



## **Tyler Area Metropolitan Planning Organization**

REQUEST FOR QUALIFICATIONS (RFQ)

CONSULTANT FOR

MASTER STREET PLAN UPDATE

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**Tyler Area  
Metropolitan Planning Organization**

**REQUEST FOR QUALIFICATIONS FOR A  
MASTER STREET PLAN UPDATE  
January 2020**

The Tyler Area Metropolitan Planning Organization (MPO) is seeking qualifications from qualified sources to provide a Master Street Plan update.

For questions concerning this Request For Qualification (RFQ) packet, contact Michael Howell, MPO Manager, P.O. Box 2039, Tyler, Texas 75710-2039, [mpo@tylertexas.com](mailto:mpo@tylertexas.com).

The MPO and the City of Tyler, as the fiscal agent for the MPO, reserve the right to accept or reject any or all submittals as a result of this request, to negotiate with all qualified sources, or to cancel in part or entirety if found to be in the best interest of the City of Tyler and the MPO. This RFQ does not commit the City of Tyler or the MPO to award a contract or to pay cost incurred by Respondents in the preparation, presentation, interviews or negotiation of Responses submitted in response to this solicitation.

All qualifications shall be submitted in PDF format through Dropbox. Click the following link: <https://www.dropbox.com/request/KoQ7I3AYh4BpsOgTXfiO> and follow the instructions to submit your RFQ. Once the RFQ has been submitted, please send a confirmation email to [mpo@tylertexas.com](mailto:mpo@tylertexas.com), and a staff member will respond to confirm reception of the submittal. All submissions must be received by 5:00 p.m. on February 7<sup>th</sup>, 2020.

The firm selected to provide this study is subject to approval by the Tyler City Council. The City of Tyler and the MPO may authorize contract negotiations to begin without further discussion with the contractors; therefore, each qualification should be submitted as completely as possible. The City of Tyler and the MPO reserve the right to request additional data or oral discussions/presentations in support of the written qualifications. Contracts shall be awarded on the basis of the best interest of the City of Tyler and the MPO, content and other factors being considered in the RFQ.

The preparation and publication of this document was financed in part by funds provided by the United States Department of Transportation, Federal Highway Administration and Federal Transit Administration. The provision of Federal financial assistance should not be construed as denoting U.S. Government approval of any plans, policies, programs or projects contained herein.

**OBJECTIVE**

A Master Street Plan is a long-range master plan for the orderly development of an efficient roadway transportation system. Most importantly, it defines an interconnected hierarchical system of current and proposed roadways that is required to meet the anticipated long-term growth within the area. A Master Street Plan is a means of assuring that basic infrastructure needs and right-of-way will be available when travel demand or development warrants new or improved roadway facilities. The objective of this update is to reevaluate the performance of the transportation network, make appropriate edits to the street designations, and provide clear recommendations to the staff and the public for implementation.

Although the MSP update will build upon previous plans and adopted policies, respondents to this RFQ are encouraged to assemble a broad-based team of consultants that have demonstrable experience and skill in long-range transportation plan development. Proposers are invited to submit demonstrated competence and qualifications of their ability to provide these services. The information contained within this document is intended to provide interested firms or individuals with the requirements and criteria that will be used to make the selection.

**STUDY AREA**

This project encompasses the Tyler Area MPO boundary. The study area is approximately 670 square miles and includes the cities of Tyler, Arp, Bullard, Hideaway, Lindale, New Chapel Hill, Noonday, Troup, Whitehouse, Winona and unincorporated areas within Smith County. The Metropolitan Area Boundary (MAB) associated with the Tyler MPO, represents the portion of the census defined as an urbanized area and the area expected to become urbanized within the next 20 years. A map of the MAB can be found [here](#) and is available on the MPO's homepage.

**BACKGROUND**

The Metropolitan Planning Area associated with the Tyler Area MPO represents the portion of Smith County defined as an existing urbanized area as well as the area expected to become urbanized within the next 20 years. In 2010, the population of the Tyler Metropolitan Statistical Area (MSA), which encompasses all of Smith County, was 209,714. The Tyler MSA continues to experience significant growth. Per the 2015 Census Estimates, Smith County has grown approximately 6.3% between 2010 (209,714) and 2015 (222,936). In 2045, the MSA population is projected to be over 287,844.

The City of Tyler has historically grown south and is expected to follow the same trajectory. The MPO's Metropolitan Transportation Plan (MTP) identifies three separate projects to widen various sections of FM 2493 (Old Jacksonville Highway) which connects the cities of Tyler and Bullard. This high growth corridor provides a relief route to Highway 69 (South Broadway Avenue) and is expected to experience high development in the next 10 years. Two additional projects will widen FM 756 (Paluxy Drive) and FM 2964 (Rhone's Quarter Road) which connect the cities of Tyler and Whitehouse.

**SCHEDULED/TIME FRAME**

The work for this project is scheduled to begin on or about April 1, 2020. The term of the contract shall be for nine (9) months and shall commence upon receipt of a signed and dated contract agreement from both parties.

**SCOPE OF WORK:**

EXHIBIT A attached.

**CONTENTS AND SPECIFICATIONS**

Submissions, as a minimum, must include the following information as described in sections 'A' through 'E' below:

**A. Cover Letter**

The cover letter should include a brief summary of important points/sections of the proposal, project objectives, brief description of each section of attached proposal, and any special considerations. The letter must include the primary contact name, telephone number, and email address for each respondent agency in a proposed team.

**B. Project Work Program and Schedule**

The consultant should identify how they will undertake the tasks listed in this RFQ. The consultant should recommend a specific methodology for performance of the scope of work as defined in Exhibit A. The methodology for each task should be expanded and appropriately scheduled for the completion of the work. The MPO prefers that this contract be completed within nine months. Consultant should provide a schedule that accomplishes the scope of work within the best possible period.

**C. Project Organization and Management**

A draft organizational and management plan for this project shall be developed. The plan shall include project staffing with an indication of the personnel to be involved, their respective roles, and percentage of hours by task dedicated to the project. A general summary of the approach to be used in accomplishing the work should be given. Consultant teams, if proposed, shall describe functions and responsibilities of the firms and staff involved. Responders to this RFQ shall clearly delineate all individuals, by names and titles that will be working on this study and their areas of responsibility. If substitutes or back-up personnel are planned on a contingency basis, they should be indicated in the plan.

**D. Responsibility and Qualifications**

The project manager and other key staff members must be specified and a clear indication given as to their involvement in the project, the amount of time they will be on-site and the percent of his/her time dedicated to this project. Brief résumés of staff members should be included. The successful respondent(s) to this RFQ must understand that they are expected to provide qualified personnel to accomplish each portion of the work in this study. Substitutions for essential personnel involved in the study will not be allowed without the MPO's prior approval and resulting delays will be the responsibility of the contractor. The MPO retains the right to request removal of any personnel found, in the MPO's opinion, to be unqualified to perform the work. We request that the prime contract signatory be specified, with title, to facilitate the preparation of the contract.

**E. Budget**

The budget for this study is \$150,000. Respondents to this RFQ are **not** to submit a budget with their proposal but be prepared to provide a detailed budget in a timely fashion should their consultant team be ranked first.

**EVALUATION PROCEDURES**

- A. The MPO RFQ Evaluation Team will review the responses to the RFQ on the basis of the respondent's documented competence, technical qualifications, and understanding of the proposed scope of work that are received by the designated closing date (**February 7, 2020 at 5:00pm**).
- B. The Evaluation Committee may elect to interview respondents in order to clarify their responses and/or for the respondents to make oral presentations. If interviews or presentations are held, the Evaluation Committee may re-evaluate the responses of those firms interviewed.

- C. The RFQ Evaluation Team reserves the right to contact respondents for clarification of information submitted. The MPO also reserves the right to contact references to obtain information regarding past performance, reliability, and integrity.
- D. Consortiums, joint ventures, or teams submitting qualification statements will not be considered responsive to this RFQ unless they have demonstrated in a “management plan” that all contractual responsibility rests solely with one “prime” contractor or legal entity of the “team”.

**EVALUATION CRITERIA**

The proposal evaluation criteria for the selection of the consultant will include:

- Professional Qualification of Team (40%): Within the last five years, the consultant team must have completed one similar project. The consultant team must demonstrate familiarity through past performance and providing references.
- Experience/Availability of Project Manager and consultant team (15%): The consultant team must demonstrate its ability to meet the project schedule. The proposal shall address availability of all principal personnel in terms of percent availability by task. The prime consultant must show that sufficient resources are available to complete requested work.
- Understanding of Project Scope (40%): The responding consultant team must present their team’s approach through further clarification and understanding of all tasks involved in this project. Any work on similar type projects may be listed to validate this understanding. The response will include a proposed schedule.
- Special Considerations (5%): The responding consultant team should consider including women-owned businesses (WBE), minority-owned businesses (MBE), or historically-underutilized business (HUB) where available and qualified for specific tasks. An analysis of this size and scope also offers opportunities for cost savings and innovation, and these will be recognized.

**CONTRACT AWARD:**

Evaluation team scores for each respondent will be averaged in various ways with the MPO reserving the right to choose the methodology for ranking.

The scores will be used to develop a list of proposers with whom negotiations may be conducted. Additional documentation shall be at the discretion of the City of Tyler and the MPO. The targeted date for City Council approval is March 25, 2020. The City Council reserves the right to change that date.

**ETHICS REQUIREMENTS**

As a recipient of Federal funds, the successful respondent is expected to agree to abide by the ethical standards established for all public employees. Prior to City Council approval of the contract, the successful respondent will be required to complete a Form 1295 through the Texas Ethics Commission and provide proof of submittal to the MPO.

**COMPLIANCE WITH FEDERAL REGULATIONS**

The successful respondent will be required to comply with, in addition to other provisions of the agreement, the conditions required by applicable Federal regulations, including the following:

- A. Equal Employment Opportunity – Successful respondent will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.
- B. Title VI Assurances – Successful respondent will be required to comply with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued there under (49 C.F.R. part 21), and the assurances by the MPO thereto.
- C. Disadvantaged Business Enterprise Participation –The MPO has an agreement with the Texas Department of Transportation (TxDOT) to follow the State’s Disadvantaged Business Enterprise (DBE) policy. Based on the scope of work for this project, TxDOT has established a DBE requirement of 0.0%. Each respondent is encouraged to take affirmative action and make every effort possible to utilize DBE firms in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any DBE firm, which is either unqualified or unavailable.

**MPO RESPONSIBILITIES**

The MPO is responsible for project administration and final decisions on all contractual matters.

Further inquiries as to the Scope of Work should be directed to:

Michael Howell  
MPO Manager  
[mpo@tylertexas.com](mailto:mpo@tylertexas.com)

No oral interpretations as to the meaning of the RFQ will be made to any respondent. Any explanation desired by a respondent regarding the meaning or interpretation of the RFQ, Scope of Work, etc., must be requested in writing on or before February 5, 2020.

Responses to inquiries about the RFQ and attachments and/or any addendums will be posted on the webpage <https://www.cityoftyler.org/government/departments/development-services/plans/tyler-area-metropolitan-planning-organization/request-for-qualifications>.

# **EXHIBIT A**

## **SCOPE OF WORK FOR THE TYLER AREA MPO MASTER STREET PLAN UPDATE**

In this Scope of Work, Consultant refers to the Team of Consultants with the Prime Consultant serving as the principal contact with the MPO. The scope of services to be provided by the Consultant involves developing a Master Street Plan update for the Tyler Area MPO. In general, the Plan will manage, guide and design a transportation network that preserves right-of-way (ROW), improves connectivity, and accommodates growth. The study shall conclude with a final report, recommended updates to subdivision regulations.

### **TASK 0 – PROJECT MANAGEMENT AND COORDINATION**

The Consultant's Project Manager, in coordination with the MPO staff, will be responsible for directing and coordinating all activities associated with the project.

#### **0.1 – Control/Scheduling**

The Consultant will prepare a Project Management Plan (PMP) to identify work organization, responsibilities, and coordination/communication procedures. The PMP will include a project activity timeline (hereafter referred to as the Project Schedule). The Project Schedule will be a graphic schedule identifying the duration and/or tentative dates for all tasks, meetings, and deliverables in this scope of work, as well as any other information deemed relevant by the Consultant or the MPO. The PMP will also contain the Public Involvement Plan (PIP) and will be completed no later than thirty (30) days after contract execution.

#### **0.2 – Progress Reports and Invoices**

The Consultant will review the project schedule and prepare monthly progress reports for review by the MPO Manager. Invoices for all work completed during the period will be submitted monthly (with a progress report) for work performed by the Consultant and all Sub consultants. Monthly progress reports will include a summary of:

- A. Activities, ongoing or completed, during the reporting period;
- B. Activities planned for the following month;
- C. Problems encountered and actions to remedy them; and
- D. Status, including a tabulation of percent complete by task, management schedule showing study progress, supporting documentation.

#### **0.3 – Sub-consultant Management and Meetings**

The Consultant will prepare subcontracts for Sub-consultant(s), monitor Sub-consultant staff activities and adherence to schedules, and review and recommend approval of Sub consultant invoices. Also, the Consultant will schedule and participate in meetings throughout the project.

#### **0.4 – Quality Assurance/Quality Control**

The Consultant will provide continuous quality assurance and quality control throughout the life of the study. The prime consultant shall provide the MPO staff periodic opportunities to perform their contract monitoring duties of all consultant team agencies.

#### **0.5 – Deliverables**

- Project Management Plan including schedule;
- Monthly invoice and progress report; and
- Letter stating that the sub consultant agreements are in place.

## **TASK 1 – NEEDS ASSESSMENT**

### **1.1 – Review Current Plans**

The Consultant will reference the MPO's and member cities' current transportation planning documents. The Study will be consistent with and will advance the goals and objectives of the adopted planning documents. The plan will build upon these plans to establish a comprehensive multi-modal transportation network. Some of the plans to be reviewed may include, but are not limited to:

- A. 2045 Metropolitan Transportation Plan
- B. City of Tyler Capital Improvement Plan
- C. Smith County Capital Improvement Plan
- D. Socio-Economic Inputs For 2045 Tyler Area MPO Travel Demand Model
- E. Master Street Plan (2012)
- F. Active Tyler
- G. City of Tyler Comprehensive Plan, Tyler 1st, with particular focus on:
  - i. Chapter 1: The Tyler 1<sup>st</sup> Vision
  - ii. Chapter 10: Transportation and Circulation
  - iii. Chapter 14: Implementation Plan
- H. City of Tyler Community Survey 2018
- I. City of Tyler Unified Development Code

### **1.2 – Data Collection**

Once data needs and sources are identified, the MPO and the Consultant will contact the appropriate agencies and organizations to obtain the data. Some of the data to be collected may include, but are not limited to:

- Current Master Street Plan data;
- Existing streets, airports, railroads, bus routes and pedestrian and bicycle facilities (existing and planned);
- Land Use Maps;
- Travel Demand Model Forecast Network;
- Any other relevant GIS mapping layers such as environmental features and boundary data.

### **1.3 – Future Conditions Review**

The Consultant will coordinate with the MPO to use Travel Demand Model network files in performing a review of existing and future roadway conditions. The review will be used to project areas of congestion as well as potential gaps in the roadway system. This will serve as a baseline to evaluate proposed alignments and roadway cross-section recommendations.

### **1.4 – Deliverables**

- Baseline thoroughfare map showing congestion levels and other agreed to performance measures for one future year along with the number of lanes, estimated pavement width, estimated ROW/constraints based on appraisal parcel data as well as existing and future land use.

## **TASK 2 – CONDITIONS ANALYSIS**

The Consultant will identify and evaluate existing and future land uses and travel patterns; evaluate the County's existing transportation network; perform travel demand modeling; develop conceptual roadway alignment; and perform intersection analysis. All these elements combine into the

creation of the updated Master Street Plan Map.

### **2.1 – Gap Analysis**

The Consultant will use the information developed in Task 1 to identify network areas of deficiency.

### **2.2 – Alignment Considerations**

The Consultant will analyze alignment alternatives at a conceptual level. This task anticipates looking at alignments of up to ten (10) roadways. The Consultant will work with the MPO and use available contours, parcel data/ROW information, and flood plain data to aid in the recommendation of alignments. The Consultant will rely on the accuracy of the data collected. No roadway design or survey services are included in this scope of service.

### **2.3 – Street Context and Cross-Sections**

The Consultant will review the existing typical street cross-sections and recommend changes to the typical cross-sections. Cross sections will accommodate intersections and routes for heavy truck and evacuation routes, as well as transit and bike/pedestrian activity. The Consultant will provide an exhibit illustrating updated cross-section recommendations.

### **2.4 – Deliverables**

- Exhibit with recommended alignment modifications; and
- Exhibit showing updated cross-section recommendations.

## **TASK 3 - PUBLIC INVOLVEMENT**

### **3.1 – Stakeholder Outreach**

The MPO will establish a stakeholder group composed of public and private entity representatives to define a set of goals and objectives for the plan as well as provide local insight on draft recommendations. The purpose of public sector outreach is to receive feedback on what types of facilities the staff will support in their rights-of-way, identify any limitations (e.g. facility types, lengths, locations) which they would not support, and to generate a common vision for the network. The purpose of private sector outreach is to understand the impacts of recommendations on the development community. The Consultant will create engagement tools (e.g. questionnaires, surveys, visual aids, etc.) to optimize the desired feedback.

The Consultant will provide personnel, documents and visual aids for two (2) meetings with stakeholders. Visual aids for the stakeholder meetings may be the same as those used for public meetings. The Consultant will coordinate with the MPO staff when scheduling the location and times for these meetings. In addition to the face-to-face meetings, the Consultant will distribute digital tools (on-line website with citizen survey, survey equipment, iPad kiosks at public libraries, city halls, etc.) to enhance stakeholder participation. These may be the same tools used for public participation.

### **3.2 – Public Involvement Methods**

The Consultant is expected to utilize a range of public involvement methods to reach and engage diverse populations to maximize citizen input. The planning process shall combine face-to-face public meetings with the use of digital tools to enhance community participation. Conduct public involvement utilizing digital citizen surveys, open houses, workshops, social media, on-line public engagement and other public outreach methods to gather citizen input, feedback and gain community support. Community engagement may include, but is not limited to, design, creation and launch of an on-line website with

citizen survey, survey equipment (iPad kiosks at public libraries, city halls, etc.), virtual public meeting or open house, interactive techniques during public meetings and other public outreach activities customized to the greater Tyler Area MPO community. The plan will include documentation of all stakeholder involvement activities and provide a summary of the feedback garnered.

### **3.3 – Public Meetings and Presentations**

The Consultant will provide personnel, documents and visual aids for three (3) public meetings. One meeting will be presentation of the plan to the Tyler City Council for adoption. The Consultant will coordinate with the MPO staff when scheduling the location and times for these meetings.

### **3.4 – Website and Social Media Tools**

In addition to the face-to-face meetings, the Consultant will distribute digital tools to enhance public participation. The MPO, through the City of Tyler, can assist with publications and media outreach. The Consultant will submit all proposed social media posts to the MPO to coordinate approval and posting by the City of Tyler.

### **3.5 – Deliverables:**

- A brief memorandum for each stakeholder meeting describing the event, attendance, questions, comments about the study, outcomes, and follow up needed;
- A brief memorandum for each public meeting describing the event, attendance, questions, comments about the study, outcomes, and follow up needed; and
- A brief memorandum outlining reoccurring statements made through the digital engagement activities.

## **TASK 4 – RECOMMENDATIONS**

### **4.1 – Evaluation of Transportation Policies and Codes**

The Consultant will review subdivision regulations, transportation policies and codes that apply to the development of the thoroughfare plan. The consultant team will compile a list and reference each policy or ordinance that is applicable to the project. Inconsistencies and gaps in the list will be identified and recommendations provided. Based on the results of the evaluation, the Consultant and MPO will meet with City, County and TxDOT staff to compare evaluations and recommendations. In this meeting, the Consultant will discuss which documents to recommended to keep as-is, revise, remove, or replace. This evaluation will create a list of implementation items to be updated to enhance the transportation systems.

### **4.2 – Network Recommendations**

Based on the data assessment, public and stakeholder input, the Consultant will identify proposed routes, categorize the street context (e.g. urban, rural, etc.), and classify the facility type (e.g. arterial, collector, etc.). The consultant team will also identify key intersections where additional ROW may be needed for future improvements. The proposed thoroughfares will be determined from the existing and future needs assessment. The consultant will also focus on proposing recommendations which complement any existing thoroughfare plans. A listing of discrepancies and recommendations corrective action will be included.

The Consultant will develop a map in GIS of improvements showing existing and future roadway corridors (arterials and collectors). The GIS database will include, at a minimum, street names, existing ROW, needed ROW, existing number of lanes, final number of lanes, street context, and functional classification.

#### **4.3 – Cross-Section Recommendations**

The plan will include typical street cross-section recommendations for all functional classifications and street contexts. The typical cross-sections will include provisions for active transportation elements and median improvements where appropriate.

#### **4.4 – Best Practices and Policy Recommendations**

The Consultant will propose best practices and policies for the local agencies to support implementation of the plan. The report should propose items such as:

- Best practices on street connectivity (e.g. connectivity index, cul-de-sacs, and block length);
- Recommended policies for driveway spacing (both on the same side of the street and on the opposite side) that should be implemented on different functional classifications;
- Guidelines for how much a proposed thoroughfare alignment can be altered without requiring an amendment to the plan; and
- A process for analyzing a street to determine if the functional classification should be amended.

#### **4.5 – Deliverables**

- A PDF map of the draft network recommendations;
- PDF copies of the draft cross-section recommendations; and
- A brief memorandum of improvement recommendations and any identified discrepancies with current thoroughfare plans.

### **TASK 5 – FINAL REPORT**

#### **5.1 – Report Contents**

The Consultant will deliver a final report which addresses all Federal transportation planning requirements and reasonably satisfies all comments made during the public involvement phase of the project. The report will include a description of the public engagement and contain a summary of how the feedback was incorporated into the decision making process. The report shall be delivered in 8.5x11 inch portrait format. Separate maps, drawings and or other exhibits may be printed larger 8.5x11 in order to provide optimal detail.

#### **5.2 – Draft Plan**

The Consultant will document the project methodology, alternatives, and recommendations in a draft study report for submittal to the MPO. The draft will be made available to the stakeholder group to review and provide feedback. Based on these comments, the Consultant shall make the necessary changes to finalize the report. Should conflicting comments be submitted, the MPO will decide how to address the comments.

#### **5.3 – Presentation**

Upon completion of the final report, the Consultant will present final report to the MPO Transportation Policy Committee and the Tyler City Council. The Consultant and the MPO will agree on presentation dates in line with MPO and Tyler City Council calendars.

#### **5.4 – Deliverables**

- Three (3) paper copies of the report (8.5x11 portrait format) and exhibits;
- One (1) digital copy of the report (8.5x11 portrait format) and exhibits in Adobe PDF format;
- One (1) digital copy of the report in an editable format (e.g. MS Word or other common program);

- PDF copies of all system map(s) in the report sized to their original aspect ratio; and
- GIS shapefile(s) (ESRI format or compatible) and associated database(s) of the finalized network proposal.

**END OF EXHIBIT A**