

RESOLUTION NO. 09-19-11 A

A RESOLUTION OF THE CITY OF DEL CITY AUTHORIZING
PARTICIPATION IN THE COMMUTER CORRIDOR ALTERNATIVES
ANALYSIS JOINT PLANNING PROCESS

WHEREAS, the development of transportation connections for commuters could have significant benefits for future development and redevelopment within the City of Del City; and

WHEREAS, communities in the metropolitan area are joining together with the Association of Central Oklahoma Governments (ACOG) to engage in a cooperative planning effort known as the Commuter Corridor Alternatives Analysis; and

NOW, THEREFORE, BE IT RESOLVED that the City of Del City offers its strong support for the Commuter Corridor Alternatives Analysis process and agrees to participate with other local communities in this joint planning effort; and

BE IT FURTHER RESOLVED the City of Del City agrees to enter into the attached Memorandum of Understanding with and between the participants in this effort.

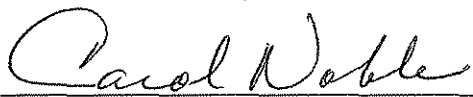
PASSED and APPROVED this 19th day of SEPTEMBER, 2011.

CITY OF DEL CITY



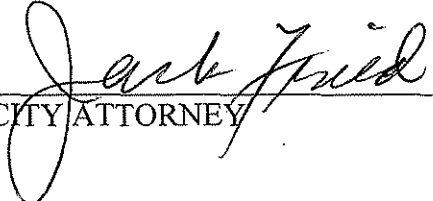
MAYOR

ATTEST:



CITY CLERK

APPROVED as to form and legality this 19 day of September, 2011.



CITY ATTORNEY

APPROVED by the City Council and signed by the Mayor:

CITY OF OKLAHOMA CITY:

Mick Cornett, Mayor

City Clerk

Date

CITY OF NORMAN:

Cindy Rosenthal, Mayor

City Clerk

Date

CITY OF EDMOND:

Patrice Douglas, Mayor

City Clerk

Date

CITY OF MOORE:

Glenn Lewis, Mayor

City Clerk

Date

CITY OF MIDWEST CITY:

Jack Fry, Mayor

City Clerk

Date

CITY OF DEL CITY:



Brian Linley, Mayor



Carol Noble
City Clerk



Date

APPROVED by the Intermodal Transportation Policy Committee and endorsed by the ACOG Board of Directors, this _____ day of _____, 2011.

Willa Johnson, ACOG Chair

Elizabeth Waner, ACOG Secretary

COMMUTER CORRIDOR ALTERNATIVES ANALYSIS FOR CENTRAL OKLAHOMA

MEMORANDUM OF UNDERSTANDING

WHEREAS, the 2035 Oklahoma City Area Regional Transportation Study (OCARTS) Plan, known as Encompass 2035, was adopted by the Association of Central Oklahoma Governments (ACOG) and its members for the purpose of developing and maintaining an integrated, multimodal, and intermodal regional transportation system; and

WHEREAS, a Regional Fixed Guideway Study (FGS) for Central Oklahoma was completed in 2006, which resulted in a System Plan recommending further study of various transportation corridors to determine the feasibility of transit technologies as an alternative to automobile travel and a means to reduce traffic congestion, accidents, and emissions; and

WHEREAS, three of the corridors recommended for further study in the FGS System Plan will provide transportation connections for commuters between downtown Oklahoma City and the Cities of Del City, Edmond, Midwest City, Moore and Norman; and

WHEREAS, such commuter linkages would connect to and be served by the downtown Oklahoma City Modern Streetcar System, selected by Oklahoma City in July 2011 as the Locally Preferred Alternative, and the proposed regional Intermodal Transportation Hub, with a final location and conceptual layout recommended in the Hub Study completed in June 2011; and

WHEREAS, ACOG has received federal authorization of Surface Transportation Program Urbanized Area (STP-UZA) funds to be used for a Commuter Corridor Alternatives Analysis, which will pay for 80 percent of the AA cost; and

WHEREAS, the communities signing below wish to engage in a cooperative planning effort with ACOG, known as the Commuter Corridor Alternatives Analysis, which will analyze corridors recommended by the Regional Fixed Guideway Study that lie within their corporate limits; and

WHEREAS, local matching funds are required to pay for 20 percent of the AA cost in order to utilize the federal STP-UZA funds and to hire a qualified consulting firm to conduct the AA;

NOW, THEREFORE, the participating entities agree to share the 20 percent local match required to access the federal funds in an amount proportionate to their share of the total 2010 population. The amounts listed below are maximums, with final costs to be determined as part of the competitive consultant selection process:

	<u>Population</u>	<u>% Population</u>	<u>Cost</u>
Oklahoma City	579,999	64%	\$ 160,555.49
Norman	110,925	12%	\$ 30,706.29
Edmond	81,405	9%	\$ 22,534.56
Moore	55,081	6%	\$ 15,247.54
Midwest City	54,371	6%	\$ 15,051.00
Del City	21,332	2%	\$ 5,905.12
	903,113	100%	\$ 250,000.00

Central Oklahoma Commuter Corridor Alternatives Analysis

On August 12, 2010, ACOG's Intermodal Transportation Policy Committee approved and the ACOG Board of Directors endorsed the use of federal funds to conduct a Central Oklahoma Commuter Corridor Alternatives Analysis (AA). The study is expected to begin in the fall of 2011 and last 18-24 months.

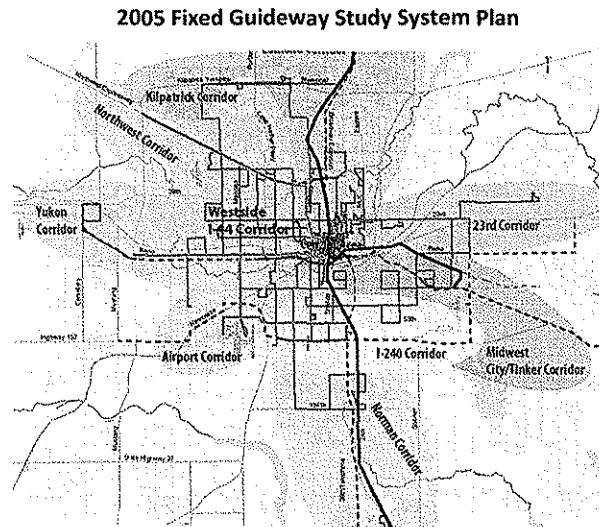
The purpose of the AA is to advance implementation of the region's 2005 Fixed Guideway Study System Plan for regional transit service by laying the foundation for an integrated, high-capacity commuter system that connects communities to employment, entertainment and housing opportunities throughout Central Oklahoma.

Specifically, the AA will evaluate transportation needs in the following corridors:

- Edmond to Downtown Oklahoma City
- Norman to Downtown Oklahoma City
- Midwest City (Tinker AFB) to Downtown Oklahoma City

The Alternatives Analysis is a federal process overseen by the Federal Transit Administration (FTA), and is part of a multi-step progression required of all projects that will seek federal funding for fixed guideway public transportation. According to FTA guidelines, the AA will generally include the following steps:

1. Purpose and need – Establish a solid understanding of the transportation problem(s) in need of solving.
2. Define alternatives to solve transportation problem - The study will identify and design a number of capital investment strategies to meet the corridor's purpose and need. This will reflect a range of high and low cost capital improvements, including non-guideway (no build) options which can serve as a "baseline" for measuring the merits of higher level investments.
3. Evaluate alternatives - Utilizing tools such as travel forecasting, capital and operations and maintenance costing, as well as environmental and land use analyses, each alternative will be evaluated as to its effectiveness to solving the transportation problem.
4. Selection of a locally preferred alternative (LPA) - The final product will be the selection of the transit mode (i.e. bus, commuter rail, etc.) and location of the alignment. The LPA will also generally describe the proposed location of stations, the operating plans for the transit service (hours of operation, how often vehicles run, etc.), and any design options to be further evaluated during the next phases: Environmental Assessment, Preliminary Engineering and Final Design.





ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS (ACOG)

REQUEST FOR PROPOSALS
for

Commuter Corridor Alternatives Analysis
for Central Oklahoma

Issued: September ??, 2011
Due Date: ???????

Send to:

ACOG
CONTACT: Holly Massie
21 E. Main Street, Suite 100
Oklahoma City, OK 73104-2405

PHONE: (405) 234-2264
E-MAIL: hmassie@acogok.org

DRAFT

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REQUEST FOR PROPOSALS

A. INTRODUCTION AND PURPOSE

Originally established in June 1966, the Association of Central Oklahoma Governments (ACOG) is a voluntary association of city, town and county governments within the Central Oklahoma area. The Association region includes Oklahoma, Cleveland, Canadian and Logan counties. As a Council of Governments, the Association's purpose is to aid local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development. The association employs approximately 35 professionals whose areas of expertise include a diversity of subjects including geology, transportation planning, cartography, computer modeling, training, public relations and marketing communications, media relations, grants management, accounting, office management, etc. The Association is one of 11 Councils of Governments in Oklahoma and more than 500 regional councils across the United States. ACOG also serves as the MPO for the Oklahoma City area.

On August 12, 2010, ACOG's Intermodal Transportation Policy Committee approved and the ACOG Board of Directors endorsed the use of federal funds to conduct a Central Oklahoma Commuter Corridor Alternatives Analysis (AA). The study is expected to begin in the fall of 2011 and last 18 months.

The purpose of the AA is to advance implementation of the region's 2005 Fixed Guideway Study System Plan for regional transit service by laying the foundation for an integrated, high-capacity commuter system that connects communities to employment, entertainment and housing throughout Central Oklahoma.

Specifically, the AA will evaluate transportation needs in the following corridors:

- Edmond to Downtown Oklahoma City
- Norman to Downtown Oklahoma City
- Midwest City (Tinker AFB) to Downtown Oklahoma City

ACOG, in coordination with and on behalf of Del City, Edmond, Oklahoma City, Midwest City and Moore is seeking proposals from qualified firms to conduct an Alternatives Analysis for three commuter corridors in Central Oklahoma. ACOG has budgeted \$1,250,000 for this analysis.

B. BACKGROUND

Over the past few years, communities in Central Oklahoma have become energized about public transportation. Certainly, transit can be a viable option to get area residents to work, can serve as a catalyst for community revitalization and increased density, and as a tool for improving air quality and reducing energy consumption.

As a result, ACOG in 2009 initiated a visioning process to determine the desire for expanded and

enhanced regional public transportation. This “Regional Transit Dialogue” (RTD) engaged locally elected officials, policy stakeholders, private sector leaders, and the general public to articulate how transit can serve the Oklahoma City Area Regional Transportation Study (OCARTS) area in the years and decades to come. Specifically, the process was designed to address a number of key themes/concepts including:

- Development of a seamless regional transit system,
- Exploration of dedicated funding sources and strategies,
- Provision for more effective coordination and integration of regional transit services,
- Improved integration between transit and land use.

The 2005 Fixed Guideway Study (FGS) provided the foundation for the RTD’s discussion. Completed in early 2006, the FGS.....

Comment [h1]: Insert link to FGS Report

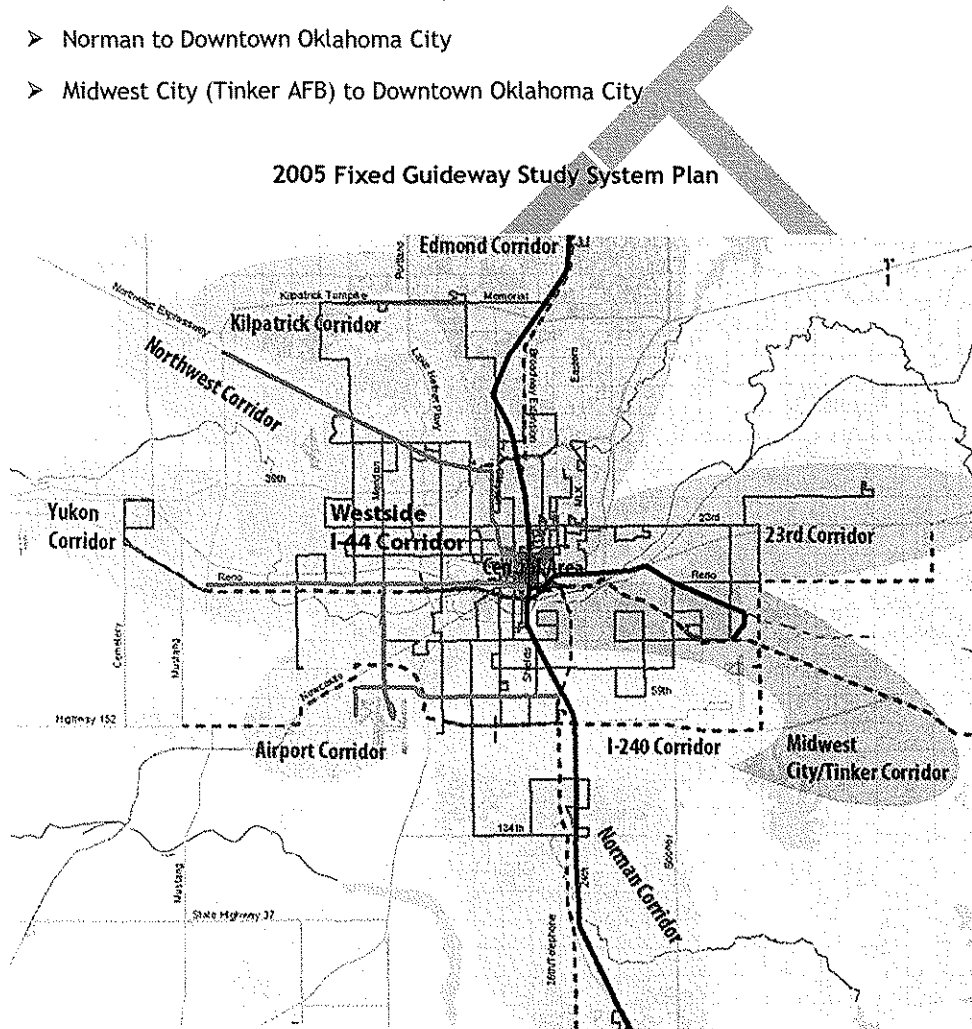
ACOG, in cooperation with the cities of Del City, Edmond, Midwest City, Moore, Norman and Oklahoma City will study three commuter corridors as part of the regional transit system vision. The Commuter Corridor AA will analyze alternatives in Oklahoma County and a portion of Cleveland County that integrate the planned downtown Oklahoma City streetcar system and an intermodal transportation hub.

For the purposes of this Alternatives Analysis, the three commuter corridors to be studied run through multiple jurisdictions. The Edmond to Downtown Oklahoma City Commuter Corridor runs from the heart of Oklahoma City and extends north paralleling the BNSF railroad through Oklahoma City and Edmond in Oklahoma County. The Norman to Downtown Oklahoma City Commuter Corridor extends to the south through the communities of Oklahoma City and Moore before terminating in Norman in northern Cleveland County. This corridor also parallels the BNSF railroad. The third corridor, Midwest City (Tinker AFB) to Downtown Oklahoma City extends east along the Union Pacific railroad through Oklahoma City and Del City and terminates in Midwest City near Tinker Air Force Base. The corridors run close to three heavily-traveled roadways, Interstates I-35 and I-40, and through cities experiencing growing residential populations. Several activity centers, including Downtown Oklahoma City, the University of Oklahoma (Norman), the University of Central Oklahoma (Edmond), and Tinker Air Force Base (Midwest City) fall within these corridors. Downtown Oklahoma City is the expected terminus of the various alternatives that will be considered in this Alternatives Analysis.

C. STUDY AREA

Specific consultant activity will be limited to the three commuter rail corridors identified in the 2005 Fixed Guideway Study. Specifically, the AA will evaluate transportation needs in the following corridors (indicated on the map in blue):

- Edmond to Downtown Oklahoma City
- Norman to Downtown Oklahoma City
- Midwest City (Tinker AFB) to Downtown Oklahoma City



D. PROJECT MANAGEMENT AND ADVISORY COMMITTEE

ACOG will work with our partners to jointly monitor and guide the planning effort throughout its duration. Oversight of the Central Oklahoma Commuter Corridors AA will consist of:

Project Technical Workgroup:

ACOG, Del City, Edmond, Midwest City, Moore, Norman, Oklahoma City

Project Technical Lead:

ACOG

Study Advisory Committee:

To be formed and convened by the Partnership Team

E. SCOPE OF SERVICES:

I. Alternatives Analysis

The three commuter corridors generally extend from downtown Oklahoma City to Edmond, Norman and Midwest City. These corridors will need to take into account large commuter sheds near potential stations, activity centers, and major rail and highway rights-of-way. The study will focus on developing a locally preferred alternative (LPA) for each commuter-based service within these broad corridors, and will assess and detail the integration and relationship with other significant regional transit initiatives, including the location of the intermodal hub and the downtown Oklahoma City Streetcar route. The study must identify and compare the costs and benefits, environmental and social impacts and financial feasibility of all alternatives identified for assessment.

The purpose of the study will be to determine the preferred alternative including specific technology and alignments for the option best meeting current and future transportation needs while also helping to shape, support and focus future economic development and revitalization of activity centers for each corridor.

The AA will follow the FTA New Starts planning process and identify a specific transportation option that will be the locally preferred alternatives (LPAs) to include in the region's long range transportation plan - Encompass 2035. This study is to fulfill FTA planning requirements for an Alternatives Analysis in the event that a New Starts fixed guideway project is identified as the preferred transit project. This study is funded using Federal Highway Administration (FHWA) Surface Transportation Program (STP) funds and is to be conducted in cooperation with FHWA and in keeping with FHWA requirements.

The consultant must evaluate all reasonable alternatives in a given corridor. The evaluation of the costs, benefits, and impacts should focus on trade-offs between alternatives and provide the information in an easy-to-understand format so that local decision-makers may comprehend the differences between alternatives.

The AA process will involve significant public participation to ensure that the options chosen are consistent with the local community's input. The study should employ sound technical

analysis using the regional travel demand model or other appropriate means of technical assessment and employ the most recent and state-of-the-art tools for alternative assessment.

Throughout the process the consultant shall share any data analysis steps and document any assumptions made in travel demand modeling or any other data analysis. Travel Demand Model input and output data shall be made available to ACOG and the Technical Workgroup, and with the FTA as necessary.

The study will include a specific analysis of financial options for both capital development and long term operation of the commuter transit alternatives. The intent is that the implementation and operation of the LPAs will be funded independently from the current transit system. A variety of new funding mechanisms are to be explored in the study.

II. Consultant Scope

The services of a qualified planning consultant or consultant team are required to conduct the Alternatives Analysis. A firm with experience in planning, travel forecasting, an understanding of the costs and benefits of different types of commuter services, fixed guideway engineering, understanding of transit supportive development and opportunities, an understanding of the FTA Alternatives Analysis process and New Starts program, NEPA compliance, and implementing commuter transit systems and commuter and freight rail is a must.

The consultant will propose a specific detailed work scope and a deliverables list which is to address at a minimum the following areas, as well as any other activities necessary to fulfill the project intent and meet FTA requirements:

a. Review the Corridor and Identify Transportation Issues and Opportunities

Working with ACOG and others as appropriate, the Consultant team will inventory and review existing conditions, transit services, plans, and projections. The Consultant work will build from recent transportation studies including the 2005 Fixed Guideway Study, the 2011 Greater Oklahoma City Circulator AA, the 2011 Regional Intermodal Hub Study, the and other local transportation analyses as well as available demographic, land use, socioeconomic, economic and travel market data in keeping with FTA New Starts requirements.

Important consideration is to also be given to adopted comprehensive plans, land use strategies, and development plans including ACOG's Encompass 2035 Plan. The objective is to identify the corridors' travel and transportation issues, needs and problems in addition to opportunities for leveraging improved transportation service to further a wider set of community and regional goals.

b. Develop Project Goals, Objectives and Purpose and Need

Using data and resources collected on the corridors and identified transportation issues and opportunities, the consultant will develop a Purpose and Need Statement and related goals and objectives for the proposed corridors' transportation projects. These goals and objectives will be used to help evaluate and prioritize alternatives.

c. Identify Alternatives to Address Corridor Transportation Needs

The study will identify a range of concepts and strategies for improving conditions in each of the three corridors. It must make maximum use of previous studies and data. The concepts proposed in the 2005 Fixed Guideway Study System Plan will be a starting point, but other appropriate options must be considered. This work shall be coordinated closely with the Greater Oklahoma City Circulator AA and the Regional Intermodal Hub Study which are expected to serve as part of the distribution system for any future regional commuter system.

d. Screening of Project Alternatives

Screening of promising alternatives will be undertaken to determine those that are most feasible and best support the corridors' goals. Consultant will work with ACOG to develop the evaluation methodology to be used to analyze and compare baseline and promising alternatives in keeping with FTA's New Starts planning process. The evaluation methodology will then be applied to develop the list of promising alternatives for detailed analysis and study.

e. Detailed Alternative Assessment

For each promising alternative consultant will develop detailed project definitions and descriptions including alignments, station locations, operating plans, capital and operating cost estimates, estimates of ridership and transportation benefits, estimates of economic development and related benefits, and other needed factors for the various strategies.

The detailed Capital and Operating Cost estimates developed for each alternative will be in keeping with the FTA standard cost categories. A financial assessment will be made of the alternatives and potential financing mechanisms identified (see below Financial Assessment task). The results will be included in an alternatives report document.

Assessment of the economic development potential of each promising alternative will be an important part of the evaluation process. As part of this effort, the consultant will assist in identifying supportive actions and policies used successfully in other communities to leverage investments in other commuter rail projects to maximize related economic development. The consultant will then recommend appropriate actions and policies related to the commuter corridors and develop an estimation of the economic benefits if fully implemented.

Impacts on existing automobile traffic, parking and downtown access will be identified. In addition, an assessment should be completed of existing transit services and recommendations regarding reconfiguration of service or additions of service, particularly for rider distribution, in conjunction with each promising alternative and the results included with the final definition of alternatives.

f. Ridership Forecasts

Ridership forecasting will be done by the consultant using the regional travel demand model or alternative methodologies that might be appropriate for commuter corridor projects of this nature.

Ridership forecasts will assess the projected ridership based on the travel demand model or other assessment techniques, in conjunction with reasonable assumptions concerning land use, economic development, and population and job growth. The consultant should consider supplementing formal ridership assessment with additional alternative assessment methods and approaches to further strengthen the technical analysis and serve as an additional point of information.

The consultant will be responsible for creating a reasonable course of action for producing a final product that is capable of fulfilling FTA's requirements, and for producing forecasts that will be acceptable to FTA for a New or Small Starts project evaluation. The consultant is expected to interact with FTA as needed in this process.

g. Operational Plans

Develop operation plans for the alternatives that advance from the screening process.

The operational plans shall include:

1. Service Standards
2. Station Locations
3. Travel times
4. Headway (by time period)
5. Fare structure
6. Hours of service
7. Type of vehicles required
8. Peak load capacity
9. Vehicle miles traveled
10. Vehicle hours traveled

h. Technical Methods

Consultant will propose the technical methods required to develop the information needed to characterize the alternatives in support of an LPA selection. It is expected that a plan will be developed for conducting the required before and after studies and data will be prepared with this in mind.

i. NEPA Compliance and Environmental Analysis

It is expected that an environmental analysis and screening will be conducted to identify any significant potential impacts of each alternative, and that the environmental analysis and screening will initiate and prepare documentation in keeping with NEPA requirements, 4(f), 106, and other environmental requirements. Given the nature of the corridors and the likely alternatives which consist of services and facilities within existing

Comment [d2]: Alternative language necessary

urban street right-of-way and within existing rail corridors, the consultant will establish the necessary environmental classification relative to each segment of independent utility, advance Documented Categorical Exclusions (DCE) determinations and other environmental clearances where deemed necessary, appropriate, and feasible. Develop a detailed environmental scope of work related to follow-up study if required.

j. Financial Assessment

Consultant will conduct an analysis of financing options to support the preferred strategies in each corridor. Financing for both development and construction (capital) and ongoing operations and maintenance must be analyzed. Private funding options and public-private partnership options will be explored along with federal grant funding opportunities. New local funding sources are to be examined--the locally preferred alternatives are to be financed from sources other than the existing transit sources and without sacrificing existing transit services.

k. Identification and Refinement of Preferred Alternatives

The goal of the evaluation process is to select a locally preferred alternative (LPA) for each commuter corridor. The consultant will develop and apply the evaluation methodology consistent with FTA guidance and New Starts criteria with provision for significant community involvement and participation leading to an LPA decision.

l. FTA Documentation

Consultant will develop documentation necessary to submit the LPA(s) to the FTA for project evaluation and rating, based on specific FTA documentation requirements.

m. Public Participation and Education Efforts

The consultant will prepare a detailed public participation strategy under the direction of ACOG and the Technical Workgroup to involve the community and interested stakeholders in the AA planning study process. Consultant team will track issues raised by the public and incorporate questions, concerns, issues and responses into ongoing communications when and where appropriate.

As a regional planning agency, ACOG desires to involve all regional stakeholders. Engaging all regional stakeholders will involve extensive effort and effective communication skills. ACOG seeks a consultant (or sub-consultant) that has a proven track record of engaging communities in the discussion of high-capacity transit. The consultant must have the skills to communicate effectively with project stakeholders and local officials during the AA process.

III. Study Management and Oversight

A Steering Committee consisting of elected officials, policy stakeholders, private sector leaders, interest groups and the general public will provide overall coordinating guidance on this AA. A Technical Workgroup led by ACOG will oversee this commuter corridor AA study and work with the consultant team on daily basis.

This team will include staff from Del City, Edmond, Midwest City, Moore, Norman and Oklahoma City and ACOG.

In addition to the meetings specifically described in this section, the consultant will attend or conduct progress meetings with the Technical Workgroup to properly coordinate the development of the study and will meet periodically with the FTA to discuss the study as requested. The consultant will prepare presentations for and provide regular updates to various ACOG transportation committees and to other local jurisdictions and groups, as appropriate.

a. Reports and Deliverables

Consultant will propose a list of deliverables and a schedule with key milestones and dates for submission of deliverables to the technical management team. Draft versions of most documents will be required and all documents will need to be structured for electronic submission. Consultant will assist in any reports to the FTA including, if deemed necessary, information for FTA's annual New Starts Report.

F. STUDY SCHEDULE

The Partnership Team desires to advance and complete the study in a timely and expedited manner, while allowing sufficient time to complete the technical analysis in a manner and detail necessary and complying with FTA process requirements and required federal reviews. In crafting a proposal consultants (or teams) should reflect an estimated schedule based on these considerations.

G. PROPOSAL SUBMITTAL REQUIREMENTS

To be eligible for consideration, *one electronic* and 10 hard copies of the response to the RFP must be received by ACOG no later than 5 PM CST, Friday, XXXX, 2011. Late submittals will not be considered and will be returned to submitter unopened. The envelope package should be marked "Commuter Corridor Alternatives Analysis"

Association of Central Oklahoma Governments
21 E. Main St, Suite 100
Oklahoma City, OK 73104-2405
Attn. Holly Massie, Special Programs Officer

Questions should be directed to Holly Massie at hmassie@acogok.org or 405.234.2264.

The following items must be addressed in all proposals:

1. **SCOPE OF WORK:** Proposals should include a recommended Scope of Work consistent with elements outlined in Section II and an emphasis on a preferred and/or recommended approach. Proposers' recommendations will demonstrate and propose strategies that exemplify best practices in planning, designing, modeling, and implementing commuter corridor services. Respondents must provide a conceptual scope of work including specific methodologies and/or approaches that will be used to develop and formalize a locally preferred alternative. Innovative approaches for completion of the Scope of Work are encouraged.
 - a. Overview and rationale of project approach.
 - b. The name and address of the contracting firm, together with the name, telephone and fax number, and e-mail address of the primary contact person for purposes of this proposal
 - c. A listing of all proposed subcontractors, if any.
 - d. A conceptual project schedule.
 - e. See Attachments A and B.

2. **QUALIFICATIONS:** Proposals should indicate general and specific qualification of the proposer in planning, engineering, project implementation, environmental review, disciplines appropriate to this project, and specifically convey the role of the proposer in each case cited. An emphasis and priority in evaluation will be placed on firms with qualifications and experience that have resulted in successful implementation (engineering, construction, and operations) of comparable systems. A brief narrative (three pages maximum) may also be included regarding the firm's capabilities to carry out this AA, including special assets, areas of expertise, analytical tools, and data sources, etc. to which the firm may have access.

Proposals shall include:

- a. A listing and summary of similar projects undertaken within the last five (5) years, by proposing firm and/or its subcontractors, showing contract amounts, description of work performed, client contact persons, phone numbers, and email addresses;
 - b. Resumes of key professional staff who will be assigned to this project;
 - c. Description of the existing and anticipated workload of individuals assigned to this project during the period of this study. Any reassignment of designated key staff shall not occur without mutual consultation and the consent of ACOG.
 - d. References
-
3. **DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS AND PARTICIPATION:** ACOG encourages all qualified businesses to submit letters of interest as prime contractors, subcontractors or joint ventures. Women and/or minority owned business are encouraged to submit proposals. DBE (Disadvantage Business Enterprise) firms must be certified by the Oklahoma Department of Transportation in order to be counted as participation toward any established DBE Goal.

DBE PROPOSERS SHOULD SUBMIT, WITH THEIR PROPOSALS, INTENT TO PERFORM As A Disadvantage Business Enterprise (DBE), Attachment F, for each proposed DBE contractor, subcontractor, or joint venture. Certification of DBEs will be made in accordance with ACOG's Disadvantage Business Enterprise Program.

4. **AFFIRMATIVE ACTION CHECKLIST:** If applicable, proposers must complete and enclose with their proposal company's Affirmative Action Plan (see Attachment C Affirmative Action Checklist).
5. **CERTIFICATION REGARDING DEBARMENT:** Each proposer is required to certify by signing the "Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion" (Attachment D). "Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion" is a certification that the proposer is not on the U.S. Comptroller General's Consolidated Lists of Persons or Firms Currently Debarred for Violations of Various Contracts Incorporating Labor Standards Provisions.
6. **CERTIFICATION REGARDING LOBBYING:** See Attachment E.

H. PRE-PROPOSAL MEETING AND QUESTION SUBMITTAL

ACOG will host a pre-proposal meeting for all interested consultants teams to ask questions and gain clarity around any elements or requirements of this RFP.

When: XXX, XXXX 2011 at 9:00 a.m.

Where: Association of Central Oklahoma Governments
21 E. Main St, Suite 100
Oklahoma City, OK 73104-2405

All questions/requests for clarifications must be submitted to ACOG by XXXXX, 2011 at 12:00pm

Please submit questions in writing to Holly Massie at hmassie@acogok.org.

ACOG will post all questions, answers and clarifications to <http://www.acogok.org/rfp.htm>.

I. SELECTION PROCEDURE

If necessary, a short list, of not more than five (5) and no less than two (2), proposers and/or proposer teams will be selected on or about XXXX, 2011 by ACOG, after the study's Technical Workgroup analyzes all proposal information. Short-list proposers should be available for interviews and/or presentations prior to the selection of a consultant. The final selection of a consultant is contingent upon approval by the ACOG Board of Directors. ACOG reserves the right

to negotiate a contract, including a scope of work, and contract price, with any proposers or other qualified party.

This Request for Proposal does not commit ACOG to award a contract, to pay any cost incurred in preparation of a response to this Request, or to procure or contract for services or supplies. ACOG reserves the right to accept or reject any and all responses received as a result of this Request, or cancel this Request in part or in its entirety if it is in the best interests of ACOG to do so. Proposers shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of ACOG for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the Request for Proposal.

ACOG reserves the right to amend, consolidate, expand, cancel, delete, or request additional consulting services for one or more of the project's Scope of Work activities if ACOG deems that such activity is advantageous to ACOG and the successful completion of the project. ACOG reserves the right to suggest to any or all proposers to the Request for Proposal that such proposers form into teams of consulting firms or organizations deemed to be advantageous to ACOG in performing the Scope of Work. ACOG will suggest such formation when such relationships appear to offer combinations of expertise or abilities not otherwise available. Proposers have the right to refuse to enter into any suggested relationships.

All Proposals submitted hereunder become the exclusive property of ACOG.

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J. PROPOSAL EVALUATION CRITERIA

The proposals submitted by each Contractor, Firm, or Contractor Team, will be evaluated according to the following factors:

CENTRAL OKLAHOMA COMMUTER CORRIDOR ALTERNATIVES ANALYSIS PROPOSAL EVALUATION WORKSHEET			
		Total	Score
Technical Competence	Specialized experience and technical competence of	35	
Overall Competence of Proposing Team	✓ Experience of the prime contractor and subcontractor(s) related to planning, design, and implementation of comparable transit projects.		
Management Competence	✓ Experience of the Project Manager		
Other	✓ Experience of other assigned individuals		
Understanding and Approach	Understanding of the nature of the project and clarity of proposed approach	30	
AA Understanding	✓ Understanding key concepts, techniques, evaluation procedures, and best practices related to transit corridor planning, implementation, and the AA process.		
OKC Regional/Local Understanding	✓ Understanding of regional transit related operations, structure, past planning efforts in the Oklahoma City Metro Area and a general understanding of the regional significance of the project.		
Clarity of Proposal	✓ General organization and clarity of the proposal		
Project Management	Schedule of staff persons and hours commitment	20	
PM % of Effort	✓ % of Effort for the project management staff		
DBE % of Effort	✓ % of Effort for DBE Services		
Project Schedule and timeliness of products	✓ Project schedule and timeliness of products		
References/Work experience	References reflecting previous work experience of the project team and satisfactory accomplishment of contractor responsibilities.	15	
Quality of final products	✓ Quality of final product		
Meet schedules and deadlines	✓ Ability to meet work schedules		
Responsiveness to Client	✓ Responsiveness to client input and needs		
Score		100	

K. ON-SITE PRESENTATIONS

The project selection team may require oral presentation of those firms identified on the proposer's short list. Presentations will be held at ACOG or a site designated by ACOG.

L. CONTRACT AWARD

ACOG will notify the selected candidate by telephone, email and in writing. Following verbal notification, ACOG will negotiate a standard professional service agreement with the selected candidate. The selected candidate's proposal will be incorporated by reference in the contract. Additionally, ACOG will notify, in writing, the candidates who are not selected.

M. PROTEST PROCEDURES

In the course of this solicitation for proposals and the selection process, a proposer (bidder or offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion, actions were taken by ACOG staff and/or the selection committee which could unfairly affect the outcome of the selection procedure. All protests should be in writing and directed to Mr. Doug Rex, Director of Transportation & Planning Services, Association of Central Oklahoma Governments, 21 E, Main St., Suite 100, Oklahoma City, OK, 73104-2405. Protests should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest.

Upon receipt of a protest, ACOG's Director of Transportation & Planning Services will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.

N. PROCUREMENT SCHEDULE

The following is a tentative schedule for the consultant selection process:

ALTERNATIVES ANALYSIS PROCUREMENT SCHEDULE	
Commuter Corridor Alternatives Analysis	
Activities	Schedule
RFP issued	xxxxxx, 2011
Pre-proposal Conference	xxxxxx, 9-10:30 @ ACOG
Proposals Due	xxxxxxxxx, 2011 - no later than 5pm CST
Short List Announced	xxxxxxx, 2011
Interviews	xxxxxxxxx, 2011
Selection	Week of xxxxxx
Contract Execution/ Notice to proceed	TBD after contract negotiation - Tentative ACOG Board Authorization xxxxy, 2011
Project Completion	TBD after contract negotiation

O. PROJECT BUDGET

The level of funding for this project is based on existing funds available for this study.

- . Total amount: **(\$1,250,000)**
- . Period of Performance - **(18 months or less)**

Both the project budget and the period of performance are subject to change based on the availability of funds or other unforeseen events or activities.