

GREAT FALLS METROPOLITAN PLANNING ORGANIZATION

**LONG RANGE
TRANSPORTATION PLAN
REQUEST FOR STATEMENTS OF
QUALIFICATIONS AND
PROPOSALS**

Prepared by
Great Falls MPO

In cooperation with
City of Great Falls
Cascade County
Great Falls Transit District Board
and
Montana Department of Transportation

January 2013
Great Falls, Montana

I. INTRODUCTION

The preparation of a full update to the Great Falls Metropolitan Planning Organization's transportation plan for the Great Falls, Montana urbanized area is proposed.

This new transportation plan will help to facilitate and implement community transportation goals and to improve transportation facilities and services by:

- Relating the transportation system to existing and future land use and community comprehensive plans and programs.
- Improving the multi-modal transportation circulation of people and goods, using both motorized and non-motorized transportation modes and facilities.
- Providing a safe, efficient, accessible, cost-effective and aesthetically pleasing transportation system.
- Ensuring compliance with federal transportation planning regulations.
- Protecting and improving air quality.

The plan will be prepared cooperatively by and between the selected consultant, the public and the participants of the Great Falls Urbanized Area Transportation Planning Process. The primary participants of this process include the Great Falls Planning Advisory Board (Planning Board), Montana Department of Transportation (MDT), City of Great Falls, Cascade County, and Great Falls Transit District. The transportation planning forum, within which decisions regarding this plan development effort will be conducted, specifically includes the Great Falls Technical Advisory Committee (TAC) and the Great Falls Policy Coordinating Committee (PCC). See attached copies of membership lists for each committee.

The City of Great Falls will contract with the selected consultant, and staff of the Great Falls Metropolitan Planning Organization (MPO) will perform contract oversight and coordination.

The local and state transportation planning staffs lack the personnel, time, and resources to accomplish this plan development effort. Therefore, this Request for Proposals (RFP) is being issued to retain a consultant to perform the work.

II. COMMUNITY BACKGROUND

Located in North Central Montana at the junction of the Missouri and Sun Rivers, Great Falls is a City of around 59,000, with an Urbanized Area population of about 65,000. A slow-growth community, the population has remained fairly stable for the last 30 years, with small losses in population offset by periods of growth. While the population has remained level, the physical size of the City of Great Falls has grown substantially. Since 1962, the City has grown 70%.

The main industries of the State's third largest City are healthcare, military and agriculture. Surrounded by farm and ranch lands, Great Falls is the county seat for Cascade County and serves as the shopping and service center for a large rural region. More detail on the area can be found at http://www.ourfactsyourfuture.org/admin/uploadedPublications/3325_cf-cascade.pdf.

The Metropolitan Planning Organization (MPO) consists of only two local governments and one state agency. While there are other participants in the cooperative planning process, elected officials are limited to representatives of the City of Great Falls and Cascade County.

In a region with little sprawl and few rural bedroom communities, Great Falls has the shortest commute times in the Nation. However, geographically located at the junction of two river valleys (the Missouri and Sun Rivers), transportation is restricted by Great Falls' river crossings and the surrounding bluffs. Urban growth is also limited by the bluffs, as well as the presence of Malmstrom Air Force Base at the eastern edge of the City.

Although Great Falls is compliant for air quality, it is considered a "Maintenance Area", due to its former status as a community with an exceedance of National Air Quality standards for carbon monoxide. Therefore, the conformity of the Plan is a necessity, and the Great Falls area must have a compliant plan to continue to receive and expend Federal surface transportation funds.

III. TIMELINE

Due to Federally mandated timelines, the Plan must be adopted by April 23, 2014. **A Final Plan must be completed by January 23, 2014**, to ensure adoption before expiration of the Air Quality Conformance 1-year grace period.

IV. SCOPE OF WORK

The following is the minimum work requested under this RFP. Additional tasks and work elements may be added or deleted during contract negotiations. Upon conclusion of the negotiation process and before proceeding with work tasks, the selected consultant will be required to prepare a final work plan for inclusion into a contract agreement.

A. STUDY AREA BOUNDARY REVIEW

The current Study Area has been reviewed by staff, and will receive minor expansions to include pending changes to the Urbanized Area Boundary. An exhibit of the current Study Area boundary is attached to this RFP.

B. DATA ACQUISITION

Great Falls is a small MPO with limited data maintenance capabilities. Therefore, much of the information that contributes to the plan will be gathered/updated by the consultant.

The consultant will identify the information and data needed to accomplish all facets of the planning effort; will gather and evaluate information and data already available; and, will collect or develop any additional information required to accomplish the work tasks. Any existing data used in this effort will be adequately referenced to allow plan users and reviewers the ability to identify and obtain the referenced data and information. Any new data and information collected or developed by the consultant will be appended to the appropriate study report and will become the property of the City of Great Falls and the MPO.

Existing information, data and documents known to be available for consultant review and use include:

- Adopted community plans and studies, land use information, zoning
- Traffic counts, accident data, HPMS data, signal warrants, aerial photos, major street network classifications, sign inventories, traffic signal data, GIS/CADD property and ROW maps, funding data, etc.
- Limited and dated data includes: signalized and unsignalized intersection capacity analyses (LOS), travel speeds, turning movements, roadway widths, right of way widths, number of lanes, sidewalk inventories, ADA ramp locations.
- U.S. Bureau of Census data
- City building permits, County location and conformance permits, utility records, etc.
- Socioeconomic data and projections compiled by the MPO staff, Montana Department of Commerce and/or University of Montana.
- GIS data/layers, as available from City, County and State.

C. TRAVEL DEMAND MODELING & AIR QUALITY MODELING

A travel demand model has been developed for the Great Falls Transportation Study Area, but will be updated for this planning effort. The MDT Urban Planning Section will perform travel demand and air quality modeling, respectively, for the Plan. However, consultants with independent modeling capabilities may utilize the MDT model for in-house modeling.

Most of the information required for the model is available. However, the consultant will be required to generate socioeconomic projections (employment and housing) to update the model calibration and to support the modeling of alternatives. The MDT Urban Planning Section will aid in the modeling process.

The alternatives to be modeled, the calibration base year, and the traffic projections/assignments will be determined through consultation involving the consultant, TAC and the MDT Urban Planning Section. The consultant will be responsible for initiating the consultation process and for coordinating with the MDT Urban Planning Section - this is to ensure that all data and socioeconomic projections required for travel demand modeling are obtained and provided to MDT in sufficient time to complete all modeling needs on a schedule consistent with plan completion deadlines.

Sub-area modeling will be performed on Great Falls' Medical District, generally bounded by 23rd St, 10th Avenue South, 33nd Street and 24th Avenue South. Specific recommendations for improvements to circulation and accommodating future growth in the Medical District will be the outcome of this effort.

D. PLANNING HORIZONS

The consultant will specifically consider and address the following parameters when conducting planning analyses, estimating future growth and land-use forecasts, presenting alternatives, and recommending actions. 2010 Census data will be used for the base year socioeconomic conditions. This data will be adjusted to 2015, which will serve as the base year for the modeling process. The consultant will use 2025 and 2035 as the planning horizon years.

E. STATUTORY PLANNING FACTORS

The Great Falls Urbanized Area is a designated Metropolitan Planning Area, as defined in 23 CFR Part 450. As such, its transportation planning process is mandated to meet specific requirements for urban transportation plans, as set forth in the CFR regulations. Consequently, it is essential that the transportation plans for the Great Falls Urbanized Area comply with state and federal programs. The consultant will ensure all requirements of 23 CFR, Part 450 relating to the development of a Long Range Transportation Plan are considered and addressed.

In addition, provisions in MAP-21 will be considered and incorporated to the extent possible into the Plan. Specifically, addressing safety and performance-based planning will be a necessity. While the consultant will not be developing performance-based planning measures as part of the plan, it will be expected to provide an initial look at the process by which the MPO could implement such standards, and recommend a procedure for adoption of same. Performance-based standards and processes must be those specifically appropriate to the Great Falls MPO (considering its size, resources, projected growth, proximity to other areas of urban concentration, etc.).

F. PLANNING ANALYSES

The consultant will develop short and long range goals and improvements for the transportation system. During planning analyses, the consultant will explicitly consider the following:

- *City of Great Falls Growth Policy* (draft update-2012/3)
- *Cascade County Growth Policy* (2006)
- *Transportation Plan for the Great Falls Urbanized Area* (2009)
- *Missouri River Urban Corridor Plan* (2003)
- Official Code of the City of Great Falls (www.municode.com)
- *Downtown Master Plan* (2012)
- *Medical District Master Plan* (2007)
- *Draft Downtown Access, Circulation & Streetscape Study* (2013)
- Statewide Safety Plan (MDT)
- *School Student Safety Plan* (2003) & related studies
- Various MDT warrant studies
- MDT 10th Ave S signal timing studies
- River Drive Alternatives Study (student report)
- Locally adopted master plans, public facilities plans and related development regulations
- Projected traffic volumes for 2015, 2025 and 2035, as generated from traffic modeling using land use and socioeconomic projections
- Consultation with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of a long-range transportation plan. This will include comparison of transportation plans with State conservation plans or maps, if available; or comparison of transportation plans to inventories of natural or historic resources, if available.
- Intersection and corridor capacity analyses relative to existing and projected demand
- Existing and unmet maintenance and preservation needs of the existing transportation system
- Accident analysis for identified high accident locations
- Major Street Network will be reviewed for appropriateness
- Functional Classification Review – each classified roadway on the major street network will be reviewed for accuracy and appropriateness
- Travel time analysis for peak and off-peak periods
- Intersection LOS/Roadway capacity
- Opportunities for using access management to protect or enhance street system capacity
- Facilities and services for alternative transportation modes including bicycles, pedestrians, and mass transit
- Title VI, Americans with Disabilities Act (ADA) and other applicable non-discriminative procedures consistent with Federal and State requirements
- Develop the recommended street network by including future major street corridors and by addressing connections between individual neighborhoods and activity centers with motorized and non-motorized modes of transportation
- Standard cross sections for the major street network (review, revise as appropriate)
- Traffic Calming measures – review of current program

- Scenic roadway opportunities
- Future right of way issues and needs
- Air Quality Conformity Determination requirements
- Committed projects will be summarized/listed, with year-of-construction estimates
- Financial resources inventory and review of potential funding for recommended improvements (State and Federal funding information will be provided by MDT)
- A comprehensive list of fiscally constrained and prioritized projects, based on the above financial analysis
- Planning-level engineering and construction cost estimates for recommended improvements will be in year-of-construction dollars
- Other elements, as recommended/identified by the Consultant, for compliance with regulations regarding long range transportation plan development under Title 23

G. PUBLIC INVOLVEMENT

This plan development process will entail public involvement. The consultant will include a brief public involvement plan in its response to this RFP. The proposed involvement plan will be reviewed and approved during the negotiation of a final contract. The proposed plan should include at least the following:

- Mechanisms for informing and educating the public about the plan development process and any significant issues under consideration.
- Mechanisms for gathering public response to the consultant's recommendations and alternatives. Plans for informing and gathering input from units of local government, including appropriate boards and commissions.
- Mechanisms for presenting proposed actions and alternatives at public meetings/hearings.
- Mechanisms for documenting involvement, as well as analyzing and summarizing responses received during all phases of the plan development process.
- Examples of materials/processes the consultant proposes to use to communicate to and solicit input from the public (media releases, handouts, websites, displays, questionnaires/surveys, graphics, etc.).
- Innovative public involvement techniques and visualizations.
- The Public Involvement Plan will have a clear identification of methods by which traditionally underserved populations are involved in the Plan development, as well as an analysis of how low income and minority populations are being impacted by proposed projects. The Plan will have a summary of outreach methods, as well as a dispensation of any comments received from such populations.

H. PLANNING PRODUCTS

The consultant will develop a comprehensive and fully integrated program of transportation improvements, facilities, recommendations and alternatives for the transportation system.

Although the organization of the Plan may be adjusted to fit the Study results and consultant preferences, the primary and specific plan documents anticipated from this plan development process include: Short Range and Long Range components and sections that address the items

and issues presented in the Planning Analyses, Bicycle Facilities Plan, Freight Movements, Pedestrian Facility Analysis, Performance Measures Report and Recommendations, Socioeconomic Projections, Goals/Objectives, Air Quality Conformity Determination Report, Transit Needs, Fiscal Constraint Determination, etc.

All proposed infrastructure improvements (i.e., capital investments and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs) should be described in sufficient detail, including design concept and scope, and estimated engineering and construction costs in year of construction dollars. The recommendations should be prioritized on the bases of: 1) significance of meeting system needs and/or resolving system problems, 2) urgency of addressing targeted needs or problems, 3) effectiveness and cost efficiency of addressing targeted needs or problems; and, 4) meeting stated community goals and objectives. When available, alternatives for resolving issues or problems are to be identified; additionally, operational and management strategies to improve performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods are to be recommended.

Some, but not all, specific areas to be addressed are provided in more detail below:

1. SAFETY

Safety has been identified as a national priority. Therefore, it will receive expanded attention in this Plan, in sufficient detail to satisfy Federal transportation planning partners. Consultant will incorporate relevant sections of state-wide safety plan, prepared by MDT. Analysis of high-accident intersections will be performed, and safety-specific projects will be proposed. Bike and pedestrian accidents on major roadways will be reviewed for any discernible trends. Local law enforcement agencies will be contacted for relevant statistics, safety project information, etc.

Recommended safety projects will be included in the Short and Long-Range project sections.

2. FISCAL CONSTRAINT

Although the financial future of transportation infrastructure funding is anything but clear, Federal guidance requires a clear statement of fiscal constraint. The consultant will be expected to prepare a logical, straight-forward methodology for forecasting revenues, estimating costs, and balancing needs with available funding and expected expenditures.

The financial plan must demonstrate how the Plan can be implemented, indicating resources that can be reasonably expected to be made available to carry out the Plan. In addition, it will recommend any additional financing strategies for recommended projects and programs.

The financial plan will be developed by the Consultant with the cooperative assistance of the MPO, State, and Great Falls Transit District, in order to identify funds that will be available to support plan implementation.

3. PEDESTRIAN FACILITIES

The consultant will obtain from the City of Great Falls and MDT an update of their ADA ramp inventories, and suggest priority areas for new upgrade projects.

An inventory of pedestrian facilities on all major roadways will be performed, in coordination with local agencies and MDT, identifying key “missing links” in the sidewalk system on the major street network. Priority segments for construction will be identified, focusing on connections to schools, River’s Edge Trail, areas with low-income and low-vehicle-ownership concentrations, major shopping areas and areas with higher likelihood of pedestrian activity.

Attention shall also be given to pedestrian facilities on the urban fringe, with priority areas identified for addition of such facilities.

Recommended projects will be prioritized in the Short and Long Range sections.

4. BIKE PLAN

Public meetings, surveys and other planning tools will be utilized by the consultant to identify preferred on-street bicycle routes. Preferred routes will be reviewed for capacity to accommodate on-street bike facilities, and route signage/stripping will be recommended for each on-street route.

Priorities will be identified for bike route projects. Connectivity (on-street connectivity, and connectivity to the off-street trail system), current and future demand, feasibility and funding availability will drive project priority identification.

Recommended projects will be prioritized in the Short and Long Range sections.

5. LIVABILITY & CONEXT SENSITIVE DESIGN

The concept of our streets as important components of the fabric of the community will be emphasized and reflected in the context of the Great Falls area. Areas where transportation projects can enhance livability will be identified, and projects recommended for incorporation of livability concepts. Projects that enhance economic development opportunities will be given consideration. General methods for incorporating context sensitive design into all roadway projects will be outlined. Funding

methods for non-traditional design features (such as landscaping or streetscapes) will be identified.

6. FREIGHT

Movement and delivery of freight to and around the community is a new component to the Plan that is not intended to be extensive. However, at a minimum, it should identify major truck freight destinations, hubs, and travel routes. Additionally, it should identify major rail destinations and sources, including major freight-traffic generators such as the Refinery and Malting plant, and consider current and future demands freight may put on the transportation system.

7. MITIGATION

The Plan shall include a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the Plan. The discussion shall be developed in consultation with Federal, State, and tribal wildlife, land management, and regulatory agencies.

8. TRANSIT/PUBLIC TRANSPORTATION

A stronger Transit component will be part of the Plan. The Great Falls Transit District will be closely consulted to identify needs and project costs and funding sources and amounts. Demonstrated fiscal constraint for Transit projects will be required.

Fixed-stops will be considered, and proposed fixed-stop design guidelines will be proposed. A methodology for identifying and locating fixed stops and related stop improvement will be prepared, working closely with the Great Falls Transit District. In addition, any gaps in sidewalks on bus routes will be identified and shown as priorities.

Recommended projects will be prioritized in the Short and Long Range sections.

9. EMERGENCY & DISASTER RESPONSE (i.e., SECURITY)

Using information in existing plans as a beginning point, the Plan will address strategies and methods to design a transportation network and system that will help the community to effectively respond to natural and man-made disasters. Barriers to effective and prompt response will be identified, including an evaluation of community evacuation routes. While this section is not expected to be extensive, it should both draw upon and add to the community's general emergency preparedness.

Recommended projects will be prioritized in the Short and Long Range sections.

10. MAINTENANCE/OPERATIONS

Suggestions for improved roadway surface maintenance will be emphasized, and the various agency responsibilities will be clearly denoted. Federal-aid roadway responsibilities versus roadway control will be discussed, and methods for maintaining striping, signals, signage, and other areas will be identified.

Options for innovative pavement preservation methods will be provided, including the use of recycled materials. Sustainable stormwater management techniques will be reviewed, with feasible techniques included in the Plan.

Finally, a brief discussion of non-motorized facility maintenance responsibilities will be included, considering recommendations for maintenance of future facilities that may be constructed. Montana and local municipal law will be consulted.

11. MAP-21 PROVISIONS

Although not currently published in the Federal Register, consultant will be expected to monitor Federal Transportation planning regulations, and craft a final Long Range Transportation Plan that is in compliance with the latest Federal guidance.

Addressing performance based measures to meet established targets may become necessary under this Plan, if/when the State and Transit Agency targets are established (within 180 days after establishment of same). A section on such measures is foreseen.

12. APPLICABILITY

All recommended programs, projects, techniques and methodology must be appropriate to a cold weather region with snow storage/removal challenges; frequent freeze/thaw; poor subsurface soils; and other characteristics of the Great Falls region.

In addition, all recommended programs, projects, applications, funding mechanisms, etc. must be appropriate to an isolated urbanized area such as Great Falls, with no nearby large metropolitan area, as well as to the limited taxing and funding structure of Montana and Great Falls.

Finally, many national techniques such as congestion pricing, toll roads, or transit oriented development that are appropriate to and effective in large metropolitan areas, are obviously not appropriate to Great Falls. The consultant will be expected to craft a plan that meets the needs, resources, and cultural values of the community – while at the same time striving for innovative techniques that can improve Great Falls’ quality of life and preserve the transportation system into the future.

V. PROPOSAL REQUIREMENTS

Proposals are due by 4:30 P.M. **on February 19, 2013** to the Great Falls Planning & Community Development Dept., P.O. Box 5021, #2 Park Drive South, Civic Center Building, Great Falls, MT 59403. The Proposer must submit one (1) master (hardcopy), (1) electronic version in PDF or Word format on a flashdrive or CD, and six (6) duplicates (hardcopies) of their proposal for evaluation purposes.

The submittal will follow the order below and include, at a minimum, the following information:

- A cover letter, signed and dated by the person or an authorized representative of the organization making the submittal.
- A brief statement of the consultant's understanding of the goals of this project and of the services requested in this RFP.
- A proposed work plan indicating: 1) tasks to be accomplished; 2) work schedule; 3) consultant personnel/subcontractors expected to perform each major task; 4) person/hours and costs required to accomplish each task; and, 5) the anticipated involvement, and the timing of that involvement, from the MPO staff and MDT staff. The consultant shall identify possible activities to be performed by said staff in the coordination of public involvement meetings, etc. The cost for services will only be used as an indicator of the consultant's understanding of the requirements of this RFP. As such, the proposed cost for services should be included in the consultant's proposal. The total cost for services should include a breakdown of: 1) staff hours for each individual person assigned to the project; 2) hourly rates for each staff person; 3) fringe benefit rates; 4) overhead rates; 5) direct costs; etc.
- A public involvement plan, which details the consultant's plan for soliciting public input and which identifies the specific mechanisms to be used in meeting the requirements presented in the Public Involvement section of this RFP.
- Qualifications of key individuals to be assigned to this project, their availability during the relevant time periods, and their recent experience on similar projects.
- References for whom the consultant and/or key personnel have performed similar work within the last five years and two examples of work produced under similar contracts. (Examples are preferred, where the key personnel identified for this proposal were used.)

VI. CONSULTANT SELECTION

A Consultant Selection Committee will be convened to evaluate and rank the consultants that respond to this RFP. This evaluation will be based on the submitted proposals and (at the discretion of the Committee) on interviews with those consultants who appear to be particularly well qualified, as determined from their written proposals.

Format:

All respondents are required to follow the format specified below.

Cover Letter:

Please include the following in your two-page maximum cover letter:

- Identify team members (partners(s) and sub-consultants); and include the title and signature of the primary firm's principal in charge of the project. The signatory shall be a person with official authority to bind the company.
- Describe why your team is the best qualified to perform this comprehensive planning study.
- Identify the location and address of your office location(s) (firms or teams with multiple office locations must indicate the office that will be responsible for completing the scope of work).
- Describe those conditions, constraints or problems that are unique to the scope of work that may adversely affect either the cost or work progress of the Plan.

Team Qualifications (Statement of Qualifications):

Provide qualifications, capacity and availability of the project team and technical personnel of the team to complete the Scope of Work.

- Identify all personnel to be used on this project, their area of expertise, registration, special training and office location. Identify how much of each person's time will be spent on the project.
- Provide resumes of above personnel, including specific related project experience; identify when applicable project experience for each person was obtained. (can be put in Appendix)
- Provide a specific outline and description of the support services proposed to complete the entire project from start to finish, including subcontractors, labs, etc.

Methods and Work Plan:

Describe your methods and plan to complete the Scope of Work. Include how you will engage the community and stakeholder groups and organizations. Provide suggestions for phasing the project if different from the proposed method.

Schedule:

Provide an outline of your anticipated schedule for completing the Scope of Work beginning with issuance of a notice to proceed to submitting the final work product. The Schedule must show how final product will be completed by January 23, 2014.

Previous Projects:

Provide relevant information regarding at least three similar projects completed in the previous ten years. Please include the following:

- Name and location of projects.
- Names of proposed team members who worked on sample projects.
- Sample content, layout, graphics and renderings.
- Client name, contact person and phone number.
- Range of contract value.

Evaluation of Statement of Qualifications:

Statement of Qualifications shall not exceed three pages. Consultants will be evaluated for qualifications, and shall be determined to be either “qualified” or “not qualified”, and will be assigned a relative qualifications rating. Qualifications shall additionally be considered during the evaluation of the Proposals.

The following shall be used to determine consultant Qualifications:

5% - Location: Office located in Great Falls area from which key personnel will operate.

30% - Quality of Firm and Personnel:

- Related experience on similar projects.
- Qualifications, experience and training of staff to be assigned to project.

35% - Capability and Capacity of Firm:

- Ability to meet all technical requirements.
- Capability of firm to meet project time requirements.
- Capability to respond to project and City and MDT requirements.
- Compatibility of systems, equipment (i.e., TransCAD, GIS, public visualization capabilities).

30% - Record of Past Performance of Firm in Previous Projects:

- Measure of previous record with the City will be based on the in-house documentation of quality of work, on-schedule performance, cost performance, and cooperation with the City and staff.
- A limited or no previous record with the City may require reference checks.

Evaluation of Proposals:

The Proposals will be evaluated and ranked in accordance with the following factors, which are weighted as shown:

PROJECT UNDERSTANDING

- The consultant's knowledge and understanding of the goals of this project, the Great Falls Urbanized Area and community socioeconomic conditions and trends. (15%)

RESPONSIVENESS OF WORK PLAN

- The responsiveness and quality of the consultant's work plan. Does the work plan demonstrate that the consultant has the ability and sufficient resources to accomplish the required analyses, to coordinate work with local staff and MDT staff, to develop viable recommendations and alternatives, and to produce quality transportation plans within the specified timeframe? (25%)

ADEQUACY/FEASIBILITY OF PUBLIC INVOLVEMENT PLAN

- The adequacy and feasibility of the consultant's public involvement plan. Will it inform the community of the plan development process and issues, provide adequate opportunities for involvement, factor in public concerns, and document public input and how that input was used in the development of the plans? (20%)

QUALIFICATIONS OF KEY PERSONNEL

- The qualifications and availability of the key personnel and subcontractors identified in the work plan and the availability of adequate support staff and material resources to complete the project within the required timeframe. (25%)

RECORD OF SIMILAR PROJECTS

- The consultant's record of satisfactorily fulfilling the requirements of similar projects on schedule and within budget. (10%)

REFERENCES

- The references and additional information related to the project. (5%)

The consultant rankings assigned by the Consultant Selection Committee will be subject to the approval of MDT. Upon approval, negotiations will commence with the highest ranked consultant. The City of Great Falls, upon reaching agreement on a final work plan and fee, will consider the contract, with a staff recommendation for award. If agreement cannot be reached with the highest ranked consultant, negotiations will proceed with the second ranked consultant, and so forth.

VII. ADDITIONAL INFORMATION & CONDITIONS

A. STATEMENT OF NONCOMMITMENT

Issuance of this RFP does not commit the Great Falls City of Great Falls, MPO or the State of Montana to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP. The City of Great Falls, MPO and the State reserve the right to reject any or all proposals and to re-advertise. All proposals will become the property of the MPO.

B. EQUAL EMPLOYMENT OPPORTUNITY

Successful contract bidders must comply with provisions of all applicable federal law, including Title VI and Title VII of the Civil Rights Act of 1964. Any subcontracting by the successful bidder subjects subcontracting firm(s) to the same provisions of federal law.

In accordance with state and federal requirements, the consultant (hereinafter referred to as the "Contractor") must agree as follows:

Consultant performing work under the proposed contract will be subject to the Governmental Code of Fair Practices, Title 49, Chapter 3, MCA [Non-Discrimination in Hiring]; and Title 49, Parts 21 [Non-Discrimination in Federal Programs] and 23 [Participation Assurances for Disadvantaged Businesses] CFR Assurances (Titles VI).

The Consultant will comply with the regulations of the U. S. Department of Transportation relative to non-discrimination in Federal-aid programs of the U. S. Department of Transportation (Title 49, Code of Federal Regulations, Part 21).

In accordance with Section 207 of the Governmental Code of Fair Practices, Title 49, Chapter 3, MCA, the Consultant will assure that hiring of persons who will perform work on the Contract after award and prior to completion will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, or national origin by the persons performing the Contract.

With regard to the work performed after award and prior to completion of the contract work, the Consultant will not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The Consultant will not participate either directly or indirectly in the discrimination prohibited by Title 49 Code of Federal Regulations, Part 21, including employment practices, when the agreement covers a program set forth in Appendix A of the regulations.

Disadvantaged Business Enterprise (DBE) Goals:

Because Federal-Aid Transportation funds are being utilized, in part, to fund the Plan, using DBE certified contractors and suppliers is encouraged.

A current list of DBE firms is available at the on-line DBE Directory on the MDT's web page located at <http://www.mdt.mt.gov/business/contracting/civil/dbe.shtml> and click on DBE Directory. For assistance in contacting or recruiting DBE companies, please contact the DBE Supportive Services Manager at 406-444-7287.

C. METHOD OF PAYMENT:

The method of payment for these contracted services will be not-to-exceed lump sum, payable in monthly progress payments. The fee for these contracted services will be paid, in part, with Federal Aid Transportation Planning (PL) funds.

D. FEDERAL ACQUISITION REGULATIONS:

Be advised that an overhead rate for the current fiscal year audited in accordance with the Federal Acquisition Regulations will be required for the contract.

E. INSURANCE & BONDING:

Workers' Compensation Insurance – The Prime Firm shall comply with all requirements and conditions of the State of Montana Workers' Compensation Laws; also with all rules, regulations and decisions made during duration of this Agreement.

The Prime Firm shall carry Workers' Compensation Insurance for all of his employees employed at the site of the project; the Prime Firm shall require his subcontractors similarly to provide Workers' Compensation Insurance unless such employees are covered by the protection afforded by the Prime Firm. When appropriate, an Exempt Form should be provided. Employer's Liability shall carry the statutory limit of Workers' Compensation Insurance.

Comprehensive General Liability – Said coverage shall have limits of not less than \$750,000 per claim, \$1,500,000 per occurrence, combined single limit for bodily injury and property damage.

The Firm shall name, as additional insured, the City of Great Falls. The firm shall furnish to the City of Great Falls prior to beginning work under the agreement, a certificate of insurance including a copy of the Additional Insured Endorsement as evidence that the required coverage is in effect.

Professional Liability –Firm shall purchase and maintain occurrence coverage with combined single limits for each wrongful act of \$1,000,000 per occurrence and \$1,000,000 aggregate per year to cover such claims as may be caused by any act, omission, negligence of the Firm or its officers, agents, representatives, assigns or subcontractors. Note: (1) the claims made policy must have a three year tail for claims that are made (filed) after the cancellation or expiration date of the policy.

Should firm fail to provide such certificate(s) or make other arrangements as required by this Agreement, the City of Great Falls may cancel the Agreement.

F. INDEMNIFICATION

Firm agrees to indemnify, hold harmless and defend the City of Great Falls, its officers, directors, agents, servants and employees (“indemnitees”) from and against all liabilities, damages, actions, costs, losses, claims and expenses (including attorney’s fees), on account of personal injury, death or damage to or loss of property or profits arising out of or resulting, in whole or in part, from any act, omission, negligence, fault or violation of law or ordinance of permission of contractor.

Such indemnification by Firm shall apply unless such damage or injury results solely from the negligence, gross negligence or willful misconduct of the City of Great Falls.

G. VENUE

The laws of the State of Montana govern this contract. The parties agree that any litigation concerning this bid, proposal, or subsequent contract must be brought in the Eight Judicial District in and for the County of Cascade, State of Montana and each party shall pay its own costs and attorney fees. (Reference 18-1-401, MCA)

H. ADDITIONAL INFORMATION

For more information regarding this RFP, please contact Andrew Finch, Senior Transportation Planner, Great Falls Planning & Community Development Department, P.O. Box 5021, Great Falls, MT 59403, or at (406) 455-8433, or by e-mail at afinch@greatfallsmt.net.

APPENDIX A: STATE OF MONTANA STANDARD TERMS AND CONDITIONS

By submitting a proposal the offeror agrees to acceptance of the following Standard Terms and Conditions, which are incorporated into the contract by reference.

ACCEPTANCE/REJECTION OF PROPOSALS: The City reserves the right to accept or reject any proposal, wholly or in part, and to make awards in any manner deemed in the best interest of the City.

ALTERATION OF RFP DOCUMENT: If there are inconsistencies or contradictions between language contained in the State's RFP document and an offeror's response, the language contained in the State's original RFP document will control. At the City's sole discretion, manipulation and/or alteration of RFP document language may result in the offeror's disqualification and possible debarment.

AUTHORITY: The contract is issued in accordance with Title 18, Montana Code Annotated, and the Administrative Rules of Montana, Title 2, chapter 5.

DISABILITY ACCOMMODATIONS: The City does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals, who need aids, alternative document formats, or services for effective communications or other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known to the Contact person listed in Item H above. Persons seeking accommodation should provide as much advance notice as possible.

FAILURE TO HONOR PROPOSAL: If an offeror to whom a contract is awarded refuses to accept the award or fails to deliver in accordance with the contract terms and conditions, the City may, in its discretion, take action to recover its damages and/or suspend that offeror for a period of time from entering into any contracts with the State.

REGISTRATION WITH THE SECRETARY OF STATE: Within 10 business days of receiving the Request for Documents Notice, the successful bidder/offeror must register with the Secretary of State and obtain a certificate of authority to demonstrate that the successful bidder/offeror is in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665 or visit their website at <http://sos.mt.gov/>.

In the sole discretion of the City, this contract may be voided for violation of these requirements.

SEVERABILITY CLAUSE: A declaration by any court, or any other binding legal authority, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract. This exception to severability shall not apply to provisions that are mutually dependent, as defined by 28-1-404, MCA.

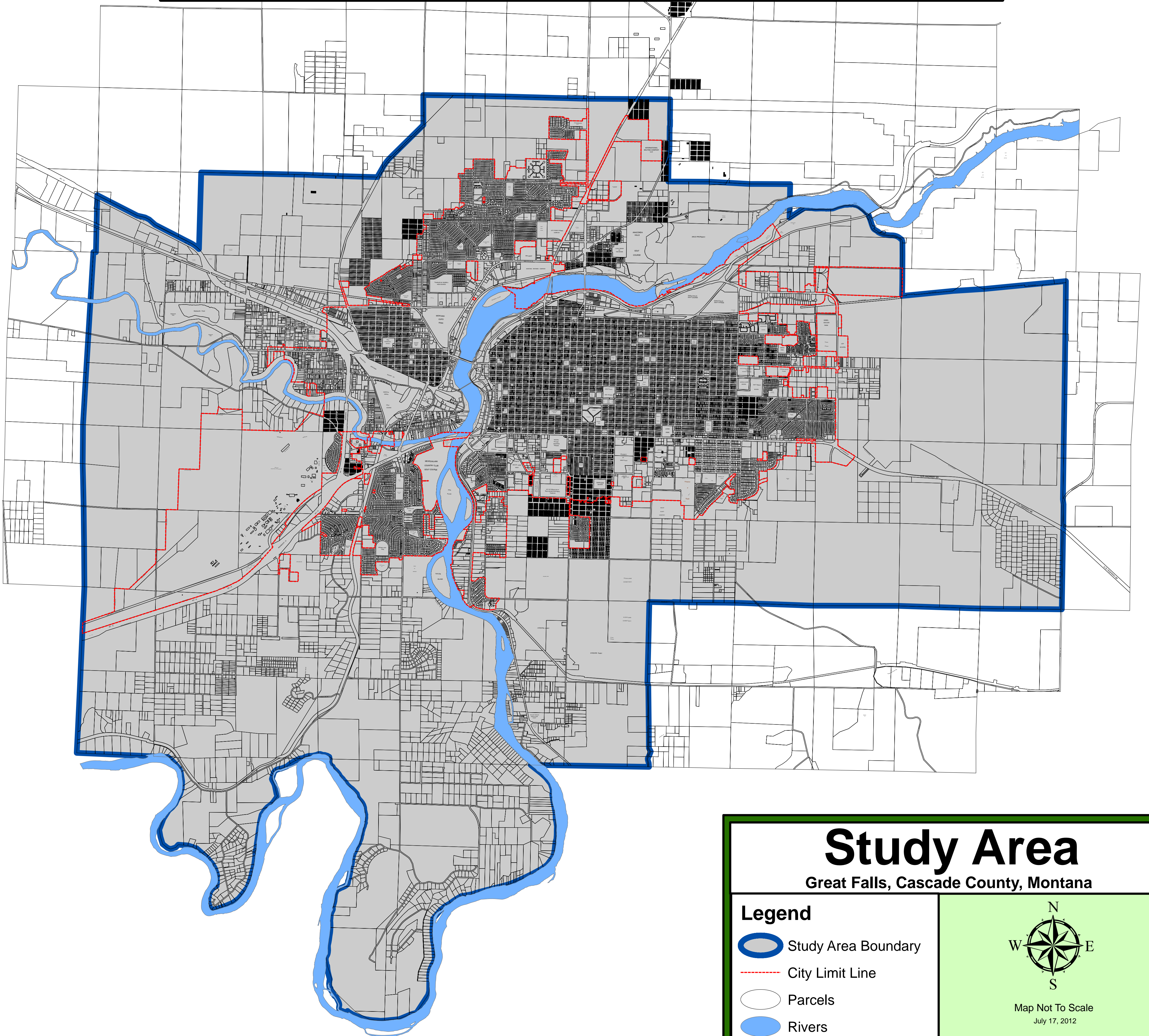
U.S. FUNDS: All prices and payments must be in U.S. dollars.

VENUE AND CHOICE OF LAW: This solicitation is governed by the laws of Montana, as now in existence or hereafter amended. The parties agree that any litigation concerning the RFP or RFP response must be brought in the Eighth Judicial District in and for the County of Cascade, State of Montana, and each party shall pay its own costs and attorney fees.

WRITTEN OR IN WRITING: Whenever an action is required to be written or in writing, email directed to the procurement officer shall satisfy the requirement.



Transportation Planning

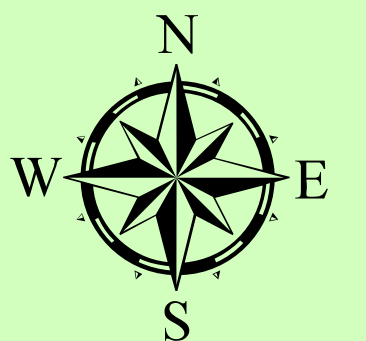


Study Area

Great Falls, Cascade County, Montana

Legend

- Study Area Boundary
- City Limit Line
- Parcels
- Rivers



Map Not To Scale
July 17, 2012