

December 16, 2021



EXECUTIVE COMMITTEE AGENDA ITEM 4A

GENERAL PLANNING CONSULTANT APPROVAL

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Executive Committee approval for the Executive Director to proceed with contract negotiations.

RECOMMENDED ACTION

Option 1: Approve the Executive Director proceed with contract negotiations with the top ranked General Planning Consultant firms, Halff Associates Inc., RS & H, Inc., and Kimley-Horn and Associates, Inc.

BACKGROUND

In early 2021 the CRTPA Board issued a Request for Qualifications (RFQual) for general transportation planning services. The RFQual was released in October of 2021. Seven firms submitted proposals. The following firms submitted RFQuals:

- RS & H, Inc.
- EXP
- Atkins North America, Inc.
- Kimley-Horn and Associates, Inc.
- Kisinger Campo & Associates, Corp.
- Michael Baker International
- Halff Associates Inc.

On December 7, 2021 the Selection Committee met to discuss and score the RFQual technical responses. The Selection Committee was comprised of five people with varying experience and knowledge of the MPO transportation planning process and the needs of the CRTPA Board.

The consultants were ranked on three criteria, Executive Summary/General Information, Team Qualifications and Experience by Task, and Staff Qualifications. The Selection Committee Committee's scores were averaged to produce a final score for each consultant firm. The firms ranking from highest to lowest is shown below and further detailed in **Attachment 1**:

- Halff Associates Inc.
- RS & H, Inc.
- Kimley-Horn and Associates, Inc.
- Michael Baker International
- Atkins North America, Inc.
- Kisinger Campo & Associates, Corp.
- EXP

Within the released RFQ there is language that states the Selection Committee will shortlist consultant firms and the CRTPA may choose whether to proceed with oral presentations/interviews. There was a clear separation in points between the top three consultant teams and the other four firms. Therefore, the CRTPA recommended that the top three proceed for oral presentations/interviews, and the Selection Committee agreed.

On December 13, 2021 the Selection Committee met and heard presentations from all three firms. The oral presentations were scored on three areas, Presentations (oral and visual), Knowledge of MPO's role in the four listed task activities and method for each task activity. The four task activities the firms addressed are bicycle and pedestrian planning, safety, traffic operations/Intelligent transportation systems and corridor planning (**Attachment 2**).

All three firms scored in the range from 85-89 on the oral presentations/interviews and did an excellent job (Note: a report with the breakdown of final scores will be sent under separate cover.) The CRTPA Executive Director made a motion to accept all three firms with subsequent unanimous agreement of the Selection Committee. This item seeks Executive Committee approval to proceed with contract negotiations with Halff Associates Inc., RS & H, Inc., and Kimley-Horn and Associates, Inc.

OPTIONS

Option 1: Approve the Executive Director proceed with contract negotiations with the top ranked General Planning Consultant firms, Halff Associates Inc., RS & H, Inc., and Kimley-Horn and Associates, Inc.
(Recommended)

Option 2: CRTPA Executive Committee Discretion.

RFP Evaluation Results

Evaluation of RFQUAL-009-22-CD - Professional Services: Transportation Planning

Half Associates, Inc.

Criteria	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	8.3 of 10	8.3%	8.3 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	8.6 of 10	38.7%	38.7 of 45 pts
Tab 3 - Staff Qualification	45%	8.5 of 10	38.25%	38.25 of 45 pts
		25.4 of 30	85%	85.25 of 100 pts

RS&H, Inc.

Criteria	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	8.2 of 10	8.2%	8.2 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	8.54 of 10	38.43%	38.43 of 45 pts
Tab 3 - Staff Qualification	45%	8.54 of 10	38.43%	38.43 of 45 pts
		25.28 of 30	85%	85.06 of 100 pts

Kimley-Horn and Associates, Inc.

Criteria	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	8.1 of 10	8.1%	8.1 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	8.2 of 10	36.9%	36.9 of 45 pts
Tab 3 - Staff Qualification	45%	8.5 of 10	38.25%	38.25 of 45 pts
		24.8 of 30	83%	83.25 of 100 pts

Michael Baker International

Criteria	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	7 of 10	7%	7 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	7.1 of 10	31.95%	31.95 of 45 pts
Tab 3 - Staff Qualification	45%	8.16 of 10	36.72%	36.72 of 45 pts
		22.26 of 30	76%	75.67 of 100 pts

Atkins North America, Inc.

Criteria	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	7.8 of 10	7.8%	7.8 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	6 of 10	27%	27 of 45 pts
Tab 3 - Staff Qualification	45%	7.9 of 10	35.55%	35.55 of 45 pts
		21.7 of 30	70%	70.35 of 100 pts

Kisinger Campo & Associates, Corp.

Criteria	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	6.8 of 10	6.8%	6.8 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	6.9 of 10	31.05%	31.05 of 45 pts
Tab 3 - Staff Qualification	45%	7.08 of 10	31.86%	31.86 of 45 pts

20.78 of 30 70% 69.71 of 100 pts

Exp

Criteria

	Weight	Score	Percent	Points
Tab 1 - Executive Summary/General Information	10%	4 of 10	4%	4 of 10 pts
Tab 2 - Team Qualifications and experience by Task	45%	5.6 of 10	25.2%	25.2 of 45 pts
Tab 3 - Staff Qualification	45%	7 of 10	31.5%	31.5 of 45 pts
		16.6 of 30	61%	60.7 of 100 pts

PRESENTATION CRITERIA	EVALUATOR MAX SCORE	FACTOR	PRESENTATION SCORE MAXIMUM POINTS
Presentation (Oral and Visual)	10	2	20
Knowledge of Task Activity/ MPO's Role	10	2	20
Method By Task Activity	10	6	60
Total Score for Presentation			100

Provide presentations on the following four Metropolitan Planning task areas:

- 1. Bicycle and Pedestrian**
- 2. Safety**
- 3. Traffic Operations/ITS**
- 4. Corridor Planning**

2.6.2 GPC Presentation Criteria.

The time allotted for the presentation is thirty minutes followed by fifteen minutes for questions and answers. The Consultant shall include graphics and visual aids to convey project details. The presentation must describe a project method in sufficient detail for each of the four Metropolitan Planning task areas listed in 2.6.1. Include as part of the methodology the resources and requirements to complete a project and identify project results. Presenters should exhibit knowledge of task activity and the MPO's role in the transportation planning process.

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