

1/16/2024



REQUEST FOR PROPOSALS (RFP) FOR THE MATS TAP PILOT PROGRAM

ISSUED BY
MIDLAND AREA TRANSPORTATION STUDY
220 W. Ellsworth St., Suite 326 Midland MI 48640

MATS TAP Pilot Program

Trail Route Feasibility, Early Preliminary Engineering, Documentation Preparation

Request for Proposals

SECTION I: PROJECT BACKGROUND and SERVICES

The Midland Area Transportation Study (MATS) has been awarded grant funding to provide trail route feasibility analysis and early preliminary engineering (EPE) for locally identified non-motorized connections in the MATS planning area.

The Midland Area Transportation Study was invited by the staff of the Michigan Transportation Alternatives Program (TAP) to participate in developing a pilot program that creates a process utilizing TAP funds for the planning, EPE, and data collection for TAP-eligible construction projects. This will be a collaborative endeavor between MATS, local agencies in the region, and MDOT TAP. The process created through this pilot program would enable local agencies to reduce the burden of the application process for specific NMT projects in terms of both time and money by utilizing 80% federal funding and a consultant to perform the majority of the preliminary work.

The Contractor will aid and support in communicating and understanding TAP grant opportunities, recommending strategies for successful applications, and compiling data packages leading to eventual grant applications. The type of professional services requested requires in-depth familiarity and expertise in planning and design of non-motorized transportation facilities, environmental evaluation, and community and economic development. In addition, previous success in procuring TAP grant funding is desirable.

Final deliverables of the pilot program include a complete feasibility analysis for each trail route including a determination of recommended facility type; Early Preliminary Engineering and Environmental work; and the documentation necessary for each local agency to apply for TAP construction funding. In addition, coordination with MDOT and MATS staff regarding documentation of the process used, findings, and lessons learned from the Pilot will be required.

Ultimately, work and data compiled by the contractor will be utilized by local governments and road commissions to apply for TAP construction grants.

Program of Projects and Scope of Services:

The list below and following map indicates the non-motorized trail routes in this pilot program.

1. E. Patrick / W. North Union / Flajole Path

E. Patrick Rd: Starting 0.51 mi west of Midland City Limits to Bay County line, then W. North Union: Bay County line to Flajole Rd, then Flajole Rd: W. North Union to Midland Rd.

This project is envisioned to be a separated path on the south side of Patrick Road (extending the existing NMT facility), then a separated path on the north side of W. North Union and the east side of Flajole Road, with an on-road facility under the US-10 overpass.

The details of the facility to be determined during the study. This project will be under the jurisdiction of City of Midland and the Bay County Road Commission.

2. Stratford Connector - Patrick Rd. to Ashman St. via Stratford Woods Park

This route would connect the current NMT path along Patrick Road to Ashman Street, via the gas pipeline ROW to Stratford Woods Park and then within the park north to Ashman Street following the current roadway alignment. The first portion (along the gas pipeline ROW) will be a separated path, with the second portion's facility type to be determined. This project will be under the City of Midland's jurisdiction.

3. Freeland Path to Dow Path connector - Freeland Rd to Gleaner Rd

This route is envisioned to run north along the west side of M-47 from the intersection at Freeland Road, then continue along Midland Road to the connection with the new Dow Path at Gleaner Road. The details of the facility type to be determined during the study. This project will be under the jurisdiction of Tittabawassee Township with additional involvement of the Great Lakes Bay Regional Trail Initiative.

4. Gordonville / N. River Road Connector

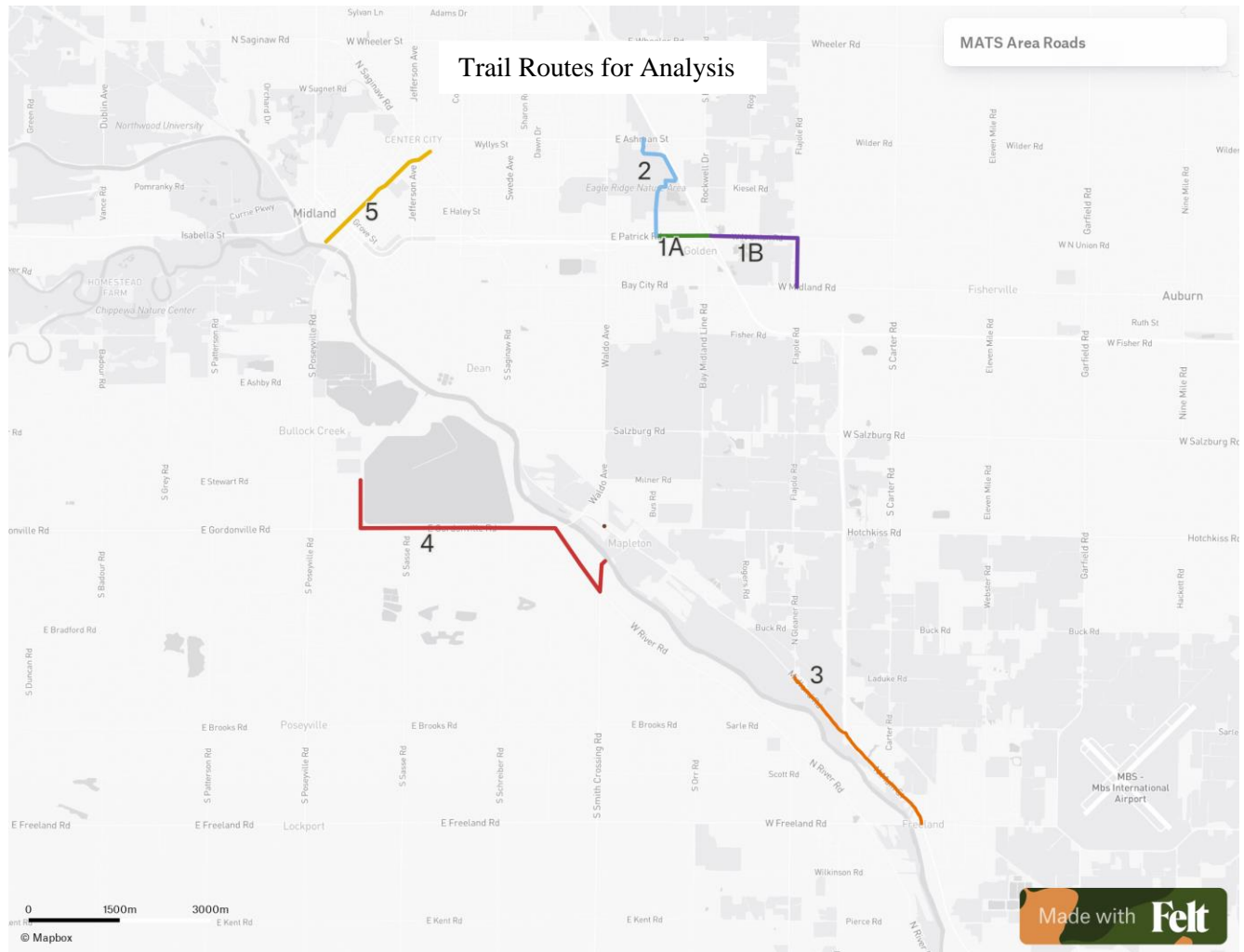
This project extends from the intersection of Stewart Road at the Consumers Energy driveway, following that to E. Gordonville Road, then running eastbound along E. Gordonville Road, then south east along W. River Road and then north at the intersection with Smiths Crossing, connecting with the new NMT facility at the Bailey Bridge. The details of the facility type to be determined during the study. This project will be under the jurisdiction of the Midland County Road Commission.

5. Rodd St. NMT Route - Pere Marquette Trail to Cambridge Street

The intent of this project is to provide an NMT facility along Rodd Street from Ann Street to Cambridge Street. The type of facility has not been determined yet. This project will be under the City of Midland's jurisdiction.

Each of the five projects will require a distinct, separate package of data collection, determination of facility type, and deliverables. The feasibility analysis should lead directly to the creation of a data package for the implementing local agency. If a particular route is found to be infeasible early in the process, an alternate route will be jointly developed by the consultant and implementing agency, to the extent possible given available pilot funding.

The selected consultant will evaluate the feasibility for construction taking into account budgetary, right of way, and other constraints; NEPA ramifications of the selected route, and other aspects including EPE prior to submittal by the local agency of an actual application for construction funding.



OVERALL SERVICES TO BE PROVIDED

The selected Contractor will perform consulting services which include, but are not limited to, the following:

Task 1. Establish Project Team and Duties

Create a project timeline and deadlines for deliverables.

Define roles and responsibilities of project participants, coordinate with MATS staff and the local agency with jurisdiction for each project. Meetings with the MATS TAP Pilot Steering Committee as required.

Meet with MATS staff throughout the project to ensure deliverables development is on schedule and deadlines are being met.

Task 2. Route Feasibility Study for Each Project (5)

Iteratively determine desired route location and facility type for each project, and develop a trail route feasibility study to evaluate the technical viability of each design from a right of way, budgeting, permitting, and initial constructability perspective. This work element will also include input gathering from stakeholders. Consideration should be given to issues such as land availability, roadway crossings, and on-street connectors. Eligibility for eventual TAP construction funding is of prime importance in this process, including federal standards for the proposed facility types and context. Deliverable for this task will be a report for each recommended route.

Task 3. National Environmental Policy Act (NEPA) Data Collection and Analysis

An initial environmental investigation should be performed to assess the potential need for further environmental study. Data collection and analysis should be performed as needed towards an eventual Environmental Assessment (EA). Data gathered should address habitat sensitivity, in addition to other required data. Note: an actual Environmental Assessment is not part of this task.

Task 4. Early Preliminary Engineering (EPE)

Development of the following work items related to EPE for each route, including but not limited to:

- Survey and other field data collection
- Detailed Project Location map
- Plan View Drawings
- Cross Section Drawings
- Engineer's Construction Cost Estimate via MERL
- Photo Documentation of each project including existing conditions
- Local agency resolutions and letters of support as required

Task 5. Develop Project-specific packages and final report

Data collected and produced for the foregoing tasks, plus any additional information required in the TAP application guide, will be assembled into 5 project-specific packages sufficient for local agencies to develop TAP applications for construction.

The Final report to Michigan Transportation Alternatives Program and MATS Policy Committee is also required, and should incorporate any lessons learned or obstacles encountered in the pilot program process for future reference.

REQUIRED MDOT GUIDELINES AND STANDARDS

Work shall conform to current MDOT, FHWA, and American Association of State Highway and Transportation Officials (AASHTO) practices, guidelines, policies, and standards.

SECTION II: GENERAL INFORMATION INSTRUCTION TO PROPOSER

A. OBJECTIVE

The purpose of this Request for Proposal (RFP) is to select a firm to assist the Midland Area Transportation Study (MATS) in carrying out a regional pilot program for the Michigan TAP. This pilot would involve initial screening of a group of projects for constructability, early preliminary engineering work including preliminary NEPA work, and assembling the material needed for the local implementing agencies to apply for TAP construction funding. The tasks to be performed and final work products will be as detailed in Section I of this RFP document.

B. QUESTIONS

The RFP is issued by the Midland Area Transportation Study. All questions regarding this proposal content or process must be addressed to Maja Bolanowska, MATS Director, via email, with the subject line “MATS TAP Pilot Program” at majab@midlandmpo.org. Questions and answers will be sent to all firms who were sent an RFP or who have submitted questions and will be posted at midlandmpo.org.

Question deadline shall be **February 12, 2024 at 2pm.**

C. PROPOSAL REQUIREMENTS

To be considered, each firm must submit a response to this RFP using the format provided in Section IV. No other distribution of proposals is to be made by the submitter.

The proposal must be signed by an official authorized to bind the submitter to its provisions. Each proposal must remain valid for at least ninety calendar days from the due date of this RFP. **Each total submittal should not be more than 25 sheets (50 sides)**, with material on two sides, not including required attachments.

D. CHANGES IN THE RFP

Should any prospective proposer be in doubt as to the true meaning of any portion of this Request for Proposal, or should the proposer find any ambiguity, inconsistency, or omission therein, the Proposer shall make a written request for an official interpretation or correction. Such requests must be received by Maja Bolanowska, MATS Director, via email, not less than seven calendar days prior to the final date of submittal of the proposals.

E. ADDENDUM

Any interpretation or correction, as well as any additional RFP provisions that MATS may decide to include, will be made only as an official addendum that will be posted to www.midlandmpo.org. It shall be the proposer’s responsibility to ensure they have received all addendums before submitting a proposal. Any addendum issued by MATS shall become part of the RFP and will be incorporated in the proposal. MATS will not be bound by oral responses to inquiries or written responses other than written addenda.

F. PROPOSAL SUBMISSION

All Proposals are due and must be delivered to MATS on or before **February 29, 2024 at 5 pm** (local time). Proposals submitted late or via oral, telephonic, telegraphic, or facsimile **will not** be considered or accepted.

Each Proposer must submit one (1) original signed Proposal, in pdf format via email to majab@midlandmpo.org or optionally via certified mail to the MATS’ physical address (Midland Area Transportation Study, 220 W. Ellsworth Street, Suite 326, Midland MI 48640).

Proposals submitted must be clearly marked: **Proposal – MATS TAP Pilot Program** and then list **Proposer’s name and address**.

MATS will provide an email confirmation that the proposal has been received.

MATS will not be liable to any Proposer’s for any unforeseen circumstances, delivery or postal delays. Postmarking on the Due Date will not substitute for receipt of the Proposal. Each Respondent is responsible for submission of their Proposal.

Additional time will not be granted to a single Proposer; however, additional time may be granted to all Proposers if MATS determines that circumstances warrant it.

G. DISCLOSURES

Under the Freedom of Information Act (Public Act 442), MATS is obligated to permit review of its files, if requested by others. All information in a submitter’s proposal is thus subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

H. TYPE OF CONTRACT

Non Appropriations: MATS shall be bound, hereunder, only to the extent that funds shall have been appropriated and budgeted or are otherwise available for the purpose of this contract. In the event that no funds or insufficient funds are appropriated and budgeted, or are otherwise unavailable by any means whatsoever in any fiscal period of payments due under this contract, then MATS shall immediately notify the Contractor of such occurrence and this contract shall terminate the last day of the fiscal period for which appropriations were received without penalty or expense to MATS of any kind, whatsoever.

Laws: The laws of the State of Michigan shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached through this process. MATS is an Inter-Municipal Committee established under Act 200 of 1957 of the Public Acts of Michigan.

Disclosure: All of the information included in your proposal response is subject to the “Freedom of Information Act” and may be disclosed in its entirety after the formal, public proposal opening has been completed.

Independent Price Determination: By submission of this proposal, the proposer certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other proposer or competitor.

Non-Iran Linked Business: By signing RFP response form, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an “Iran linked business,” as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by MATS in this regard.”

I. COST LIABILITY

The Midland Area Transportation Study assumes no responsibility or liability for costs incurred by the consultant prior to the execution of a Professional Services Agreement. The liability of MATS is limited to the terms and conditions outlined in the Agreement.

J. SCHEDULE

The following is the solicitation schedule for this procurement:

Activity/Event	Date
Deadline for submitting questions on the RFP	February 12, 2024
Proposal Due Date	February 29, 2024
Steering Committee Review	By March 31, 2024
Steering Committee recommendation	By March 31, 2024
Policy Committee Award	By May 7, 2024

Note: The above schedule is for information purposes only and is subject to change at MATS' discretion.

Proposals submitted shall define an appropriate project schedule in accordance with the requirements of the proposed work plan. The final schedule will be negotiated based on the final scope of work and work plan agreed to by MATS and the selected firm.

K. RESERVATION OF RIGHTS

1. MATS reserves the right to accept or reject any or all Proposals, in whole or in part.
2. MATS reserves the right to waive or not waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by MATS to be in the best interests of MATS even though not the lowest proposal.
3. MATS reserves the right to request additional information from any or all Proposals.
4. MATS reserves the right not to consider any Proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.
5. MATS reserves the right to determine whether the scope of the project will be entirely as described in this RFP, a portion of the scope, or that a revised scope be implemented.
6. MATS reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted.
7. MATS reserves the right to disqualify Proposals that fail to respond to any requirements outlined in the RFP, or for failure to enclose copies of the required documents outlined within the RFP.

L. FUNDING SOURCES

This project is funded by the Michigan Transportation Alternatives Program and local matches by the implementing agencies of each project, consisting of the City of Midland, the Midland County Road Commission, the Bay County Road Commission, and Tittabawassee Township.

SECTION III: SELECTION CRITERIA

A. SELECTION CRITERIA

The proposals will be evaluated using the selection criteria below which are listed in order of importance. Price is less important than the other technical factors as a whole.

All proposals will be evaluated by the MATS TAP Steering Committee membership, comprised of the local implementing agencies with projects in the pilot program. The Committee may be assisted by other personnel as deemed appropriate for the purpose of selecting the proposer with whom a contract will be executed. Representatives from the firm(s) in a competitive range may be invited to interview by phone, teleconference or in person with the Committee before final selection is made.

Midland Area Transportation Study reserves the right to cancel the solicitation or reject any and all proposals in whole or part. Midland Area Transportation Study also reserves the right to award to other than the lowest priced proposal. Midland Area Transportation Study reserves the right to waive any minor informalities or irregularities and to use whatever reasonable and prudent evaluation techniques it deems appropriate.

B. MINIMUM PROPOSAL INFORMATION AND PROPOSAL EVALUATION

Respondents should organize Proposals into the following Sections:

1. Proposed Work Plan
2. Past Involvement with TAP grant applications
3. Professional Qualifications
4. Fee Proposal
5. Authorized Negotiator
6. Attachments

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals. The evaluation will be completed by the MATS TAP Steering Committee, which will provide a recommendation to the MATS Policy Committee for contract award.

Evidence of past project experience should demonstrate that the proposed Consulting Team includes individuals competent in 1) Michigan TAP grant applications and 2) Trail Route Feasibility analysis.

A. Proposed Work Plan – 50 points

- A list of all tasks required to meet the project's objectives, with assigned resources (person-hours) and responsible staff members.
- A timeline schedule showing the sequence and duration of tasks, including milestones for completion.
- Identification of information needed from MATS or local agency staff.
- Also include in the work plan all proposed steps, if any, to expedite completion of the project. This will be given due consideration during evaluation of proposals. Any other pertinent information the proposer deems necessary should also be included.

- In the scoring for this section, consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items as well as to the projects objectives.
- B. Past Involvement with Michigan TAP grant applications– 25 points
- The written proposal must include a list of specific experience in the TAP grant and trail development area as well as indicate proven ability in developing similar grant applications. A complete list of similar endeavors and their post-submission outcomes should be provided.
- C. Professional Qualifications – 15 points
- State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.
 - Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Indicate which of these individuals you consider key to the successful completion of the project. Qualifications are required for all proposed project personnel, including all sub consultants.
 - State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details which make the firm uniquely qualified for this work.
- D. Fee Proposal - 10 points
- Fee quotations are to include the names, title, hourly rates, overhead factors, and any other details, including hours of effort for each team member by task, and sub-task, by which the overall and project element costs have been derived. The fee quotation is to relate in detail to each item of the proposed work plan. Consultants shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time. The cost proposal should be realistic in showing the hours necessary to provide a quality product.
- E. Authorized Negotiator
- Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the Scope of Work with MATS.
- G. Proposal Evaluation
- The TAP Steering Committee will evaluate each proposal by the above described criteria and point system (A through D, based on 100 points). A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview, if interviews are conducted.
- H. Interview
- The Committee reserves the right to schedule interviews with selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.
- I. Final Scoring
- If interviewed, firms will then be re-evaluated by the above criteria (A through D), and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by the Midland Area Transportation Study.

MATS reserves the right to not consider any proposal which is determined to be unresponsive and deficient in any of the information requested for evaluation. MATS also reserves the right to waive the interview process and evaluate the consultants based on their proposals and fee schedules alone.

SECTION IV: WRITTEN PROTEST PROCEDURES

GENERAL - DEFINITIONS

1. The procedures established hereunder shall be available to contractors for the purpose of handling and resolving disputes relating to procurements hereunder. A protestor must exhaust all administrative remedies hereunder before pursuing a protest in any court of law. The term “contractor” means any person, firm, or corporation, which has contracted or seeks to contract with MATS.
2. The term “hearing officer” shall mean a person, appointed by the Policy Committee, to hear and decide allegations made by any contractor relating to procurements hereunder.
3. A “post-award protest” is a protest received after award of a contract.

FILING OF PROTESTS

Any Contractor may file a written post-award protest of the procurement procedures involved herein, with MATS director, within fifteen (15) calendar days after the date of MATS’s decision regarding a selection of a Contractor. Each protest must clearly state: a) The name, address, and telephone number of the protester; and b) A statement of all of the grounds upon which the protest is made.

Protests are to be filed by certified mail, return receipt requested, or by personal delivery by 4:30pm at:

Midland Area Transportation Study
220 W. Ellsworth St. Ste. 326
Midland, MI 48640

If protests are filed by personal delivery, the Protester may obtain a time-stamped copy of the protest from the MATS office as proof of the date and time of the filing of the protest.

HEARING PROCEDURE

A hearing shall be conducted in accordance with these Written Protest Procedures.

The Hearing Officer shall be the responsible official who has the authority to make the final determination of the protest.

The Hearing Officer, shall respond in detail, to each substantive issue raised in the protest.

The Hearing Officer shall issue a written decision within fifteen (15) calendar days of receiving protest and state the reasons for the decision taken.

The Hearing Officer’s determination shall be final and binding upon all parties upon issuance.

SECTION V: RFP SUBMISSION

Direct Questions To: Maja Bolanowska, Director
Midland Area Transportation Study
majab@midlandmpo.org
Submit questions by February 12, 2024
“MATS TAP Pilot Study” must be in the subject line of the e-mail

Date Issued: January 15, 2024

Proposals Due: February 29, 2024 at 5:00 pm

Proposer Name: _____

Proposal Price: _____

*Attach items as described in Section III of the RFP documents, including but not limited to, work plan, names, title, hourly rates, overhead factors, and any other details, including hours of effort for each member by task, and sub-task.

Submit via email to: majab@midlandmpo.org

Or via mail to: Midland Area Transportation Study
220 W Ellsworth St. Ste. 326
Midland MI 48640
Care of: Maja Bolanowska

With subject line/title “**Proposal – MATS TAP Pilot Study**”

PROPOSER READ AND COMPLETE

The undersigned certifies that he/she offers to furnish services in strict accordance with all requirements set forth in this proposal.

I hereby state that all of the information I have provided is true, accurate, and complete. I hereby state that I have the authority to submit this proposal, which will become a binding contract, if accepted by the Midland Area Transportation Study. I hereby agree to abide by all relevant ordinances, rules and regulations, including the suspension process for poor performance arising out of this contract, if awarded.

Signature

Date

Unique Entity Identifier (UEI) or Federal ID#: _____
(Precede with “S” if Social Security #)