



**HOUSTON-GALVESTON AREA COUNCIL**  
**Request for Proposal (RFP)**  
**Pearland Mobility Study**  
**Solicitation Number: TRN22-12**

EVENT	DATE
<b>ISSUED:</b>	Wednesday, October 05, 2022
<b>PRE-PROPOSAL CONFERENCE DATE:</b>	Tuesday, October 18, 2022 @ 10 AM CST <i>Information on how to register for the pre-proposal meeting is on page 16, section VI</i>
<b>QUESTIONS DEADLINE:</b>	Thursday, October 20, 2022 @ NOON CST
<b>SHAREFILE ACCESS INVITATION REQUEST DEADLINE:</b>	Wednesday, November 16, 2022 @ NOON CST <b>Requests made after this time will <u>not</u> be accepted.</b>
<b>CLOSING DATE / SUBMISSION DEADLINE:</b>	Thursday, November 17, 2022 @ NOON CST
<b>ESTIMATED BOARD APPROVAL DATE:</b>	Tuesday, January 17, 2023
<b>ESTIMATED CONTRACT START DATE:</b>	February 2023
<b>FORMAT:</b>	<b>One (1) electronic copy in PDF format. Please combine all files being submitted into one (1) pdf. Additional files may not be reviewed.</b>

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

**SUBMISSION:** To submit a response, Respondent must email the below information (1-4) to [purchasing@h-gac.com](mailto:purchasing@h-gac.com) to request an access invitation link to the ShareFile system where the Respondent will upload the Response. **The request for the link must be made before indicated deadline.** Link requests received after this time 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 access email invitation)
3. Subject Line: ShareFile Access Invitation 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.

<b>Note:</b> 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. <b>Respondent is <i>REQUIRED</i> to sign this <i>Signature Page</i> and return with the submitted response. An unsigned Submission will be deemed non-responsive.</b>	
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) <b><i>REQUIRED (See page #4):</i></b>	
Contact Person:	Phone Number:
Email Address:	
<b>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 <b>Solicitation Terms and Conditions</b> located at <a href="https://www.h-gac.com/getmedia/d80790aa-ac7c-466e-9849-9a457210da6e/Solicitation-Terms-and-Conditions">https://www.h-gac.com/getmedia/d80790aa-ac7c-466e-9849-9a457210da6e/Solicitation-Terms-and-Conditions</a></b>	
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.**

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## **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**

The Houston-Galveston Area Council (H-GAC) has established a partnership with the City of Pearland (the City), Texas to conduct a multi-faceted Transportation Study. Pearland is located approximately 20 miles south of Downtown Houston. The unique location offers its residents convenient access to Downtown Houston, the Texas Medical Center, Hobby Airport, and other major employment and activity centers. Since 2010, Pearland's population has increased 44% (American Community Survey, 2019). This growth has had a direct impact on the City's transportation network. Identifying critical issue areas and developing an efficient transportation system are critical to keeping ahead of the City's growth.

The goal of this study is to examine the City's transportation network holistically rather than by individual segments or modes, and to develop strategies and guidelines for maximizing network effectiveness. The study will determine existing and future transportation needs by integrating land use and growth scenarios. The Study is intended to guide development of short, and long-range transportation investments in the city and encourage responsible development choices by increasing safety and traffic flow, reducing congestion, and improving air quality, while maintaining the aesthetics of the area and improving the quality of life in the region.

### **Objective/Purpose**

H-GAC is seeking a qualified contractor to conduct a multi-faceted Transportation Study in the City of Pearland. The study will include data collection, alternative analysis and public outreach that will result in a mobility plan and an updated thoroughfare plan.

### **Scheduled Time Frame**

The contract will be for approximately eighteen (18) months, estimated to begin February 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.

**Budget/Funding**

Funds will not exceed \$450,000 total (\$450,000 federal) for the first year of the procurement period. Although H-GAC's fiscal year ends on December 31, 2022, the initial year of this procurement will run from the "Notice to Proceed" which is expected on December 1, 2022 to May 31, 2024.

**Payment for Work**

Contractor will submit monthly invoices based on work completed. Completed work is defined as meeting milestone project objectives as defined in the schedule that accomplishes the Scope of Work within the appropriate time frame. All invoices must be accompanied by progress reports and backup documentation.

**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](http://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.

Note: H-GAC has linked a help guide published by the General Services Administration on our website in efforts to assist entities in registering. Please visit <https://www.h-gac.com/procurement> and view the Entity Registration Walkthrough found in the Additional Links section or go to directly to <https://sam.gov/content/entity-registration> for the most updated information. H-GAC is unable to assist with questions pertaining to the registration process. Please refer to <https://sam.gov/content/help> with any questions.

### 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)**

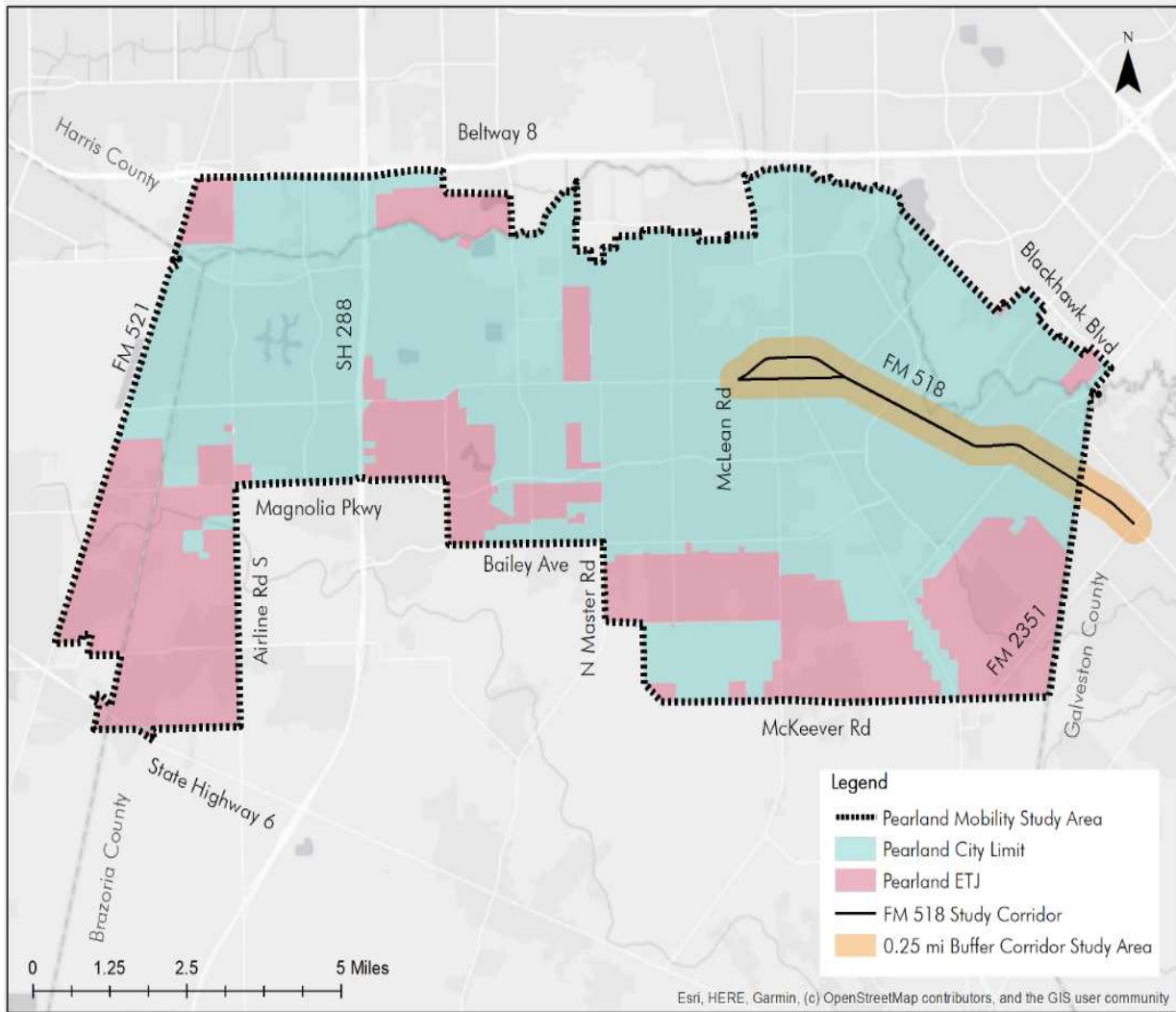
As a recipient and sub-recipient of Federal funds, the guidance of the appropriate funding agency supplemental regulation regarding Disadvantaged Business Enterprise (DBE) programs will be incorporated as listed below, and as may be applicable. Please refer to the applicable guidance for the indicated 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. <b>Only businesses listed under the Texas Unified Certification Database Diversity Management System are qualified to meet the stated goal requirement.</b> Locate a business here: <a href="https://txdot.txdotems.com/">https://txdot.txdotems.com/</a>
	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.	
<a href="#">City of Houston, Office of Business Opportunity</a>	<a href="#">Women's Business Enterprise National Council (WBENC)</a>
<a href="#">City of Austin, Small Business Development</a>	<a href="#">National Women Business Owners Corporation</a>
<a href="#">Corpus Christi Regional Transportation Authority</a>	<a href="#">National Minority Supplier Development Council (NMSDC)</a>
<a href="#">North Central Texas Certification Agency</a>	<a href="#">U.S. Women Chamber of Commerce</a>
<a href="#">South Central Texas Certification Agency</a>	<a href="#">U.S. Department of Transportation DBE Program</a>
<a href="#">Texas Department of Transportation</a>	<a href="#">SBA Women-Owned Small Business (WOSB) Program Certification</a>
<a href="#">The Small Business Administration</a>	

**Study Area/Service Region**

The study area for the Pearland Mobility Plan consists of the existing Pearland city limits and extraterritorial jurisdiction (ETJ). The FM 518 Corridor study boundaries are FM 518/Broadway Street from McLean Road to Edgewood Drive/FM 2351 in Friendswood.



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## **PART II – SCOPE OF WORK/SPECIFICATIONS**

The Study will include:

- Mobility plan including a traffic management plan; and
- Thoroughfare plan update including City identified Collectors to Major Throughfares and any new recommendations.

The Contractor will develop a strategy to successfully address the project requirements listed above. At a minimum, the 24-month study will:

- Identify and analyze existing transportation conditions
- Identify and review relevant previously published analyses and studies
- Collect data (including traffic counts using video)
- Develop a transportation network model, including traffic counts and signal timing, for base and horizon year(s)
- Develop scenarios with a recommended alternative based on performance measures identified in the study process
- Develop an online interactive project map
- Develop a robust public outreach program to receive feedback from Pearland residents and key stakeholders
- Develop a prioritized list of projects for implementation with funding sources identified
- Develop a workbook for the City to guide them in developing projects
- Recommend updates to the Thoroughfare Plan map, and design standards/development criteria
- Explain the purpose and benefits of a thoroughfare plan

The study activities listed above are minimums. The proposers are asked to be creative in developing a proposal. The Contractor is to work closely with the Pearland FM 518 Corridor study team, collaborating on analysis and recommended improvements to ensure compatibility.

*Note: This is a planning study, no engineering services or stamped drawings are required.*



**Task 1 - Project Management and Coordination**

The Contractor will prepare a Project Management Plan (PMP) describing the overall approach and methodology to complete the Mobility Study. This will include identifying work organization, responsibilities, coordination/communication procedures, and quality assurance and quality control procedures.

*Project Administration:*

Conduct activities as detailed within the PMP. Progress reports, and updated project schedules must be submitted to H-GAC's Project Manager monthly and are required whether the Contractor submits an invoice for that month. Monthly progress reports will include a summary of:

- 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 tabulation of percent complete by task.

The Contractor will coordinate bi-weekly project update meetings (in person or via conference call) with H-GAC to discuss outstanding issues and necessary preparations for upcoming events and activities. The Contractor will provide continuous quality assurance and quality control throughout the duration of the study. Monthly invoice procedures will be discussed at the Contractor kick-off meeting with H-GAC.

Prepare and execute a QA/QC plan which provides continuous quality assurance and quality control throughout the life of the study. All documents must be submitted to H-GAC in an editable format (i.e., Word, Excel, Power Point, GIS, etc.) and will be reviewed and approved by H-GAC prior to distribution. Final decision on project deliverables and content will remain with H-GAC.

*Sub-Contractor Management:*

Prepare and execute contracts for all subcontractor(s) for this study. The Contractor will monitor subcontractor staff activities and ensure subcontractor adherence to schedules, as well as review and recommend approval of subcontractor invoices.

*Task 1 Deliverables*

1. Project Management Plan within 30 days of NTP
2. Public Involvement Plan within 45 days of NTP
3. Monthly invoices
4. Monthly progress reports
5. Project schedule (Gantt Chart) updated as needed
6. Copy of Sub-contractor contracts within 30 days of execution
7. QA/QC plan

**Task 2 - Public Outreach**

Based on the H-GAC Public Involvement Plan (PIP), the Contractor will develop an ongoing Public Outreach Program. The Contractor will assist in executing outreach activities by recommending the appropriate number and types of meetings to successfully carry out a thorough public outreach program throughout the duration of the study.

To assist with the program, H-GAC will:

- Develop and execute the Public Involvement Plan (PIP)
- Develop and post notices for Public Meetings
- Secure facilities for all meetings
- Duplicate all documents for each meeting, as required
- Host a project website throughout the duration of the study effort
- Establish the Steering Committee with the assistance of the City of Pearland and Contractor

Contractor will:

- Develop a public outreach program.
- Recommend number and type of meetings needed to successfully develop a mobility plan
- Provide a team with effective communication skills that can coordinate needed meetings via, but not limited to, email, phone, and flyer distribution.
- Provide a team member with effective communication and presentation skills to engage a wide variety of audiences and facilitate meetings
- Prepare meeting agendas, presentations, meeting materials, displays, handouts, comment cards, sign-in sheets, surveys, and meeting summaries
- Develop content for project website and an interactive project map
- Supply proper staffing, including translation services, if necessary and other display materials as needed for each meeting.
- The Contractor will provide meeting materials to H-GAC at an established interval prior to all public meetings. H-GAC will review and approve all materials 1 week prior to meetings. H-GAC will print handout materials for all meetings.

*Minimum Meetings to be performed by the Contractor:*

- Steering Committee Meetings - minimum of 3 (Committee will be established by H-GAC)
- Public Meetings - minimum of 2, or as required by the H-GAC PIP. These meetings will be held at key milestones during the study. The final number of meetings will be recommended by the Contractor.
- A Data Analysis Workshop will be held with the Steering Committee to discuss the study, analysis tools, and project challenges. The workshop will provide the Steering Committee with a better understanding of the study format, process, and outcomes.

*Task 2 Deliverables:*

1. Meeting summary for all meetings including handouts, exhibits/display boards, sign-in sheets, and presentation.
2. Survey tool and results.
3. TxDOT meeting exhibits forms updated monthly as needed.

**Task 3: Identification of Issues and Needs, and Analysis**

Collect data necessary to evaluate existing and future conditions. (Note: Some data such as crash record information, land use, demographic, aerial photography, etc. may be available from H-GAC)

Using the collected data, the Contractor will identify the mobility needs and issues in Pearland and identify the best alternatives for improving mobility in a manner that aligns with regional goals.

**Task 3 Deliverables**

1. Existing conditions factbook (highly graphic)
2. Online data dashboard
3. Shapefile format of data available
4. Data Appendix
5. Data collection summary.
6. List or graphic of identified issues and needs in the study area
7. Summary of the analysis based on performance measures with documentation on why the alternative was chosen or eliminated.

**Final Deliverables**

Provide the following minimum deliverables. The contractor may provide additional deliverables as needed and should be noted in the proposal. All documents must be submitted to H-GAC in an editable format (i.e., Word, Excel, Power Point, GIS, etc.) and will be reviewed and approved by H-GAC prior to distribution. Final decision on project deliverables and content will remain with H-GAC.

- Standalone Executive Summary - An executive summary of the final plan that captures the major concepts and recommendations of the plan
- Online Interactive project map.
- Shapefiles of updated thoroughfare plan consistent with H-GAC and City of Pearland classifications.
- Shapefiles of project recommendations consistent with H-GAC study recommendation database.
- Printable Document that includes:
  - Conceptual layouts (development of alternatives) and corridor development (including ROW impacts) plan for FM 518
  - Project Workbook
  - Traffic Management Plan
  - Recommended updates to Thoroughfare Plan (including maps and development criteria)
  - Appendices
- Flash Drive containing all data, GIS (Geographic Information Systems) files, photographs, graphics, and electronic copies of the study workbook, thoroughfare plan maps, executive summary, and appendices in editable format and final format.

## **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. Proof of Entity Registration at SAM.gov**

If Respondent is not currently listed with an Active Registration in the SAM.gov database (<https://sam.gov/content/status-tracker>), Respondent must supply documented proof of beginning the registration process. Please refer to the requirement contained in the Solicitation Part I – General Information - Universal Identifier and System for Award Management (SAM). Please visit <https://sam.gov/content/entity-registration> for more information. Failure to supply proof that Respondent is actively pursuing the SAM.gov registration may result in the submission being deemed non-responsive.

### **E. Challenge, Opportunity and Success Statement**

Produce a brief statement describing the challenges and opportunities facing the project sponsor, both in general and in the context of the Study. The statement should describe the parameters of a successful Mobility Plan for the project sponsor. This statement is meant to convey the Contractor's knowledge of the project sponsor and study area.

### **F. Level of Effort**

Indicate the approximate percentage of the level of effort anticipated as required for each task. Respondents are not required to submit a budget of categorical costs in their responses but instead Respondents must be prepared to provide a detailed budget in a timely fashion should they be awarded.

**G. Project Organization and Management Plan**

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. A general summary of the approach to be used in accomplishing the work must be given. Describe functions and responsibilities of the firms and staff involved. Submissions must clearly delineate all individuals, by names and titles that will be working on this plan and their areas of responsibility. If substitutes or back-up personnel are planned on a contingency basis, they must be indicated in the plan.

**H. Responsibility and Qualifications**

Submit detail outlining the project manager and key staff members and a clear indication as to their involvement in 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.

**I. Past Performance**

Submit completed *Past Performance Questionnaire (Attachment 1)*, this form must be completed in full and submitted with response.

**J. Methodology**

Submit completed *Methodology Questionnaire (Attachment 2)*, this form must be completed in full and submitted with response.

**K. Additional Information**

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.

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## **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**

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.

### **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](mailto: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. Interviews can incorporate clarifying questions of the evaluation committee and H-GAC reserves the right to utilize the information to complete final scoring of proposals after the presentation/demonstration/interview. During this process, the proposer cannot incorporate, or present new information not contained in the original submitted proposal.

### **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; if subcontracting, may include the completed Small and Minority Business Affirmation Form; and may also include proof that an entity is pursuing an active registration at SAM.gov.

### **Methodology/Approach (40%)**

Methodology Questionnaire (Attachment 2) demonstrates clear understanding of the project requirements listed in this solicitation.

### **Qualifications, Experience, and Capability (20%)**

Demonstrated experience, qualifications and capability of the proposed team, key team members and other personnel as evidenced by statement of experience and resumes. Evidence that the contractor meets the minimum qualification and ability to comply with all contractual requirements. Contractor demonstrates expertise and practical experience in mobility planning with a detailed challenge statement narrative.

### **Project Management, Organizational Structure and Key Personnel (15%)**

Demonstrated qualified Project Manager. Demonstrated effective organizational structure. Key personnel assigned to the project possess necessary qualifications and be able to perform the work within the projected time frame.

### **Past Performance (15%)**

Past Performance (Attachment 1) demonstrates expertise and practical experience in service proposed.

### **Staff Allocation and Level of Effort (10%)**

The submission provides a reasonable percentage of indicated level of effort and dedicated resources that will be required to successfully complete each task contained in the project work program. Hours allocated for key personnel support the successful completion of the project.

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## **PART VI – INSTRUCTIONS TO RESPONDENTS**

### **Pre-Proposal/Response Conference**

A Pre-Proposal Conference will be held on **Tuesday, October 18, 2022 @ 10:00 a.m.** The virtual meeting will be held using Zoom, registration is required. Once registered, applicants will receive notification and a direct link for participation. Click on the following link to register for Workforce Systems RFP Pre-Proposal Meeting:

Please register here: <https://us06web.zoom.us/j/84510001952?pwd=NEFPclhmO0xRZnluN1pxNHRPNXJtUT09>

**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](mailto: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](mailto: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)
	Proof of SAM.gov Registration (if not currently registered)
	Attachment 1: Past Performance Questionnaire
	Attachment 2: Methodology 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: [www.h-gac.com/purchasing](http://www.h-gac.com/purchasing)**