

REQUEST FOR PROPOSALS
For Professional Services to the Billings Public Works Department
Engineering Services

SECTION 1 – GENERAL INFORMATION

1.1 Purpose

The City of Billings Public Works Department is soliciting proposals from qualified Consultants to provide engineering and public outreach services for WO 25-19: Transportation Master Plan.

1.2 General Submission Information

The Public Works Department intends to award a single contract for engineering services for WO 25-19: Transportation Master Plan. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested.

1.3 Questions

Questions regarding this proposal must be submitted via email to Staff Engineer, Sarah Plath at plaths@billingsmt.gov no later than 4:00 p.m. on Friday, October 4th, 2024.

Whenever responses to inquiries constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposals, a copy of which will be posted on the City's website. Any addendum issued must be acknowledged in the Letter of Transmittal (4.2).

1.4 Preparation Costs

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within **forty-five (45) calendar days**, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Consultant is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Four (4) hard copies, with one electronic copy (PDF on thumb drive or similar), of the proposal must be received by the City prior to 4:00 PM local time, Wednesday, October 9th, 2024. Proposals shall be mailed or delivered to:

City of Billings, Public Works Department
City Engineers Office
Attention: Sarah Plath
2224 Montana Avenue
Billings, MT 59101

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the Public Works Department.

2.8 Disposition of Proposals

All materials submitted in response to this RFP become public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

Information provided in response to this RFP will be held in confidence and will not be revealed or discussed with competitors prior to award of Contract by City Council. However, one copy of each proposal submitted shall be retained for the official files of the Department and will become public record after award of the Contract. Fee or Price schedules submitted, but not reviewed by the City, do not become a public record and shall only be retained for official files.

Records and materials that are constitutionally protected from disclosure are not subject to the provisions of this section.

2.9 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

2.10 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE ADVERTISEMENT (4:00 PM local time, October 9th, 2024) WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.12 Rejection of Proposals

The City of Billings reserves the right to reject any or all proposals if determined to be in the best interest of the City.

SECTION 3 – SCOPE OF WORK

Project Name:

WO 25-19: Transportation Master Plan

Background and Project Description:

The City of Billings is a dynamic, growing community with a metropolitan area that has grown to more than 125,000 residents and serves one of America's largest trade areas covering much of Montana, Wyoming, North and South Dakota. The City has a comprehensive transportation network with over 500 miles of City owned transportation surfaces including streets, alleys, sidewalks, and multi-use trails. This transportation network is currently categorized using a traditional function classification, including arterial, collector, and local roads. Functional classification is an important tool in identifying a road corridor's function within a larger network and has long been the framework for the transportation network within the City. There is a desire, however, to incorporate similar priority corridors and/or districts for other modes such as walking, biking, freight, transit, and emergency service routes while recognizing that not every street can or should prioritize every mode.

The City of Billings is seeking to create a comprehensive Transportation Master Plan, a working plan that will identify community-guided priorities, long-term vision for the transportation network, and updated design guidance for new and existing road corridors. The Plan will consider the needs of various modes while also exploring the context of a roadway as it relates to neighborhood character and current and future land uses. The project does not seek to nullify existing plans and policies, such as Complete Streets and the Long Range Transportation Plan (LRTP), but rather provides guidance with the goal of creating a safer and more strategic transportation network. The Plan will be reflective of the community's needs, meaning community involvement will be comprehensive and critical for the success of the Plan. Traffic theories will be thoughtfully applied throughout the process to ensure community goals align with those of the City.

The City intends to address the following items through development of the Plan:

- 1. What are the community's priorities and goals for our transportation system? The focus will be on community engagement, advisory committee engagement, listening and guiding conversations to understand the community's needs, and memorializing public feedback. (Priority)**

2. How are various modes traveling today, and how/where should various modes be prioritized in the future? This will include incorporation of existing plans, new ideas, and public feedback.
3. Do additional typologies need to be developed to accommodate neighborhood character, land uses, and modal corridors? What roadway interventions are appropriate for various street classifications (bicycle facilities, traffic calming, pedestrian crossings, etc.)? Are additional overlay districts recommended? Best practices that have been developed through MDT, FHWA, MUTCD, NACTO, and others may be integrated.
4. How do we ensure consistency between land use, transportation planning, and implementation?
5. What planned or new projects should be prioritized to achieve the goals of the Plan? Projects previously identified through the LRTP, Safe Routes to School, Pedestrian and Bicycle Master Plan, Capital Improvement Plan, and other plans may be evaluated for consistency with the Transportation Master Plan. New projects may also be considered.

The Transportation Master Plan does not seek to recreate work previously completed through the LRTP and other Master Plans, but it will provide guidance for future plan updates. This Plan does not change the functional classification map, but it could change design guidance for existing street classifications. This Plan will not combine all projects from previous plans, but it could change project priorities based on the goals identified by the community. This Plan will not change the subdivision regulations or zoning code, but it may influence future updates to existing regulations, code, and ordinances.

This project will be led by the City of Billings Public Works Department and City-County Planning Department and will involve significant City staff time. The City is seeking proposals from qualified consultants to assist City staff with specific components of the plan. The initial focus for the project will be on Item 1 listed above. Based on the feedback received from the community, the remaining items 2 through 5 could be revised, expanded upon, or removed from the plan entirely. **It is anticipated that the scope of work and resulting contract will be phased, with the initial focus on Item 1 listed above. Additional scope may be completed through a separate contract or added by a contract amendment to complete plan components 2 through 5.** It is anticipated that plan components will also be completed by City staff, and some components may be completed by other consultants.

Project Components:

Tasks will be determined in the final scope of work with the chosen Consultant. Tasks in bold will be prioritized with the initial scope of work. Major components of this project *may* include, but are not necessarily limited to:

- **Project management, involvement with various committees, and technical presentations to other groups (City Council, Public Meetings, etc.)**

- **Review and summarize existing plans and policies. Relevant plans and policies include, but are not limited to: Complete Streets, Vision Zero, Long Range Transportation Plan, Pedestrian and Bicycle Master Plan, Safe Routes to School Phase I and II, neighborhood plans, Subdivision Regulations, Zoning Code, various corridor studies, and various feasibility studies.**
- **Assistance in public outreach, which may include providing strategies for outreach, development of a public outreach & engagement plan, development and management of a project website, development and delivery of surveys, and other items that may be determined.**
- **Assistance in public engagement, which may include providing strategies for engaging a wide range of citizens, assistance in developing engagement material and events, assistance in facilitating discussions, memorializing public feedback, and using engineering judgement to provide recommendations based on public feedback.**
- Review of current modal corridors, and assistance in development of new context-appropriate modal corridors. This may include development of policies and strategies.
- Traffic modeling, which may include modeling using the City's Travel Demand Model as well as creating focused subarea models.
- Assisting in technical review of street classifications, which may include development of new distinct street typologies and appropriate roadway interventions by classification (bicycle facilities, traffic calming, pedestrian crossings, etc.)
- Review of land uses and zoning code, and assistance in establishing land-use based street types or classifications.
- Review of existing overlay districts and recommendations for new overlay districts for urban centers, retail centers, etc.
- Recommendations for project implementation and funding strategies.
- Development of GIS-based mapping relevant to modal corridors or street classifications
- **Creation of exhibits, maps, renderings, or other visual plan components.**
- **Preparation of technical memorandums or written portions of the plan.**

Type of Services

The type of professional services required by this RFP may include, but not necessarily be limited to:

- A. Data collection (ADT, turning movements, pedestrian counts)
- B. Public outreach & engagement
- C. Review of existing plans and policies
- D. Researching existing plans within other municipalities
- E. Alternative analysis and modeling
- F. Preparing technical memorandums, decisional documents, or sections of the plan
- G. Preparing visual components for the plan
- H. Coordination with various City departments, Steering Committee, and other groups

Project Development Schedule:

The RFP and contract negotiation process is anticipated to occur in the fall of 2024. The priority task order timeframe is anticipated to occur in the fall of 2024 and into 2025. Additional task orders are anticipated to be completed via separate contract or amendment in 2025. The City reserves the right to modify or reschedule milestones as necessary.

The schedule will be discussed and agreed upon with the selected consultant based on the final scope of work.

SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed four (4) pages in length (**excluding** resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed (12 pt. font or greater), 8½" X 11" sheet of paper. Firms are encouraged to include resumes and any applicable past projects in an appendix that will **NOT** count toward the pages of the narrative. Electronic proposals to be emailed shall not exceed 25mb.

The submittal shall include a provision under Section 4.4.D - Available Resources for notifying the Department within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Consultant's staff of personnel who may contribute to the discipline specialties for which the Consultant has been selected. The City reserves the right to approve all personnel changes. The Department also reserves the right to cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order.

4.1 Title Page (1 Page)

Show the RFP number and project or contract being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Letter of Transmittal (Limited to 1 Page)

- A. Identify the RFP project or contract for which proposal has been prepared.
- B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D. The letter of each proposal must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.3 Table of Contents (1 Page)

Clearly identify the materials by Section and Page Number.

4.4 Proposal Narrative (Limited to 4 Total Pages)

A. Firm Experience (0-20 Points)

1. Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.
2. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.
3. Identify your firm's performance on similar projects, especially noting City work, City work in the project area, and task work of this type. Provide a point of contact for all City work identified. A current telephone number should also be provided if applicable.

B. Project Manager (0-10 Points)

Provide detailed information on the qualifications and relevant experience of the Project Manager as it relates to the required services. Include project references, contact name(s), and current telephone numbers.

C. Key Project Staff and Subconsultants (0-20 Points)

Identify key project staff, task leaders, and subconsultants, along with their availability, expected to provide services on behalf of the firm. Resumes should be included, in an appendix that will **NOT** count toward the page count of the narrative, for each of the individuals and subconsultants referenced, which details their relevant experience. Performance on projects, especially City, should be noted.

D. Available Resources and Consultant Location (0-10 Points)

1. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
2. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the Contract.

E. Project Methodology and Approach

(0-40 Points)

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include special considerations and challenges, which may be envisioned in scoping, completing, and managing small tasks. Provide detailed information on Project Manager's role in scoping tasks with the City and working with key staff or task leaders.

Total Possible Score (100 Points)

SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS

5.1 Evaluation Criteria

Submittals will be evaluated in accordance with the following criteria:

A.	Firm Qualifications and Experience	0-20 Points
B.	Project Manager	0-10 Points
C.	Proposed Project Staff and Subconsultants	0-20 Points
D.	Available Resources and Firm Location	0-10 Points
E.	Project Methodology and Approach	0-40 Points
<hr/> Maximum Score		100 Points

A committee of individuals representing the City of Billings will perform an evaluation of the proposals. The committee will rank the proposals as submitted.

The City of Billings reserves the right to award a single Contract solely on the written proposal.

The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those firms interviewed.

The final selection will be based on the total of all evaluators' scores achieved. The highest-ranked Proposer(s), after the second scoring, if performed, may be invited to enter into final negotiations with the City for the purposes of Contract Award.

SECTION 6 – CONTRACT NEGOTIATION PROCESS

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Billings. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the

City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Billings reserves the right to reject any and all proposals submitted.

SECTION 7 – INSURANCE REQUIREMENTS

The proposer certifies that it/they can comply with the City insurance requirements of:

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including contractual and personal injury coverage's - \$1,500,000 per occurrence.
3. Commercial Automobile liability - \$1,500,000 per accident.
4. Professional liability in the amount of \$1,500,000 per claim.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the City prior to cancellation.

The City shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies.

Proposer shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Proposer shall maintain workers' compensation insurance coverage for all members and employees of Proposer's business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA. Please note – proof of insurance is not required to be submitted with proposal, but must be provided prior to contract execution.

The successful proposer will be required to purchase a City business license and complete the new vendor forms in order to be eligible for payment.