

# **REQUEST FOR QUALIFICATIONS**

## **OKI Regional Freight Plan**

**February 26, 2010**

### **KEY DATES**

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Issuance of Request for Qualifications	February 26, 2010
Question Submittal Deadline	March 25, 2010 4pm EDT
Posting of Question Responses	March 26, 2010
Statements of Qualifications Submittal Deadline	March 29, 2010 4pm EDT
Short List	April 12, 2010
Interviews	April 20, 2010
Selection	April 21, 2010
OKI Board Ratification	May 13, 2010
Final Contract	May 14, 2010
OKI Regional Freight Plan Notice to Proceed	May 17, 2010



**Ohio • Kentucky • Indiana**  
*Regional Council of Governments*

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## I. OVERVIEW OF THE REQUEST PROCESS

The Ohio-Kentucky-Indiana Regional Council of Governments (OKI) will accept until 4:00 p.m. EDT, March 29, 2010, Statements of Qualifications from firms interested in providing services to assist OKI in the creation of a regional freight plan.

Statements of Qualifications (SOQ) should be submitted to Robyn Bancroft, Strategic Projects Manager, Ohio-Kentucky-Indiana Regional Council of Governments, 720 East Pete Rose Way, Suite 420, Cincinnati, Ohio 45202, and be clearly marked "**OKI REGIONAL FREIGHT PLAN – STATEMENT OF QUALIFICATIONS.**"

Cost Proposal responses using Exhibits A and B found on pages 11 and 12 of this document should be submitted to Edward Diller, Partner, Taft Stettinius & Hollister, LLP, 425 Walnut Street, 18<sup>th</sup> Floor, 1800 US Bank Center, Cincinnati, OH 45202-3957, and be clearly marked "**OKI REGIONAL FREIGHT PLAN – COST PROPOSAL – TO BE OPENED BY ADDRESSEE ONLY POST APRIL 23, 2010.**"

## II. PURPOSE AND OBJECTIVES

The purpose of this work is to prepare a multimodal, intermodal freight plan for the three-state, eight-county OKI region that enhances the mobility of both people and goods while enhancing economic development and mitigating the negative impacts on mobility, safety, environment and quality of life. Specific objectives include;

- **Collection of base freight data** that will support an on-going regional freight planning function.
- **Preparation of study reports** that inventory, forecast, evaluate and identify specific freight needs and challenges facing our region.
- **Development of solutions** that address challenges and facilitate efficient freight movement within, to, from and through the OKI region.
- **Evaluation of the benefits and costs** of proposed solutions.
- **Prioritization of short-, medium- and long-term improvement projects.**
- **Development of a regional consensus** on the priority of freight-related programs and projects.
- **Expansion of stakeholder participation** in the OKI planning process.
- **Public and private education** on the importance of regional freight planning.

## III. SCOPE OF WORK

The following is a description of the minimum tasks and activities requested.

### Task 1: Collect Data

NOTE: OKI Staff will conduct a search to inventory all existing freight data. Data sources will include free and readily available resources including TRANSEARCH and FAF2 databases. OKI has obtained TRANSEARCH and will disaggregate the county level data to Freight Analysis Zones (FAZ).

NOTE: OKI Staff will conduct data collection for Dearborn County, Indiana.

- Develop a Data Collection Plan that will identify any needed freight data to complete the plan on time and within budget.
- Collect physical data that will map and document all existing freight infrastructure and networks along with a description of their current condition. An inventory of key commodities and industries shall also be incorporated.
- Collect operational data confidentially from:
  - Truck driver, freight carrier and other commercial vehicle driver interviews to collect commodity flow data and identify regional freight movements, logistics patterns and other key freight planning related issues. Submitted SOQs must indicate how the truck driver origin/destination interviews shall be conducted, including the number of sites and interviews to be conducted around the region.
  - Mail, email, and/or fax surveys to motor carriers, freight shippers and receivers to gather information on the operations, type and size of equipment, typical freight volumes, commodity type, key travel routes and needs of these private freight industries. Submitted SOQs shall detail how the surveys will be conducted and the number of surveys distributed.
  - Thirty personal interviews with key freight stakeholders in the region to solicit input, perceptions and concerns to identify key issues related to freight and goods movement in the region and to serve as a sounding board for determining consensus on issues or policies. Submitted SOQs must indicate the methodology for how interviews will be conducted.
  - Other efforts to collect data identified as necessary for future multimodal, intermodal travel demand model. At minimum, data collected will include commodity flows, traffic data, trip origin and destination, travel time, freight rates/costs, trip generation characteristics by land use, emissions and crash/safety data. Model update/upgrade is **not** the goal of this process.

#### **Task 2: Assess and Analyze Needs**

- Develop a set of performance measures. Include identification of benefits in relation to cost for each proposed improvement as part of the evaluation process.
- Utilize the TRANSEARCH database to conduct an existing commodity flow assessment which will include a review of key modes, freight corridors, commodities, tonnage, value and origins and destinations at the regional, state and national level.
- Assess and analyze existing freight “bottlenecks” and system deficiencies that impact freight movement.
- Identify and analyze safety and security “hot spots” or locations with high freight-related crashes, emergency incidents or blockages in the region.

- Develop a regional freight system profile for each of the five modal systems (highway, rail, port, intermodal and air cargo) that includes physical, operational and market characteristics such as traffic volumes, speed, capacity, reliability, safety, security, costs, vehicle mix and economic factors.
- Prepare a Needs Assessment Report.
- Make recommendations on what could enable the agency to be in a better position for forecasting future freight commodity flow.

### **Task 3: Identify Recommendations**

- Create effective short-term, medium-term and long-term recommendations. Short-term is generally defined as zero to three years, medium-term as three to seven years and long-term as more than seven years.
- Provide general cost estimates for any specific strategies and recommendations.
- Use performance measures established in Task 3 to evaluate each recommendation.
- Prioritize recommendations into high, medium and low implementation categories.

### **Task 4: Prepare Final Report and Documentation**

- Provide a final comprehensive regional freight plan that consists of study findings and recommendations
- Create a concise Executive Summary and Microsoft PowerPoint® presentation with talking points or script that provides comprehensive overview of the plan, recommendations and key milestones of the process.
- Provide for each high priority recommendation, an electronic project fact sheet that includes planning level cost estimate, tentative funding plan, simplified project development plan, preliminary project scope and a rendering of the finished project.
- Prepare, either as a stand alone document or included as part of the Executive Summary, a public education document that incorporates current and future data findings.
- Prepare a final report that compiles all the deliverables produced from the plan development process.

## **IV. MAJOR DELIVERABLES**

### **Task 1: Collect Data**

- The Data Collection Plan.
- A completed GIS mapping of all freight infrastructure, networks and conditions.
- Analysis of the results in the form of a technical memorandum.
- A completed commercial vehicle drivers' origin/destination interview program, motor carriers, shippers, and receivers' survey, and stakeholder interviews.

- Analysis of the results of all interviews and surveys in the form of a technical memorandum.
- Microsoft Access® databases for each interview and survey.

#### **Task 2: Assess and Analyze Needs**

- The identification of performance measures and appropriate metrics.
- A completed current Regional Commodity Flows Profile.
- A completed Regional Freight Network Bottleneck and Safety/Security Assessment Report.
- Analysis of the results of the Profile and Report in the form of a technical memorandum.
- A completed Future Regional Commodity Flows Profile.
- Analysis of the profile and report in the form of a technical memorandum as applicable.
- Database files.
- Five modal Regional Freight Profiles.
- Completed Needs Assessment Report providing strategy solutions.
- Forecast methodology recommendations.

#### **Task 3: Identify Recommendations**

- A completed recommendations report and evaluation matrix.

#### **Task 4: Prepare Final Report and Documentation**

- A completed OKI Regional Freight Plan
  - One reproducible copy
  - Electronic file
- Electronic project fact sheets for each high priority recommendation.
- An electronic version of the Executive Summary and Public Education Brochure.
- PowerPoint overview presentation

## **V. WORK PRODUCTS**

A monthly progress report documenting status on all assigned tasks will be submitted to the OKI Project Manager by noon five business days prior to the end of each calendar month. The OKI Project Manager reserves the right to request additional reports as needed during the life of the study. Submission of contract billings will be accepted only with an accompanying monthly report.

OKI Staff will conduct periodic presentations throughout the study as needed to the OKI Intermodal Coordinating Committee (ICC), Executive Committee or Board of Directors, Freight Working Group and the general public. OKI may require graphics or other data electronically from the contractor in order to make these presentations or for meeting handouts. Materials developed by the contractor that are to be provided to the OKI

Project Manager must be made available electronically at a minimum of seven days prior to each meeting.

All data and materials developed for presentations, for analysis or for inclusion in the final plan shall be provided to OKI on suitable electronic media. All data and materials produced will become the property of OKI.

## **VI. PROJECT TIMING AND CONTRACTOR AVAILABILITY**

The successful candidate firm will agree to complete the work within 365 calendar days from the notice to proceed. Any extension of this time allocation will be at the sole discretion of OKI. Failure to meet this deadline without OKI approval may result in penalties to the contractor in the form of reduced payment for the project.

## **VII. FORMAT REQUIREMENTS**

1) **Two submittals are required. The due date for both is 4:00 p.m. EDT, March 29, 2010 at the following addresses:**

- **Statement of Qualifications** - Clearly marked **"OKI REGIONAL FREIGHT PLAN – STATEMENT OF QUALIFICATIONS"**

OKI Regional Council of Governments

ATTN: Robyn Bancroft, Strategic Projects Manager

720 East Pete Rose Way, Suite 420

Cincinnati, Ohio 45202

- **Cost Proposal** -- Clearly marked **"OKI REGIONAL FREIGHT PLAN – COST PROPOSAL -- TO BE OPENED BY ADDRESSEE ONLY POST APRIL 23, 2010"**

Taft Stettinius & Hollister, LLP

ATTN: Edward Diller, Partner

425 Walnut Street, 18<sup>th</sup> Floor

1800 US Bank Center

Cincinnati, OH 45202-3957

2) Submittals shall consist of **TWO DISTINCT DOCUMENTS.**

a. One document, referred to as the **SOQ**, consists of:

- A detailed work proposal on how the scope will be accomplished, including a time schedule.
- Description of experience in previous freight planning. References for similar projects completed by the lead consultant and any subconsultants including the name, address and telephone number of the client and a description of the work.
- The name and address of the submitting organization and the state in which it is incorporated or chiefly located; a designated contact within the organization and a telephone, fax number, and e-mail address; a list of

any proposed partner organizations that may be used on this project along with the state in which such partners are incorporated or chiefly located and their designated contacts and phone numbers.

- Identification and resume of the project manager who will be managing the work on the project. Resumés for all potential consultant participants are not desired.
  - The SOQ should be clearly marked **“OKI REGIONAL FREIGHT PLAN -- STATEMENT OF QUALIFICATIONS.”**
- b. The second document consists of a completed **COST PROPOSAL** found in Exhibits A and B on pages 11 and 12 of this document. Once completed, the document should be placed in **a sealed envelope and clearly labeled as “OKI REGIONAL FREIGHT PLAN -- COST PROPOSAL -- TO BE OPENED BY ADDRESSEE ONLY POST APRIL 23, 2010.”** If the **COST PROPOSAL** is not labeled clearly, sealed in a separate envelope and sent to the address provided, the entire submittal will be **automatically DISQUALIFIED**. The Cost Proposal will only be opened after the final selection is made to assist in efficient and timely contract negotiations.
- 3) One (1) original and six (6) copies of the **SOQ** submittal are required. Only one (1) original, sealed and labeled of the **COST PROPOSAL** is required.
- 4) Submittals should be bound or stapled, only. No binders. The maximum number of pages for the SOQ, not including cover or divider sheets, is 20. No font point size smaller than 12pt should be used. Single line spacing is acceptable. Please insert page numbers.
- 5) An official authorized to bind the contractor must sign the submittal.
- 6) Submittals received after the deadline will be rejected.
- 7) No other distribution is to be made.

### **VIII. COMPLIANCE WITH LOCAL AND FEDERAL REGULATIONS**

All pertinent local, state, and federal regulations, including those related to DBE requirements apply, whether or not specifically identified. All organizations submitting an SOQ must be pre-qualified by the Ohio Department of Transportation and the Kentucky Transportation Cabinet.

## **IX. REVIEW AND EVALUATION**

The Selection Committee will review and evaluate the qualifications based on, but not necessarily limited to, demonstrated clear understanding of the project, detailed and sound approach to completing the four task elements of the Scope of Work, past experience on similar projects by organizations and staff members assigned to this project and Disadvantaged Business Enterprise (DBE) participation. The Selection Committee will also place an emphasis on creative approaches to the Scope of Work and its associated tasks identified in this document.

## **X. COST OF PREPARATION**

OKI is not liable for any cost incurred prior to issuance of a contract.

## **XI. NEWS RELEASES**

No news releases, pertaining to the request for qualification or any project that may arise, are to be made without prior approval of OKI.

## **XII. ACCEPTANCE OF QUALIFICATIONS**

The contents of the submittal may become contractual obligations. Failure to accept the obligations will result in cancellation of any contract award. OKI reserves the right to accept or reject any and all of the submissions, in whole or in part, and to postpone or cancel the execution of any contract, if OKI deems it to be in its interest to do so, subject to the rules and regulations set forth by the U.S. Department of Transportation, Federal Transit Administration and Federal Highway Administration.

## **XIII. GENERAL RFQ DISCLOSURES**

- 1) Requirements and specifications of this request are considered to be the minimum needed.
- 2) If there are any questions concerning the RFQ or the project, please submit questions to Robyn Bancroft in writing at [rbancroft@oki.org](mailto:rbancroft@oki.org). **Questions will be accepted in writing until 4:00 p.m. EDT on March 25, 2010. After this time, no additional questions will be addressed. Responses to all questions will be posted on [www.oki.org](http://www.oki.org) by 4:00 p.m. EDT on March 26, 2010.**
- 3) If any modifications are made to this RFQ, notice will be posted on [www.oki.org](http://www.oki.org).
- 4) Once submitted, an SOQ becomes the property of OKI. OKI will release no information about the SOQ submittal until all requests have been received and are deemed a matter of public record.

- 5) All organizations submitting an SOQ must follow all instructions to be considered responsive.
- 6) If an individual or organization feels that the RFQ is unfair for whatever reason, they should request, in writing, a copy of OKI's Protest Procedures.
- 7) OKI encourages the use of Disadvantaged Business Enterprises (DBE) in this project. OKI's target DBE goal for this project is 5%. A submitted SOQ should include:
  - a. The name(s) and address(es) of DBE firm(s) that will participate in the project.
  - b. A projected percentage of each DBE participation in this project.
  - c. A brief description of the work that each DBE will perform.

**COST PROPOSAL**  
**Exhibit A**  
**Proposed Project Budget**

	Estimated Hours	Rate/Hr	Total Est. Cost
<b>1. Direct Labor</b> (List by position All professional personnel Participating in this project)			
<b>Total Direct Labor</b>			\$ _____
<b>2. Overhead Cost</b> (overhead percentage rate) x (total director labor)			
<b>Total Overhead</b>			\$ _____
<b>3. Other Direct Costs</b> (List other items and basis for computing cost for each. Examples include; computer services, equipment, etc.)			
<b>Total Other Direct Costs</b>			\$ _____
<b>4. Subcontracts</b> (For each; list identity, purpose and rate)			
<b>Total Subcontracts</b>			\$ _____
<b>5. Travel</b>			
a. Travel by common carrier from/to the OKI offices. (List number of trips and economy class airfare, plus taxi and shuttle fares, etc.)			
B. Travel by private automobile within OKI area (List number of days x rate)			
<b>Total Travel</b>			\$ _____
<b>6. Profit</b> (percentage rate x basis) (This rate can only be applied to Direct Labor and Overhead, all other costs are considered reimbursable)			
<b>Total Profit</b>			\$ _____
<b>Total Estimated Cost and Profit</b>			\$ _____

## COST PROPOSAL

### Exhibit B

### Proposed Project Budget – By Task

	Amount
Task 1: Collect Data	
Data Collection Plan	_____
Physical Profile	_____
Operational Profile	
• Commercial Vehicle Driver O/D Interviews	_____
• Motor Carriers, Shippers, and Receivers Surveys	_____
• Key Freight Stakeholders Interviews	_____
• Data Collection (Only) for Travel Demand Model Upgrade	_____
Task 2: Assess and Analyze Needs	
Develop Performance Measures	_____
Existing Commodity Flow Profile	_____
Regional Freight Network Bottleneck and Safety/Security Assessment Report	_____
Forecast methodology recommendations	_____
Future Regional Commodity Flows Profile	_____
Five modal Regional Freight Profiles	_____
Needs Assessment Report	_____
Task 3: Identify Recommendations	
Recommendations Report and Evaluation Matrix	_____
Task 4: Prepare Final Report and Documentation	
OKI Regional Freight Plan	_____
Executive Summary	_____
Public Education Brochure	_____
PowerPoint Presentation	_____
<b>Total</b>	<b>\$ _____</b>