

RIO GRANDE VALLEY PARTNERSHIP (RGVP)

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL (LRGVDC)

301 W RAILROAD

WESLACO, TEXAS 78596

REQUEST FOR PROPOSALS (RFP)

RFP TITLE: RIO GRANDE VALLEY REGIONAL MOBILITY PLAN UPDATE 2013

Purpose

The LRGVDC/RGVP is seeking proposals from qualified firms to develop the Rio Grande Valley Regional Mobility Plan Update 2013, hereafter referred to as the "Project". The purpose of the Project is to identify and document multi-modal regional transportation infrastructure needs in the Rio Grande Valley within the boundaries of the Texas Department of Transportation's Pharr District, which includes Cameron, Hidalgo, Starr, Zapata, Willacy, Kennedy, Brooks & Jim Hogg Counties. For this Project, multi-modal regional transportation needs shall include roadways, rail, transit, water ports, and ports of entry.

Schedule of Events**

RFP Release	Sunday, September 16, 2012
Deadline for Submittal of Questions	Wednesday, September 26, 2012 @ 4:00 pm (CTZ)
Release of Response to Questions	Friday, September 28, 2012
Deadline for Submission of Proposals	Tuesday, October 16, 2012 @ 4:00 pm (CTZ)
Steering Committee Proposal Evaluations	Tuesday, October 30, 2012
Steering Committee Interviews (if necessary)	Thursday, November 15, 2012
RGVP Board Approval of Selection - Authorization to Enter into Negotiations	Thursday, November 22, 2012
Steering Committee Cost Proposal Negotiations	Thursday, December 13, 2012
RGVP Board Approval to Enter into Contract with Consultant	Thursday, December 27, 2012

Contract Begins

Thursday, December 27, 2012

Project Completion

April 30 2013

**The LRGVDC/RGVP reserves the right, in its sole discretion, to change the above dates. Notices of changes to items directly impacting the Original RFP or proposal process will be submitted to each consultant of record as having received an RFP.

SUBMISSION OF PROPOSALS:

Fifteen (15) original **Technical Proposals** and One Electronic **must** be sealed and submitted as the offeror's response, subject to the terms and conditions of this Request for Proposals ("RFP"), to:

(If hand delivered)

Mr. Victor Morales, Procurement Director
LRGVDC
301 W. Railroad
Weslaco, Texas 78596

**RFP Title: Rio Grande Valley Regional Mobility
Plan Update 2013**

(If Mailed)

Mr. Victor Morales, Procurement Director
LRGVDC
301 W. Railroad
Weslaco, Texas 78596

**RFP Title: Rio Grande Valley Regional Mobility
Plan Update 2013**

**ALL PROPOSALS MUST BE RECEIVED IN THE OFFICES OF THE LRGVDC
NO LATER THAN 4:00 P.M. CENTRAL TIME, TUESDAY, OCTOBER 16, 2012.**

The LRGVDC/RGVP is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp at the receptionist area of the LRGVDC shall be the official time of receipt. Proposals received late will not be returned.

Proposal contents considered confidential/proprietary by the Offeror, shall be clearly identified and subject to confirmation by the LRGVDC/RGVP. Should the material not be deemed confidential/proprietary, the Offeror may withdraw the designated materials from consideration prior to review and the evaluation process.

Part I GENERAL INFORMATION

1.1 The LRGVDC/RGVP Responsibilities

The LRGVDC/RGVP shall pay no costs or other amount incurred by any entity in responding to this RFP. The LRGVDC/RGVP reserves the right, in its sole discretion, to select one or more qualified responses to this RFP without discussion of responses with respondents. The LRGVDC/RGVP reserves the right to refuse and reject any and all submitted proposals and to waive any and all formalities or technicalities and to accept the proposal(s) considered the best and most advantageous to the LRGVDC/RGVP.

All proposals will become part of the LRGVDC/RGVP's official procurement files, and will be available for public inspection. The LRGVDC/RGVP will work with the Selected Consultant to help ensure that the Rio Grande Valley Regional Mobility Plan Update 2013 will be of the highest quality and acceptable to the LRGVDC/RGVP.

1.2 Respondent Responsibilities

Qualified, independent consultants are invited to submit proposals in accordance with this RFP. Proposals must address all specifications. Selected Consultant will perform the work under the direction of the RGVP. Selected Consultant will be liable, both individually and severally, for the performance of all obligations under the Rio Grande Valley Regional Mobility Plan Update 2013 and will not be relieved of non-performance of any subcontractor. Selected Consultant will be the sole point of contract responsibility. The LRGVDC/RGVP will look solely to the Selected Consultant for performance and delivery of the Rio Grande Valley Regional Mobility Plan Update 2013.

Selected Respondent(s) [“Selected Consultant” or “Consultant”, where singular includes plural of both terms] must be prepared to begin performance of any contract resulting from issuance of this RFP, on or about THURSDAY, DECEMBER 27, 2012.

1.3 Point of Contact

LRGVDC/RGVP point of contact for this RFP will be Victor Morales, Procurement Director, LRGVDC, 301 W. Railroad, Weslaco, Texas 78596, fax: (956) 631-4670.

1.4 Written Questions and Official Responses

All Inquiries and Questions concerning this RFP must be made in writing and addressed to Victor Morales, Procurement Director no later than 4:00 p.m. (CTZ), Wednesday, September 26, 2012. Telephone inquiries will not be

accepted. Questions may be submitted by fax and or E-mail. The LRGVDC/RGVP will post its responses to the questions received by the deadline electronically on the LRGVDC's web page (www.lrgvdc.org) on or about **Friday, September 28, 2012**, or as soon thereafter as practical. The LRGVDC will fax copies of its official responses to those respondents specifically requesting a copy by fax or E-mail.

If the respondent discovers any ambiguities, conflicts, discrepancies, exclusionary specifications, omissions, or other errors in this RFP, respondent must immediately notify the LRGVDC Procurement Director. If a respondent fails to so notify the Procurement Director, such respondent submits a proposal at its own risk and under such conditions. If the respondent is awarded the contract, then it is not entitled to additional compensation, relief, or time by reason of the error or its later correction.

Upon issuance of this RFP, employees and other representatives of the LRGVDC/RGVP will not answer questions or otherwise discuss the contents of this RFP with any potential respondents or their representatives. Failure to observe this restriction may result in disqualification of any subsequent proposal. This restriction does not preclude discussions unrelated to this RFP.

1.5 Deadline for Submission of Proposals; Copies

Fifteen (15) original Technical Proposals and one Electronic must be submitted to and received by the LRGVDC Procurement Director no later than 4:00 p.m. (CTZ), on **Tuesday, October 16, 2012**. Faxed responses are not acceptable. Proposals received after the deadline will not be accepted. The LRGVDC/RGVP will not consider proposals from respondents that do not submit timely proposals. Respondents are solely responsible for verifying the LRGVDC's receipt of their proposals by the deadline specified above. Late proposals will not be considered under any circumstances.

1.6 Right to Amend, Modify or Withdraw the RFP

The LRGVDC/RGVP reserves the right, in its sole discretion, to amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of the Rio Grande Valley Regional Mobility Plan Update 2013, if it is in the best interest of the LRGVD/RGVP. The decision of the LRGVDC/RGVP, or its designee, shall be administratively final in this regard.

1.7 Time

The times stated in this document refer to Central Time Zone (CTZ) where appropriate, unless otherwise stated in this document. The LRGVDC's regular

office hours are 8:00 a.m. to 5:00 p.m. (CTZ), Monday through Friday, except State and LRGVDC holidays.

PART II SCOPE OF SERVICES AND DELIVERABLES

2.1 Scope of Services

The scope of services for the Project includes reviewing local transportation plans and studies, identifying project and funding accomplishments from previous 1992 and 2003 Regional Mobility Plans, analyzing past and projecting future demographic changes, coordinating and collaborating with local transportation planning partners and providers, identifying and justifying regional multi-modal transportation infrastructure needs, identifying feasible corridors and projects to meet the needs, categorizing needs and projects as short, medium or long term, identifying status of projects, preparing total project cost estimates, identifying economic impacts to the Rio Grande Valley, identifying traditional and non-traditional transportation funding opportunities, analyzing current policy and funding constraints, identifying past partnerships and future partnership opportunities, mapping and labeling all needs/projects on a 22 inch x 34 inch colored map covering the Project limits, and documenting all work in a well-organized bound report.

2.2 Deliverables

- Fifteen (15) hard copies of the Draft Report and Map
- Fifty (50) hard copies of the Final Report and Map
- Seven (7) electronic CDROM copies of the Final Report and Map, with the report in PDF format and the map in GIS shape file format (unless otherwise agreed to in writing by RGVP).

Part III PROPOSAL EVALUATION AND SELECTION PROCESS

3.1 Evaluation Process

The RGVP Board will assign a Steering Committee to review and evaluate proposals.

Steering Committee members will independently review all proposals for compliance and thoroughness. Upon completion of the independent reviews, each Steering Committee member will individually score each proposal. The Procurement Director will then collect all scores and aggregate the scores of all members and rank the technical proposals.

After the technical proposals have been ranked, the Steering Committee will interview the top three (3) to five (5) candidates. After the interviews have been

conducted, the Steering Committee will tabulate scores and recommend selection of the top candidate to the RGVP Board. The RGVP Board will make the final consultant selection decision.

3.2 Evaluation Criteria

The evaluation criteria will consist of three parts.

3.2.1 Part 1 Scoring of the Technical Proposal

Scoring of the Technical proposal will be based on a one hundred (100) point scale and will be conducted by the Steering Committee.

Categories that will be considered include, but are not limited to, the following:

- The firm's response to the RFP
- Understanding of the Project
- Proposed Work Plan and Approach
- Proposed Schedule
- Qualifications of the Firm
- Qualifications of Proposed Project Personnel

Based upon the scores received from this review process, the top three (3) to five (5) firms will be short-listed. The firms listed in the short-list will be notified as to when they will be requested to participate in the second part of the evaluation process.

3.2.2 Part 2 Oral presentation and Question and Answer Session

The top three (3) to five (5) ranked firms will be contacted to provide an oral presentation and to provide responses to a question and answer session.

3.2.3 Part 3 Final Tabulation

The Steering Committee will make a final selection recommendation to the RGVP Board based upon the aggregated scoring of the written technical proposal, oral presentation, and responses to the question and answer session from the top ranking firms.

3.3 Selection Process

Upon selection of an apparent Selected Consultant by the RGVP Board, the LRGVDC Procurement Director, in consultation with the Steering Committee, will proceed with the contract negotiation and attempt to finalize a contract with the

apparent Selected Consultant. The LRGVDC/RGVP anticipates that these negotiations will involve very few issues and will be expedited; however, if a contract cannot be successfully negotiated within a reasonable period of time, contract negotiations will be terminated, and negotiations with the next highest-ranked respondent may commence. This process may continue until a contract is signed or this RFP is withdrawn. However, the LRGVDC/RGVP reserves the right, in their sole discretion and at any time upon failure of negotiations, to reissue or withdraw this RFP rather than continue with negotiations. The LRGVDC/RGVP reserves the right to reject any and all proposals.

As soon as possible thereafter the execution of a written contract with the Selected Consultant, all other respondents will be provided with formal notification.

Part IV TECHNICAL PROPOSAL REQUIREMENTS

The required contents and limitation for preparation of the technical proposal are described in this section. Failure to provide the requested information or adhere to any state limitations may result in disqualification of the submitted proposal. A total of Fifteen (15) original copies of the Technical proposal and One Electronic **must** be submitted to the address given in the cover letter.

4.1 Requirements

The required contents for the Technical Proposal are presented below in the order they should be incorporated into the submitted document.

4.1.1 Understanding of the Proposed Project

This section should demonstrate the consultants' understanding of the project needs, the work required, transportation funding and any local issues or concerns. This description should be concise, candid, and is limited to 3 pages in length.

4.1.2 Proposed Work Plan

The consultant should present the proposed work plan necessary to complete the work outlined under the scope of services. The proposed work plan should address each of the specific work elements described in the scope of services, but the consultants may propose additional work beneficial to completing the Rio Grande Valley Regional Mobility Plan Update 2013. Where appropriate, the methodology to be used to accomplish a specific task should be described. There is no page limitation for this section, but consultants are encouraged to be concise.

4.1.3 Schedule

A proposed schedule for completing each task should be provided. For each review proposed by the consultant, the schedule shall reflect the maximum allowable review time available to maintain the proposed schedule. The schedule shall also reflect expected dates for deliverables, and must include submittal of a draft Rio Grande Valley Regional Mobility Plan Update 2013 by March 29, 2013, and submittal of the final Rio Grande Valley Regional Mobility Plan Update 2013 by April 30, 2013.

4.1.4 Firm Qualifications

This section should include a description of the firm's most recent or applicable projects. For each project, a client contact name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

4.1.5 Personnel and Staffing

The consultant should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. This section should highlight personnel's experience with the proposed technology. There is a one (1) page limitation for each biographic summary provided.

4.1.6 Required Certification and Submittal

This section will contain any certification(s) and assurance(s) as required by TxDOT, the RGVP and the Federal Highway Administration (FHWA). If the firm wishes to claim DBE credit the proposal must contain a DBE certificate.

4.1.7 Tools, Equipment and Supplies

The consultant shall provide tools, equipment, supplies, materials, employees, management, and any other item or services as may be necessary in order to enable the consultant to provide the services required under the scope of service.

4.2 Items Available to the Selected Consultant

The items available to the Consultant from the LRGVDC/RGVP are as follows:

- Previous Regional Mobility Plans from the Rio Grande Valley Partnership (1992, 2003)
- Current Brownsville MPO Metropolitan Transportation Plan
- Current Harlingen-San Benito MPO Metropolitan Transportation Plan
- Current Hidalgo County MPO Metropolitan Transportation Plan
- Current Cameron County Regional Mobility Authority Strategic Plan
- Current Hidalgo County Regional Mobility Authority Strategic Plan
- Texas-Mexico Border Crossing Study (R.J. Rivera & Associates, 2008)
- Lower Rio Grande Valley and Laredo Regional Freight Study (HNTB, 2011)
- Texas Waterborne Freight Study (Cambridge Systematics, 2011)
- Border Truck Origin-Destination Study (TTI, 2011)
- Regional Border Master Plan (TTI, ongoing)

Part V Technical Proposal Format

5.1 Introduction

Proposals must be complete; failure to provide all required information may result in disqualification of the proposal. Conciseness and clarity of content are required; vague and general proposals will be considered non-responsive, and will result in disqualification. Proposal pages must be numbered and contain an organized, paginated table of contents corresponding to the section and pages.

The objectives of the technical portion of the respondent's proposal are to demonstrate:

- The experience and expertise of respondent's personnel and respondent's subcontractor personnel to complete all required deliverables under the Contract.
- Respondent's ability to logically plan and complete the work; and
- Respondent's ability to successfully deliver results.

Respondent must demonstrate their understanding of the critical elements required for development of the Rio Grande Valley Regional Mobility Plan Update 2013 by specifically addressing and describing respondent's approach to providing the required service and deliverables listed; the staffing and resources that will be devoted and required to fulfill each task; and the proposed time schedule required to complete each task.

5.2 General Organization of Proposal Contents

5.2.1 Transmittal Letter

Respondent must submit with its proposal a transmittal letter that identifies the entity submitting the proposal, and includes a commitment by the entity to provide the services required by the LRGVDC/RGVP. The transmittal letter must state that the proposal is valid for **ninety (90) days from the deadline for delivery of the proposals to the LRGVDC. Any proposal containing a term of less than ninety (90) days for acceptance from this deadline will be rejected as non-responsive.**

The transmittal letter must be signed by a person legally authorized to bind the respondent to the representations as set forth in the response. In the case of a joint proposal, each part must sign the transmittal letter. Respondent also must indicate, in its transmittal letter, why it believes that it is the most qualified respondent to provide the requisite services.

5.2.2 Executive Summary

Respondent must provide an executive summary of its proposal and a representation that the proposal addresses all of the requirements of this RFP. The executive summary must not exceed four (4) pages, and must represent a full and concise summary of the contents of the proposal. The executive summary must not include any information concerning the cost of the proposal. Respondent must identify any services that are beyond those specifically requested. If respondent is providing services that do not meet the specific requirements of this RFP, but in the opinion of the respondent are equivalent or superior to those specifically requested, any such differences must be noted in the executive summary. However failure to provide the services specifically required may result in disqualification of the proposal. The executive summary must include the consultant's understanding of the project.

5.2.3 Proposed Subcontractor(s) Identifying Information and Statements

Proposals must identify any subcontractors, and outline the contractual relationship between Selected Consultant, respondent and each joint respondent or proposed subcontractor. Respondent must also, if selected for award of the contract, provide the LRGVDC/RGVP with a copy of any proposed subcontract at least thirty (30) days in advance. The LRGVDC/RGVP reserves the right, in its sole judgment and discretion, to approve or disprove any such subcontract. Respondent must provide statements from each of its proposed subcontractors, signed by an individual authorized to legally obligate each subcontractor, attesting to the fact that it will provide the services as represented in respondent's

proposal. Respondent must disclose, at the LRGVDC's/RGVP's request, any information regarding proposed subcontractors.

5.2.4 Cost Proposal To be submitted in a separate and sealed envelope at a later date.

Selected Consultant must include with its proposal all proposed costs for the Plan, including personnel costs, travel, and all other out of pocket expenses required to perform the Plan. Respondent must include in its cost proposal all costs and expenses associated with its attendance at and participation in, all meetings as requested in this RFP.

Proposed costs must be detailed by proposed respondent and subcontractor personnel to provide services under the Plan Contract. Selected Consultant must provide any equipment, software, data communication lines, or other materials required to complete the Project.

The LRGVDC/RGVP reserves the right in its sole discretion, to require the Selected Consultant to post a performance bond. The total cost subject to evaluation will not include the cost of a performance bond.

Part VI Cost Proposal Format and Requirements

The Selected Consultant must identify each person and their firm (respondent or subcontractor); the proposed hourly rates and number of hours for each person by content section; the total number of hours, fees, and other expenses for each person; and the total costs. The Cost Proposal must include all costs that the respondent proposes to be authorized for payment by the RGVP under the Plan contract. Cost Proposal will be broken down and include a breakdown between Profit Rate and Overhead.

Part VII GENERAL TERMS AND CONDITIONS

7.1 Rejection of Proposal Response

The LRGVDC/RGVP may reject a proposal response if:

- The consultant misstates or conceals any material fact in the proposal.
- The consultant does not strictly conform to law or the requirements of the RFP.

The LRGVDC/RGVP may reject any and all proposal responses, and may reject any part of a proposal response. The LRGVDC/RGVP may also

waive any irregularities in any response whenever it is deemed in the best interest of the LRGVDC/RGVP to do so.

7.2 Withdrawal or Modification of Proposal Responses

Proposal responses may be withdrawn or modified prior to the deadline for submission if the request to do so in writing and on the letterhead of the consultant. Persons bearing such requests must show positive identification of authorization to submit the request. Proposal responses and requests for withdrawal or modification received after the deadline for submission of responses will not be accepted.

7.3 Clarification/Exceptions to Proposal Specifications

Any consultant in doubt as to the true meaning of the specifications, or other proposal documents or any part thereof, may submit a request for clarification to LRGVDC/RGVP on or before **Wednesday, September 26, 2012 at 4:00 p.m.** All such requests shall be made in writing and the person submitting the request shall be responsible for its prompt delivery.

Any interpretation of proposal documents, if made, will be by Addendum duly issues. A copy of such Addendum will be faxed to each person receiving a set of proposal documents. The LRGVDC/RGVP will not be responsible for any other explanation or interpretation of the specifications made or given prior to the award of the contract.

7.4 Protest Procedures

A written complaint must be sent by certified mail to LRGVDC's Procurement Director within seven (7) business days and shall identify the following:

- Name, mailing address and business phone number of the complainant
- Appropriate identification of the RFP being questioned
- A precise statement of reasons for the protest
- Supporting exhibits, evidence or documents to substantiate any claims

The protest must be based on an alleged violation of LRGVDC's/RGVP's procurement procedures, a violation of Federal or State law (if applicable), or a violation of applicable contract agreements to which LRGVDC/RGVP is a party. Failure to receive a procurement contract award from LRGVDC/RGVP, in and of itself, does not constitute a valid protest.

LRGVDC/RGVP will provide a response to the protest within fourteen (14) business days that clearly states its position regarding the protest.

7.5 Commencement of Work

Commencement of work will begin once the Notice to Proceed has been issued.

7.6 Inquiries and Administrative Guidance

Questions on this RFP must be made in writing to:

Victor Morales
Procurement Director
Lower Rio Grande Valley Development Council
301 W. Railroad
Weslaco, Texas 78596
Or faxed (typed) to (956) 631-4670

Copies of all correspondence of a contractual nature should be sent clearly marked on both the document as well as the covering envelope with the RFP Name. Deadline for questions and inquiries will be **Wednesday, September 26, 2012 at 4:00 p.m. CTZ.**

LRGVDC/RGVP will issue replies and any other changes by addendum (amendment) and fax them to all parties recorded by LRGVDC/RGVP as having received the RFP. All such addenda (amendments) issued by LRGVDC/RGVP prior to the time that proposals are received shall be considered part of the RFP, and the respondents must be required to consider and acknowledge receipt of such in their proposals.

Only replies by formal written addenda (amendments) must be binding. Oral and other interpretations or clarifications will be without legal effect. The respondent must acknowledge receipt of all addenda (amendments) by completing and faxing the Addendum Response Form to LRGVDC at (956) 631-4670.

The information provided herein is intended to assist consultants in the preparations of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested consultants will sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or to exclude any relevant or essential data there from. Consultants are at liberty and are encouraged to expand upon the specifications to evidence service capability under any proposal.

Part VIII LRGVDC/RGVP CONTRACT CONTACT FORM

Contact for Contract Administration

For use in the event that your firm receives a contract as a result of this RFP, please designate on the attached form, the person whom the LRGVDC/RGVP may contact, during the period of the contract, for prompt action on matters pertaining to your administration of the contract.

AUTHORIZED ADMINISTRATOR:

NAME: _____ TITLE: _____

ADDRESS: _____

TELEPHONE NO.: _____ FAX: _____

INTERNET EMAIL ADDRESS: _____

Contact for Authorized Negotiator

The person designated below will be authorized to negotiate terms, conditions, and pricing on behalf of your firm until a contract is awarded and can contractually commit your firm.

AUTHORIZED NEGOTIATOR:

This person is authorized to contractually commit your firm.

NAME: _____ TITLE: _____

ADDRESS: _____

TELEPHONE NO.: _____ FAX: _____

INTERNET EMAIL ADDRESS: _____