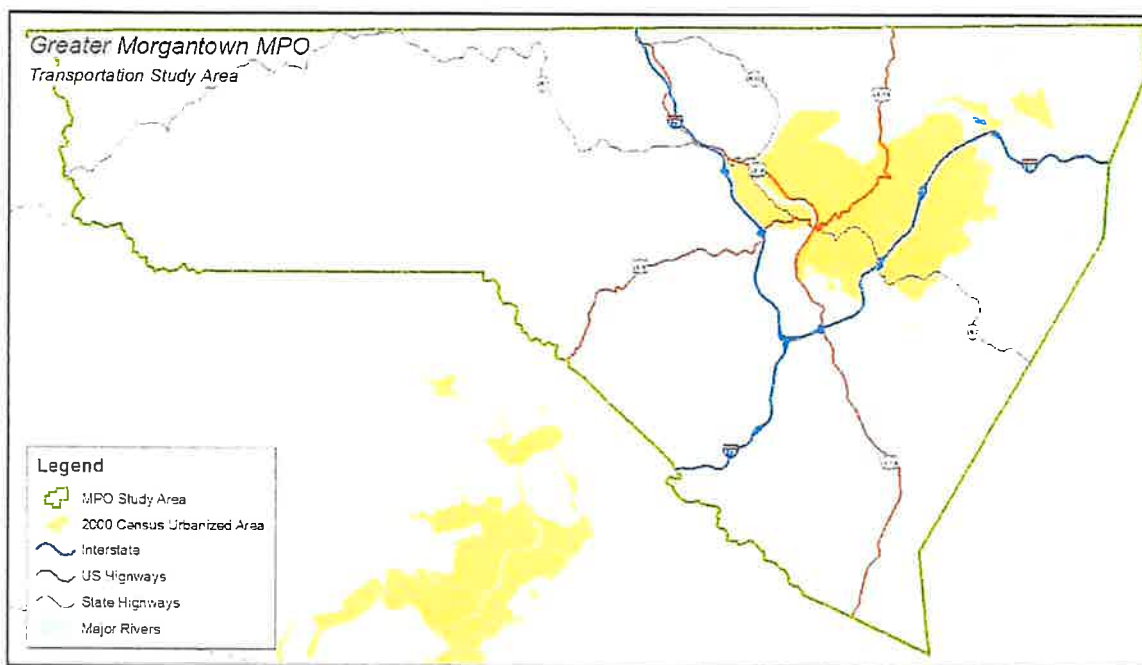
In accordance with Federal Regulations, this document outlines the budget for the Morgantown Monongalia MPO for Fiscal Year 2023-2024, which begins July 1, 2023. In addition to identifying the funding sources for work to be performed in the upcoming year, it also fulfills the requirement that the MPO provide a summary of the work the MPO has performed in the previous fiscal year.

STUDY AREA

The Morgantown Monongalia MPO covers Monongalia County including the municipalities of Blacksville, Granville, Morgantown, Star City, and Westover.

The MPO's Policy Board includes representatives from:

1. Monongalia County (pays one half of any local match requirements) - three county commissioners
2. City of Morgantown (pays one half of any local match requirements) - three council members
3. City of Westover — one elected representative
4. Town of Star City — one elected representative
5. Town of Granville — one elected representative
6. Town of Blacksville — one representative
7. Mountain Line Transit Authority — one representative
8. Monongalia County Board of Education — one representative
9. West Virginia University — one representative
10. West Virginia Department of Transportation — MPO liaison



Accomplishments

During Fiscal Year 2022-2023 the Morgantown Monongalia MPO staff worked with the West Virginia Department of Transportation and the area's local governments to improve transportation in the region. The MPO's efforts were focused on the implementation of the area's 2050 Long Range Transportation Plan. Please find below a short description of these activities.

The primary focus of the MPO during the fiscal year was working to develop grant applications for several projects. MPO Staff prepared and submitted an application for a Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant to complete the design of the unprogrammed portions of Greenbag Road. This effort was successful. MPO Staff also prepared a Safe Streets for All grant application for improvements to Willey Street and a corridor including S. High Street and Dorsey Avenue. The results of this application are unknown at this time.

Other work performed by MPO Staff during FY 2022-2023, included:

Development of an RFQ for consultant(s) to serve in an "on-call" to perform studies and other tasks such as data collection as needed. Staff also prepared an RFQ for a consultant to develop a microsimulation model of the downtown area in accordance with the recommendations of the recently adopted Metropolitan Transportation Plan (MTP).

MPO Staff also worked to keep the University Avenue/Collins Ferry Road intersection improvement project and the Greenbag Road, Beechurst Avenue, West Run, Van Voorhis Road corridor projects moving forward. Staff also worked to keep the MPO Policy Board informed of the construction process for the Mileground Widening project.

In addition to project work MPO staff, performed several duties to maintain traffic related databases these databases include an annual traffic count program and an accident database. The 2019 traffic counts were taken in April and October to allow for the development of peak period factors. The accident database was updated using additional data available from the WVDOH. It should be noted that, due to the decline in traffic attributable to the COVID 19 pandemic, the MPO did not have traffic counts taken in 2020. To account for 2020 the MPO's database will be updated using counts taken by WVDOH. Staff also initiated the creation of a subcommittee of the Technical Advisory Committee to advise staff on the creation of a bicycle and pedestrian count database.

The MPO has been working to implement the Regional Transportation Demand Management program. During FY 2014-2015 MPO staff, working with Mountain Lines Mobility Coordinator instituted a coordinated advertising campaign and a redefined incentive package for new van pools. The momentum from this effort continued in FY 2019-2020 when there were two ongoing vanpools. Since that time the initial funding for the program has been expended. MPO Staff successfully sought funding for the continuation of this initiative in FY 2020-21. To date 17 vanpools have been started by this program with 12 of them still operating after the expiration of the MPO's subsidy.

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MPO Staff continued work begun in 2013-2014 with the other MPO's across the State to develop an MPO Association to share best practices in transportation planning and to enhance coordination with WVDOT. The MPO Executive Director was the Chairman of WVAMPO in 2022. He was elected to the Board of the national Association of MPO's in 2022 and will not be eligible to serve as an officer of WVAMPO in 2023.

Operational initiatives undertaken during FY 2022-2023 included work to implement transportation performance measures as required by the FAST Act. With the addition of a part-time staff person shared with Monongalia County the MPO expanded its online presence to include several new platforms including Twitter, LinkedIn, a larger presence on Facebook and other social media. The presence of citizens at the MPO's Committee meetings grew with this effort. The new employee also worked to standardize the format of the MPO's letter head and other documents as well as beginning a quarterly MMMPO newsletter. Normal operations included MPO consideration of numerous TIP Amendments by the MPO's committees. MPO Staff also performed other normal administrative functions including financial management, staff technical support to the Pedestrian and Bicycle Board's, and other similar tasks.

FOCUS FOR FISCAL YEAR 2023-2024

Local initiatives:

Major initiatives to be under taken this year include:

The updated Metropolitan Transportation Plan calls for the development of a study of downtown Morgantown Traffic Operations. This Study is to analyze numerous scenarios for changing downtown's traffic patterns. Potential changes to be evaluated include the closing of "Grumbein's Island" to traffic, improvements to the operational capacity of Willey Street, evaluating the impact of eliminating the one-way street pairs (Spruce Street and High Street, Pleasant Street and Walnut Street) in downtown, and other potential improvements to the network including better coordination of the signal system. In FY 2022-23 the MPO developed an RFQ for a consultant to perform this work during FY 2023-24. This Study will be the largest single project undertaken by the MPO in FY 2023-24.

As recommended in the Metropolitan Transportation Plan, MPO Staff in FY 2020-21 investigated establishing an ongoing bicycle and pedestrian data collection program. Initial discussions of such a program indicate that collecting this data every two to three years at select locations will be adequate in the beginning of the program. These efforts will build on the recently completed Bicycle and Pedestrian Plan Update. Staff will finalize with the MPO's Committee's to determine the appropriate locations and time frame for these efforts. It is anticipated that the MPO's data collection effort will begin in FY 2023-24.

MPO Staff is also considering the development of a charging station plan for the area during FY 2023-2024. This will require the participation of the MPO's jurisdictions and partners including WVU and the Board of Education. It is anticipated that this plan will be developed in house by MMMPO Staff.

During FY 2019-2020 the MPO hired a part-time employee to expand its public outreach efforts as identified in the MPO's Public Involvement Policy. This staff person is responsible for developing a newsletter to be issued at least quarterly, website maintenance, and the MPO's social media presence. These efforts will continue in the upcoming Fiscal Year.

Other tasks:

The MPO will reinstitute the traffic count program once the travel situation becomes more reliable. The purpose of the program will be to update the annual traffic count database with counts taken for the MPO as well as counts taken by other local agencies. The first counts for this database were taken in April of 2011 and April 2012. This database provides the MPO with base data, which may be used to project the future growth of traffic, as well as to provide decision makers with complete information about the existing conditions in the area. This data will continue to be available to the public at large for use in developing business plans and other marketing efforts, and to the area's municipalities so they may evaluate the impact of proposed new development in the area. The traffic counts will be of use to the MPO in assessing the Long Range Transportation Plans model, as well as in identifying areas where operational improvements to the road network may be needed. The information will also be useful to

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the Division of Highways when planning operational improvements to the area's transportation facilities.

MPO Staff will work to implement the process for monitoring and reporting on the impact of transportation decision-making in the TIP and the Metropolitan Transportation Plan on the safety and operational performance of the transportation system in accordance with the performance planning requirements of the FAST Act and MAP 21. MPO Staff will continue to provide ongoing administrative functions including scheduling and staff meetings, preparation of minutes and other arrangements for the MPO's standing committee meetings. Staff will continue preparation of Transportation Improvement Program amendments, preparation of the budget, performance of human resource functions and intergovernmental relations and public involvement activities. Staff will also continue to provide technical assistance to area municipalities as well as the Bike Board and the Pedestrian Board. Staff will also review the MPO's Public Involvement Policy and the MPO's Bylaws to determine the need for an update to the provisions of those documents. Staff will also continue to work with the statewide MPO Association on issues common to all of the state's MPOs.

BUDGET ITEMS BY MAJOR CATEGORY

The Project codes used in this document refer to the work codes identified in the MPO's Prospectus.

II-A Continuing Transportation Planning Activities-Surveillance of Inventory Data

II-A-1 Traffic Counts- MPO will reinstitute the annual traffic count program as traffic resumes more normal patterns after the effects of the current pandemic are judged to be concluded. The initial program included 58 locations counted in the spring of 2012. As of the 2014 counts the MPO had 74 count locations around the urbanized portion of the County. As of 2019 the number of counts was reduced to approximately 58 due to budgetary constraints. The data collected includes daily directional traffic volumes, peak period traffic volumes and vehicle classification counts at selected locations. These counts supplement traffic counts taken every three years in the area by the Division of Highways they will be used both as base data for traffic modeling efforts and as information for decision-makers as they consider the impact of proposed development in the area. These counts will be performed by a consultant team already on contract with the State of West Virginia to perform these services. The MPO will also seek to augment these counts by upgrading traffic count technology to have the capability to collect data on both bicycle and pedestrian travel at selected locations and corridors.

II-A-4 Traffic Accidents-MPO Staff will continue to collect, quantify and locate traffic accident data as it becomes available.

II-A-10 Mapping- The MPO is using ArcGIS to work with Monongalia County to share data. This work will also include supplementing the County's recently acquired aerial photography with additional data.

II-B Long Range Transportation Plan Development

II-B-3 Model Update-The MPO regional travel demand model will be updated using data from the downtown micro-simulation study.

II-B-6-Community Goals and Objectives-The MPO will have a robust public involvement process to identify any new community goals and objectives since the last major update in 2022.

II-B-8 Deficiency Analysis-Ongoing efforts to identify deficient elements of the transportation network.

II-B-9 Highway Element-the highway element of the MTP will be updated to reflect changes proposed in the area's comprehensive plans on the network in the regional travel demand model and the recently developed transit plan as well as the bicycle and pedestrian plan.

II-B-10 Transit Element-The MPO will work with Mountain Line to incorporate recent changes in their operations into the overall Metropolitan Transportation Plan.

II-B-11 Bicycle and Pedestrian Planning- The MPO will incorporate new data into the Bicycle and Pedestrian Plan.

II-B-13 Collector Street Planning- MPO Staff will provide support to area municipalities in reviewing proposed development to ensure that the proposed collector streets are adequate. Staff will also review

proposals to ensure that the proposed connection between major arterials and collector streets are consistent with the capacity anticipated in the Long Range Transportation Plan.

II-B-16 Financial Planning- MPO Staff will continue to work for the development of funding streams for transportation in general and especially for implementing the Metropolitan Transportation Plan.

II-B-17 Congestion Management Strategies- MPO staff will review and coordinate with WVDOT/DOH on potential congestion mitigation strategies including ongoing TDM activities. MPO staff will also work with Mountain Line staff on the van pool program. MPO Staff will continue to provide information on operational improvements that may assist in the mitigation of congestion including an ongoing study of signalization improvements and the operation of the downtown Morgantown street network being conducted by the State.

III Administration

III-A Planning Work Program

MPO staff will monitor the revised Planning Work Program process to insure it is being adequately implemented. Staff will also develop the 2022 Planning Work Program.

III-B Transportation Improvement Program

MPO staff will update the Transportation Improvement Program (TIP) as needed. The MPO will work with WVDOH on updating the State Transportation Improvement Program operating procedures and updating the TIP to meet the revised procedures.

III-C-6 Public Involvement

The MPO will continue to televise Policy Board Meetings. Staff also anticipates increased public involvement activities associated with the downtown microsimulation study. The MPO will continue to distribute a newsletter and upgrade its online presence. Staff will also reach out to neighborhoods throughout the area to inform residents about the MPO and its activities.

III-C-7 Private Sector Participation-The MPO will seek to encourage private sector participation wherever possible with projects as they move forward. This effort will immediately focus on the implementation of the MPO's TDM Project and in freight planning.

III-C-8 Performance Measures-MAP 21 and the FAST Act require the States and MPOs to establish and report performance measures to ensure that transportation investments are addressing national, state, and local priorities for safety, air quality, system reliability and transit and highway asset management. The MPMPO will be establishing the performance measures for these facilities during the upcoming fiscal year. These performance measures will need to be reflected in the MPO's Metropolitan Transportation Plan and Transportation Improvement Program. This will be an ongoing task.

III-D-1 Transportation Enhancement Planning-MPO Staff will provide assistance with enhancement planning activities as requested by area agencies.

DRAFT Morgantown Monongalia MPO Operating Budget FY 2023-2024

Cost Allocation Rate Table	
All work performed outside program areas shall be charged at an hourly rate to cover actual expenses. Reimbursement/allocation rates are as follows:	
Position	Hourly Rate
Executive Director	\$ 65.47 Incl. benefits + Overhead
Planner II	\$ 44.04 Incl. benefits + Overhead
Shared Planner (50% MPO)	\$ 29.25 Includes benefits + Overhead
Additional Travel	US Gov Rate as adjusted
Note: The Director and the Planner II are salaried positions. Therefore, all holidays, vacation and sick leave benefits are included in the base wage rate. Hourly rate is calculated using a 2080 hour work year as the base line for full time employees. For the shared employe a 1,040 hour work year is used.	

Proposed Line Item Fixed Operating Expenses				
Category	Consolidated Federal Planning Funds	WVDOT	City/CountyM PO/Other	Total Cost Allocation
Salaries*				
Director	\$ 83,307.33	\$ 10,413.42	\$ 10,413.42	\$ 104,134
Planner 2	\$ 47,635.33	\$ 5,954.42	\$ 5,954.42	\$ 59,544
Shared Planner	\$ 22,000.00	\$ 2,750.00	\$ 2,750.00	\$ 27,500
Benefits (see below)	\$ 62,918.91	\$ 7,864.86	\$ 7,864.86	\$ 78,649
Contracted/Capital Expenses				
Contracted Services	\$ 20,000.00	\$ 2,500.00	\$ 2,500.00	\$ 25,000
Consulting Services	\$ 16,000.00	\$ 2,000.00	\$ 2,000.00	\$ 20,000
Computer Equipment	\$ 6,400.00	\$ 800.00	\$ 800.00	\$ 8,000
Software	\$ 4,000.00	\$ 500.00	\$ 500.00	\$ 5,000
Public Notices/Publishing	\$ 3,200.00	\$ 400.00	\$ 400.00	\$ 4,000
Overhead				
Travel & Training	\$ 12,000.00	\$ 1,500.00	\$ 1,500.00	\$ 15,000
Utilities (phone, internet, web site)	\$ 800.00	\$ 100.00	\$ 100.00	\$ 1,000
Copier lease, supplies, postage	\$ 1,200.00	\$ 150.00	\$ 150.00	\$ 1,500
Total	\$ 279,461.57	\$ 34,932.70	\$ 34,932.70	\$ 349,327

Proposes 4% COLA for Exec. Director and Planner II

Employee Benefit Expenditure Detail				
(Calculated on Total Wages = \$192,752)				
Description	Consolidated Federal Planning Funds	WVDOT	City/County/ Other	Total Cost Allocation
FICA (6.2%)	\$ 9,482.44	\$ 1,185.31	\$ 1,185.31	\$ 11,853.06
Worker's Compensation (2.3%)	\$ 3,517.68	\$ 439.71	\$ 439.71	\$ 4,397.10
Medicare (1.45%)	\$ 2,217.67	\$ 277.21	\$ 277.21	\$ 2,772.09
Retirement (12.0%)	\$ 18,353.12	\$ 2,294.14	\$ 2,294.14	\$ 22,941.40
Health Insurance 2023 + 10%	\$ 26,948.00	\$ 3,368.50	\$ 3,368.50	\$ 33,685.00
Dental & Vision Insurance (2019 rates+\$500 contingency)	\$ 2,400.00	\$ 300.00	\$ 300.00	\$ 3,000.00
Total Employee Benefit Package				\$ 78,648.64



Request for Proposal

DRAFT

General Transportation Planning Service

Released: January 23, 2023

Due Date: February 14, 2023

Morgantown Monongalia Metropolitan Planning Organization

243 High Street Room 026, Morgantown, WV 26505

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

Request for Qualification Summary Page

1. Release Date January 23, 2023	2. Due Date February 14, 2023	3. Interview Period February 15 – March 1, 2023
4. Task Name Transportation Planning and Engineering On-Call Service		
5. Job Title General Transportation Planning and Engineering Consultant	7. Contact Information Bill Austin, AICP, Executive Director	
6. Contract Agency Name and Address Morgantown Monongalia Metropolitan Planning Organization 243 High Street Room 026 Morgantown, WV 26505	Phone: 304-291-9571 Email: baustin@plantogether.org 243 High Street Room 026 Morgantown, WV 26505	
8. Partnering Agencies N/A	9. Funding Source FHWA, WV DOT, Monongalia County, City of Morgantown	
10. Supplementary Notes N/A		
<p>11. Scope of Work Abstract</p> <p>The purpose of this procurement is to make available to MMMPO qualified Consultant resources that will support the MPO planning process and ongoing responsibilities as well as a wide range of analyses that may be required to advance the MPO work program and to maintain the MPO’s role as a regional transportation leader.</p> <p>Areas in which the MPO may require contractor support during the term of this procurement include:</p> <ul style="list-style-type: none"> • Travel Demand Modeling • Traffic Study • Traffic Count • Traffic Impact Study for Proposed Development • Special Studies, including Bicycle/pedestrian planning and facility design, land use modeling/scenario planning, freight movement planning, and economic impact studies. 		
12. UPWP FFY 2023-2024, 2024-2025	13. Planning Horizon N/A	14. Scale Regional

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Section I – General Information

1.1 Background and Understanding

The Morgantown Monongalia Metropolitan Planning Organization (MMMPO), hereafter referred to as MMMPO or MPO, is the federal and state designated regional transportation planning body for the urbanized areas in Monongalia County, West Virginia. The MMMPO coordinates the federally mandated transportation planning process in the Morgantown Urbanized Area.

Given the limited staffing of the MPO and the changing requirements resulting from the transportation legislation, the MPO is looking through this procurement to have available a set of resources that will support the MPO planning process and at times help to address key elements of the Unified Planning Work Program (UPWP). We are seeking to have available innovative transportation analysis capability that will be required to support the MPO and to maintain our ability to provide appropriate leadership within the region.

Areas in which the MPO may require contractor support during the term of this procurement include:

- Travel Demand Modeling
- Traffic Study
- Traffic Count
- Traffic Impact Study for Proposed Development
- Special Studies, including Bicycle/pedestrian planning and facility design, land use modeling/scenario planning, freight movement planning, and economic impact studies.

The following scope of work will provide details on the kinds of analytic support that may be required.

1.2 Administrative/Contractual Information

1.2.1 Purpose

The purpose of this procurement is to make available to MMMPO qualified Consultant resources that will support the MPO planning process and ongoing responsibilities as well as a wide range of analyses that may be required to advance the MPO work program and to maintain the MPO's role as a regional transportation leader. This procurement follows all applicable processes outlined in the MMMPO's Policy for Request for Proposal Process for Professional and Technical Services.

The Morgantown Monongalia Metropolitan Planning Organization, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d, et seq., and Title 49, Code of Federal Regulations hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex or national origin in consideration for an award.

1.2.2 Point of Contact

The point of contact for purposes of this Request for Proposals (RFP) is the MMMPO Director hereafter referred to as Director or Procurement Officer as shown below:

Bill Austin, Executive Director
Morgantown Monongalia Metropolitan Planning Organization
243 High Street Room 026
Morgantown, WV 26505
Phone: 304-291-9571
Email: baustin@planttogether.org

1.2.3 Question and Inquiries

The Director will accept written questions from prospective Responders. As reasonably as possible and appropriate, written responses will be prepared and distributed to all that have received or requested the RFP packet. Questions may be submitted by mail or, preferably, by e-mail to the Director.

*The director/staff **will not** respond to telephone inquiries and **will not** meet individually with any potential contractors.*

1.2.4 Pre-Proposal Meeting

A Pre-Proposal Conference will be held at 10:30 A.M (EST/local time), on **Friday, January 27, 2023**. The meeting information is below:

Join from the meeting link
<https://morgantownmonongaliampo.my.webex.com/meet/baustin>
Join by Webex meeting number(access code): 215 843 093
Join by phone: 1-408-418-9388

While attendance at this meeting is not mandatory for those wishing to submit proposals, it is strongly encouraged.

1.2.4 Submission Deadline

In order to be considered, proposals must be received no later than 3:00 p.m. ET **February 14, 2023**, and shall be submitted to the Point of Contact at the address as noted above. Responders submitting proposals by mail should allow sufficient mailing and delivery time to ensure timely receipt by the Director. Proposals arriving after the closing date and time shall be considered late and shall be rejected in accordance with applicable regulations. Electronic and fax proposal submissions will not be accepted.

The Qualifications & Experience, Technical Proposal and Financial Statement must each be submitted in separately sealed envelopes or packages addressed to the Director and must be clearly marked with the full name and address of the Responder and the contents of the envelopes or packages, e.g., “Qualifications & Experience”, “Technical Proposal”, or “Financial Statement”.

The Qualifications & Experience, Technical Proposal and Financial Statement must each be submitted in three separately sealed envelopes and shall include an electronic copy (PDF format) on a USB drive. In addition to a USB drive, the Financial Statement envelope must include One (1) bound hard copy original of the Financial Statement.

1.2.5 Anticipated Schedule of Activities

Event	Date
Policy Board Approval of the RFP	January 19, 2023
RFP Advertisement	January 23, 2023
Start Accepting Proposals Pre-Proposal Meeting	January 27, 2023
Deadline for receipt of questions (3:00 p.m. EDT)	February 1, 2023
Written Response to Questions	February 7, 2023
Closing Date for Receipt of Proposals (3:00 p.m. EST)	February 14, 2023
Selection Committee Evaluation, Interview	February 15 – March 1, 2023
Transportation Technical Advisory Committee Review	March 7, 2023
Citizens Advisory Committee Review	March 9, 2023
Recommendation for Award to Policy Board	March 16, 2023
Award Date (If approved)	March 20, 2023

1.2.6 Interview

MMMPO may interview all qualified Responders. The term “qualified Responder” includes only those responsible responders who submitted proposals initially judged by the Exec. Director and Selection Committee to be reasonably eligible of being selected for award. Discussions shall be led by the Responder’s Team/Project Manager and will consist of an oral presentation by the Responder to the MMMPO Selection Committee, including questions from and discussions with the Committee. Responders shall be notified of the time, date and location of the discussions. A submission of a proposal does not guarantee a Responder the opportunity to be invited in for discussions.

The MPO retains the right, at its discretion, not to hold discussions with Responders and may award a contract on the basis of Technical Proposals and Financial Statement as submitted if, in the judgement of the MPO Director and Selection Committee, the Responder’s response demonstrates sufficient competition so that acceptance of an initial offer without discussion or negotiation would result in a fair and reasonable selection.

1.2.7 Incurred Expenses

The MPO will not be responsible for any costs incurred by Responders in preparing and submitting a response to this RFP, any oral presentation(s), providing demonstrations, or for any other associated costs.

1.2.8 Multiple Proposals

A Responder may **not** submit multiple proposals in response to this solicitation. However, this does not preclude subcontractors (Disadvantaged Business Enterprises (DBEs) or others) from being on more than one Responder’s proposal.

1.2.9 Alternative Proposals

Alternative proposals to this RFP are allowable and should be addressed as outlined under Section 3.4 Alternative Proposals.

1.2.10 Compliance with Law

By submitting an offer in response to this RFP, the successful Responder(s) selected for award agrees that they shall comply with all Federal, State and local law applicable to their activities and obligations under the Contract.

1.2.11 Incorporation by Reference

All terms and conditions of the RFP and amendments thereto, all provisions of the successful Responder’s proposal and submittals in response to the RFP and amendments thereto, and all applicable State and Federal Laws, statutory and regulatory provisions and orders shall be

incorporated by reference and made a part of the contract to be entered into as a result of this RFP.

1.2.12 Contract Duration

The contract awarded through this RFP shall be effective for a period of **two (2) years** after Notice to Proceed. In addition to the 2-year base contract term, MMMPO reserves the unilateral option to renew this contract for **two additional consecutive one (1) year periods**.

1.2.13 Time for Completion

Task Orders under this contract will be prepared and submitted on an on-call, as requested basis. Each individual Task Order will have specific deliverables, estimated cost and completion dates. Each individual Task Order will require a separate written notice to proceed from the procurement officer.

1.2.14 Task Order(s)

MMMPO will prepare the task order(s) in writing and forward to the contractor. The contractor shall respond to the MPO in writing with a complete scope of work and estimated time commitment (# of hours) for individuals required to perform the assigned task(s). Hourly rates for proposed staff (either prime or subcontractor staff) must be the same rates as negotiated (for the various labor categories) in the contracting process. Rates other than those contractually agreed upon will not be accepted.

The MPO reserves the right to approve, disapprove or negotiate task order responses with regard to proposed individuals and/or the proposed time commitment (number of hours). Upon approval, the MPO will provide a written notice to proceed which will serve as the beginning of the project time schedule.

1.2.15 Multiple Successful Applications

The MPO may select up to 3 successful applications to provide the service as described.

Section II - Scope of Work

2.1 Task 1 through Task 4

The following tasks are intended to provide a general understanding for the potential tasks that could be part of this procurement. The details given below are only intended as examples for the purpose of completing the requirements of this RFP. The actual tasks will be developed at the time of the request for work to be completed. It should be noted that the list of these tasks does not ensure that work assignments will be guaranteed in each task. Work tasks will be developed on an as needed basis.

2.1.1 Task 1: Travel Demand Modeling

Provide the technical resources to ensure validation and calibration of the region's travel demand model as needed, including analysis of network alternatives and other activities associated with running and maintaining the model.

2.1.2 Task 2: Traffic Study

Provide the technical resources to perform traffic studies at problem intersections or roadway segments at planning and preliminary engineering level. The tasks include data collection and analysis, warrant evaluation, signal timing coordination and optimization, microsimulation, safety mitigation measures, and preliminary engineering design.

2.1.3 Task 3: Traffic Count

Provide the technical resources to perform and analyses traffic count, including annual traffic counts, turning movement counts, and pedestrian/bicycle traffic counts.

2.1.4 Task 4: Traffic Impact Study for Proposed Development

Provide the technical resources to perform traffic impact studies for proposed development, including data collection, land use analysis, travel forecast (trip generation, modal split, trip distribution, and trip assignment), traffic analysis, and traffic impact mitigation measure.

2.1.5 Task 5: Special Study

As the need arises, the MPO will initiate a special study to assist in the development of plans, reports or technical memorandums intended to evaluate specific problems or needs within the region. Examples of such studies include

- Bicycle/pedestrian planning and preliminary facility design
- Land use modeling/scenario planning
- Freight movement planning

- Economic impact studies.

This task is intended to ensure that appropriate resources are available to assist the MPO staff in completing potential special studies that may be initiated.

2.1.6 Task 6: Engineer & Design

Provide the technical resources to perform engineer and design tasks on roadway improvement projects, including intersection improvements, corridor improvements, and spot improvements for motor vehicles, pedestrians, and bicycles.

Section III – Responses to the RFP

A transmittal letter must accompany the **Qualifications & Experience, Technical Proposal and Financial Statement**. The purpose of this letter is to transmit the proposal and acknowledge the receipt of any addenda. The letter is to be signed by the individual who is authorized to commit the Responder to the services and requirements as stated in the RFP. While there is no page limit requirement for the transmittal letter, brevity is encouraged.

The Qualifications & Experience, Technical Proposal and Financial Statement must be submitted **in separate sealed packages** and must be clearly labeled appropriately as Qualifications & Experience, Technical Proposal and Financial Statement and must bear the name and address of the Responder, the name of the RFP (“MMMPO General Transportation Planning Services Proposal”) and the submission date of the RFP (i.e., “07-01-2020”) on the outside of the package. Inside the package, an **electronic original on USB drive** shall be provided. In addition, the Financial Statement package must also include one bound hard copy original. **All pages in the proposal should be sequentially numbered. There is a 25-page limit** requirement for the Qualifications & Experience, Technical Proposal and Financial Statement. Brevity is encouraged.

3.1 Qualifications & Experience

All Responders must identify themselves and any proposed sub-contractors (other than DBE sub-contractors) in accordance with the following format:

- Name
- Address
- Telephone
- Contact Person with e-mail address and phone number
- Primary Business Expertise

3.1.1 References

Project References – Summaries or brief descriptions of projects performed by the prime contractor and/or subcontractors which are most related to the various requirements of this procurement should be included. Limit descriptions to those most relevant to this procurement and most representative of the team’s capabilities. Project experience should present and briefly describe relevant project experience for each task and subtask, with the performing organization clearly noted for each project description.

Client References - References must be for relevant projects completed within the past five (5) years. For each reference, provide a contact person’s name, title, phone number, fax number and email address for verification.

Sub-contractor(s) Role

An explanation of the role any subcontractor(s) may perform should be included under the Qualifications and Experience section of the response. A brief description of the subcontractor’s relevant experience and capabilities should be included.

Include Disadvantaged Business Enterprise Certification number, if applicable. Include non-DBE subcontractor(s) role in relationship to each task.

3.1.2 Understanding of the Scope of Services

Responders should submit a narrative indicating a thorough understanding of and recommendations for conducting the work specified in this RFP with illustrations of Responder understanding and a plan for accomplishing all of the activities to be performed.

3.1.3 Experience—Key Personnel

All key personnel (project manager, transportation planner and modeler) from the responders organization that are proposed to work under this contract must be included in the qualifications and experience proposal describing each individual’s qualifications, familiarity with and understanding of the elements of the Scope of Work, planning/design practices, programs, policies and procedures, and previous experience on similar type projects. In general, resumes (maximum of one page each) will be an acceptable format. However, additional information regarding special expertise or experience relating to the fulfillment of this RFP should be highlighted.

All key personnel (project manager, transportation planner and modeler) from any and all subcontractors proposed to be used to fulfill the requirements of this RFP shall also submit information describing each individual’s qualifications, familiarity with and understand of the elements of the Scope of Work, planning/design practices, programs, policies and procedures and previous experience on similar projects. In general, resumes (maximum of one page each) will be an acceptable format. However, additional information regarding special expertise or experience relating to the fulfillment of this RFP should be highlighted.

On certain projects the MPO may require that certain proposed key personnel be assigned to the project. In this instance, said key personnel will be identified in the approved Task Order

Agreement. If one or more of the aforementioned personnel becomes unavailable for continuation of the work assignment, the consultant shall replace said individual(s) with personnel of substantially equal ability and qualifications. However, any changes to designated key personnel will require the prior written approval of the MPO designated Liaison. If acceptable, changes shall be affected without additional cost to the MPO and without formal modification of the Agreement.

3.1.4 Qualifications

The following employee classifications are to be assigned to the various projects performed under this contract depending upon the project scope. Not all classifications will be required for all project assignments. Required classifications will be determined prior to issuing the Notice to Proceed.

Project Manager

This position will be the MPO's point of contact with the Consultant. More than one project manager may be approved under this contract; though only one shall be assigned to a specific project.

The Project Manager will be qualified to oversee all aspects of an assignment.

- a. Qualifications shall include:
- b. Minimum of seven (7) years of experience in related area.
- c. Minimum of two (2) years of project management experience in related area.
- d. Professional Engineer, AICP Certified Planner or Project Manager Professional, dependent upon the project assignment.

Transportation Planner

This position will assist the Project Manager in completing assigned tasks. Typical areas of responsibility may include one or more of the following aspects of engineering: traffic analysis and design, travel demand modeling, air quality analysis and other activities associated with transportation planning. Qualifications shall include:

- e. Minimum of four (4) years of engineering experience, similar in nature to the work required by the assignment.
- f. Significant knowledge and experience with all applicable reference material and design software.
- g. Professional Engineer/EIT, AICP Certified Planner, or demonstration of appropriate skill set based upon experience.

Modeler

This position will assist the Project Manager/Transportation Planner in completing assigned tasks. Typical areas of responsibility may include both travel demand modeling and air quality analysis. Qualifications shall include:

- a. Minimum three (3) years of experience similar in nature to the work to be performed.
- b. Knowledge of and experience with all applicable reference material and design software.
- c. Knowledge of and experience with all applicable reference material and design software.
- d. Professional Engineer (PE) / Engineer in Training (EIT) registration, AICP Certified Planner, or demonstration of appropriate skill set based upon experience.

GIS Technician

This position will assist the Project Manager in completing the assigned tasks. This individual is primarily responsible for producing the finished drawings/Maps and performing appropriate analysis and data management. Qualifications shall include:

- a. Minimum three (3) years GIS experience on related projects.

Administrative

This position will assist the Project Manager in completing the assigned tasks. Typical responsibilities may include typing reports and providing copying and duplication services. There are no specific qualifications for this staff.

3.2 Technical Proposal Instructions

Under separate sealed cover, the contractor must submit an electronic original on USB Drive of the Technical Proposal. For all tasks, any work previously performed within the MPO region should be highlighted.

Travel Demand Modeling

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest will be the range and quality of the Responder's experience various travel demand models and in particular the TransCAD modeling software. Also of particular interest will be the ability of the Responder to modify the model to meet the particular needs of localities within the modeling region.

Traffic Study

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest would be demonstration of 1) using transportation software and tools to collect data, analyze and

evaluation traffic conditions, and identify solutions at intersection and corridor level. Innovative visualization is highly valued; 2) the ability to use effective strategies in reducing traffic hazard and improving operation efficiency; and 3) the ability to prepare such report in compliance with WV DOH standards.

Traffic Count

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. The MPO will evaluate the responder's experience in performing and analyzing short term vehicle traffic counts (24-48 hours), vehicle turning movement counts, and pedestrian/bicycle counts. Of particular interest will be the Responder's experience with WV DOH traffic count data standard.

Traffic Impact Study

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest would be demonstration of 1) using transportation software and tools to evaluate and visualize the impact of proposed development; and 2) appropriate use of the most recent ITE trip generation handbook and TRB Highway Capacity Manual; 3) the ability to identify effective traffic impact mitigation measures, and 4) at minimum the ability to prepare such report in compliance with WV DOH standards.

Special Study

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest would be demonstration of knowledge and experience in 1) planning and designing for pedestrian and bicycle facilities; 2) land use scenario planning; 3) freight movement planning; 4) economic impact studies. At minimum, the Responder should demonstrate the ability to prepare such report in compliance with WV DOH standards.

Engineer & Design

Upon receiving grant for implementing transportation project(s), the MMMPO would request Responder to perform engineer and design task for specific project(s). Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest would be demonstration of knowledge and experience in 1) design pedestrian and bicycle facilities, as well as road improvements for motor vehicles; and 2) the visualization of engineer design for community information.

3.3 Financial Statement Instructions

3.3.1 Financial Statement Format

Under separate sealed cover from the Qualifications & Experience and Technical Proposals and clearly identified with the same information noted on the Qualification & Experience and Technical Proposals, the Contractor must submit an electronic original on USB Drive and one (1) bound copy of the **Financial Statement**.

The Responder must submit the following with the Financial Statement:

1. Evidence that the Responder has the financial capacity to provide the services.
2. Copies of the last two (2) year-end financial statements or best available equivalent report.
3. An analysis of those financial statements/reports.

3.4 Alternative Proposals

Should the Responder find that additional employee classifications are necessary or if they wish to propose a more innovative technical or pricing proposal approach, such information should be specifically addressed in the Technical Proposal in a separate section labeled Alternate Approach.

Section IV – Evaluation and Selection Procedures

4.1 Evaluation Criteria

All Proposals submitted in response to this RFP will be evaluated according to the following criteria:

1. Organizational Expertise and Qualifications (Total Score 100)

- a. Ability to completely perform the activities as described in the RFP Scope of Work on time and within approved budgets. (20)
- b. Capacity, availability and responsiveness of Responder resources and personnel to meet expected project schedules and completion times of the MPO with regard to current commitments of the Responder. (20)
- c. Breadth of Responder technical resources and specialized expertise within the firm. (20)
- d. Relationship of prime and subcontractor(s). (20)
- e. Geographical relationship to the MMMPO region. (10)
- f. Information provided by Client references. (10)

2. Experience of Responder and Responder's personnel (Total Score 100)

- g. Prior experience of firm and key staff with Transportation Planning and Capital Programming. (50)
- h. Qualification of personnel to be assigned to this contract including relevant education, experience and training. Assurance of professional licenses, certifications, and registrations required under this RFP. (40)
- i. Previous experience on other MMMPO contracts. (10)

3. General Quality and adequacy of response to the Scope of Services (Total Score 100)

- j. Responders must demonstrate a complete understanding of and approach to the work to be performed. This should include examples of previous work performed by the firm as it relates to each task. (40)
- k. Quality and completeness of the proposal document submitted. (30)
- l. Ability to meet the procurement's goal and objectives. (20)
- m. Adherence to proposal instructions. (10)

4.2 Selection Process

A Selection Committee will be set up by the MMMPO to review all responses. The Selection Committee will first open and review each Responder's Qualifications & Experience.

If it is determined by the Selection Committee that a proposal has not met the standards and criteria listed in this RFP, the Responder shall be disqualified from further consideration.

If the Responder meets the criteria for Qualifications and Experience then the Selection Committee will open and review each Responder's Technical Proposal and Financial Statement.

At the sole discretion of the Selection Committee, Responders may be required to make one or more oral presentations in order to clarify their proposals and to respond to the questions of the Selection Committee. Only those Responders whose proposals have been judged to be reasonably susceptible of being selected for award, or potentially so, will be invited to make oral presentations. Presentations may be scheduled as virtual meetings.

If required, these oral presentations will be scheduled at the convenience of the MPO after the initial review and as part of the overall evaluation of the proposals. Representations made during an oral presentation must be reduced to writing and shall become part of the Responder's proposal and are binding if the contract is awarded.

If it is determined by the Selection Committee that a proposal has not met the standards and criteria listed in this RFP the Responder shall be disqualified from further consideration.

The Selection Committee will then select up to the 3 Responders. The MPO staff will inform the Responder(s) about the selection outcome and make recommendation on the selection of Responder(s) to the MPO's Policy Board. The selection process will be considered complete when, and only when, the MPO's Policy Board approves the selection of Responder(s).

Once the selection is completed, the MPO will begin the process of negotiating hourly rate with the selected Responder(s). The rate will be negotiated for each job title be contracted, and it must include a firm, fully loaded, fixed unit price that is inclusive of all costs, including all direct and indirect costs. For multiyear contract, the rate for each job title will be negotiated on annual basis. MPO has the right to revoke the selection decision if the rate negotiation fails.