



OZARKS TRANSPORTATION ORGANIZATION
A METROPOLITAN PLANNING ORGANIZATION

Ozarks Transportation Organization
2208 W. Chesterfield Blvd., Suite 101
Springfield, MO 65807
Phone: (417) 865-3042 Ext. 100

REQUEST FOR PROPOSAL: RFP 002-2016, Transportation Improvement Program
Online Service

DEADLINE: Monday, December 5, 2016 at 4:00 PM, Central Standard Time

DELIVERY LOCATION: 2208 W. Chesterfield Blvd., Suite 101, Springfield, MO 65807

PURCHASING AGENT: Debbie Parks, dparks@ozarkstransportation.org

DATE OF ISSUE: November 3, 2016

REQUEST FOR PROPOSAL

RFP 002-2016, Transportation Improvement Program Online Service

RFP'S shall be submitted in an envelope with the Request for Proposal number and the respondent's name and address clearly indicated on the envelope or by e-mail with "REQUEST FOR PROPOSAL: #002-2016" in the subject line. All submissions must be submitted by the time and date above.

Respondents are strongly encouraged to carefully read the entire Request for Proposal.

The undersigned hereby offers to furnish & deliver the services as specified, at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal by the Proposer unless upon mutual written agreement by the Proposer and the OTO Executive Director.

Name of Firm/CPA: _____

Contact Person: _____ Title: _____

E-Mail: _____ Phone: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Purpose

The Ozarks Transportation Organization (OTO), located in Greene County, Missouri, requests submissions from firms interested in being selected to develop a web-based database management system for the development, tracking, reporting, and mapping of projects and associated funding in the Transportation Improvement Program (TIP). OTO expects to select one firm to provide services with an expected five-year contract term.

OTO currently has a provider for a web-based TIP. OTO will consider any responsive proposal which can demonstrably meet the requirements described herein.

Background

The Ozarks Transportation Organization (OTO) Metropolitan Planning Organization (MPO) is the federally designated regional transportation planning organization that serves as a forum for cooperative transportation decision-making by state and local governments, and regional transportation and planning agencies. MPO's are charged with maintaining and conducting a "continuing, cooperative, and comprehensive" regional transportation planning and project programming process for the MPO's study area. The study area is defined as the area projected to become urbanized within the next 20 years.

OTO's Board of Directors includes local elected and appointed officials from Christian and Greene Counties, and the cities of Battlefield, Nixa, Ozark, Republic, Springfield, Strafford and Willard. It also includes technical staffs from the Missouri Department of Transportation, Federal Highway Administration, Federal Transit Administration, and the Federal Aviation Administration and members from public transportation providers and citizen representatives.

One of the essential functions of the OTO is the programming of state and federal transportation dollars via the Transportation Improvement Program (TIP). The current web-based TIP tool has been in place since 2012, was first used to develop the FY 2013-2016 TIP, was most recently used to develop the FY 2017-2020 TIP, and can be found at <http://oto.dtstiptool.com>. The FY 2017-2020 TIP includes 20 aviation projects, 10 bicycle and pedestrian projects, 88 roadway projects, and 16 transit projects, for a total of 134 projects. The OTO has programmed \$171,179,383 in Federal funding, \$28,097,001 in State funding, and \$10,747,847 in local funding.

Requirements

It is expected that the selected firm will produce a web-portal that will include the following:

1. Map-based online searchable database of projects
2. Online project submittal form/application in which projects can be directly transferred into the online database
3. Online project status submittal form through which project status can be monitored.
4. Printable report component, including the map, for public distribution that utilizes the database
5. Ability to import and display supplemental TIP text
6. Component to monitor fund balances including amount allocated, amount programmed, and amount obligated
7. Include a way to search current and prior year projects

8. Import existing projects in current TIP Tool
9. Revisions and amendments to TIP projects tracked with each project
10. Ability for OTO to map or submit mapping for projects
11. Ability to have multiple users with differing editing roles
12. Service hosted by selected firm
13. Implementation by April 1, 2017 to support 2018-2021 TIP cycle

DESIRED OPTIONS

1. Include a module for long range transportation plan projects, from which TIP projects can be selected and have ability to track TIP projects connected to LRTP projects
2. Ability to archive past projects or hide projects from main screen without deleting them
3. Ability to include scoring criteria, produce scores, and output a score report
4. Produce an annual listing of obligated projects

Schedule

The following is the schedule of events which are anticipated by OTO for the implementation and The following is the schedule of events which are anticipated by OTO for the implementation and completion of the selecting the consultant to provide the requested services as outline in the RFP. OTO may, at its discretion, revise the schedule of events at any time as may be in its best interests:

<u>Event</u>	<u>Date</u>
Post Request for Submissions	November 3, 2016
Final Questions Due from Proposers	November 17, 2016
OTO's Response to Questions	November 21, 2016
Submissions Due	December 5, 2016
Final Selection Made	December 30, 2016

Format of Proposals

In order for the OTO to adequately compare proposals and evaluate them uniformly and objectively, all proposals shall be submitted in accordance with the format outlines below. The proposals should be prepared simply and economically, providing straight-forward and concise information as requested.

1. **Company Information.** The complete legal name, address, Federal ID number or social security number, permanent address and telephone number of the Company including the name of the person to contact for discussion of the proposals.
2. **Company Overview.** Overview of the Company, including the year founded, office locations, and the number of years services have been provided. A description of the firm's current staffing, and details as to the experience and educational proposals of the individuals that would be primarily responsible for the project. **Include the names of the individuals anticipated to be primarily responsible for the services to be provided under this proposal.**
3. **Experience.** Specific details as to the experience of the Firm and personnel as to the development of similar projects.
4. **Proposal Details.** Details of approach that will be used to meet requirements outlined above. This should include software to be utilized, a timeline detailing implementation, and a discussion of the final product as well as expected number of OTO staff hours to produce an annual TIP.

5. **Outline of Fees.** The total cost of project implementation, including any initial set-up costs, as well as annual fees for each of the 5 contracted years. Also, include any additional services and their costs that would incur fees beyond the contracted amount.
6. **Description of Ongoing Support** from proposer including rates in the event additional software support is needed.
7. **References.** The names, phone numbers, and email addresses of references for similar work producing a Transportation Improvement Program service.

Submission Due Date

One (1) digital copy in Adobe PDF format will be received at OTO no later than 4:00 P.M., Thursday, December 5, 2016. Proposals may be submitted by hand delivery, mail, or by e-mail. Submissions should be received by OTO no later than the delivery deadline. Submissions shall be addressed as follows:

By Mail:

Ozarks Transportation Organization (OTO)
2208 W. Chesterfield Boulevard, Suite 101
Springfield, MO 65807

By E-Mail:

dparks@ozarkstransportation.org

Submissions should be marked in the subject line or on the envelope:

“REQUEST FOR PROPOSAL: #002-2016”

Proposals submitted by e-mail are not to be considered received until a confirmation has been sent by the Purchasing Agent, Debbie Parks. The confirmation subject line will read, “Confirmation Receipt – OTO RFP 002-2016.” It is the responsibility of all submitters to verify receipt of proposal. All Proposals must be valid for a minimum period of sixty (60) days from the close of this RFP.

Submission Evaluation Process

The evaluation of submissions will include the following:

OTO may confer with all responsible proposers who have been short-listed and may arrange, if necessary, for interviews/presentations by the short-listed firms.

OTO reserves the right to conduct pre-award discussions with any or all responsive and responsible consultants who submit proposals determined to be reasonably acceptable of being selected for award. Consultants shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of submissions; and such revisions may be permitted after submission of proposals and prior to award of contract.

CRITERIA FOR AWARD

OTO will evaluate submissions. Each submittal will be evaluated for full compliance with the RFP instructions. The objective of the evaluation will be to recommend the consultant who is most responsive to the herein described needs of OTO. Proposals which are responsive to this Request for Proposal will be evaluated based on, but not limited to, the following criteria:

- Responsiveness to RFP (55 points)
- Prior Experience (25 points)
- Price (15 points)
- Schedule (10 points)
- Other (5 points)

OTO reserves the right to select the firm with the most responsible and responsive Proposal which it finds to be within the best interest of the OTO.

Point of contact for inquiries and submissions

Inquiries regarding this request for proposals may be directed to:

Debbie Parks
Ozarks Transportation Organization
2208 W. Chesterfield Boulevard, Suite 101
Springfield, MO 65807

(417) 865-3042 x100
DParks@OzarksTransportation.org

Inquiries must be received within 14 calendar days from the date the RFP is issued. Responses to all inquiries received by this deadline will be posted electronically and made publicly available at <http://www.ozarkstransportation.org/Notices> within 18 calendar days from the date the RFP is issued.

QUESTIONS REGARDING SPECIFICATIONS OR SUBMISSIONS PROCESS

To ensure fair consideration to all proposers, OTO prohibits communication to or with any department, board, or employee during the submission process, except as provided below. Additionally, OTO prohibits communications initiated by a proposer to OTO official(s) or employee(s) evaluating or considering the submissions prior to the time an award decision is made. Any communication between proposer and OTO will be initiated by the appropriate OTO official(s) or employee(s) in order to obtain information or clarification needed to develop a proper, accurate evaluation of submissions. Such communications initiated by a proposer may be grounds for disqualifying the offending proposer from consideration for award of the submissions and/or any future submissions.

Any communication regarding the proposal process and associated specifications should be submitted in writing to the Purchasing Agent, Debbie Parks at dparks@ozarkstransportation.org or 2208 W. Chesterfield Boulevard, Suite 101, Springfield, Missouri 65807.

Amendments

If it becomes necessary to revise or amend any part of the is Request for Proposal, OTO will furnish the revision by posting to the OTO website <http://www.ozarkstransportation.org/Notices> not later than five (5) days prior to the date set for receipt of submissions. Questions regarding the RFP process and/or OTO's modeling needs will not be considered an amendment to the RFP unless the response is warranted by OTO staff to change the intent of the Request for Proposals.

It will be the responsibility of the proposer to contact OTO prior to submitting a proposal to ascertain if any amendments have been issued, to obtain all such amendments, and to acknowledge amendment with the submissions.

Public Records

All proposals submitted in response to this RFP become the property of OTO and public records, as such, may be subject to public review.

OTO Policies and Procedures

This RFP does not commit OTO to award a contract, to defray any costs incurred in the preparation of the proposal, cost proposal, or technical proposal pursuant to this RFP, or to procure or contract for work. OTO may reject proposals without providing the reason(s) underlying the declination. A failure to award a contract to the lowest bidder will not result in a cause of action against OTO.

OTO reserves the right to the following:

- To reject any and all Proposals,
- To consider alternatives,
- To wave irregularities
- To re-solicit Proposals
- Accept any proposals deemed most advantageous to OTO
- To accept or reject any or all submissions received as a result of the RFP
- To obtain information concerning any or all consultants from any source
- To request additional information and/or clarification from any or all proposers to this RFP, but is under no obligation to do so
- To approve any substitute personnel or terminate services at OTO's sole discretion if the selected consultant undergoes a change of key personnel
- To seek new submissions when such a procedure is reasonable and within the best interests of OTO

Federal Contracting Requirements

OTO requires all contractors to adhere to Federal Contracting Requirements and the clauses will be added to all contracts. A list of required contract language can be found on the OTO website: <http://www.ozarkstransportation.org/Notices>.

Equal Employment Opportunity

OTO does not discriminate in any of its programs and activities. The consultant awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability. In addition to these requirements, since federal funds will be used to finance this project, the successful consultant shall comply with all civil rights requirements applicable to transportation-related projects.

Additional Information

- Proposals submitted on time become property of the OTO.
- Proposals shall be submitted at the time, place, and date specified.
- The OTO is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp of the receptionist shall be the official time of receipt.

- The proposal shall constitute an offer to perform the services indicated.
- OTO makes no guarantees to any firm until such time the OTO approves the negotiated contract.
- OTO will not discriminate against any firm submitting a Proposal because of race, creed, color, national origin, religion, or disability.

This RFP may also be found electronically at <http://www.ozarkstransportation.org/Notices>.



*For persons with disabilities needing reasonable accommodations please contact OTO at 417-865-3042 at least 48 hours in advance of the question deadline. If you need relay services please call the following numbers: 711 - **Nationwide relay service; 1-800-735-2966** - **Missouri TTY service; 1-800-735-0135** - Missouri voice carry-over service.*