

REQUEST FOR PROPOSALS FOR PERMIAN BASIN METROPOLITAN AREA MULTI-USE TRAIL CORRIDOR STUDY

The Permian Basin Metropolitan Organization (MPO), as the region's leader in transportation planning in the Permian Basin, is accepting proposals from qualified firms for professional services for the following multi use trail feasibility project.

Permian Basin Metropolitan Area Multi-Use Trail Corridor Study

Purpose

The purpose of this project is to prepare a Corridor Study of multi-use trail alignments for connections to the City of Midland and the City of Odessa Bike and Trail Networks and communities of Ector and Midland County. The planning process and final proposed corridors will allow affected public entities to involve and inform the public and plan for the future construction of the identified multi-use trails.

Background

In 2014 City of Odessa Parks, Recreation and Open Space Master Plan was adopted. In 2015, the City of Midland Hike and Bike Trails Master Plan was adopted. These plans identify potential bicycle and multi-use corridors within the communities but there is a gap between the two. The Permian Basin MPO Policy Board directed staff to pursue TxDOT funds to undertake the study and have expressed interested in investing further in the study's fruition.

Project Area

The consultant shall determine feasibility and identify preliminary corridor alignments for the following proposed multi-use trails. A map is included on page 6.

Scope of Work

The scope of work shall include but not be limited to:

- Develop a Multi-Use Trail Master Plan for the project areas listed above.
- Analyze and propose preliminary alignments for the proposed multi-use trail corridors. Both sides of drainage ways, and streets/highways shall be considered.
- Perform site evaluations, as needed, to verify proposed alignments.

- Identify potential physical barriers and issues/opportunities for connectivity with existing trails.
- Develop typical trail cross-sections. The cross-section shall include surface type and width and any other relevant information necessary to inform the public and develop opinions of probable cost.
- Identify permanent easements and right-of-way requirements, as necessary, for final trail location and construction. The preferred trail corridor shall be located in existing easements, or street rights- of-way. However, the selected consultant shall identify areas where additional easements or right-of-way will be required.
- Preparation of official right-of-way or permanent easement documents are not required as part of this project.
- Identify and propose locations of major street, and drainage way crossings. Size and location of the crossings shall be analyzed and included in the proposed alignments. Storm drainage studies on file with the municipalities may be reviewed as a resource, however no storm water modeling will be required as part of this project.
- Review and coordinate potential trail corridors with other relevant planning documents, including the Permian Basin MPO Vision 2040 Plan Long-Range Transportation Plan, City of Odessa Parks, Recreation and Open Space Master Plan, City of Midland Hike and Bike Trails Master Plan, and associated plans for the four affected communities, including comprehensive plans.
- Coordinate and report to the Project Team which shall include representatives from the Permian Basin MPO Bicycle and Pedestrian Advisory Committee and Partner Entities.
- Deliverables will include, but not limited to,
 - Monthly status reports of work completed and work to be completed
 - Corridor Study and Alignment Feasibility Study
 - Meeting minutes from various meetings
 - Record of Public Involvement
 - Geographic Information System layers and data collected and created

Public Involvement

Public involvement for this project will consist of gaining input and invite ongoing engagement from the committees listed below and the public. The selected consultant shall conduct two town hall sessions and present proposed alignments and findings to the Metropolitan Planning Organization. MPO staff will coordinate and participate in all of the other various presentations to the agencies.

- Metropolitan Planning Organization (Bicycle and Pedestrian Advisory Committee, Technical Advisory Committee, Policy Board)
- Two public town halls are required to gain input from adjacent landowners, bicycle community, and the general public. Consultant will be responsible for finding a meeting location and notifying the public. MPO shall assist with the preparation of other notices.

Available Information

The following information is available for review on the Permian Basin MPO website www.permianbasinmpo.com

- A. Permian Basin Vision 2040 Plan;**
- B. City of Odessa Parks, Recreation and Open Space Master Plan;**
- C. City of Midland Hike and Bike Trails Master Plan;**

Schedule of the Project:

May 2018	Design Team Notice to Proceed
July 2018	Provide Preliminary Alignment Alternatives
August 2018	Town Hall Public Meetings
October 2018	Submit Final Draft Report
November 2018	Consultant Present findings and final report to Metropolitan Planning Organization Policy Board

FIRMS INTERESTED IN THIS PROJECT ARE REQUESTED TO SUBMIT THE FOLLOWING INFORMATION.

- A. Statement of Interest. State in clear terms your understanding of the proposed project and describe your approach to the project.
- B. Project Management Approach. State the name of the project manager and other design team members to be assigned to this project. Please address contingency plans should one of these team members be unavailable during the project. Any subcontractors with their roles and responsibilities shall be included in the proposal. Describe in outline form the proposed work plan and team, total project hours, including an estimated number of hours to be committed to the project by each person involved.
- C. Project Experience and References. Describe your involvement in projects of similar scope, providing the name, address, and telephone number of at least three references.
- D. Include any other information believed to be pertinent, but not specifically mentioned in this RFP.

Evaluation of Proposal Schedule

A selection team comprised of representatives from the Permian Basin Bicycle and Pedestrian Advisory Committee will review all proposals. The selection team shall select the firm they feel will supply the best and most complete effort. Selection will be based on the proposals and subsequent oral interviews, if needed. The selection of a qualified firm will be made no later than April 16, 2018. The evaluation of proposal shall proceed on the following schedule:

March 16, 2018	RFP posted on MPO website
April 3, 2018	Deadline for Questions
April 16, 2018	Proposals received at Permian Basin MPO Office
April 18, 2018	Short list Selection for interviews, if necessary
May 9, 2018	Oral Interviews, if needed
May 11, 2018	Select consultant and prepare agreement
May 25, 2018	Notice to Proceed

Please furnish **FIVE (5)** printed copies and one electronic copy of the proposal to Cameron Walker, Executive Director, Permian Basin Metropolitan Planning Organization, 9601 Wright Drive, Midland, TX 79706 by **2:00 p.m. Central Time, April 16, 2018**. Submittals received after the stated time will be returned unopened and will not be considered.

Questions and/or Revisions to the Specifications and Requirements.

Questions about the proposal should be addressed in writing or email before **2:00 p.m. Central Time, April 3, 2018**, to: Cameron Walker, Executive Director, Permian Basin Metropolitan Planning Organization, P.O. Box 60916, Midland, TX 79711. Email address is cwalker@permianbasinmpo.com. All questions will be posted daily on the MPO's website. This approach allows all respondents to receive the same information.

Respondents are encouraged to monitor the website for daily updates.

Respondents are expected to raise any questions, exceptions, or additions they have concerning the RFP document. If a respondent discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, they should immediately notify the above-named individual of such error and request modification or clarification of the RFP document.

Selection Process

The selection committee will review all proposals which are submitted prior to the deadline. The selection committee reserves the right to reject any or all proposals or cancel the selection process at any time. The selection committee also reserves the right to request additional information or clarification from respondents, or to allow the correction of errors or omissions.

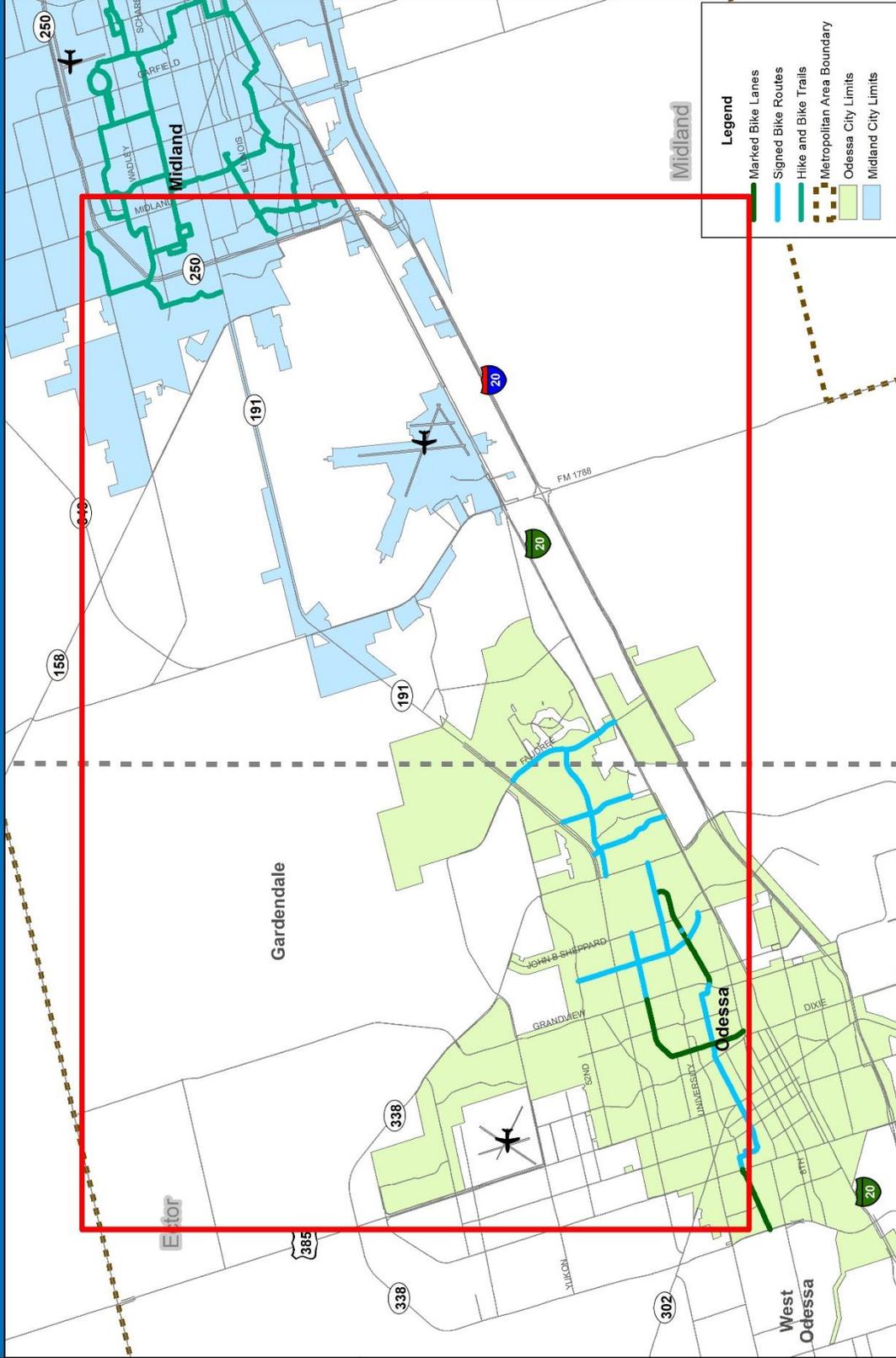
The selection committee will select the top firms which it determines to be the most qualified to provide the services requested. The selection committee may require, if necessary, each of these firms to make a presentation to the committee regarding its qualifications to perform the project. The top firm will then be ranked in order of qualifications. The selection committee will then attempt to negotiate a contract at a fair and reasonable price with the top-ranked firm. If unable to negotiate a contract with the top-ranked firm, negotiations will be terminated, and the selection committee will then initiate negotiations with the second-ranked firm.

The selection committee shall have the final authority and discretion to make a selection based upon the qualifications, responsibility and capabilities of respondents and other factors. Any decision by the selection committee shall be final. The Permian Basin MPO will not be liable in any way for the costs incurred by respondents in replying to this RFP or the costs incurred in making a pre-selection presentation to the project selection committee.

General Requirements

- A.** The consultant shall make all efforts to involve DBE/MBE businesses in this project.
- B.** The successful firm shall comply with the requirements of Title 49 CFR Part 21 and Title VI of the Civil Rights Act of 1964. The successful contractor shall provide services in compliance with the American with Disabilities Act of 1990.
- C.** Any and all resulting agreements from this RFP shall require the successful firm to provide and maintain worker's compensation, public liability and property damage insurance in amounts set forth by the Permian Basin MPO policy in force at the time of agreement or subsequent revisions of said policy.
- D.** No member officer or employee of the Permian Basin MPO, City of Odessa, City of Midland, Ector County, Midland County the state of Texas, or member of its governing body or of a local public body having jurisdiction within the metropolitan area during his or her tenure or one year thereafter shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.
- E.** Unless otherwise indicated the process shown shall not include taxes of any kind. All agency members are exempt from Federal Excise Tax under Chapter 32 of the Internal Revenue Code.

**PERMIAN BASIN METROPOLITAN AREA
MULTI-USE TRAIL CORRIDOR STUDY AREA**



This map was developed by Permian Basin MPO for the purpose of aiding in regional transportation planning decisions and is not warranted for any other use. No warranty is made by Permian Basin MPO regarding its accuracy or completeness.

0 0.450.9 1.8 2.7 3.6 Miles

Permian Basin MPO
Metropolitan Planning Organization