

**ON-CALL TRANSPORTATION PLANNING
CLEVELAND URBAN AREA MPO
REQUEST FOR LETTERS OF INTEREST**

On behalf of the Cleveland Urban Area MPO the City of Cleveland is soliciting letters of interest from qualified consulting firms for engineering and design related services as defined in the Tennessee Department of Transportation Local Government Guidelines Form 1-2. A general engineering related contract as described in Form 1-2 is sought transportation planning and related services to be carried out on an on-call basis.

Scope, Services, Deliverables, Schedule: the scope of work may include assistance with any work task included in the MPO's Unified Planning Work Program (UPWP). Services may include work from any transportation-related skill or discipline needed for the development of project deliverables which may include any or all components of primary MPO documents (long-range plan, TIP, UPWP), multi-modal-related planning and analysis, freight-related planning and analysis, transportation related land use and economic analysis, preliminary environmental analysis and development of alternatives, public participation, planning equity, visualizations, models, plans, proposals, data (including but not limited to crash history, traffic volume, speeds, pedestrian counts, etc.), transportation related analysis using various tools (GIS, microsimulation, automated vehicle detections, blue-tooth data capture, etc.), planning level cost estimates and budgets, tables, etc. The schedule for the performance of the work will be as determined at the time it is requested by the MPO and will be responsive to the MPO's needs for timely performance.

Technical Requirements of Consultants: firms will be expected to sufficiently staff the project with team members and project leadership exhibiting appropriate skills and expertise for the project scope, services, deliverables and schedule. Firms will be expected to meet standards, specifications, and policies as established by TDOT where these are applicable to the assigned work tasks; e.g. performing pedestrian facility planning work in conformity with TDOT's Multi-modal Design Guidelines. If selected, firms are expected to carry out work in conformity with 23 USC 134, 23 CFR 420, 23 CFR 450, and 2 CFR 200.

Qualifications: firms must be pre-qualified by TDOT for engineering and design related services. Firms and their employees must comply with Tennessee licensing law where applicable in the performance of the work described herein.

Evaluation Criteria: for Phase I of the evaluation, the evaluation criteria will include the following items which firms should address in their letters of interest:

1. Work experience in the required disciplines with TDOT, the Cleveland MPO or its member jurisdictions, or similar-size MPOs.
2. Specialized expertise, including but not limited to, work as an on-call transportation planning consultant and experience in the MPO environment.
3. Professional licensure for team members who may be called upon to deliver professional work within licensed disciplines, and recognized professional certifications that may be applicable for other team members in planning, GIS, etc.
4. Staff capabilities of the prime consultant relative to the range of project services and deliverables described.
5. Size of the project and limited or unlimited pre-qualification status.

The Phase I evaluation will review statements of qualification and performance data described in items 1-5 above. The Phase I evaluation will be submitted to the Consultant Evaluation Committee (CEC), and the CEC will select at least three of the most highly qualified firms which will be invited to submit proposals for evaluation in Phase II. Firms not selected to submit proposals will be notified and firms selected to be invited to submit proposals for Phase II evaluation will be notified as to proposal format requirements, delivery instructions, and delivery deadline.

In instances where only two qualified consultants respond with proposals for Phase II evaluation, the City of Cleveland may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.

The Phase II evaluation criteria and the relative weight of each criterion will be as follows:

1. Workload capacity including the amount of work under contract with the City of Cleveland and other entities that may affect the firm's ability to perform the required work. 20%
2. Past performance on projects of the City of Cleveland, the Cleveland MPO, and other jurisdictions and/or MPOs of comparable size. 40%
3. Technical approach (e.g. project understanding, innovative concepts or alternatives, quality control procedures). 35%
4. Participation of qualified Disadvantaged Business Enterprise (DBE) subconsultants. 5%

Proposals will include identification of any subconsultants to be used in the work and the certifications. Identified sub-consultants will be evaluated using the criteria identified in the public solicitation. The prime consultant will demonstrate the DBE status, if any, for sub-consultants on the project. All sub-consultants identified on the submittal must be pre-qualified by the Tennessee Department of Transportation to perform the required tasks or have an application pending prior to submittal of the proposal. It shall be the responsibility of the prime consultant to include a signed statement from each sub-consultant on their own letterhead confirming that they have the staff available and agree to provide the necessary services for the specific item/project listed in the prime consultant's proposal. Failure to meet these requirements will void the submittal.

In Phase III of the evaluation, the CEC will rank the firms evaluated in Phase II by order of preference. Notification to the responding firms will be made of the final ranking of the three most qualified consultants. The City of Cleveland will negotiate with the firms in rank order beginning with the most qualified.

Contract type and method of payment: The desired contract type is a general engineering related contract for engineering and design related services related to transportation planning. If a contract is reached, services are expected to be performed on an on-call basis. The method of payment will be based upon specific rates of compensation for project team member job titles for any work ordered under the on-call contract. If a contract is reached, it will otherwise comply with all of the applicable requirements stated in TDOT's Local Government Guidelines Form 1-2. It is intended that the contract contain a "not to exceed" amount for all services to be ordered under the contract.

Letters of Interest: qualified firms may request consideration by emailing a letter of interest to **Kristi Powers** at kpowers@clevelandtn.gov. All letters of interest must be received by **the City of Cleveland** on or before **June 30, 2022 at 5:00 PM, local time**. Project specific questions may be directed to Kristi Powers at kpowers@clevelandtn.gov. Any Letter of Interest not received by the City of Cleveland prior to the time set in this request shall be disqualified. The letter of interest shall indicate the scope of services to be completed by any sub-consultants. To be considered, firms must be pre-qualified or have a completed prequalification form filed with the Tennessee Department of Transportation by the deadline for the Letters of Interest. Letters of Interest will be considered from individual qualified firms or teams of firms. Disadvantaged Business Enterprises (DBE) and Small Businesses are encouraged to submit letters of interest or to seek to be included within proposed project teams.