

REQUEST FOR QUALIFICATIONS (RFQ)
Travel Demand Model Technical Consulting Assistance

ROCKINGHAM PLANNING COMMISSION
January 3, 2020

Submission Deadline: 4:30 PM, January 31, 2020

Introduction

Rockingham Planning Commission (RPC), is a political subdivision of the State of New Hampshire established under RSA 36 which conducts regional land use, transportation, and community planning in Southeastern New Hampshire. RPC functions as the designated Metropolitan Planning Organization (MPO) for this region of New Hampshire.

This RFQ is issued for the purpose of securing the services of a qualified vendor to provide travel demand model technical consulting assistance in support of the agency's transportation planning program. The selected vendor must agree to a not to exceed on-call reimbursement-based contract to provide technical consulting assistance over a specified period as defined herein.

Background

The RPC maintains a regional travel demand as part of its transportation planning program. The RPC travel demand model is used to fulfill Federal Highway Administration (FHWA) performance monitoring requirements.

Objectives

The RPC's objectives are

- To provide RPC timely and appropriate technical consulting assistance to resolve issues or problems quickly.
- To maintain close coordination and communication with RPC.
- To provide cost-effective services to RPC.

Scope of Services

The selected consultant will be qualified and prepared to provide the following scope of services, which will be included in a contractual agreement:

1. Meet with RPC to review staff needs regarding the regional travel demand model.
2. Provide maintenance and support assistance and improvements that can be made within the limited budget set each year.

3. Supply all necessary staff and equipment required to provide technical consulting assistance.
4. A summary end of year report in must be submitted documenting all assistance provided during 2020 by December 31, 2020.

Project Schedule

The selected consultant should be prepared to commence work as soon as a contractual agreement is executed and conclude the contract on December 31, 2020.

The contract shall be renewable annually for a period of up to three years, based on satisfactory performance and agreement on scope and price. The project period for the subsequent years shall begin on January 1 and end on December 31.

Project Funding

The regional travel demand model program is funded through the UPWP for which a maximum expenditure has been defined. The presently available funds for technical consulting assistance in FY 20 is \$5,000 in the form of a not to exceed on-call reimbursement-based contract.

Qualifications and Submission Requirements

Firms, partnerships or individuals interested in providing travel demand model assistance to RPC must have a minimum of 3 years demonstrated experience providing travel demand model assistance described herein, as well as experience working with federally funded transportation planning or engineering services. The successful candidate must agree to the Federal compliance requirements as identified in Appendix A of this RFQ.

Submissions should include indication of interest and qualifications and include appropriate background materials demonstrating experience and present capabilities related to travel demand model assistance. Submissions should include the following:

1. Contact Information: Include the name, address, phone email address if of the firm. (The term "firm" used in this RFQ is meant to include all forms of organizations that may respond.)
 2. Form of organization: Indicate whether the firm is a partnership, corporation or sole proprietorship and include federal taxpayer ID number. The submission must indicate if a subcontractor will be utilized to carry out any portion of the scope of services. If so, the information required in items 1 through 7 must include the relevant information for the subcontractor(s) or team member(s).
 3. Submission narrative: Brief description of how the assistance will be provided including: equipment to be used and procedures for responding to requests.
 4. Key personnel: Identify the names of key personnel, their titles, experience, and how each will be involved with this assistance.
 5. Statement of qualifications: Include a statement about the qualifications of the firm and the key personnel identified above to undertake the proposed services. Please include a short list of relevant projects or services that the firm has completed.
 6. References: Include contact information for three (3) persons or agencies that the RPC may can contact regarding the firm's past performance on similar technical consulting assistance agreements.
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7. Evidence of Insurance: Provide evidence that the firm shall, at its sole expense, obtain and maintain in force the following insurance:
 - a. Commercial or comprehensive general liability insurance including contractual coverage, for all claims of bodily injury, death or property damage, in policy amounts of not less than \$250,000 per occurrence and \$2,000,000 in the aggregate; and
 - b. workers' compensation and employer's liability insurance as required by law.
8. Cost Rates: including staff rates to be charged to provide assistance. Staff rates should be inclusive of all equipment, material, and all other associated costs:

Submission deadline

Submissions must be received by **4:30 PM on Friday, January 31, 2020** via email or in hardcopy and sent to Christian Matthews, Transportation/GIS Analyst, Rockingham Planning Commission, 156 Water Street, Exeter, New Hampshire, 03833, cmatthews@therpc.org. Electronic submissions are acceptable.

For more information or questions, contact:

Christian Matthews, Transportation/GIS Analyst 603-658-0523 cmatthews@therpc.org or
David Walker, Transportation Program Manager 603-658-0514 dwalker@rpc-nh.org
Rockingham Planning Commission
156 Water Street, Exeter, NH 03833
603-778-0885

APPENDIX A
Federal Compliance Assurances

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "CONTRACTOR") agrees as follows:

- (1) Compliance with Regulations: The CONTRACTOR shall comply with the REGULATIONS relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT" Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), which are herein incorporated by reference and made a part of this agreement.
 - (2) Nondiscrimination: The CONTRACTOR, with regard to the work performed by it during the contact, shall not discriminate on the ground of race, color, national origin, sex, religion, age or disability in the selection and retention of sub-applicants, including procurements of materials and leases of equipment. The CONTRACTOR shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the REGULATIONS, including employment practices when the agreement covers a program set forth in Appendix B of the REGULATIONS.
 - (3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the CONTRACTOR for work to be performed under a Sub-agreement, including procurements of materials or leases of equipment, each potential sub-applicant of supplier shall be notified by the CONTRACTOR of the CONTRACTOR'S obligations under this contract and the REGULATIONS relative to nondiscrimination on the grounds of race, color, national origin, sex, religion, age or disability.
 - (4) Information and Reports: The CONTRACTOR shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the RECIPIENT or the New Hampshire Department of Transportation to be pertinent to ascertain compliance with such REGULATIONS or directives. Where any information required of the CONTRACTOR is in the exclusive possession of another who fails or refuses to furnish this information the CONTRACTOR shall so certify to the RECIPIENT or the New Hampshire Department of Transportation as appropriate and shall set forth what efforts it has made to obtain the information.
 - (5) Sanctions for Noncompliance: In the event of the CONTRACTOR'S noncompliance with nondiscrimination provisions of this agreement, the RECIPIENT shall impose such contract sanctions as it or the New Hampshire Department of Transportation may determine to be appropriate, including, but not limited to:
 - (a) withholding of payments to be the CONTRACTOR under the contract until the CONTRACTOR complies; and/or
 - (b) cancellation, termination, or suspension of the contract, in whole or in part.
 - (6) Incorporation of Provisions: The CONTRACTOR shall include the provisions of paragraphs (1) through (2) in every sub-agreement, including procurements of materials and leases of equipment, unless exempt by the REGULATIONS, or directives issued
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pursuant thereto. The CONTRACTOR shall take sure action with respect to any sub-agreement or procurement as the RECIPIENT or the New Hampshire Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided; however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a sub-applicant or supplier as a result of such direction, the CONTRACTOR may request the RECIPIENT to enter into such litigation to protect the interests of the RECIPIENT and in addition, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.
