

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS



REQUEST FOR QUALIFICATIONS

#12-06

PROGRAM IMPLEMENTATION MANAGER AND TECHNICAL SUPPORT TEAM FOR A REGIONAL TRANSPORTATION COORDINATION PROGRAM

March 10, 2006

I. The Metropolitan Washington Council of Governments and the National Capital Region Transportation Planning Board

The Metropolitan Washington Council of Governments (COG) is the regional organization of nineteen of the Washington area's major local governments and their governing officials, plus area members of the Maryland and Virginia legislatures and the U.S. Senate and House of Representatives. COG provides a focus for action on issues of regional concern such as comprehensive transportation planning, air and water quality management plans, environmental monitoring, tracking economic development and population growth and their implications on the region, coordinating public safety programs, and promoting adequate child care and housing for the region. COG is supported by financial contributions from its participating local governments, federal and state government grants and contracts and through donations from foundations and the private sector.

The National Capital Region Transportation Planning Board (TPB) at COG is designated under federal law as a Metropolitan Planning Organization (MPO) and is responsible for coordinating metropolitan transportation planning for the Washington region. Members of the TPB include representatives of the transportation agencies of the states of Maryland and Virginia and the District of Columbia, local governments, the Washington Metropolitan Area Transit Authority (WMATA), the Maryland and Virginia General Assemblies, and non-voting members from the Metropolitan Washington Airports Authority and federal agencies. As the federally-designated MPO, the TPB provides oversight to the region's Unified Planning Work Program (UPWP) under U.S. Department of Transportation requirements. The TPB also provides oversight on other planning and implementation activities related to regional transportation, such as the Commuter Connections alternative commute programs and the Street Smart pedestrian safety campaign.

II. Overview

The major transportation agencies of the Metropolitan Washington area are implementing a Regional Transportation Coordination Program, provisionally known as “CapCom”, to provide for better management of transportation system surges and impacts from regional incidents. While state and local transportation and public safety agencies are and will continue to be the responders to incidents, the new regional program will assist those agencies, as well as other stakeholders and the general public, by addressing the regional “ripple effects” of incidents. It will accomplish this goal by integrating transportation agencies’ information technology systems, by fostering regional coordination of transportation agency operating procedures, and by developing and supporting means of making timely, accurate transportation information available to the public.

To support the goals of the regional program, this Request for Qualifications (RFQ) addresses the hiring of a Program Implementation Manager and Technical Support Team to assist member transportation agencies in program implementation.

(Note: The provisional name “CapCom” will be replaced with another name due to trademark issues. This document will refer to the program by the term “Regional Transportation Coordination Program”.)

III. Background

On October 19, 2005, the TPB added a multi-year Regional Transportation Coordination Program to the regional financially Constrained Long-Range transportation Plan (CLRP) and Transportation Improvement Program. This program is a partnership of members of the Regional Transportation Coordination Program “Steering Committee”, currently composed of representatives of the District of Columbia Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), the Virginia Department of Transportation (VDOT), and the Washington Metropolitan Area Transit Authority (WMATA). On December 21, 2005, the TPB took further action to endorse the hiring of an implementation manager through COG to help speed progress on the program, resulting in the issuance of this Request for Qualifications.

The development of the Regional Transportation Coordination Program has been advised in recent months by a study conducted by the U.S. Department of Transportation Volpe National Transportation Systems Center, in coordination with the Steering Committee. The major objectives of the Volpe effort were to develop a strategic plan, business process, and functionality of the Regional Transportation Coordination Program, with special emphasis on defining the initial work plan. The Volpe study will be an important guide for the work of the Program Implementation Manager.

A related project, the Regional Integrated Transportation Information System (RITIS), is being undertaken on behalf of the aforementioned agencies by the University of Maryland Center for

Advanced Transportation Technology. RITIS will provide the technical means for bringing transportation systems conditions and related information together into a single set of databases to support regional needs for comprehensive condition information. The Regional Transportation Coordination Program and RITIS will be coordinated through the oversight of the Steering Committee.

IV. Definitions Used in this Document

CLRP	-	Financially Constrained Long-Range Transportation Plan
COG	-	The Metropolitan Washington Council of Governments
Consultant/ Contractor	-	The term used throughout this document to describe the individual or organization awarded the prime contract based on this solicitation.
Contracting Officer	-	The Executive Director of the Metropolitan Washington Council of Governments
DBE	-	Disadvantaged Business Enterprise as defined in 49CFR§26
DDOT	-	The District Department of Transportation, District of Columbia
MDOT	-	The Maryland Department of Transportation
MPO	-	Metropolitan Planning Organization
Other Subcontractor	-	Any additional subcontractor hired by either the contractor or a subcontractor.
RITIS	-	The Regional Integrated Transportation Information System, under development on behalf of the region by the University of Maryland Center for Advanced Transportation Technology, is to provide technical means for a compilation of interagency transportation systems condition information to be shared
Selection Committee	-	The Committee established to review the proposals received under this solicitation and recommend selection of contractors to the COG Contracting Officers.

- Steering Committee - The Regional Transportation Coordination Program Steering Committee established to provide oversight to the implementation of the program.
- Subcontractor - Any subcontractor hired by the contractor.
- TIP - Transportation Improvement Program
- TPB - The National Capital Region Transportation Planning Board
- VDOT - The Virginia Department of Transportation
- WMATA - The Washington Metropolitan Area Transit Authority

V. Required Services

On behalf of the member agencies of the Regional Transportation Coordination Program Steering Committee, COG is seeking to contract for the services of a Program Implementation Manager and Technical Support Team. The Program Implementation Manager and Technical Support Team will design and manage the multi-agency implementation of the Regional Transportation Coordination Program priorities including (A) program initiation; (B) information systems development and integration; (C) business process design and development of interagency standard operating procedures; and (D) implementation of necessary support functions for the program. The Program Implementation Manager and Technical Support Team will work closely with staffs of the agencies comprising the Steering Committee, the transportation planning staff of COG, and staffs of other stakeholder transportation and public safety agencies of the Washington metropolitan area.

The full-time Program Implementation Manager will organize and support regular meetings of the Steering Committee and focus-area subcommittees to be formed as necessary, likely to include a Technical Systems Subcommittee and an Operating Procedures Subcommittee. The Program Implementation Manager will be assisted by a Technical Support Team of subject matter experts, who can be called upon on an as-needed basis to support development on particular tasks. Members of the Technical Support Team are not anticipated to be devoted full-time to the program.

It is anticipated that the Program Implementation Manager will spend significant amounts of time at COG as well as DDOT, MDOT, VDOT, and WMATA operations management centers located in the Washington and Baltimore metropolitan areas, and will need to be accessible to those centers. The proposer will have to provide appropriate office space and administrative support within the greater Washington-Baltimore metropolitan area, or within a reasonable daily commuting distance of the metropolitan area, in order to be accessible to stakeholders.

The performance of the Program Implementation Manager and Technical Support Team will be assessed on the extent to which they are able to achieve consensus and agreements among stakeholders on actions to be taken in the region in the following areas under Tasks A, B, C, and D.

Task A: Program Initiation

The Regional Transportation Coordination Program will begin with the Program Implementation Manager working with the Steering Committee to review the initial work plan recommended in the Volpe study and finalize an agreed upon work plan specifying goals, tasks, and deliverables for first year of the contract. This task is anticipated to be completed within the first two months of the contract.

Task B: Information Systems Development and Integration

The Regional Transportation Coordination Program is dependent upon a number of information systems used by the transportation and public safety agencies of the metropolitan area. It is anticipated that the integration and regional sharing of information technology systems and data bases will be addressed by the RITIS project noted above. To achieve the goal of regionally coordinating transportation management activities, information contained within these systems needs to be shared; such information sharing has both technical and operating procedures aspects. Initial activities will focus on systems of the four member agencies of the Steering Committee (DDOT, MDOT, VDOT, and WMATA). A primary duty of the Program Implementation Manager is to be knowledgeable on the key systems used by Steering Committee agencies, identify needs and opportunities for systems integration, and manage the process by which the Steering Committee agencies agree to implement actions needed for systems integration. The Technical Support Team will have subject matter experts who will support the project manager on regional program implementation on an as-needed basis. Tasks include:

- Work with Steering Committee and the Technical Systems Subcommittee to determine systems integration requirements
- Work with the Steering Committee and the Technical Systems Subcommittee to translate needs into specific project scopes, requirements, resources, milestones, and deliverables
- Budget and manage the project team resources in line with the overall program schedule and deliverables
- Provide overall structure and control for individual projects
- Implement project plans to meet project objectives, developing work breakdown structures, schedules, resource plans, and communication plans

- Develop and maintain key project metrics, perform critical path analysis against project schedules, and provide analysis and corrective action utilizing an earned value management approach
- Conduct risk management analysis and develop mitigation plans as well as contingency plans with the Steering Committee and the project team
- Work directly with staffs of the region's major Transportation Management Centers to assist in development of necessary technical systems
 - Integrate and coordinate project activities ensuring a smooth implementation in and across the client agencies
 - Oversee system integration and release plans, training of staff, and coordination of technical systems among the Transportation Management Centers
 - Assist in development of bridge systems among the centers' information technology (IT) systems
- Ensure quality assurance processes are developed and implemented for each major deliverable
- Resolve conflicts and take corrective action when problems arise.

Task C: Business Process Design and Development of Interagency Standard Operating Procedures

The Regional Transportation Coordination Program is dependent upon the actions and operating procedures of multiple transportation and public safety agencies. Consequently, regional coordination is dependent in part upon how individual agencies' operating procedures and staffs interface with other agencies. The Program Implementation Manager, assisted by the Technical Support Team, will review ongoing operations and available operating procedures to identify opportunities for improved coordination during regional incidents. The Manager will be knowledgeable on the business processes and operating procedures of the region's transportation agencies, identify needs and opportunities for interagency standards and individual agency enhancements, and manage the process by which the Steering Committee agencies will implement actions needed for operations coordination. Tasks include:

- Work with the Steering Committee and the Operating Procedures Subcommittee to determine business process design and interagency standard operating procedures requirements, and develop a regional concept of operations as the umbrella to the Standard Operating Procedures (SOPs)
- Work with the Steering Committee and the Operating Procedures Subcommittee to translate needs into specific project scopes, requirements, resources, milestones, and deliverables
- Budget and manage the project team resources in line with the overall program schedule and deliverables
- Provide overall structure and control for individual projects

- Implement project plans to meet project objectives, developing work breakdown structures, schedules, resource plans, and communication plans
- Develop and maintain key project metrics, perform critical path analysis against project schedules, and provide analysis and corrective action utilizing an earned value management approach
- Conduct risk management analysis and develop mitigation plans as well as contingency plans with the Steering Committee and the project team
- Integrate and coordinate project activities ensuring a smooth implementation in and across the client agencies
 - Oversee system integration and release plans and training of staff
 - Ensure consistency of standard operating procedures in the Transportation Management Centers
- Ensure quality assurance processes are developed and implemented for each major deliverable
- Resolve conflicts and take corrective action when problems arise.

Task D: Program Administration and Support

The Steering Committee will provide oversight to the Regional Transportation Coordination Program. The Program Implementation Manager will participate in administrative and financial tasks with Steering Committee agencies, and support the Steering Committee and any other committees or subcommittees to be formed as a part of the program. Tasks include:

- Develop annual work programs and budgets, with specific goals and objectives, addressing Tasks B and C above and related activities
- Establish and implement a performance management function, and identify appropriate metrics to ensure that goals, objectives and/or strategic initiatives are attained ('measure what you manage')
- Recommend purchases and assist in developing scopes of work for contractors, and advise oversight of contracts by COG or Steering Committee member agencies
- Report on progress to the TPB, the Steering Committee and subcommittees, including phase and milestone reviews
- Provide reports and undertake liaison activities to other regional stakeholders on program development and implementation.

VI. Type of Contract and Period of Performance

COG will award a task order contract to the selected CONTRACTOR, which is anticipated to include a full-time task for the Program Implementation Manager from notice to proceed until June 30, 2007, and may include additional tasks for additional subject matter expert personnel from the CONTRACTOR or subcontractors on an as-needed basis. The period of performance of the contract will be from the date of notice to proceed to June 30, 2007. Based on the

performance of the CONTRACTOR and the advice of the Steering Committee, COG may elect to extend the period of performance through three one-year option periods. COG will conduct a performance review sixty (60) days prior to the termination date of each contract year. The CONTRACTOR will be provided thirty (30) days notice of COG's intention to either extend the period of performance or to terminate the contract. The total budget of this contract is anticipated not to exceed \$620,000 for the period from notice to proceed to June 30, 2007, with the potential one-year renewals not to exceed \$310,000 per year. The source of funding is a federal transportation grant provided through VDOT to COG, with matching funds provided by DDOT, MDOT, and VDOT. There is no minimum level of funding guaranteed in this contract. COG will proceed with the contract only if anticipated federal and state funding is provided to COG by funding agencies.

VII. Other Conditions

1. Federal, State, or foreign taxes are not allowable.
2. Legal fees of any type are not allowable without prior written approval of COG.
3. In the event the project is terminated by administrative action, the CONTRACTOR will be paid for work actually performed to the date of termination.
4. Any work to be subcontracted to a "Subcontractor" shall be clearly identified and such "Subcontractor" shall be approved by COG prior to contract issuance.
5. The CONTRACTOR, acting as an independent contractor, shall hold COG harmless from and shall be solely responsible, where found liable, for the payment of any and all claims for loss, personal injury, death, property damage, or otherwise, arising out of any act of omission or negligence of its employees or agents in connection with the performance of this work.
6. In case of failure by the CONTRACTOR and/or Subcontractor to perform the duties and obligations imposed by the resulting contract, COG may, upon verbal notice, to be confirmed in writing, procure the necessary services from other sources and hold the CONTRACTOR and/or Subcontractor responsible for any and all additional costs occasioned thereby.
7. The CONTRACTOR covenants that it presently has no interest, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this contract. The CONTRACTOR further covenants that in the performance of this contract, no person having any such interest shall be employed.

8. It is understood that should, for any reason, the funding source for the proposed contract suspend payment to COG, COG will notify the CONTRACTOR that payment is suspended, as of the date of the notification, until such time as COG's funding source resumes payments to COG.
9. Payment shall be made to the CONTRACTOR thirty (30) days following the receipt of a correct invoice from the CONTRACTOR and approval of the COG Project Manager. CONTRACTOR shall submit its final invoice within 30 days of the termination of the contract.

VIII. Equal Employment Opportunity

- a. In connection with the execution of this CONTRACT, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. The CONTRACTOR shall take affirmative action to insure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, age or national origin. Such actions shall include but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff; or termination, rates of pay, or other forms of compensation; and selection of training, including apprenticeship.
- b. No qualified disabled applicant for employment, or employee, shall, on the basis of disability be subjected by the CONTRACTOR to discrimination in employment under any program or activity that receives or benefits from financial assistance under this CONTRACT. CONTRACTOR shall make reasonable accommodation to the known disabilities of an otherwise qualified applicant for employment, or current employee, unless the CONTRACTOR can demonstrate to COG that the accommodation would impose an undue hardship on the operation of the PROJECT. Reasonable accommodation shall be as defined in Title 49, Code of Federal Regulations, Part 27.33.

IX. Proposal Structure

Respondents must follow the prescribed format or they may be deemed nonresponsive. Adherence to the proposal format by all respondents will ensure a fair evaluation of each response with regard to the needs of COG, the TPB, and the Steering Committee. The letter transmitting the proposal must be signed by an officer authorized to bind the respondent as required by this RFQ. Three separate chapters shall be prepared as described in the following section:

Chapter 1: Qualifications of the Firms and Personnel

This section should provide the professional credentials and experience of all of the proposed firms and their respective key personnel proposed for this contract. Although standard personnel resumes may be included as attachments to the proposal, amplification specific to this RFQ is required in this section. The absence of such contract specific information will be considered as nonresponsive.

The qualifications of the Program Implementation Manager proposed for this contract shall include:

- Bachelor's and/or Master's degree in transportation, civil engineering, electrical engineering, mechanical engineering, industrial engineering, computer science, or a related field
- Five or more years professional senior-level project management experience, including requirements analysis, resource planning, risk management, and quality assurance; Project Management Institute (PMI) or other project management certification preferred
- Must be well-versed in large-scale and complex Systems Engineering methodologies
- Detailed knowledge and experience with Intelligent Transportation Systems (including the national and regional ITS standards), incident management, and traveler information systems
- Ability to work in a dynamic environment with complex jurisdictional and policy issues
- Well-developed interpersonal skills, including the ability to maintain relationships with individuals and agencies with different perspectives, and conflict-management skills
- Good oral and written communications skills, including the ability to communicate effectively with the general public, news media, technical experts, transportation professionals, and elected officials.

The qualifications for the members of the Technical Support Team for this contract shall be described in the proposal, and shall include education and work experience of types and levels appropriate for each team member's subject matter activities, such as information technology, transportation engineering, transportation operations, or other necessary expertise.

Chapter 2: Cost Proposals

Respondents shall provide the fully burdened hourly rates for each of the key personnel that will be proposed for this project. The respondent shall provide a matrix showing which of the key personnel will be assigned the tasks shown in Chapter 1, and the anticipated percentage of their

time allocated to such tasks. It is understood that the key personnel may only be substituted with the express written authorization of the COG Contracting Officer; substitution will be discouraged. COG will reimburse for in-region travel expense at the then current federally authorized rate. Out-of-region travel expenses must be approved in advance by the COG Project Manager.

All costs, including administrative, travel, and other expenses, must be accommodated within the total budget noted in Section V.

Chapter 3: References

The proposed CONTRACTOR, and any Subcontractor or "Other Subcontractor" shall provide at least three references whom COG may contact regarding similar work performed. Names, titles, addresses, and telephone numbers should be included for each reference. All three of these references should include work in which key personnel proposed to COG for this program have served. Any proposed Subcontractor shall provide at least three references whom COG may contact regarding similar work performed. Names, titles, addresses, and telephone numbers should be included for each reference. All three references should include work in which key personnel bid to COG for this program have served.

X. Pre-Proposal Meeting

To address technical and contractual questions, there will be a pre-proposal meeting on Thursday, March 23, 2006 at 9:30 AM in COG's offices, located at 777 North Capitol Street, NE, in the lobby level Conference Rooms 4 & 5, Washington, D.C. Please notify Carl Kalish by email (ckalish@mwkog.org) if you plan to attend the pre-proposal conference.

XI. Submission Date and Contact

All respondents shall submit eight (8) copies of their proposal to:

Carl R. Kalish, CPPO
Director of Purchasing and Facilities
Metropolitan Washington Council of Governments
777 North Capitol Street, NE
Suite 300
Washington, D.C. 20002-4239

All proposals must be received by 2:00 p.m., April 7, 2006. To be eligible for consideration, proposals must be responsive to all items in this RFQ.

XII. Method of Evaluating Proposal and Contractor Selection

Proposal Evaluation

The proposals will be evaluated by a Selection Committee. In evaluating the proposals, the following factors will be considered, with points awarded up to the maximum shown:

	<u>FACTOR</u>	<u>POINTS</u>
1.	Cost and Price Analysis	20
2.	Knowledge of transportation operations coordination issues	30
3.	Experience of the Contractor(s) and Key Personnel and Availability of Key Personnel	35
4.	DBE Participation	15
	Maximum Total Points	100

Disadvantaged Business Enterprise

Disadvantaged Business Enterprise (DBE) participation shall be an integral component of the selection process for this RFQ. Disadvantaged Business Enterprises is as defined in 49 CFR § 26. A total of 15 possible points (out of a maximum of 100 points) may be awarded for DBE participation, as measured in dollars, either as the CONTRACTOR or "Subcontractor". DBE points are to be awarded as follows:

<u>PARTICIPATION</u>	<u>POINTS</u>
10% to 14%	3
15% to 19%	6
20% to 24%	9
25% to 34%	12
35% or more	15

In the event of a tie score between two or more proposals, the proposal with the largest percentage of DBE participation, as measured in dollars, will be awarded the contract. All respondents must

provide, at the time the proposals are submitted, a copy of the certification of DBE ownership for those firms claiming such status. The certification must have been obtained from a Federal, state, or local government agency that regularly issues such certification, and must be current and valid. DBE points will not be awarded without current certifications. Certifications from the Metropolitan Washington Airports Authority must be Disadvantaged Business Enterprise (DBE) not Local Disadvantaged Business Enterprise (LDBE).

Contractor Selection

The Technical Selection Committee may hold a pre-selection meeting with the top ranked proposers. The final recommendations for selection to the COG Contracting Officer may be made based upon the interviews and a best and final offer, submitted by the proposers if required.

XIII. Late Proposals, Modification of Proposals, and Withdrawal of Proposal

1. Any proposal received at the office designated in this RFQ after the exact time specified for receipt will not be considered and will be returned, unopened, to the sender, unless it is the only proposal received.
2. Any modification of a proposal is subject to the same conditions as in paragraph (1) above of this provision.
3. Proposals may be withdrawn by written or telegraphic notice received at any time prior to award.

**ATTACHMENT A
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

The prospective vendor certifies to the best of its knowledge and belief that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any department or agency of the District of Columbia, State of Maryland or the Commonwealth of Virginia or any of the 19 jurisdictions comprising the membership of the Metropolitan Washington Council of Governments (COG);
- Have not within a three year period preceding this date been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated above of this certification; and
- Have not within a three-year period preceding this date had one or more public transactions (Federal, State or local) terminated for cause or default.

Vendor understands that a false statement on this certification may be grounds for rejection of any submitted proposal or quotation or termination of any award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both if federal funds are being used to support the procurement.

Typed Name of Vendor

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date