

**Request for Qualifications (RFQ)**  
**for**  
**Transportation Plan Update**  
**State Project No. H.972506**  
**F.A.P. No. H972506**



P.O. BOX 1870, GRAY, LA 70359

(985)851-2900

## PROJECT OVERVIEW

The primary objective of this project is to deliver professional planning services for the comprehensive update of the Metropolitan Transportation Plan (MTP) for the Houma-Thibodaux Urbanized Area. This initiative is mandated and guided by the Federal Metropolitan Planning Rules, specifically outlined in the Infrastructure Investment and Jobs Act (IIJA) / Bipartisan Infrastructure Law (BIL), with a specific reference to 23 CFR 450.324.

The Infrastructure Investment and Jobs Act (IIJA) has introduced crucial amendments to the Federal Metropolitan Planning Rules, necessitating an update to the existing Metropolitan Transportation Plan (MTP) for the Houma-Thibodaux Urbanized Area. This comprehensive update is essential to align regional transportation strategies with the evolving federal guidelines, ensuring continued compliance and eligibility for federal funding.

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## PROJECT DESCRIPTION

This project entails the meticulous update of the Metropolitan Transportation Plan (MTP) for the Houma-Thibodaux Urbanized Area, with a dual focus on short-range and long-range planning in accordance with the Infrastructure Investment and Jobs Act (IIJA) guidelines. The short-range aspect involves the integration of existing transportation measures developed by local agencies, fostering collaboration and cohesion within the region. Simultaneously, the long-range plan ambitiously charts transportation system needs through the year 2050, delineated into three strategic stages (2026-2030, 2031-2040, 2041-2050). A comprehensive Needs Analysis will inform project selection, prioritizing initiatives based on historical funding and projected revenues to ensure fiscal responsibility. The final MTP, proposed for adoption by the Metropolitan Planning Organization (MPO), will be the result of collaborative efforts between the Louisiana Department of Transportation and Development (LADOTD), South Central Planning and Development Commission (SCPDC) staff, the designated consultant, and members of the Technical Advisory Committee (TAC). The project emphasizes a transparent and cooperative approach, with Exhibit "A" providing clarity on services and technical inputs to be contributed by state and local governments. The goal is to deliver a forward-looking transportation plan that aligns with federal regulations and meets the evolving needs of the Houma-Thibodaux Urbanized Area up to 2050.

## SCOPE OF WORK

The services to be completed are outlined in this exhibit by task in a general chronological order; however, many of the tasks are interrelated and would be conducted concurrently.

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### **TASK 1. ESTABLISH GOALS, OBJECTIVES, AND CRITERIA FOR MTP UPDATE**

In this initial phase, the project will focus on defining the guiding principles for the Metropolitan Transportation Plan (MTP) update through the establishment of clear goals and criteria. Working closely with the Study Team, the actions taken will be summarized in Technical Memorandum #1.

#### *Review of Previous MTP and Drafting Goals, Objectives, Action Steps, and Criteria*

Consultant will meticulously review the goals and objectives outlined in the existing 2045 MTP, determining which elements should be carried over into the updated document. Simultaneously, a draft set of goals and objectives will be developed. Additionally, a set of evaluation criteria, encompassing factors such as functional classification, traffic flow quality, highway safety, arterial spacing, traffic operations, compatibility with land use, and environmental impacts, will be crafted. These considerations will align with Metropolitan Planning Requirements under IJA/BIL, emphasizing coordination across all transportation modes.

#### *Study Team Meeting*

The draft goals, objectives, and criteria will be presented to the Study Team for thorough review and potential refinement. Consultant will provide an overview of the planning process outlined in the scope and HTMPO's Public Participation Plan guidelines. Input from the Study Team will be sought to ensure alignment with project goals and enhance the collaborative planning approach.

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### **TASK 2. MEETINGS AND VISIONING PROCESS FOR THE REGION**

Engage the Study Team and key stakeholders to create a cohesive branding strategy, incorporating a logo, title slogan, taglines, and visuals. Develop a comprehensive marketing plan encompassing communication goals, message development, and strategies for social media, broadcast, video, and print. Prepare templates for outreach materials, including newsletters, email blasts, and presentations for public meetings and stakeholder interviews.

#### *Public/Vision Meetings*

Conduct a minimum of six public meetings, with five visioning meetings at the project's commencement to determine the community's vision for the region in the next 10 to 20 years. Develop subarea and regional maps reflecting the outcomes of these meetings for project selection and MTP inclusion. A final public meeting at the project's conclusion will feature technical presentations on study findings and recommendations, incorporating public comments.

#### *Agency Consultation*

Identify and engage agency stakeholders, including local governments, transit providers, regulatory bodies, and public safety agencies. Conduct and document consultation meetings as mandated by Metropolitan Planning Regulations.

#### *Study Team Meetings*

Hold regular Study Team meetings throughout the process to review findings from public meetings and agency consultations, ensuring collaborative decision-making.

#### *Online Public Participation*

Utilize online tools, such as websites, social media platforms, and survey tools like SurveyMonkey or Metroquest, for public education, information distribution, and input collection, enhancing online public participation efforts.

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### **TASK 3. REVIEW CURRENT PLANNING EFFORTS**

This task involves a comprehensive evaluation of the current state of land use and community planning in the region, documented in Technical Memorandum #1.

#### *Collect Existing Plans*

Engage with local governments to obtain existing land use and community plans, exploring ongoing and future efforts that may impact the transportation system. This step should also include collecting relevant regional plans such as the *Comprehensive Economic Development Strategies*.

#### *Review Plans*

Thoroughly review acquired plans, identifying common elements and assessing their implications for the transportation system.

#### *Identify Concerned Land Use Areas*

Pinpoint land uses influenced by transportation decisions, utilizing gathered information to create thematic maps highlighting key planning themes and special areas in the region.

#### *Develop Project Selection Criteria*

Align transportation project selection criteria with land use planning efforts and visioning outcomes. Review IJA/BIL planning goals for Metropolitan Transportation Plans and synthesize screening, selecting, and prioritization criteria based on information gathered from visioning meetings and this task.

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### **TASK 4. UPDATE STREET AND HIGHWAY NETWORKS TO 2022 BASE YEAR INCLUDING ADT**

This task involves updating the database and travel demand model network to facilitate the analysis of future transportation networks, identify system deficiencies, and support project prioritization, documented in Technical Memorandum #2.

#### *Review Existing Models Base Year Network*

Review the existing base year model network, assessing zonal data, trip tables, network descriptions, and traffic assignments. Identify additional planning data needs for the MTP model update.

#### *Update Street and Highway Network to 2022 Base Year*

The existing base year network will be reviewed along with current aerial photographs, DOTD GIS databases, and local GIS databases to update the network attributes to a new 2022 base year highway network. Consultant will develop and update these attributes. These attributes will include, but not necessarily be limited to, number of lanes, presence of left turn lanes at major intersections, posted speeds, functional classification, one-way or two-way operation, directional capacity for peak hour and 24- hour time periods. The consultant will identify coding schemes for each attribute.

Detailed coding of descriptive fields for number of lanes and functional classification will allow reporting of network characteristics (i.e. vehicle miles traveled, vehicle hours traveled, v/c ratios, etc.) by categories identical to the LADOTD functional classification system.

The highway network will include all roadways in the Study Area classified as collectors and above. In certain sections of the Study Area, based on zone and network density, other significant roadways will be added for continuity purposes. Future networks will be developed by consultants, modifying and building upon the base year network.

#### *Traffic Counts*

Base year (2022) traffic counts will be needed for screenlines, cutlines, cordon line crossing points, and other locations. The consultant will identify the existing locations that counts are needed and count these locations.

While the screenline/cutline comparisons for calibrating the regional model will be in terms of a 24-hour time period, the counts should be directional and in 15 minute or 1-hour intervals for use in Time-of-Day analyses.

#### *Verification and Checks*

Verify 2022 network attributes for plausibility and conduct necessary field checks to ensure accuracy, maintaining the integrity of the network description.

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### **TASK 5. UPDATE TAZ DEMOGRAPHIC DATA TO 2022 BASE YEAR**

This task will involve developing a new 2022 base year demographic data set for use in the model. A summary of the actions taken during this step should be documented in Technical Memorandum #2.

#### *Development of Base Year (2022) Demographic Data*

Input demographic data for the transportation models will be obtained and/or estimated for the base year (2022) by the consultant. Data from the 2020 Census and latest American Community Survey will be the starting point for population. The consultant will obtain employment data from third party data vendors. Other planning data from the local governments, such as building permits, will also be reviewed.

#### *Demographic Model Input*

Planning variables will be developed for each traffic zone, and will include the following typical input data:

- Population
- Retail employment
- Total employment
- Occupied dwelling units
- Total dwelling units
- School attendance

Data will also be updated for "special generators" (i.e., Airport, Hospitals, Universities, etc.) as defined by the consultant.

#### *Verification of Base Year Demographic Data*

The consultant will review the demographic data for accuracy and reasonableness and will work with the Study Team to conduct field checks of any questionable zones to ensure the reliability of the data variables.

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### **TASK 6. EXTEND TAZ DATA FORECAST TO 2030, 2040, AND 2050**

This task will involve forecasting the socioeconomic data developed in Task 4 above to the Planning Horizon (2050) and intermediate (2030 and 2040) years. A summary of the actions taken during this step should be documented in Technical Memorandum #2.

#### *Forecast Socioeconomic Variables to 2030, 2040, and 2050*

The consultant will collaborate with the Study Team to develop a methodology for forecasting base year (2022) socioeconomic data to the Planning Horizon and intermediate years (2030 and 2040). The methodology will ensure a coordinated and comprehensive approach to extending Traffic Analysis Zone (TAZ) data into the future.

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### **TASK 7. RECALIBRATE AND REVALIDATE MODEL WITH UPDATED NETWORK, DATA AND ADT USING CURRENT TRIP RATES AND EQUATIONS**

Once the Travel Demand Forecasting Model is updated, it will be calibrated so that the link traffic volume estimates produced by the model fall within reasonable variances of the actual ground counts. A summary of the actions taken during this step should be documented in Technical Memorandum #2.

### *Develop Base Year (2022) Assignment*

The trip assignment model is the last model in the process and loads the trips onto the network based upon the shortest path between zones and how congested that route becomes. In a capacity restraint assignment, as a particular link's traffic approaches the link's capacity, any additional traffic is diverted to another link, the second shortest path, third shortest, etc. The trip tables developed in the trip distribution process will be summed together and based on auto occupancy factors, be used to create total and hourly vehicle trip matrices. These matrices will be loaded/assigned to the 2022 network.

### *Calibrate Model Components*

Conduct a thorough calibration of each model component (Generation, Distribution, and Assignment) against a spectrum of reputable data sources, including the 2017 National Household Travel Survey, NextGen NHTS National Origin-Destination Data 2020, Quick Response Freight Manual II, USDOT, FHWA, 2007, TRB's NCHRP Report 716, ITE Trip Generation Rates, and the Census Transportation Planning Package.

### *Validate Models*

Undertake a comprehensive model validation process by comparing forecasted traffic volumes with actual counts. Scrutinize assignment results against observed traffic counts at various locations, making precise adjustments to network attributes and model factors until achieving a precision level within  $\pm 10\%$ . Special attention will be given to Principal Arterial links for tighter tolerances. Employ an iterative process of adjustments and assignments to deliver validated traffic forecasting models, ensuring reliable estimates for future year traffic forecasts.

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## **TASK 8. DEVELOP E+C NETWORK, TRAVEL FORECASTS AND IDENTIFY DEFICIENCIES**

Following completion of validation of the model to base year conditions, future travel will be projected for the Existing Plus Committed (E+C) network for the year 2050. The process of trip generation, distribution, and assignment will be accomplished by using the input planning variables forecasted for the years 2030, 2040, and 2050. A summary of the actions taken during this step should be documented in the Technical Memorandum #2.

### *Develop Existing plus Committed Network*

The first step in identification of roadway needs is the assignment of future (year 2050) traffic volumes to the Existing plus Committed (E+C) network. The consultant, will compile information on the location and physical characteristics of committed roadway improvements for the study area in coordination with LADOTD and the local governmental agencies, from which information on committed improvements will be obtained. The E+C network will be coded for input to the forecast model. The E+C network will include existing classified roadways and those committed by LADOTD, HTMPO, and local agencies for implementation.

### *Assign 2050 Traffic to E+C Network*

The year 2050 vehicle trips will be assigned to the E+C network. This assignment will be analyzed to determine future traffic demands and the adequacy, or capacity, of the existing plus committed roadway network to accommodate these projected traffic demands. Future travel demands will be compared to the capacity of the roadway network to identify sections or locations, which are projected to operate at unacceptable levels of service.

### *Assign 2040 and 2050 Traffic to E+C Network*

An assignment of each of the intermediate years (2040 and 2050) vehicle trips will be made on the E+C network. These interim assignments will help identify the probable order and magnitude of deficiencies that can be expected in light of forecast development.



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## **TASK 9. TEST EXISTING AND DEVELOP ALTERNATIVE PROJECTS**

This task involves the development and evaluation of roadway network alternatives to address long-range needs for the year 2050. It will be a collaborative effort with the consultant, and the Study Team, with documented actions in Technical Memorandum #2.

### *Test Existing Plan Projects*

Code existing MTP projects into the 2050 planning horizon, assessing their effectiveness in addressing deficiencies identified in Task 7.

### *Formulate Scenario Planning and Alternative Networks*

Utilize scenario planning to identify alternative networks, considering variables such as natural disasters, demographic changes, and land use modifications. Evaluate new facilities and improvements to the existing network based on indicators like regional VMT, screenline changes, and travel patterns.

### *Assign Future Traffic (2050) to Alternative Networks*

Assign future year (2050) traffic to alternative networks to assess operational performance and their ability to address projected deficiencies.

### *Alternative Network Evaluation*

Evaluate alternative network traffic assignments using a matrix-type process, comparing them to established criteria from Task 1.0. Recommend a preferred network alternative based on the analysis, reviewing it with the Study Team, LADOTD, and local agencies. Finalize the Recommended Long-Range Transportation Needs Analysis for 2050, considering IJA/BIL requirements.

### *Travel Demand Model Custom Application*

Develop a custom user interface for the travel demand model, enhancing its usability and efficiency.

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## **TASK 10. SAFETY ELEMENT**

This task involves collaboration with the South Central Regional Safety Coalition to identify safety improvements across the region. Utilizing inputs from the Louisiana Strategic Highway Safety Plan, the South Central Regional Highway Safety Plan, and Parish Safety Profiles, along with state and local crash data from the past five years, crash rates will be calculated following the Highway Safety Manual methodology. Geocoded crash records will be analyzed to pinpoint hotspots on roadways within the MPO planning boundary, visually represented through advanced mapping techniques. Crash rates for segments and intersections will be compared with state averages, identifying priority areas with rates surpassing the statewide average. Further analysis will consider factors like time of day, surface conditions, lighting, severity, collision type, and alcohol involvement to unveil specific problem areas. Recommendations and mitigation methods will then be developed based on the crash analysis results.

This section will coordinate with and reference the Safe Streets and Roads for All Action Plan.

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## **TASK 11. TRANSIT ELEMENT**

To develop the transit element for inclusion in the MTP, the HTMPO will collaborate with its existing transit committee to achieve the following tasks:

- Conduct meetings with public transportation providers (both rural and urban) to discuss current and future ridership estimates, ridership socioeconomic characteristics, funding, routing, and fare structures.
- Evaluate the effectiveness of rural transportation services and provide recommendations.
- Develop a set of criteria for suggesting potential new fixed routes, aligning with the goals and objectives of the service plan for fixed route transit providers.

- Assess the viability of converting fixed routes to "on-demand" routes, considering appropriate circumstances.
- Conduct a GIS analysis to identify and recommend potential new fixed transit routes, ensuring alignment with and referencing the Coordinated Human Services Transportation Plan.

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### **TASK 12. BICYCLE AND PEDESTRIAN ELEMENT**

The consultant will gather information on existing and proposed bicycle and pedestrian projects in the region, analyzing the accessibility of current facilities. Drawing guidance from resources such as the AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities and LADOTD's Complete Street Policy, recommendations will be made.

Additionally, the Bicycle and Pedestrian Element will utilize crash data to pinpoint locations with high potential for safety improvements. Data on public places like schools, parks, recreational areas, transit stops, and commercial corridors serving as pedestrian and bicycle attractors will be collected. If not previously identified, projects will be developed to connect these areas to nearby locations with housing density.

This section will coordinate with and reference the South Central Regional Bicycle and Pedestrian Safety Plan.

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### **TASK 13. FREIGHT ELEMENT**

The consultant shall collect information pertaining to the movement of freight throughout the region. An analysis of the accessibility of existing and proposed generators of freight will be accomplished, as will an analysis on the percentage of truck traffic on identified corridors. National trends and policy will be analyzed and recommendations made for the area. Future freight traffic and demand will be mapped using the travel demand model.

This section should coordinate with and reference the Louisiana DOTD State Freight Plan.

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### **TASK 14. HIGHWAY SECURITY ELEMENT**

The consultant shall collect information pertaining to the demands on the transportation system under emergency conditions such as hurricane or flood events. Infrastructure vulnerable to natural disaster and other unforeseen events such as terrorism should be identified and discussed. The impacts of these events on transit and freight should be considered.

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### **TASK 15. DEVELOP STAGED IMPROVEMENT PLAN**

The recommended transportation plan elements will be selected from the Needs Analysis and listed in priority order for the following time intervals: 2026-2030 (Stage I), 2031-2040 (Stage II), 2041-2050 (Stage III).

#### *Development of Implementation Costs*

Order-of-magnitude estimates of implementation costs will be developed for each improvement identified in the Needs Analysis. These cost estimates (in 2022 constant dollars) will be prepared for all logical route segments or projects. Typical implementation costs by type of improvement will be those previously developed by LADOTD, SCPDC, and local governmental agencies. Implementation costs will be in terms of "total project cost" as defined in the Metropolitan Transportation Regulations including anticipated construction cost to which industry standard multipliers (agreed on by the Study Team) will be applied for items such as preliminary engineering, construction engineering, indirect costs, contingencies and rights-of-way.

These constant dollars will then be converted to 'Year-of-Expenditure' project cost to conform to the IJA/BIL requirements. Constant year dollars will be inflated using an annual compound inflation factor agreed upon by the Study Team. A summary of the actions taken during this step should be documented in Technical Memorandum #3.



### *Financial Assessment*

The consultant, will prepare an assessment of the estimated funding availability, which can reasonably be expected to be available from all sources during the plan period. The calculations of available revenue will include a rate-of-growth (ROG) factor as agreed upon by the Study Team. The Needs Analysis and financial assessment will then be used to prepare a realistic staging program based on anticipated funding levels. A summary of the actions taken during this step should be documented in Technical Memorandum #3.

### *Staged Improvement Plan*

If the projected funding levels exceed the cost of the Needs Analysis the improvements will be prioritized and allocated to the following time intervals: Stage 1 (2026-2030), Stage II (2031-2040), Stage III (2041-2050). However, if the cost of the Needs Analysis exceeds the projected funding, the improvements will be prioritized and allocated to the three stages until the cost of the Staged Improvement Program is not greater than the funding expected to be available.

- Stage 1 (2026-2030)

The Stage I (2026-2030) roadway needs shall be those previously identified by LADOTD and local agencies. These improvements shall consist primarily of committed improvements and Transportation System Management (TSM) actions including traffic operational improvements, ride sharing, High Occupancy Vehicle (HOV) lanes and other traffic management concepts.

- Stages II & III

An evaluation of the Years 2040 & 2050 traffic assignments on the E+C Network will be used to designate the remaining improvements in the Needs Analysis to the appropriate Stage. This designation will be made based on the order and magnitude of forecast deficiencies. Working meetings of the Study Team will be held to reach consensus on the recommended staging. The final staged transportation plan will be the product of SCPDC, LADOTD, and local agency input.

- Identification of Unmet Needs

Projects described in the Needs Analysis that will not be implemented, due to funding constraints, will be listed as Unmet Needs.

### *Operations and Maintenance*

An analysis of operations and management requirements related to the existing and proposed transportation system will be performed in accordance with the Metropolitan Transportation Regulations through agency consultation with local and state agencies. Attention will be given to operational strategies that have the potential to optimize the performance of the existing system or proposed improvements.

### *Plan Network Assignment*

A financially constrained network comprised of the E+C Network and all improvements in the three Stages, less Unmet Needs, if any, will be prepared. Using TransCAD, the Year 2050 traffic will be assigned to the Plan Network and evaluated using the performance criteria described in Task 1.0. Any remaining deficiencies will be identified.

The product of Task 15 will be the Recommended Houma-Thibodaux Urbanized Area Staged Improvements that will be included in the MTP and presented to the MPO for adoption.

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## **TASK 16. ASSESSMENT OF ENVIRONMENTAL IMPACTS OF THE STAGED IMPROVEMENT PROGRAM**

An analysis of the generalized environmental impacts of the packaged set of staged improvements proposed for inclusion in the MTP will be performed to identify components of the plan that may not be consistent with the environmental objectives of the plan. This analysis, subject to the availability of data, is anticipated to include:

- A geographic information system (GIS) comparison of the relationship of proposed projects to environmentally sensitive locations.
- A generalized assessment of transportation system impacts such as air quality and energy consumption using standard analysis tools.
- Agency consultation on issues of concern as described in the Metropolitan Planning Regulations as to adjustments to the staged improvements that might mitigate the identified potential impacts.

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## **TASK 17. METROPOLITAN TRANSPORTATION PLAN PREPARATION AND PRINTING**

The Metropolitan Transportation Plan (MTP), less the staged improvements listing, will be developed during this Task. This includes ensuring that the new MTP is compliant with all the new planning requirements found in the IIJA/BIL.

### *Develop the Planning Elements of the MTP in Compliance with IIJA/BIL*

During this subtask, the consultant, will review the following to ensure that the new MTP will comply with the planning requirements as set forth in the IIJA/BIL:

- Agency coordination requirements
- Bike Element
- Environmental mitigation requirements
- Operations and maintenance strategy requirements
- Pedestrian Element
- Performance Measures
- Planning requirements
- Public outreach requirements
- Public transportation element
- Safety and Security requirement
- Total project cost
- Year of expenditure dollars
- Resiliency
- Carbon Reduction Strategies
- Storm Water Mitigation
- Housing Coordination
- Safe and accessible options for multiple travel modes for people of all ages and abilities

### *Discussion on transportation options for vulnerable populations*

This discussion shall examine transportation options available for low-income, elderly and disabled, and other at-risk populations.

### *Performance Measures, Targets, and System Performance Report*

The consultant shall develop a performance measures report using the performance measures and targets formally adopted by the MPO Policy Committee and DOTD.

### *Draft Plan*

Upon completion of the study process, a draft plan will be prepared by the consultant, for review and comment by LADOTD, the HTMPO TAC and Policy Committees, other governmental agencies, and the general public. The consultant will have printed and electronic copies available on the MPO's website as per the Public Participation Plan. The plan should be easy to read, incorporating infographics throughout the plan, and include an executive summary. This draft report will document data gathering, analyses, findings, and the recommended transportation plan, and will contain appropriate text, tables, and graphics. Included in the report will be a financial analysis with a description of the procedures used to calculate estimated project implementation costs

and projected funding resources. The report will also document compliance with all the metropolitan planning factors required by the IJA/BIL.

#### *Final Plan*

Following the approval of the draft report by the MPO Policy Committee, the consultant will create the report. Copies of the final report will be provided to LADOTD, the HTMPO TAC and Policy Committees, other government agencies, and the general public. The consultant will have printed and electronic copies available on the MPO's website as per the Public Participation Plan.

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### **TASK 18. PROJECT ADMINISTRATION AND COORDINATION**

This task ensures effective project management, quality control, scheduling, work plan adherence, invoicing, and progress reporting, fostering coordination among the consulting team, LADOTD, and other project participants.

#### *Project Management and Quality Control*

Upon the Notice to Proceed, the consultant will schedule a project "kick-off" meeting to discuss expectations, tasks, roles, and existing plans/data. A detailed Project Management Plan (PMP) outlining the Quality Assurance/Quality Control (QA/QC) process, task responsibilities, and project schedule will be prepared. This plan will include a comprehensive work plan.

#### *Monthly Invoicing and Progress Reports*

The consultant will generate and submit progress reports and invoices to SCPDC on an agreed-upon schedule. These reports will feature a narrative outlining project activities undertaken by the consultant in the preceding period.

#### *Coordination*

Continuous coordination ensures effective communication among LADOTD, SCPDC, consulting teams, the Study Team, and other involved entities. The coordination will guarantee clearly defined assignments delivered on time and aligned with client expectations throughout the study duration.

## QUALIFICATIONS SUBMISSION

Interested consultants or firms must submit qualifications on DOTD standard submittal form for MPOs. In addition, all submittals should include the following:

### **Cover Letter**

Provide a cover letter summarizing the consultant team's experience and demonstrating compliance with the minimum qualifications. The letter should identify a point of contact and be signed by an executive qualified to commit the firm's resources.

### **Scope of Work Response**

Provide a detailed explanation of your firm's approach and methodology for the scope of work identified in this advertisement. This section should demonstrate your firm's expertise, clarity, comprehensiveness, and suitability in addressing these specific aspects of the project.

### **Project Schedule, Staffing, and Deliverables**

Provide a detailed work plan, including a staffing plan in calendar days, describing individual tasks to be performed and outlining all deliverables. All deliverables must be identified.

### **Project Team, Experience, and Qualifications**

Please provide a concise overview of your firm's qualifications, specifically highlighting experience in developing programs akin to Metropolitan Transportation Plans. Emphasize pertinent project examples that showcase your team's proficiency in transportation planning, data analysis, community engagement, and equity. Include details on comparable projects, noting completion dates and the distinct roles played by team members. Additionally, furnish a comprehensive organizational/project staffing chart, clearly delineating team members, their affiliated companies, and the percentage of time each member commits to this project. Specify the designated project manager responsible for ensuring the successful execution of the project. We look forward to gaining insights into your firm's capabilities and past achievements in related endeavors.

### **DBE/MBE Participation**

While this project has no specific DBE goal, greater consideration will be given to firms who strive to hire and work with Disadvantaged Business Enterprise (DBE) and Minority Business Enterprise (MBE).

### **Appendix/Resumes**

Attach one-page resumes for each team member as an appendix to the Submission of Qualifications. Additional information or links to completed projects may also be attached to the appendix.

## EVALUATION AND SCORING CRITERIA

Qualifications will be evaluated based on the Scoring Criteria: The criteria below will be used by SCPDC to evaluate and score the responses received. The weighting factors assigned to each criterion are indicated in parentheses.

**1. Firm Experience on Similar Projects (Weight: 3)**

SCPDC will assess the firm's experience with similar projects. This criterion will evaluate the depth and relevance of the firm's prior experience.

**2. Staff Experience on Similar Projects (Weight: 4)**

SCPDC will evaluate the experience and qualifications of the proposed staff members who will be assigned to the project. Emphasis will be placed on their expertise with similar initiatives.

**3. Firm Size as Related to Project Magnitude (Weight: 3)**

SCPDC will consider the size and capacity of the firm in relation to the magnitude of the project. This criterion will assess the firm's ability to effectively handle the scope and requirements of the project.

**4. Past Performance on Similar Commission Projects (Weight: 6)**

SCPDC will review the firm's past performance on projects undertaken for the Commission or similar organizations. This criterion will evaluate the firm's ability to deliver high-quality results and meet project goals.

**5. Current Workload with Commission (Weight: 5)**

SCPDC will assess the firm's current workload with the Commission. This criterion will consider the firm's availability and capacity to allocate the necessary resources to the project.

**6. Approach and Methodology (Weight: 9)**

SCPDC will evaluate the proposed approach and methodology for developing the Marketing Materials and Outreach as they pertain to similar projects. This criterion will assess the clarity, comprehensiveness, and suitability of the proposed strategies and methods.

**7. MBE/DBE Certified (1 point)**

SCPDC will award 1 point to Certified Minority Business Enterprises/Disadvantaged Business Enterprises or firms working with an identified MBE/DBE firm. Documentation of MBE/DBE status must be included in the submittal for the point to be awarded.

Please ensure that your response addresses each of the above criteria, providing relevant information and evidence to support your qualifications.

## PROPOSAL SUBMISSION

Respondents shall submit 4 bound and 1 electronic copy of the proposal to:

South Central Planning and Development  
Commission  
Attn: Lea Ann Rucker  
Post Office Box 1870  
Gray, LA 70359  
(Mail Delivery)

South Central Planning and Development  
Commission  
Attn: Lea Ann Rucker  
5058 W. Main St.  
Houma, LA 70360  
(Hand Delivery, FedEx, and UPS)

The proposal must be received by the end of business, on **Monday, April 1, 2024**. Please direct any questions to Lea Ann Rucker, Planner I via email at [leaannr@scpdc.org](mailto:leaannr@scpdc.org). A list of received questions and responses will be posted on our website.

SCPDC will not pay for the development or submission of any proposals in response to this RFQ. Furthermore, SCPDC reserves the right to reject any or all proposals.

### Timeline

RFQ Distribution (Website/Email)	March 7, 2027
Advertise RFQ (Newspaper)	March 11, 2024
RFQ Respondent Deadline <b>by End of Business</b>	April 1, 2024
Evaluations of Qualifications	April 2, 2024 – April 4, 2024
Notification of Selected Consultant (Approximate)	April 5, 2024

Note: This RFQ is not a request for a detailed proposal. The selected firm will be invited to submit a detailed proposal in a subsequent phase of the selection process.

We look forward to receiving your qualifications and appreciate your interest in assisting us in achieving our mission.



## ADVERTISEMENT AND WEBSITE POSTING

### Public Notice

March 7, 2024

Notice is hereby given that the South Central Planning and Development Commission is requesting qualification statements for the following project.

Transportation Plan Update  
State Project No. H.972506  
F.A.P. No. H972506

An outline of the desired scope of work is available on the SCPDC and MPO websites ([www.scpdc.org](http://www.scpdc.org); [www.htmpo.org](http://www.htmpo.org)). All interested firms are invited to submit their qualifications for undertaking the above study. This project and SCPDC Notice to Proceed are predicated upon federal funding authorization.

Interested firms shall furnish sufficient technical and supervisory personnel to ensure expeditious completion of the work. Firms with demonstrated experience, competence, and qualifications pertinent to the above project are being sought. Socially and economically disadvantaged firms are encouraged to submit qualifications for undertaking the above mentioned work.

Qualification statements are to be submitted on the Standard Form "MPO Standard Submittal Form" dated December 2018. Submit your qualifications on flash drive as a single PDF file (one copy) along with four hard (paper) copies of the completed forms. Experience, both firm and individual; past performance on Commission projects; current work load; approach and methodology; and firm size will be the significant evaluation factors which will be used in selecting a firm for the above study. Failure to submit all of the information required for the prime and each sub-consultant, will constitute a non-response. Letters of interest and qualification statements are to be identified by Project Title and Project Number and are to be submitted prior to the deadline on Thursday, April 1, 2024 as follows:

South Central Planning and Development Commission  
Attn: Lea Ann Rucker  
Post Office Box 1870  
Gray, LA 70359  
(Mail Delivery)

South Central Planning and Development Commission  
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