

**HIDALGO COUNTY METROPOLITAN PLANNING ORGANIZATION (HCMPO)**

**LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL (LRGVDC)**

**301 W RAILROAD**

**WESLACO, TEXAS 78596**

**REQUEST FOR PROPOSALS (RFP)**

**RFP TITLE: CONGESTION MANAGEMENT DATA COLLECTION**

**Introduction**

Since 1995, the Hidalgo County Metropolitan Planning Organization (HCMPO), in close cooperation with the Texas Department of Transportation (TxDOT), has been performing the collection and analyzing of the gathered data for the congestion levels in the urbanized areas in Hidalgo County. This data has been incorporated into the Transportation Plan. The urbanized area consists of approximately 500 miles of roadway.

**Schedule of Events\*\***

RFP Release	Sunday, January 6, 2013
Deadline for Submittal of Questions	Wednesday, January 16, 2013 @ 4:00 pm (CTZ)
Release of Response to Questions	Friday, January 18, 2013
Deadline for Submission of Proposals	Friday, January 25, 2013 @ 4:00 pm (CTZ)
Technical Committee Evaluations	Tuesday, February 5, 2013
Technical Committee Interviews (Possible)	Tuesday, February 12, 2013
Policy Committee Approval of Selection - Permission to Enter into Negotiations	Thursday, February 21, 2013
Technical Committee Cost Proposal Review and Approval	Tuesday, March 5, 2013
Policy Committee Permission to Enter into Contract with Consultant	Thursday, March 21, 2013
Contract Begins	Monday, April 1, 2013
Project Completion	Spring 2013 CMP - Friday, July 26, 2013

\*The LRGVDC and HCMPO reserve 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. Any changes to the timeline will require HCMPO Policy Committee Approval according to established policy.

**SUBMISSION OF PROPOSALS:**

Twenty-five (25) 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:    Congestion Management Data Collection**

(If Mailed)                                      Mr. Victor Morales, Procurement Director  
LRGVDC  
301 W. Railroad  
Weslaco, Texas 78596

**RFP Title:    Congestion Management Data Collection**

**ALL PROPOSALS MUST BE RECEIVED IN THE OFFICES OF THE LRGVDC NO LATER THAN 4:00 P.M. CENTRAL TIME, FRIDAY, JANUARY 25, 2013.** The LRGVDC/HCMPO 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 and HCMPO. 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      Introduction**

The LRGVDC/HCMPO, in close cooperation with the TxDOT, currently performs the transportation planning for the urbanized area in Hidalgo County area.

**The LRGVDC/HCMPO is seeking a qualified consulting firm to collect information and report on congestion levels for the Spring season of FY2013 within the HCMPO study area.**

**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 MONDAY, APRIL 1, 2013.**

**1.2      The LRGVDC/HCMPO Responsibilities**

The LRGVDC/HCMPO shall pay no costs or other amount incurred by any entity in responding to this RFP. The LRGVDC/HCMPO 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/HCMPO 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/HCMPO.

All proposals will become part of the LRGVDC/HCMPO’s official procurement files, and will be available for public inspection. The LRGVDC/HCMPO will work with the Selected Consultant to help ensure that the Congestion Management Process will be of the highest quality and acceptable to the LRGVDC/HCMPO.

**1.3      Respondent Responsibilities**

Qualified, independent consultants are invited to submit proposals in accordance with this RFP. Proposals must address all specifications. Selected Consultant will organize the project under the direction of the HCMPO. Selected Consultant will be liable, both individually and severally, for the performance of all obligations under the Congestion Management Process and will not be relieved of non-performance of any subcontractor. Selected Consultant will be the sole point of contract responsibility. The LRGVDC will look solely to the Selected Consultant for performance of the Congestion Management Process.

#### **1.4 Point of Contact**

Questions concerning this RFP must be made in writing and addressed to Victor Morales, Procurement Director, LRGVDC, 301 W. Railroad, Weslaco, Texas 78596, fax: (956) 682-3295. **Upon issuance of this RFP, employees and other representatives of the LRGVDC/HCMPO 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 Written Questions and Official Responses**

**All Inquiries and Questions concerning this RFP must be made in writing and address to Victor Morales, Procurement Director no later than 4:00 p.m. (CTZ), Wednesday, January 16, 2013. Telephone inquiries will not be accepted.** Questions may be submitted by fax and or E-mail. The LRGVDC will post its responses to the questions received by the deadline electronically on the LRGVDC's web page ([www.lrgvdc.org](http://www.lrgvdc.org)) on or about **Friday, January 18, 2013**, 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 Procurement Officer. 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.

#### **1.6 Deadline for Submission of Proposals; Copies**

Twenty –five (25) 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 **Friday, January 25, 2013**. Faxed responses are not acceptable. Proposals received after the deadline will not be accepted. The LRGVDC 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.

The selected firm should be ready to submit one (1) sealed Cost Proposal at a moment's notice.

## **1.7 Right to Amend, Modify or Withdraw the RFP**

The LRGVDC/HCMPO 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 Long Term Transit Planning, if it is in the best interest of the LRGVDC and HCMPO. The decision of the LRGVDC/HCMPO, or its designee, shall be administratively final in this regard.

## **1.8 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 PROJECT SCOPE, DELIVERABLES AND PERFORMANCE CRITERIA**

## **2.1 Scope of Services**

In the past, the HCMPO has been responsible for gathering the traffic congestion data on its own. The HCMPO has examined the network of roads and highways in the urbanized areas of Hidalgo County, which is approximately 500 miles of roadways.

**The scope of this project is to gather data on congestion levels in the urbanized areas of Hidalgo County. The information to be gathered, include but is not limited to, the travel times and delays for each identified road segment in the network.** This CMP network consists of roadways within the HCMPO area that are either FHWA functionally classified or identified as a transit route.

Currently the travel times are being collected in two (2) second time intervals and are plotted onto the HCMPO's GIS system. Travel times shall be gathered by the "Floating Car" method. After all of the data has been collected, the consultant shall prepare the annual Congestion Report and make its recommendations to the HCMPO.

### **2.1.1 Schedule and Time Line**

The successful consultant must be willing to work with the network during the peak time periods as assigned by the HCMPO. The consultant must utilize the "floating car" method to perform the test.

**The travel data must be collected when the local schools are in session. This year the HCMPO will be collecting the MPO defined Spring FY 2013 Season for the CMP.**

### **2.1.2 Test Vehicle**

A test vehicle will be used in order to gather the travel times and congestion level data of the roadways within the HCMPO area. The test vehicle must perform as the Highway capacity manual definition of one (1) passenger car equivalent. Each roadway test will be tested during the MPO determined peak travel times.

### **2.1.3 Reporting**

The consultant will report on an agreed upon data delivery frequency with the HCMPO regarding roadway data collected. The consultant must also deliver the GPS location coordinates in two (2) second intervals in a format compatible with the HCMPO's GIS system. The consultant will also deliver a pictorial record of all delays or travel conditions on a ten (10) second interval. A visual record of all applicable signs to the CMP method coded to Arc View 8.3.

## **Part III PROPOSAL EVALUATION AND SELECTION PROCESS**

### **3.1 Evaluation Process**

The HCMPO will establish a Technical Proposal Review Committee (TPRC). The TPRC will be comprised of employees of the HCMPO and may include other impartial individuals who are non-HCMPO employees. (I.e. TxDOT and Technical Committee Members, etc.)

The TPRC members will independently review all proposals for compliance and thoroughness. Upon completion of the independent reviews each TPRC 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 TPRC will have the option to interview the top three (3) candidate(s). After the interviews have been conducted, the TC will then prepare and make a recommendation of the top three (3) ranked Technical Proposals to the Policy Committee. After the recommendations have been presented to the Policy Committee, the Policy Committee will have the final decision on the selection of the Technically Preferred Consultant.

### **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 Technical Proposal Review Committee.

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

- The firm's response to the RFP,
- The firm's capability to undertake the project and
- The utilization of available resources, etc.

Based upon the scores received from this review process, firms will be short-listed. The firms listed in the short-list may 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) ranked firms may be contacted to provide an oral presentation and to provide responses to a question and answer session.

### **3.2.3 Part 3 Final Tabulation**

Based upon the aggregated scoring of the written technical proposal, oral presentation, and responses to the question and answer session, the top ranking firm(s) will be recommended, in order of ranking, to the Policy Committee for approval of the selected firm.

The Policy Committee has the final decision on approving the recommendation of the Technical Committee's ranking of firms.

## **3.3 Selection Process**

Upon selection of an apparent Selected Consultant by the Policy Committee, the LRGVDC Staff will proceed with the contract negotiation and attempt to finalize a contract with the apparent Selected Consultant. The HCMPO 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 and the HCMPO 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 HCMPO 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 DELIVERABLES AND PERFORMANCE CRITERIA**

##### **4.1 Project Deliverables**

The Selected Consultant shall, at a minimum, provide the project deliverables as agreed upon data delivery frequency with the HCMPO regarding the findings of the Congestion Management Process. The report will be delivered in the agreed upon format. The Selected Consultant will do all of the data collection and analysis. The Selected Consultant will also deliver a presentation to the HCMPO Technical and Policy Committees on the findings on the final product.

#### **Part V 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 twenty-five (25) original copies of the Technical proposal and One Electronic **must** be submitted to the address given in the cover letter.

##### **5.1 Requirements**

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

###### **5.1.1 Understanding of the Proposed Project**

This section should demonstrate the consultant's understanding of the project needs, the work required, and any local issues or concerns.

This description should be concise, candid, and is limited to 3 pages in length.

###### **5.1.2 Proposed Work Plan**

The consultant should present the proposed work plan necessary to complete the work itemized under the scope of service. The proposed work plan should address each of the specific work elements described in the scope of service, but the consultants may propose additional work beneficial to completing the update of the MPO Transportation Plan. 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.

### **5.1.3 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.

### **5.1.4 Firm Qualifications**

This section should include a description of the firm's most recent or applicable transportation data collection 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.

### **5.1.5 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.

### **5.1.6 Required Certification and Submittal**

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

### **5.1.7 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.

## **5.2 Items available to the Selected Consultant**

The items available to the consultant from the HCMPO are as follows:

- A list of Transit Routes within the scope of the study
- List of the roadways with the scope of study (approx. 500 centerline miles)
- Previous CMP results
- Schedule indicating the peak times for each roadway segment.

## **Part VI Technical Proposal Format**

### **6.1 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 their reviews; and
- Respondent's ability to successfully deliver their review results.

Respondent must demonstrate their understanding of the critical elements of a performance review by specifically addressing and describing respondent's approach to providing the required, service and deliverable listed; the staffing and resources that will be devoted and required to fulfill each task; the proposed time schedule required to complete each task.

### **6.2 General Organization of Proposal Contents**

#### **6.2. A 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 and the HCMPO. The transmittal letter must state that the proposal is valid for

**ninety (90) days for 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.

#### **6.2.B 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.

#### **6.2.C 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 with a copy of any proposed subcontract at least thirty (30) days in advance. The LRGVDC 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 request, any information regarding proposed subcontractors.

#### **6.2.D Cost Proposal *To be submitted in a separate and sealed envelope at a later date.***

Respondent 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 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 VII Cost Proposal Format and Requirements**

The technically preferred respondent 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 LRGVDC under the Plan contract. Cost Proposal will be broken down and include a breakdown Profit Rate from Overhead.

## **Part VIII GENERAL TERMS AND CONDITIONS**

### **8.1 Rejection of Proposal Response**

The LRGVDC 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 may reject any and all proposal responses, and may reject any part of a proposal response. The LRGVDC may also waive any irregularities in any response whenever it is deemed in the best interest of the LRGVDC to do so.

### **8.2 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.

### **8.3 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 on or before **Wednesday, January 16, 2013 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 will not be responsible for any other explanation or interpretation of the specifications made or given prior to the award of the contract.

Prospective consultants are advised that the required bidder's conference is the forum through which prospective consultants are invited to offer comments and suggestions for consideration by the LRGVDC.

### **8.4 Protest Procedures**

A written complaint must be sent by certified mail to LRGVDC's Procurement Officer 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 procurement procedures, a violation of Federal or State law (if applicable), or a violation of applicable contract agreements to which LRGVDC is a party. Failure to receive a procurement contract award from LRGVDC, in and of itself, does not constitute a valid protest.

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

## **8.5 Commencement of Work**

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

## **8.6 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) 682-3295

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, January 16, 2013 at 4:00 p.m. CTZ.**

LRGVDC will issue replies and any other changes by addendum (amendment) and fax them to all parties recorded by LRGVDC as having received the RFP. All such addenda (amendments) issued by LRGVDC 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 IX**

**LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL  
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 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: \_\_\_\_\_

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**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: \_\_\_\_\_