



HOUSTON-GALVESTON AREA COUNCIL
Request for Proposal (RFP)
Bay Area Bicycle and Pedestrian Safety Plan
Solicitation Number: TRN22-13

EVENT	DATE
ISSUED:	Wednesday, August 31, 2022
PRE-PROPOSAL CONFERENCE DATE:	Wednesday, September 21, 2022 @ 10:00 a.m. CST Information on how to register for the pre-proposal meeting is on page 17.
QUESTIONS DEADLINE:	Friday, September 23, 2022 @ NOON CST
SHAREFILE ACCESS INVITATION REQUEST DEADLINE:	Wednesday, October 12, 2022 @ NOON CST Requests made after this time will <u>not</u> be accepted.
CLOSING DATE / SUBMISSION DEADLINE:	Thursday, October 13, 2022 @ NOON CST
ESTIMATED BOARD APPROVAL DATE:	Tuesday, December 20, 2022
ESTIMATED CONTRACT START DATE:	January, 2023
FORMAT:	One (1) electronic copy in PDF format. Please combine all files being submitted into one (1) pdf. Additional files may not be reviewed.

Please read the submission instructions carefully, exceptions cannot be made if instructions are not followed:

SUBMISSION: Respondent must email the below information (1-4) to purchasing@h-gac.com to request access to the ShareFile folder where Respondent will upload the Response. **The request for access to the folder must be made before indicated deadline;** requests received after the deadline will **NOT** be accepted. SUBMISSIONS WILL **NOT** BE ACCEPTED BY EMAIL OR MAIL.

1. Company Name and Company Representative Name
2. Representative Email Address (for ShareFile folder access)
3. Subject Line: "ShareFile Folder Access Request"
4. The Solicitation Number (exactly as listed above)

If technical issues with the ShareFile System arise, preventing all Respondents from submitting a response within the two (2) hours preceding the deadline, the solicitation due date and time may be automatically extended for a period of 24 hours. Any technical issue must be with the ShareFile system and affect **all** respondents. H-GAC will verify the technical issue or unavailability of the ShareFile system. Technical issues localized to a single Respondent will not be considered cause for an extension. **It is strongly recommended that submissions be uploaded no later than four (4) hours prior to the deadline.** H-GAC is not responsible for attempting to resolve any technical issues occurring four (4) hours before the submission deadline, nor is H-GAC responsible for incomplete or late submissions.

Recording of submission time and date will occur via ShareFile. Submissions uploaded after the deadline will not be accepted or opened. Responses may be submitted any time prior to the submission deadline. To satisfy any required public opening, H-GAC will post only the names of the companies which submitted responses to the H-GAC website (<http://www.h-gac.com/procurement>) as soon as possible after the closing date.

SIGNATURE PAGE

A signature below constitutes acknowledgement and acceptance of all the **Solicitation Terms and Conditions** located at <https://www.h-gac.com/getmedia/d80790aa-ac7c-466e-9849-9a457210da6e/Solicitation-Terms-and-Conditions> and can be downloaded in .pdf for review. Respondents, their authorized representative, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of this Solicitation at the time a response is submitted to H-GAC. This Solicitation does not commit H-GAC to award a contract, issue a Purchase Order, or pay any costs incurred in the preparation of a submission to this Solicitation. The submission will become part of H-GAC's official files without any obligation on H-GAC's behalf. All Submissions will be held confidential from all parties other than H-GAC, until after a contract is executed; then submissions become available as public records.

Note: Submission must be signed by a duly authorized representative(s) of the respondent, which must be the actual legal entity that will perform the contract if awarded and any total fixed price contained therein will remain firm for a period of one-hundred eighty (180) days following the submission due date and can be further extended by mutual written agreement. **Respondent is REQUIRED to sign this Signature Page and return with the submitted response. An unsigned Submission will be deemed non-responsive.**

Legal Name of Entity/Individual Filed with IRS for this Tax ID Number:

Doing Business As (DBA) Name:

Is Respondent business currently a Certified Small Business (SBA), Minority (MBE) or Disadvantaged (DBE)? Yes _____ No _____ If yes, copy of certificate must be attached.

Company Mailing Address and Billing Address (if different from company address):

City, State, Zip Code:

Tax ID Number (EIN):

DUNS Number:

Unique Entity ID (SAM.gov) **REQUIRED (See page 4):**

Contact Person:

Phone Number:

Email Address:

Signature of the person authorized to bind Respondent company to any contract/purchase order that may result from this Solicitation and acknowledgement and acceptance of the full **Solicitation Terms and Conditions located at <https://www.h-gac.com/getmedia/d80790aa-ac7c-466e-9849-9a457210da6e/Solicitation-Terms-and-Conditions>**

Authorized Signature:

Date:

Printed Name:

Title:

Email Address:

All clarifications to this Solicitation will be in writing and identified as a Letter of Clarification. Verbal communications and other written documents intended to clarify and interpret will not legally bind the Houston-Galveston Area Council. Only information supplied by a Letter of Clarification and posted to the H-GAC website should be used in preparing submissions. Any Letter of Clarification will be posted on the H-GAC website (<http://www.h-gac.com/procurement>) as soon as available. **H-GAC does not assume responsibility for the receipt of any Letters of Clarification by Respondent(s). Respondents must frequently check <http://www.h-gac.com/procurement> for updates.**

PART I –GENERAL INFORMATION

Houston-Galveston Area Council (H-GAC) Background

The Houston-Galveston Area Council (H-GAC) is the region-wide voluntary association of 133 local governments and local elected officials in the 13-county Gulf Coast Planning region of Texas. Local elected officials organized H-GAC in 1966 after authorization by State enabling legislation. Its service area is 12,500 square miles and includes more than 7-million residents. H-GAC is governed by a 36-member Board of Directors composed of local elected officials, who serve on the governing bodies of member local governments. All H-GAC programs are carried out under the policy direction of its Board of Directors. H-GAC's mission is to serve as the instrument of local government cooperation, promoting the region's orderly development and the safety and welfare of its residents. H-GAC is the regional organization through which local governments consider issues and cooperate in solving area-wide problems. Agency programs emphasize local government concerns, such as transportation, air and water quality, criminal justice, demographic analysis, mapping programs, and intergovernmental purchasing. H-GAC also serves its citizens through workforce development programs, services to the aging and elderly, and small business finance programs.

Metropolitan Planning Organization (MPO): Designated by the State of Texas as the MPO for the eight-county Houston-Galveston region, the H-GAC Transportation Department is responsible for transportation planning and policymaking, ensuring that expenditures for transportation projects and programs are based on a continuing, cooperative, and comprehensive planning process.

Solicitation Background

Bay Area has been experiencing an increasing number of bicycle and pedestrian injuries and fatalities in vehicle crashes between 2015 to 2019. To create a safe and comfortable environment for bicyclists and pedestrians, Harris County Precinct 2 ("Local Sponsor") initiated a study to develop a bicycle and pedestrian safety plan for Bay Area.

Objective/Purpose

H-GAC is seeking a qualified contractor to examine the existing condition of bike and pedestrian facility activities and produce a plan that makes actionable recommendations to improve bike and pedestrian safety, accessibility, and connectivity in the project area.

Scheduled Time Frame

The contract will be for approximately twelve (12) months, estimated to begin January 2023. H-GAC reserves the right to extend and/or expand the scope of this contract, subject to H-GAC Board of Directors approval and/or additional funding availability.

Payment for Work

H-GAC intends to complete review of products within thirty (30) days of submittal. Retainage in the amount of ten percent (10%) will be withheld from each invoice until the project is completed to the satisfaction of H-GAC. In addition, the retainage will be withheld until all of the deliverable products of that phase are delivered to and formally accepted by H-GAC as complete, satisfactory, and meeting all applicable specifications and standards.

No Guarantee of Usage

H-GAC makes no guarantee of volume or usage under any contract resulting from this Solicitation. Services will be requested and contracted on an as needed basis and the type and value of each assignment will vary.

Universal Identifier and System for Award Management (SAM)

In accordance with 2 CFR Title 2, Subtitle A, Chapter I, Part 25 as it applies to a Federal awarding agency's grants, cooperative agreements, loans, and other types of Federal financial assistance as defined in 2 CFR 25.406. Contractor understands and as it relates to 2 CFR 25.205(a), a Federal awarding agency may not make a Federal award or financial modification to an existing Federal award to an applicant or recipient until the entity has complied with the requirements described in 2 CFR 25.200 to provide a valid unique entity identifier and maintain an active SAM registration (www.SAM.gov) with current information (other than any requirement that is not applicable because the entity is exempted under § 25.110). 2 CFR 25.200(b) requires that registration in the SAM **prior to submitting an application or plan**; and maintain an active SAM registration with current information, including information on a recipient's immediate and highest level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable, at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency; and provide its unique entity identifier in each application or plan it submits to the Federal awarding agency. To remain registered in the SAM database after the initial registration, the applicant is required to review and update its information in the SAM database on an annual basis from the date of initial registration or subsequent updates to ensure it is current, accurate and complete. At the time a Federal awarding agency is ready to make a Federal award, if the intended recipient has not complied with an applicable requirement to provide a unique entity identifier or maintain an active SAM registration with current information, the Federal awarding agency: (1) May determine that the applicant is not qualified to receive a Federal award; and (2) May use that determination as a basis for making a Federal award to another applicant.

Pre-Award Audit

Due to the amount and type of funding programmed for this project, H-GAC requires that a pre-award audit be conducted before the execution of a contract. The information required for this audit, in addition to a draft contract and detailed scope of work, is:

1. Detailed annual budget
2. 12-month project Schedule/Timeline
3. Itemized cost estimate by personnel job title (including hours), benefits, overhead, travel, equipment, supplies, printing and other direct expenses; and
4. Support data for the benefit and indirect rates (overhead) based on audited costs.
5. Federal OMB Form 60

Post Award Meeting

H-GAC reserves the right to require the awarded Contractor attend a post award meeting with H-GAC staff and/or other designated persons at H-GAC offices in Houston, Texas within thirty (30) calendar days after the award. The purpose of the meeting will be to discuss the terms and conditions and to provide additional information regarding the work tasks and requirements. Awarded Contractor and H-GAC will identify specific goals, strategies and activities planned for meeting program objectives.

Goal for Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area firms (if subcontracts are to be let)

H-GAC has established a goal of **25%** small and minority businesses, women's business enterprises, and labor surplus area firm participation in its total annual third-party consulting opportunities. H-GAC's goal is to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible in providing services under a contract. In accordance with federal procurements requirements of 2 CFR §200.321, if subcontracts are to be let, the prime contractor must take the affirmative steps listed below:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources
3. Dividing total requirements, when economically feasible, into smaller task or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
5. Using the services and assistance as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce

Nothing in this provision will be construed to require the utilization of any firm that is either unqualified or unavailable.

Supplemental Guidance/Requirements for Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area firms (if subcontracts are to be let)

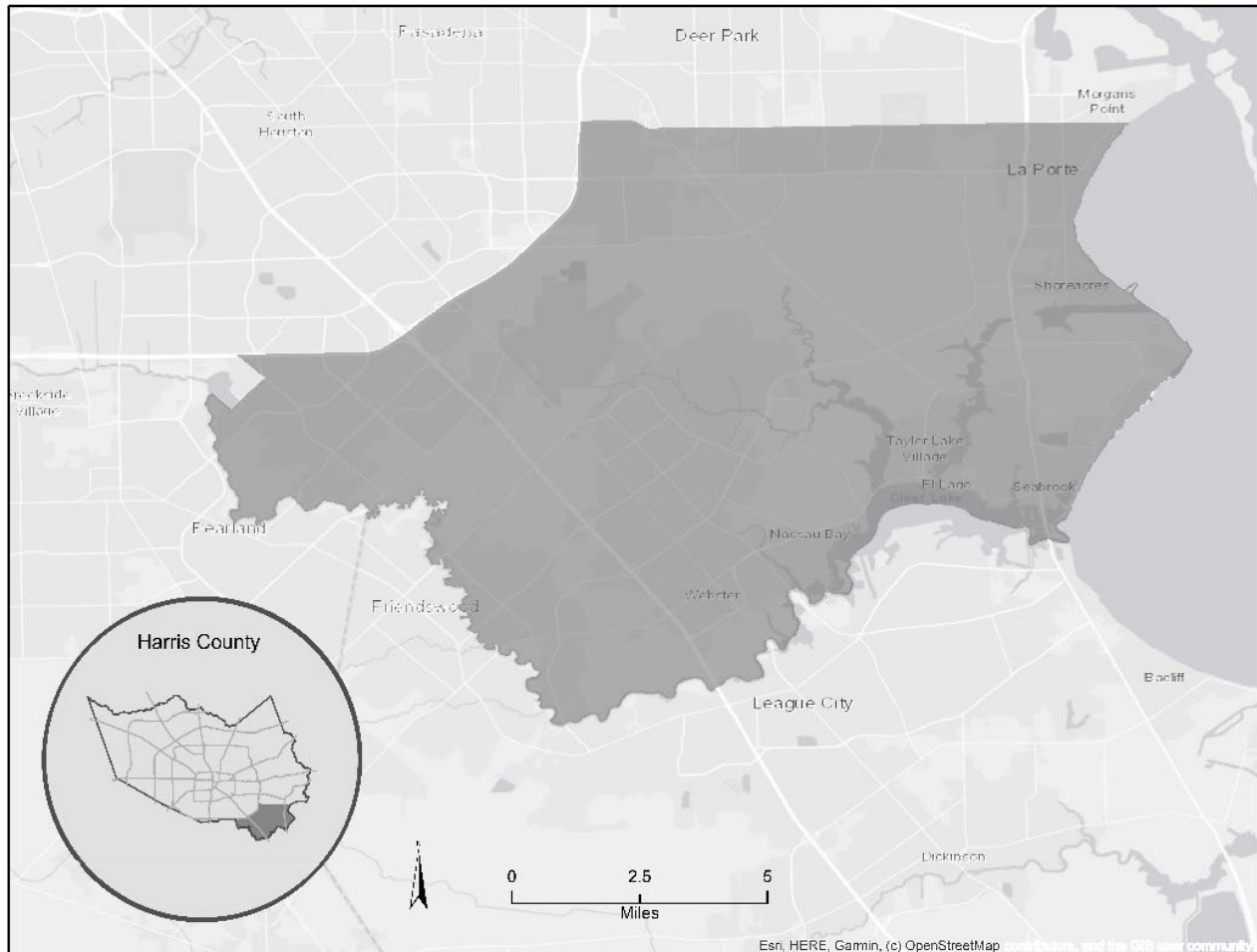
As a recipient and sub-recipient of Federal funds, the guidance of the appropriate funding agency supplemental regulation regarding Disadvantaged Business Enterprise (DBE) programs will be incorporated as listed below, and as may be applicable. Please refer to the applicable guidance for the indicated funding source. The Small Business Administration (SBA) is the primary reference and database for information on requirements related to Federal Subcontracting <https://www.sba.gov/federal-contracting/contracting-guide/prime-subcontracting>

Funding Source	Supplemental Regulation by Funding Agency
X	U.S. Department of Transportation (DOT/FAA): Title 49 of the Code of Federal Regulations, Parts 23 and Part 26. Only businesses listed under the Texas Unified Certification Database Diversity Management System are qualified to meet the stated goal requirement. Locate a business here: https://txdot.txdotcms.com/
	U.S. Environmental Protection Agency (EPA): Title 40 Code of Federal Regulations parts 33, Executive Order 11625, Executive Order 12138, and Executive Order 12432.
	U.S. Department of Housing and Urban Development (HUD): HUD Acquisition Regulations (HUDAR) HUDAR, dated January 21, 2000, Parts 2419 and 2426.
	U.S. Department of Labor (DOL): Title 48 of the Code of Federal Regulations, Chapter 29, Parts 2900-2999.
	U.S. Department of Commerce (DOC): Title 48 of the Code of Federal Regulations, Chapter 13, Subchapter D.
	U.S. Department of Energy (DOE): Title 48 of the Code of Federal Regulations, Chapter 9, Subchapter D.
	U.S. Department of Agriculture (USDA): Title 48 of the Code of Federal Regulation, Chapter 4, Subchapter D.
	U.S. Department of Homeland Security (DHS) including FEMA: Title 48 of the Code of Federal Regulation, Chapter 30, Subchapter D.
	U.S. Department of Health and Human Services (DHHS): Title 48 of the Code of Federal Regulation, Chapter 3, Subchapter D.
	U.S. Department of Justice (DOJ): Title 48 of the Code of Federal Regulation, Chapter 29, Subchapter D.
	U.S. Department of the Treasury (USDT): Title 48 of the Code of Federal Regulation, Chapter 10, Subchapter D, Part 1022.

Additional Resources for Socio-Economic Databases/Programs - The entities and programs linked below can also be searched or contacted for assistance in locating a small business if no funding agency is indicated above.	
City of Houston, Office of Business Opportunity	Women's Business Enterprise National Council (WBENC)
City of Austin, Small Business Development	National Women Business Owners Corporation
Corpus Christi Regional Transportation Authority	National Minority Supplier Development Council (NMSDC)
North Central Texas Certification Agency	U.S. Women Chamber of Commerce
South Central Texas Certification Agency	U.S. Department of Transportation DBE Program
Texas Department of Transportation	SBA Women-Owned Small Business (WOSB) Program Certification
The Small Business Administration	

Study Area/Service Region

The project area is located southeast of Harris County and in the jurisdiction of Harris County precinct 2. The project area (Bay Area) defined as Harris County line to the south, I-45 and Beltway 8 to the west, Spencer Highway to the north, and the bay to the east. The area has a mix of industrial use on the northeast side, residential and commercial uses on the southwest side, and some parks and recreation area in between as green buffer zones.



PART II – SCOPE OF WORK/SPECIFICATIONS

H-GAC is partnering with Harris County Precinct 2 (“Local Sponsor”) to conduct this planning project. H-GAC will oversee the project management tasks, develop the project public involvement plan, and carry out the public involvement process with the assistance of the Contractor, whom will be expected to complete the tasks outlined.

Key Personnel Requirements

Contractor is required to have knowledge and expertise in the following areas:

- Ability to collect, analyze, and represent data
- Ability and experience to conduct effective and inclusive public engagement
- Up-to-date knowledge of pedestrian and bicycle planning best practices and tools
- Experience of successful similar projects in comparable scale
- Ability to plan and design a quality, well-lit, walkable and bike friendly trail that has sidewalk connections to neighborhoods, schools, and activity centers
- Ability to develop planning level cost estimates and identify funding opportunities
- Ability to develop a well-defined implementation plan
- Ability to create renderings and other visualizations for site plan
- Team members that are experienced in software needed to complete the tasks and are proficient in professional writing
- Team members that are proficient in writing and speaking in both English and Spanish

Task 1: Existing Condition Assessment

Collect any data necessary to evaluate existing conditions and identify barriers located within and adjacent to the project study area. The existing conditions analysis will include, but not be limited to:

- Existing characteristics of the project area including demographics profile, land use, socio-economic and daytime population component
- Equity analysis using H-GAC’s [Regional Equity Tool](#), to identify vulnerable populations and their needs
- Public health and other behavior data related to active transportation
- Existing condition, level of service, and inventory of streets and bike and pedestrian facilities
- Traffic counts including vehicular, pedestrian and bicycle counts, peak hour volume, trip patterns, origins, destinations, types of trips
- Crash data and map, differentiated by type of crash
- Current and future transit access
- Existing rights of way study
- Existing connectivity analysis includes inter-modal, multi-modal and circulation between identified Origins and Destinations
- Flood hazard zone, drainage and other environmental analysis that might interfere with active transportation infrastructure in the project area if available

The existing conditions assessment also needs to account for previous and ongoing planning efforts as well as recent and ongoing construction projects in the study area. The Contractor team will work with the Local Sponsor and H-GAC to develop this list.

Task 1 Deliverables

- Existing Condition Assessment and findings presentations in PowerPoint
- Existing Conditions Assessment report in PDF
- Site photos, maps and graphics that showing the results of existing condition analysis
- GIS data package and other data used during the exiting condition report (other data might include PowerPoint, PNG, etc.,)

Task 2: Public Involvement

The study will include a Public Involvement Plan developed by the Houston-Galveston Area Council prior to the start of the project. The Public Involvement process will be organized and lead by H-GAC, and the Contractor will complete the tasks to support the Public Involvement process. The Public Involvement Plan will identify a steering committee to lead the direction of the Study. The steering committee members will be a group of stakeholders identified by the Local Sponsor and H-GAC, and resident representatives who live in the project area and voluntarily sign up at the first public meeting. The Contractor's tasks will include, but not be limited to:

- Facilitate and present at two (2) public meetings in open house format
- Facilitate and present at multiple neighborhood meetings
- Facilitate and present at 3-5 steering committee meetings
- Organize and facilitate multiple walking and biking tour audits in identified corridors to engage the public and identify physical barriers and issues
- Create an online survey and an interactive mapping survey tool or combined if possible and adapt to print versions as needed
- Provide mid-term focus-group outreach to fill the gaps of public involvement. Outreach format will be determined later. At a minimum, the Contractor will develop a focus group participant list, reach out through email, and drop off flyers at points of interest, etc.
- Develop project maps, renderings, and project descriptions for public meetings, neighborhood meetings and steering committee meetings and other project information needed for project website
- Organize and analyze qualitative and quantitative data collected from public involvement

The Contractor will present the project milestones to the steering committee after each task for the findings. Additional activities and methods of effectively engaging steering committee members is expected. The Contractor is encouraged to bring innovative engagement ideas and methods beyond the required items described above.

Task 2 Deliverables

- A public involvement report in PDF including strategies used, process, public input, online survey results and findings
- Presentation in PowerPoint or PDF for Steering Committee meetings, neighborhood meetings and public meetings listed above
- An online survey for public input using location-based engagement tool
- Content and materials for public meetings, neighborhood meetings, Steering Committee meetings and walk/bicycle audit.

Task 3: Opportunity Analysis

Conduct an opportunity analysis based on the existing conditions assessment and public involvement input. The opportunity analysis should include both physical and non-physical opportunities that could address the issues identified in Task 1 and 2. The identified opportunities should improve the overall bike and pedestrian safety as well as level of service; enhance bike and pedestrian network as well as multi-modal connectivity; leverage economic development; improve air quality and community health. The opportunity analysis shall include, but not be limited to:

Physical Improvement Opportunities

- Node improvements (e.g., Intersection improvement)
- Linear improvements (e.g., Adding bike lanes)
- Other infrastructure improvements including traffic signals, signage, wayfinding, and speed management, etc.,
- Identify eco-friendly sustainable improvements based on the natural environment (reference to H-GAC's [Strategic Planning page](#))

Non-physical Opportunities

- Funding opportunities
- Partnership opportunities
- Economic development opportunities
- Policy opportunities and others

Task 3 Deliverables

- An opportunity analysis report in PDF
- Maps of opportunities in PDF or PNG and the original files
- Visualization of physical improvement (e.g., intersect illustration, perspective rendering, before and after improvements rendering) in PDF or PNG files

Task 4: Recommendations and Implementations

Conduct a workshop with the Steering Committee and H-GAC to identify, prioritize and phase the opportunities identified in Task 3. The recommendation workshop will utilize the public input as basis and develop a matrix to prioritize the opportunities. To complete this task, the Contractor must prepare each recommendation with elements including:

- Project description
- Implementation year or phase
- Before-and-after improvement perspective rendering
- Conceptual site design and rendering
- Funding opportunities
- Potential partnership opportunities
- Estimated cost of construction (the proposed linear improvement shall be divided into segmented length based on feasibility and independent utility)
- Quantified benefit of improvement, if applicable
- Estimate maintenance cost of physical improvement, if applicable

The recommendation must quantify the benefits of the recommended projects, including bike and pedestrian centric measurement, such as estimated pedestrian and bike usage increase, pedestrian and bike crash reduction, and pedestrian and bike delay reduction. Quantified benefits must also include:

- Increase in pedestrian and bicycle usage and mode share.
- Reduction of bike and pedestrian delay, vehicle miles traveled (VMT), and emission.
- Improvement of economic opportunity, air quality, public health and other benefit that could attribute to the recommendations where possible

Recommendations from the study must be consistent and coordinated with core planning documents identified in Task 1. The implementation must also include a monitoring matrix and tools for H-GAC and the Local Sponsor to document the project progress in the future.

Task 4 Deliverables

- Recommendations and Implementation report in PDF
- Presentation of recommendations in PDF or PowerPoint for Steering Committee meetings, and printed boards for Public Meetings
- GIS data, perspective renderings, and graphics data from the recommendations

Task 5: Project Management

Contractor will be provided an H-GAC Project Management Plan (PMP) to identify work responsibilities. After receiving the PMP, the Contractor must prepare a Contractor PMP consisting of project staff and responsibilities, refined schedule with coordinated project milestone dates and communication procedures within thirty (30) days of contract execution. Contractor must prepare monthly invoices and progress reports for the activities performed in the previous month by Contractor and Sub-Contractor and submit to the H-GAC Project Manager by the 1st of each month. Contractor will provide quality control and assurance on all activities and deliverables for the project. Monthly progress reports will include, but not limited to:

- Activities, ongoing or completed, during the reporting period
- Activities planned for the following month
- Problems encountered and remedial actions taken
- Project status report detailing milestones completed and a percentage completed
- Request for information from H-GAC, as needed, to complete work effort
- Electronic copy of invoices, if any

Task 5 Deliverables

- Contractor Project Management Plan (PMP)
- Monthly progress reports
- Attend bi-weekly project progress meetings with H-GAC and Local Sponsor, and other coordination meetings as needed
- Submit the project billing, forms required, and task summary from the previous month by the 1st of each month after contract execution
- Provide meeting summaries for all steering committee and project management meetings
- Executive Summary of the study including reports and appendices from scope of work Tasks 1-4 and all other specific elements
- Flash drive, or other form of data package, containing original files in editable format, including graphics and GIS files (to include .shp, gdb, and. mxd files) acquired and produced

PART III –SUBMISSION CONTENTS

Submissions must include the information described below. Staff resumes, and any additional forms, can be included as an appendix to the submittal and do not count towards any section page limits noted below.

A. Summary Letter

This letter must include a summary of key aspects of the contractor's qualifications and must indicate the Respondent's commitment to provide the services proposed and certify that all statements and information prepared and submitted in the response to this Solicitation are current, complete, and accurate; and that the proposed solution for the project meets all the requirements of this Solicitation. (Maximum 1 page)

B. Signature Page all Forms as Listed on last page of this Solicitation

Submit completed and signed Signature Page (located on page 2) and all required/applicable forms of the checklist provided on the last page of this solicitation. Submission will be deemed non-responsive and will not be considered for evaluation if the submission is not signed.

C. Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Affirmation Form

Complete and sign the applicable section (A, B, or C) of the Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Affirmation Form. Respondent must identify the small and minority businesses, women's business enterprises, and labor surplus area firms' participation level and the role that each small and minority business, women's business enterprises, and labor surplus area firm will have in the project implementation. Since small and minority businesses, women's business enterprises, and labor surplus area firms' proposed are considered part of the team, the Respondent must include all relevant information necessary to effectively perform the evaluation of the response as it relates to the submission requirements listed in this section. Nothing in this provision will be construed to require the utilization of any small and minority businesses, women's business enterprises, and labor surplus area firm that is either unqualified or unavailable. **The applicable section of this form must be completed, signed and returned with the submission, failure to return this signed form and any applicable required good faith effort documentation may result in the submission being deemed non-responsive.**

D. Project Work Program and Schedule

Submit details regarding approach to undertaking the tasks listed in this Solicitation. A recommended methodology for performance of each task identified in the scope of work must be included, along with a timeline for completion. Joint submissions must describe how the partners will support each other in ensuring a successful outcome. The timeline must illustrate key milestones and anticipate necessary meetings with H-GAC staff. (Maximum 3 pages)

E. Responsibility and Qualifications

Submit a project organization and management plan that includes project staffing with an indication of the personnel to be involved, their respective roles, and person-hours by task dedicated to the project. Brief resumes of staff members, including field staff, must be included. Substitutions for essential personnel involved will not be allowed without H-GAC's prior approval and resulting delays will be the responsibility of the Contractor. H-GAC retains the right to request the removal of any personnel found, in H-GAC's opinion, to be unqualified to perform the work.

F. Budget

Submit a detailed plan for the proposed project, including a budget narrative accurately reflecting project delivery and support the budget with detailed costs. Any travel associated expenses that may be incurred for additional offered services must be priced separately and cannot exceed current U.S. General Services Administration established rates. For more information please visit: <https://www.gsa.gov/travel-resources> (Maximum 1 page)

G. Examples of Work

Submit at least three (3) non-H-GAC and relevant examples of previous work performed for those references listed to substantiate the qualifications and experience requirements for all similar services completed within the past thirty-six (36) months.

H. Past Performance

Submit completed Past Performance Questionnaire (Attachment 1).

I. Additional Information (10-page maximum)

Submit additional information Respondent deems pertinent to demonstrating qualifications and/or experience to perform the services being requested such as memberships in any professional associations, documents, examples, and others. (Maximum 10 pages)

PART IV – EVALUATION, SELECTION AND AWARD

Evaluation

An evaluation committee may consist of representatives from H-GAC and other stakeholders. The committee members will individually evaluate and numerically score each submission in accordance with the evaluation criteria section of this Solicitation.

Selection/Award Recommendation

Submissions will be evaluated on the basis of meeting the minimum qualifications and selection criteria listed in the Evaluation Criteria section of this Solicitation. Each criterion is given a weight totaling 100%, submissions are scored on a scale of 0-5, and are then ranked on the total of the weighted score.

Upon review of all information provided by Respondents, the evaluation committee will rank each submission. H-GAC intends to select the submission(s) that best meets the needs of H-GAC, and other stakeholders to be determined.

Approval and Final Award

A recommendation will be presented to the H-GAC Board of Directors for approval to negotiate, and execute, a contract with the ranked Contractors in descending order. H-GAC reserves the right to award based on the best interests of H-GAC, whether that be single or multiple awards. However, the final approval and selection of award lies with the Board of Directors. H-GAC reserves the right to delay that date as needed and to reject any and all submissions as deemed in its interest.

Debriefing

Requests for a debriefing must be made in writing to purchasing@h-gac.com within five (5) working days after notification of non-selection. H-GAC reserves the right to not conduct debriefings if requests are made after that time. This procedure is NOT available to Respondents who did not participate in the selected Solicitation, to non-responsive or non-timely Respondents, or when all submissions are rejected.

Presentation/Demonstration/Interview

The evaluation committee reserves the right to request and require that each Respondent provide a final presentation/demonstration/interview regarding submission at a scheduled date and time. No Respondent is entitled to this opportunity, and no Respondent will be entitled to attend the presentation/demonstration/interview of any other Respondent. The purpose of the presentation/demonstration/interview is to inform the work of the evaluation committee. If necessary, Respondents may be required to make more than one presentation/demonstration/interview.

Best and Final Offer (BAFO)

H-GAC reserves the right to request a Best and Final Offer from finalist Respondent(s), if it deems such an approach necessary. In general, BAFO would consist of updated costs and answers to specific questions that were identified during the evaluation. If H-GAC chooses to invoke this option, Submissions would be re-evaluated by incorporating the information requested in the BAFO document, including costs, and answers to specific questions presented in the document. The specific format for the BAFO would be determined during evaluation discussions. Turnaround time for responding to a BAFO is usually brief (i.e., five (5) business days).

PART V – EVALUATION CRITERIA

Responsiveness (Pass/Fail)

Submission must be responsive to all material requirements that will enable the evaluation committee to evaluate submissions in accordance with the evaluation criteria to make a recommendation to H-GAC officials. This includes a signed signature page by a person authorized to bind the company to any contract/purchase order that may result from this Solicitation; and if subcontracting, may include the completed Small and Minority Business Affirmation Form.

Project Work Program and Schedule (35%)

The submission delineates an effective technical approach and methodology to achieving project objectives and demonstrates a clear understanding of the tasks to be undertaken in this Solicitation. Timeline is acceptable and illustrates key milestones. Contractor demonstrates significant experience and understanding in transportation and mobility plans.

Responsibility and Qualifications (35%)

Demonstrated effective organizational structure. Experience of successful engagement through creative methods that tailored to the specific needs of communities. Evidence showing the effectiveness of the engagement activities and how the methods made a difference. Demonstrated experience, qualifications and capability of the proposed team, key team members and other personnel as evidenced by statement of experience and resumes.

Past Performance/Samples of Work (20%)

Past Performance (Attachment 1) demonstrates expertise and practical experience in service proposed. At least three (3) adequate examples of previous, similar work in comparable implementation size and minimum requirements are provided.

Proposed Budget (10%)

Demonstrated ability to deliver services at a reasonable cost and all elements of cost detail are provided. Budget narrative clearly reflects the cost for providing the services, is detailed and includes all costs required for successful project completion.

PART VI – INSTRUCTIONS TO RESPONDENTS

Pre-Proposal/Response Conference

A Pre-Proposal Conference will be held virtually using Zoom. The meeting link will be posted to: <http://www.h-gac.com/procurement> under the corresponding solicitation. Please refer to page 1 for date/time.

It will be assumed that Respondents attending any conference have reviewed the Solicitation in detail and are prepared to raise any substantive questions which have not already been addressed by H-GAC in this Solicitation.

Inquiries and Additional Information

Respondents must submit questions by e-mail to Purchasing@h-gac.com by the Questions deadline, any questions received after the deadline will not be answered. Telephone inquiries will not be accepted. H-GAC will respond as completely as possible to each question. Questions and answers will be posted on the H-GAC website (<http://www.h-gac.com/procurement>) as soon as available. The names of respondents who submit questions will not be disclosed.

Letter(s) of Clarification

All clarifications to this Solicitation will be in writing and identified as a Letter of Clarification. Verbal communications and other written documents intended to clarify and interpret will not legally bind H-GAC. Only information supplied by a Letter of Clarification posted at <http://www.h-gac.com/procurement>) should be used in preparing a response. **H-GAC does not assume responsibility for the receipt of any Letters of Clarification by Respondent(s). Respondents must periodically check the website for updates.**

Examination of Documents and Requirements

Each Respondent must carefully examine all Solicitation documents and become thoroughly familiar with all requirements prior to submission to ensure the response meets the intent of this Solicitation. Respondent is responsible for making all investigations and examinations that are necessary to ascertain conditions affecting the requirements of this Solicitation. Failure to make such investigations and examinations will not relieve the Respondent from obligation to comply, in every detail, with all provisions and requirements of the Solicitation.

Modification of Submission (Before Deadline)

Respondents may modify submissions that have already been submitted by providing a written modification to H-GAC. However, no submissions may be modified after the deadline.

Non-Responders to Solicitation

If unable to submit a response, please email Purchasing@h-gac.com and advise the reason.

Resolution of Protested Solicitations and Awards

Any Respondent who is aggrieved in connection with a purchase transaction may file a grievance. The grievance may be filed at any phase of the procurement, and up to five (5) days after the H-GAC Board of Directors public agenda is posted for action regarding the questioned item. Grievances filed more than five (5) working days after action by the H-GAC Board of Directors will not be deemed timely and will not be considered. In order for a Respondent to enter the grievance process, a written complaint must be sent to the Deputy Assistant Director of H-GAC by certified mail and sent to 3555 Timmons Lane, Houston, Texas 77027, which includes the following:

1. Name, mailing address and business phone number of the complainant.
2. Appropriate identification of the procurement being questioned.
3. A precise statement of the reasons for the protest.
4. Supporting exhibits, evidence, or documents to substantiate any claims.

The grievance must be based on an alleged violation of H-GAC's Procurement Procedures, a violation of State or Federal Law (if applicable), or a violation of applicable grant or contract agreements to which H-GAC is a party. Failure to receive a procurement award from H-GAC in and of itself does not constitute a valid grievance. Upon receipt of grievance, the Deputy Executive Director will initiate the informal resolution process.

The Procurement and Contracts Department will contact the complainant and all interested parties and attempt to resolve the allegations informally within ten (10) working days from the date of complaint. If the allegations are successfully resolved by mutual agreement, documentation will be forwarded to the Deputy Executive Director of the resolution with specifics on each point addressed in the original complaint.

If the Procurement and Contracts Department is not successful in resolving the allegations, the complaint, along with the comments, will be forwarded to the Deputy Executive Director immediately. The Deputy Executive Director will review all documentation. All interested parties will be given written notice of the date, time, and place of hearing and an opportunity to present evidence. A written decision will be issued within five (5) working days after the hearing along with notice of appeal rights.

The complainant may appeal the Deputy Executive Director's decision by submitting a written appeal, within five (5) working days, to the Executive Director of H-GAC. The Executive Director, upon receipt of a written notice of appeal, will contact the complainant and schedule a hearing within ten (10) working days. The Executive Director of H-GAC has the option of appointing a Hearing Officer to preside over the hearing. If appointed, the Hearing Officer will conduct a hearing and forward a summary and recommended resolution to the Executive Director.

The decision reached by the Executive Director or his designee will be final and conclusive. This decision will be forwarded to the complainant in writing within thirty (30) working days.

The Respondent may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a court of competent jurisdiction.

Resolution of Protested Solicitations and Awards for Workforce Solicitations

Following the final decision by the H-GAC Board of Directors, a respondent may file a protest with the Texas Workforce Commission. The Commission reviews protests only after H-GAC's process has been exhausted. Protests filed with the Commission are limited to the following issues: (a) violation of federal law and regulation, and/or (b) violation of protest procedures or failure to review a protest. To file a protest on this level, write to Workforce Quality Assurance Manager, Houston-Galveston Area Council, Post Office Box 22777, Houston, Texas, 77227-2777, 713-627-3200.

PART VII – REQUIRED FORMS TO SUBMIT WITH RESPONSE

	Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Affirmation Form (if subcontracts are to be let)
	Signed Signature Page (located on Page 2)
	Attachment 1 – Past Performance Questionnaire

PART VIII - REQUIRED FORMS IF AWARDED A CONTRACT

	Certification Regarding Debarment, Suspension, and Ineligibility
	(External Form) Conflict of Interest Form CIQ (if a conflict exists) (refer to link Part VII, DD)
	(External Form) Certificate of Interested Parties – Form 1295 (refer to link Part VII, DD)
	Certification Regarding Lobbying
	Copy of W-9

Download Forms: <https://www.h-gac.com/procurement>

PART IX – SOLICITATION TERMS AND CONDITIONS

By submitting a response to this Solicitation, respondent agrees that it has read and fully intends to comply with the terms and conditions of this solicitation as applicable to any subsequent contract or funding agency requirements or agreements. Exceptions to these Terms and Conditions are not permitted. Please view the full Terms and Conditions located here: <https://www.h-gac.com/getmedia/d80790aa-ac7c-466e-9849-9a457210da6e/Solicitation-Terms-and-Conditions>