MEMORANDUM
September 16, 2019

To: Consultants

From: Jeanne Geiger, Deputy Director

Subject: Request for Proposals

The Alamo Area Metropolitan Planning Organization (AAMPO) is seeking the professional services of a consultant to perform the activities outlined in the attached Request for Proposals for the Mobility 2050 Demographics and Travel Demand Model Update.

Electronic proposals are due to the AAMPO by 12:00 noon (CT), Friday, October 18, 2019.

Please submit any questions you may have in writing to Jeanne Geiger by e-mail at geiger@alamoareampo.org, not later than 5:00 p.m., (CT), Monday, September 30, 2019. Responses will be posted on the AAMPO’s website at www.alamoareampo.org as soon as possible but no later than 5:00 p.m. (CT) Thursday, October 4, 2019.

It is the proposers’ responsibility to visit the AAMPO’s website for any updated information on this project.
REQUEST FOR PROPOSAL

Subject: Mobility 2050 Demographics and Travel Demand Model Update

Scope of Work: See Specifics Under Scope of Work

Request for Proposal Issued: Monday, September 16, 2019

Deadline for Questions: 5:00 p.m. (CT), Monday, September 30, 2019
Questions will only be accepted in writing to the attention of Jeanne Geiger at geiger@alamoareampo.org. Responses will be posted on the MPO’s website at www.alamoareampo.org as soon as possible but no later than by 5:00 p.m. (CT) Thursday, October 4, 2019.

Proposal Due: 12:00 p.m. (noon, CT), Friday, October 18, 2019

Number of Copies: One electronic document (pdf) less than 5 MB e-mailed to aampo@alamoareampo.org

Interviews (Tentative): If necessary, all interviews will be scheduled on one day only in the tentative timeframe of November 6th through 15th.

Scheduled Contract Award (Tentative): Monday, December 9, 2019

It is the Proposers’ responsibility to visit the Alamo Area Metropolitan Planning Organization’s website regularly at www.alamoareampo.org for any updated information on this project.

Purpose/Background

The Alamo Area Metropolitan Planning Organization’s (MPO) study area includes all of Bexar, Comal, Guadalupe and a portion of Kendall counties, while the current travel demand model area covers all of Bexar, Comal, Guadalupe, Kendall and Wilson counties.

The travel demand modeling region may eventually expand to include Atascosa and Medina counties. A preliminary TAZ structure for Atascosa and Medina Counties has been developed for 2015. A regional map for the expanded area is shown below.
The MPO desires to undertake modifications, refinements and updates to its San Antonio MultiModal Model (SAMM v 4.1) four step travel demand modeling process as outlined in the scope of work. A new series of traffic counts, travel surveys and a transit on-board travel survey have been completed or are expected to be completed by mid to late 2020.

Other components of this effort include developing the horizon and milestone year demographics for the development of Mobility 2050, the region’s long range transportation plan; and integrating the Alamo Area MPO and Capital Area (Austin) MPO’s travel demand models. Significant coordination with CAMPO is expected with this study effort.

More detailed information can be found in the Scope of Work.
Proposal Content

Proposals should contain at least the following documentation:

1. **Cover Letter** - This should include a brief summary of the key points of the proposal and the approach to accomplishing the study. The contact person’s (project manager’s) name, address, telephone number, and e-mail address must be included. The cover letter is not considered part of the maximum twelve page requirement outlined in #2 of this section.

2. **Study Methodology Section** - This should include the Consultant’s approach to tasks to accomplish the work outlined in the Scope of Work. This Section should demonstrate an understanding of the regional transportation system, travel demand modeling, and Federal and State planning requirements. This section is limited to twelve pages in length and no less than an 11 point font.

3. **Key Personnel Section** – One paragraph summaries of qualifications and experience should be submitted for all personnel assigned to the project. The assignment of personnel must specifically contain the percent of time by personnel for each task included in the Scope of Work. Refer to Attachment B. The key personnel section is not considered part of the maximum twelve page requirement outlined in #2 of this section.

4. **Management Plan Section** - The management plan must contain a schedule of work (timeline), and a percent of time by each task described in the Scope of Work for the Prime and each subconsultant. Refer to Attachment B. Attachment B must be completed and submitted with the proposal for the proposal to be considered. The management plan section is not considered part of the maximum twelve page requirement outlined in #2 of this section.

5. **Related Work Section** - Work closely related to that described in the Scope of Work which has been performed by the specific personnel assigned to this project should be briefly outlined in the proposal. Specific emphasis should be placed on work undertaken in areas similar to the San Antonio metropolitan area in the previous five years. The related work section is not considered part of the maximum twelve page requirement outlined in #2 of this section.

Reminder: the entire proposal is not to exceed 5MB.
Criteria for Evaluation

The proposals will be evaluated based on the following criteria with relative weights in parenthesis:

1. Qualifications and previous related experience of key personnel to be assigned to this project. (25%)

2. Understanding of United States Department of Transportation (USDOT) and Texas Department of Transportation (TxDOT) transportation planning requirements. Understanding of work requirements as outlined in the scope of work. (15%)

3. Demonstrated knowledge of the study area, the regional transportation system, travel demand modeling using TransCAD version 8.0 (Build 22135 recommended), and identified methodologies to accomplish the scope of work. (30%)

4. Firm's previous related work experience within the past five years which includes citing previous experience in similar studies or projects. (20%)

5. A detailed Management Plan demonstrating the ability to complete the project on the required schedule. (10%)

Budget

The source of funding for this study is Federal and State funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and TxDOT. The budget for this project in the MPO's FY 2020-2021 Unified Planning Work Program is $800,000.

Selection Procedure

The consultant selection committee, established by the MPO Transportation Policy Board, will review proposals based on the evaluation criteria. Their recommendations will be forwarded to the MPO's Transportation Policy Board. Firms, at the discretion of the consultant selection committee may be selected for oral presentations/interviews. The contract award will be made by the MPO Transportation Policy Board; however, the MPO reserves the right to reject any and all proposals. The consultant selection committee is proposed to be structured as follows:

Alamo Area MPO – 2 representatives
Capital Area MPO – 1 representative
City of New Braunfels – 1 representative
City of San Antonio TCI Department – 1 representative
City of Seguin – 1 representative
Texas Department of Transportation (San Antonio District) – 1 representative
VIA Metropolitan Transit - 1 representative
**Study Oversight Committee**

The Transportation Policy Board has established a consultant selection committee. The responsibility of this committee is to make a recommendation on the consultant selection. Once the project is underway, the consultant selection committee will provide oversight for the conduct of the project and other stakeholders will be invited to participate in the project as needed.

**Duration of Contract**

This contract will cover a 36 month period from the date of the Notice to Proceed.

**Disadvantaged Business Enterprise Participation**

Based on the project’s Federal funding, type of work, location, overall and item cost estimate values, subcontracting opportunities, certified DBE firms in vicinity of the project location, and size of the project, the Texas Department of Transportation has assigned a race-conscious DBE goal of **Zero (0.0%)** percent for this project proposal.

TxDOT has encouraged race-neutral DBE participation in this study.

**Compliance with Federal Regulations**

The successful Proposer will be required to comply with, in addition to other provisions of the Request for Proposal, the conditions required by all applicable Federal and State regulations, including the following:

1. **Equal Employment Opportunity** - Successful Proposer will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.

2. **Title VI Assurances** - Successful Proposer will be required to comply with all requirements imposed by Title VI of the Civil Rights Act of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued thereunder (49 C.F.R. part 21), and assurances by the MPO thereto.

**Debarment Certification**

The Prime Consultant and any subconsultants must complete and submit with the proposal the "Certification of Lower-Tier Participant". (Attachment A)
Scope of Work

The following Scope of Work identifies the major components of the study effort that the consultant will undertake. It is the intention of this study to build upon the MPO’s current TransCAD based models and all previously developed databases without engaging in additional data collection (unless absolutely necessary and in consultation with the study oversight committee).

The Alamo Area MPO will provide all necessary models and accompanying documentation related to the San Antonio Multimodal Model version 4.1. The Alamo Area MPO currently uses TransCAD version 8.0. The Alamo Area MPO will assist the consultant with obtaining necessary files and documentation for the Capital Area MPO (CAMPO) model for Task 4. The CAMPO model also uses TransCAD version 8.0.

Task 1 – Project Management

1.1 Prepare a project management plan.

1.2 Prepare and submit monthly progress reports, invoices, and billings.

1.3 Establish and maintain a project schedule with key milestones.

1.4 Coordinate study oversight committee meetings for technical review, general coordination purposes, and status update of various elements of the project. The consultant will provide a meeting summary within ten days after each study oversight committee meeting.

1.5 Early in the study, the consultant will participate in a work session with the study oversight committee to define the task priorities and familiarize members with key issues and refine the project's goals and objectives for the technical analyses.

Task 2 – Demographic Development

2.1 Identify methodologies to be used to develop demographics (population, households, employment, income) projections at the TAZ level for the MPO’s Mobility 2050 long range transportation plan update. Demographics must be in a format that can be used within the MPO’s travel demand model processes. The State Data Center’s county population projections will be used as county population...
control totals for Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, and Wilson counties.

2.2 Work with the study oversight committee to select the demographic projection methodology that best meets the MPO's needs.

2.3 Develop demographics for use in the travel demand model.

**Task 3 – Model Calibration, Validation and Refinements**

3.1 Assist the MPO with coding horizon and milestone year roadway and transit networks (to potentially include mainline bus service, bus rapid transit, light rail, high speed rail & managed lanes) for planning and air quality purposes.

3.2 Update the Trip Generation (TripCal5) models using the new demographics from 2.3 and the revised trip generation rates from the travel surveys.

3.3 Update the Destination Choice Distribution model using the new trip length distributions from the travel surveys and observed travel patterns from the available Inrix/Bluetooth style travel data.

3.4 Update the Mode Choice model using VIA Metropolitan Transit’s most recent origin/destination survey and other survey data as necessary. This step will include provisions to insure that the MPO's Mode Choice model is FTA compliant.

3.5 Update the MMMC Traffic and Transit Assignment process with new input speeds, time-of-day capacities, values of time, BPR curves, transit routes, transit fares, stops, dwell times, etc. to improve model performance.

3.6 Refine the MPO’s ability to model transportation modes that do not currently exist in the Alamo Area MPO region, to include HOV and other managed lanes, and all types of transit rail service, as well as freight, carpool, bicycle and pedestrian travel modes.

3.7 Develop new sub-models for forecasting (1) Regional Household Distributions by income, household size and household workers, (2) TAZ level Household Worker proportions using Census data and for (3) Non-work Airport trips using the new Airport Travel Survey.

3.8 Assist the MPO with introducing an option to run Dynamic Traffic Assignment (DTA) modeling for typical weekday travel. This will include developing diurnal travel distributions and assistance with the processing of available observed (Inrix and Bluetooth style) speed and travel time data, which is now available to the MPO through the Texas Transportation Institute.

3.9 Develop a master travel demand model network system, maintaining the capability to export separate analysis year networks, containing both highway and transit layers.
3.10 Collect parking cost and usage data that can be used to update the travel demand model. Incorporate the data into the model.

3.11 Assist with the calibration and validation of the 2020 based models (utilizing any and all modifications and updates) to be used for subsequent long-range plan updates.

3.12 Update any and all SAMM 4 Documentation, to include documentation for the calibration and validation process, the Model Process Documentation and the Model User’s Guide.

**Task 4 – AAMPO/CAMPO Travel Demand Model(s) Integration**

4.1 Identify methodologies, options and needed data for the integration of the Alamo Area MPO and Capital Area MPO travel demand models.

4.2 Work with the study oversight committee and Capital Area MPO staff to select an appropriate level of integration that best meets both MPO’s needs.

4.3 Working with the study oversight committee and Capital Area MPO staff, integrate networks and model parameters.

**Task 5 – Deliverables**

5.1 The consultant will provide complete documentation on the methodologies used for all tasks.

5.2 The consultant will provide all input and output data files associated with model runs.

5.3 The consultant will provide training in the macros, methodologies and model use.

5.4 The consultant will provide any model updates so as to maintain the integrity of the existing input/output file structure and naming convention.

5.5 The consultant will present selected results to the Technical Advisory Committee (TAC) and/or the Transportation Policy Board (TPB).
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**Please provide the above information in a similar format for all key personnel that will be working on this study.**

The intent of this form is to determine the level and relative distribution of effort between firms and key personnel.
Lower Tier Participant Debarment Certification
(Negotiated Contracts)

__________________________, being duly sworn or penalty of perjury under the laws of the United States, certifies that neither __________________________________________________________, nor __________________________________________________________, nor __________________________________________________________, nor

(insert name of lower tier participant)

its principals are presently:

- debarred, suspended, proposed for debarment,
- declared ineligible,
- or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the above identified lower tier participant is usable to certify to any of the above statements in this certification, such prospective participant shall indicate below to whom the exception applies, the initiating agency, and dates of action.

Exceptions will not necessarily result in denial of award, but will be considered in determining contractor responsibility. Providing false information may result in criminal prosecution or administrative sanctions.

EXCEPTIONS:

______________________________________
Signature of Certifying Official

______________________________________
Title

______________________________________
Date of Certification

See Reverse for Information
Certification Information

This certification is to be used by contractors pursuant to 49 CFR 29 when any of the following occur:

- any transaction between the contractor and a person (other than a procurement contract for goods and services), regardless of type, under a primary covered transaction

- any procurement contract for goods or services when the estimated cost is $25,000 or more

- any procurement contract for goods or services between the contractor and a person, regardless of the amount, under which the person will have a critical influence on or substantive control over that covered transaction. Such persons include principal investigators and providers of federally-required audit services.

A procurement transaction is the process of acquiring goods and services.

A nonprocurement transaction is the granting of financial assistance to entities to assist the grantor in meeting objectives that are mutually beneficial to the grantee and grantor.

A COPY OF THIS CERTIFICATION IS TO BE FURNISHED TO AUTHORIZED REPRESENTATIVES OF THE STATE OR THE U.S. DEPARTMENT OF TRANSPORTATION UPON REQUEST.