



REQUEST FOR QUALIFICATIONS (RFQ)

**On-Call Consultant Services
For
GIS and CommunityViz Scenario Planning Assistance**

Requesting Party: Centralina Council of Governments (CCOG)

Submittal Address: ATTN: Michelle Nance
Centralina Council of Governments (CCOG)
9815 David Taylor Drive, Suite 100
Charlotte, NC 28262

Deadline: RFQ Submittal Deadline: **4:30 pm (EST) January 31, 2019.**

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I. PURPOSE OF THIS RFQ

The Centralina Council of Governments (CCOG), also known as Client, is seeking qualifications from qualified consultant firms to provide general Geographic Information Systems (GIS) and scenario planning services on an on-call basis for a period of four years. The selected firm will provide necessary professional services to continue land use modeling and GIS work that were developed as part of the **CONNECT Our Future** project. Selected firm for an on-call contract will serve as an extension of CCOG staff.

Qualification Statement packages must satisfy the minimum criteria outlined and all submittals shall be received by the Centralina Council of Governments no later than **4:30 pm on January 31, 2019**.

II. BACKGROUND

CCOG is a regional planning organization representing nine counties and a population of roughly 1.9 million in North Carolina. CCOG is the largest of 16 regional councils in the state and works with local governments and state and federal agencies to meet the region's needs on a wide range of governance issues, including local and regional community planning, urban and rural mobility, healthy communities, senior and workforce development services, and economic program development.

The **CONNECT Our Future** project was a three-year process across the 14-county bi-state region which consists of: Anson, Cabarrus, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly and Union Counties in North Carolina, and Chester, Lancaster, Union and York Counties in South Carolina. The **CONNECT Our Future** project engaged public, private, and non-profit partners and included extensive public engagement to build a regional growth framework to grow jobs and the economy, improve quality of life and control the cost of government. The project was supported by the US Department of Transportation, US Housing and Urban Development, the Environmental Protection Agency, and other state and local, public and private matching resources.

A major outcome from the **CONNECT Our Future** project was a regional scenario planning model and associated GIS data. Local governments use the data and model in a variety of ways to assist with local land use plans, sub-area plans, transportation plans, population and employment forecasting, etc. In 2015-2017, the region's MPOs and RPOs used this model and data as the foundation for a consistent, replicable, documented process for allocating population and employment forecasts by transportation analysis zone. This data is then used as an input into the Metrolina Regional Travel Demand Model (MRM).

CCOG uses ArcGIS products and CommunityViz. CCOG is seeking consultant assistance on an as needed basis to assist with GIS and scenario planning and modeling in projects undertaken by CCOG.

III. PURPOSE OF THE PROJECT

CCOG (the Client) intends to hire a qualified consultant to provide assistance on projects related to scenario planning, GIS, and CommunityViz modeling and training. The on-call contract is intended to provide a flexible and effective way for CCOG to respond to recurring consultant service needs for multi-dimensional tasks covering a range of GIS and scenario planning tasks. A flexible on-call services contract with a qualified consultant firm is critical to meeting the needs of the Centralina Council of Governments and its member jurisdictions.

A consultant firm selected for an on-call contract will be required to enter into a master agreement (available upon request) with the Centralina Council of Governments. The master agreement will:

- Satisfy requirements for the consultant solicitation and selection for the work to be performed under the on-call contract; and
- Establish hourly rates for each employee that may perform work under the contract by classification and also establish a method for calculation and payment of all direct/indirect project expenses. The firm may request to renegotiate the hourly rate schedule on an annual basis.

Work performed under the master agreement will be conducted in one of the following ways:

- Small tasks not representing a complete project will be assigned using the hourly rate table provided in the master agreement or applicable supplemental agreement.
- Specific projects or deliverables identified by CCOG staff will be negotiated through a scope of services and lump sum fee estimate and captured in a supplemental agreement. The supplemental agreement will identify the scope of services, project schedule, deliverables, staff to perform the work, estimated hours by employment classification, and total budget. A written notice to proceed or letter of authorization will be issued to the selected consultant for each project or phase stating any conditions and a not-to-exceed amount. The consultant will not be authorized to begin work on the project until a written notice to proceed or letter of authorization is issued. Amendments to the master contract or supplemental agreements must be approved in writing.

IV. SCOPE

In general, the selected consultant firm’s on-call GIS and scenario planning responsibilities may include, but are not limited to, the following:

- CommunityViz model architecture
- Development of scenario planning processes to reach project deliverables
- Integration of CommunityViz data with the Metrolina Regional Travel Demand Model
- General technical services related to GIS, CommunityViz, scenario planning, data collection, project mapping, technical documentation, etc.
- Presentation of technical data personally or development of presentation materials for others
- Interactions with CCOG clients or committees to collect inputs for GIS and scenario planning work
- Other related services as required by CCOG.

V. PROJECT SCHEDULE

The anticipated RFQ schedule is included below. This estimate is based on similar processes with a similar approval stream.

<u>Task</u>	<u>Timeline/Deadline</u>
Release RFQ	December 31, 2018
Questions accepted	January 11, 2019
Deadline for Receipt of Qualifications	January 31, 2019
Interviews (if deemed necessary)	Weeks of February 11 or 18, 2019
Consultant Selection/Approval	February 22, 2019
Master Contract Start Date	Anticipated March 15, 2019

The CCOG reserves the right to alter the process or schedule above at its sole discretion.

VI. PROPOSAL STRUCTURE

The proposal must address all items set forth in the RFQ.

Submit **five (5) hard copies** of the firm's qualifications and a **digital copy** that matches the hard copy exactly. The digital copy should be saved as an Adobe PDF file (reduced size) and submitted to mnance@centralina.org by the proposed deadline. Number all pages consecutively. Clearly indicate the following on the outside of each submittal:

1. Project name (On-Call Services: GIS and CommunityViz Scenario Planning Assistance);
2. Name and address of the primary consultant.

Submissions must be received by **4:30 pm January 31, 2019** at:

Centralina Council of Governments
9815 David Taylor Drive, Suite 100
Charlotte, N 28262
ATTN: Michelle Nance

A selection team will evaluate all Statements of Qualification and identify a firm or firms with which to enter into an on-call services contract. Notification will be provided to all firms who are not selected.

Statement of Qualifications

Qualifications should not exceed 10 pages (double sided – 20 pages total) in length. In order to assist in the evaluation process, please include the following information in the Statement of Qualifications:

1. Cover Letter
2. Organization Information
 - a. Firm name, address, phone and website. Also include primary contact name, title, email address and phone number.
 - b. Specify the history of the firm and the state in which the firm was organized or incorporated, number of full-time employees, and type of ownership.
 - c. Specify the office location(s) (City, State) from which key individuals on this team will operate.
3. Organization Qualifications. Please describe recent experience relevant to this project. Include the location and description of the project(s), and key staff that worked on the project(s). Particular emphasis should be placed on projects managed by the key personnel to be assigned to this project.
 - a. Experience with scenario planning tools and methodologies, data compilation and integration.
 - b. Experience in the hands-on creation and calibration of scenario planning models and modeling of future year alternate development scenarios using CommunityViz software.
 - c. Demonstrated understanding of transportation planning processes and how CommunityViz modeling fits into the larger context of transportation and community planning.

- d. Past record of economical and efficient management of project budget(s).
4. Key Individual Qualifications. Identify key individuals to be assigned, their education, credentials, experience, and projected hourly rates. Experience summaries of these key individuals shall be provided, with emphasis on previous experience on similar projects in similar roles and degree of familiarity with NC and SC planning policies and law. Resumes of these key individuals may also be included as an appendix.
5. References. List at least four references of present or past clients including name, organization, title, telephone numbers and email addresses.

VII. CONSULTANT SELECTION PROCESS

The Client evaluation process will involve review of the qualifications based on the criteria outlined below. The evaluation criteria, with corresponding weight factors, consist of the following:

1. Demonstrated knowledge of, and experience with, scenario planning tools, data, and methodologies. (25 percent)
2. Demonstrated experience in the hands-on creation and calibration of scenario planning models and modeling of future year alternate development scenarios using CommunityViz software. (20 percent)
3. Qualifications of the personnel to be assigned to this project demonstrating the Consultant's capacity to complete requested services as called upon, their experience completing similar projects, and a general familiarity with NC and SC transportation planning policies and law. (35 percent)
4. Current and prior client references. (10 percent)
5. Past record of economical and efficient management of the above-mentioned projects, including completion of required deliverables. (5 percent)
6. Preference will be given to firms with a permanent place of business within 100 miles of the CCOG office located at 9815 David Taylor Drive, Charlotte, NC to minimize travel, lodging or meal expenses associated with work assignments under the master services agreement. (5 percent)

The Client reserves the right to seek clarification of any proposal submitted. The Client reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel in part or in its entirety this RFQ if it is in the best interests of the Client. **This solicitation of qualifications in no way obligates the Client to award a contract.** If deemed necessary, a short list of qualified consultants may be selected from those who submitted qualifications for follow-up interviews. Interviews will be conducted by an evaluation committee. Interviews, if requested, will take place at the Centralina Council of Governments (CCOG) offices according to the schedule above.

VIII. ADDITIONAL INFORMATION

The Client reserves the right to award the contract to any qualified firm. All submittals become the property of the Client upon submission. The cost of preparing, submitting, and presenting qualifications lies solely with the proposer. Questions regarding this RFQ should be directed to Michelle Nance, Centralina Council of Governments (CCOG) at (704) 348-2709 or mnance@centralina.org. The Centralina Council of Governments (CCOG) will maintain a list of questions and answers linked to the website (<http://www.centralina.org>), if any. Questions will be accepted until 4:30 PM, January 11, 2019, and answers will be posted by 4:30 PM, January 18, 2019.