



# Request for Qualifications

## 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: <a href="mailto:baustin@plantogether.org">baustin@plantogether.org</a>  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		
11. Scope of Work Abstract 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.  Areas in which the MPO may require contractor support during the term of this procurement include: <ul style="list-style-type: none"> <li>• Travel Demand Modeling</li> <li>• Traffic Study</li> <li>• Traffic Count</li> <li>• Traffic Impact Study for Proposed Development</li> <li>• Special Studies, including Bicycle/pedestrian planning and facility design, land use modeling/scenario planning, freight movement planning, and economic impact studies.</li> </ul>		
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 of the transportation legislation, the MPO is looking 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 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 analytical 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 the 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](mailto: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
<b>Closing Date for Receipt of Proposals (3:00 p.m. EST)</b>	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 capable 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 up to **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 analyze 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, corridor or intersection 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 understanding 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. 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

evaluate 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 hazards and improving operational efficiency; and 3) the ability to prepare such reports 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 the 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 the 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 the 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 reports 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 tasks 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 demonstrating knowledge and experience in 1) design of pedestrian and bicycle facilities, as well as roadway improvements for motor vehicles; and 2) the visualization of engineering 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 State Documentation**

- Documentation of WVDOH approved audited overhead rate (for Consultant and Sub-consultant(s)).
- Copy of Certificate of Authorization from WV PE Board and/or current business registration from WV Secretary of State.

#### **3.5 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.