



REQUEST FOR PROPOSAL

Metropolitan Transportation Plan Financial Forecast

I. Introduction

The Spokane Regional Transportation Council (SRTC) is requesting submittals from qualified consultants to prepare a financial forecast for its Metropolitan Transportation Plan (MTP) update. The forecast will estimate the amount of transportation revenue the Spokane region can reasonably anticipate within the MTP's 2045 planning horizon year. Tasks will include analyzing historical revenue trends, identifying potential funding sources, and developing future revenue assumptions. The forecast will be used to generate the MTP's fiscally constrained project list. SRTC reserves the right to amend terms of this Request for Proposal (RFP) to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort consultants have spent on their responses.

Proposals must be received on or before 5:00 p.m. on June 5, 2020.

Contact Information

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Americans with Disabilities Act (ADA) Information

SRTC in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Julie Meyers-Lehman at julieml@srtc.org or by calling (509) 343-6370.

Title VI Statement

SRTC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Dates of publication in the Spokesman Review: May 15, 2020 and May 22, 2020.

II. Submittal

Submittals should include the proposing firm's name and contact information. Please submit your proposal to David Fletcher by email at dfletcher@srtc.org no later than 5:00 pm (Pacific Standard Time) on June 5, 2020. Proposals will not be accepted after that time and date. All proposals must be submitted in PDF format. Any questions regarding RFP shall be submitted by email to dfletcher@srtc.org by May 22, 2020. Responses to questions will be provided no later than May 29, 2020. SRTC will confirm receipt of submittal.

All proposals should **include the** incorporate the following elements:

1. A cover letter that has been signed by a party authorized to bind the entity submitting the qualifications.
2. A statement of qualifications from the proposing firm. This should include: (1) a description of relevant projects, including points of contact for completed projects; (2) an overview of the experience, qualifications and technical expertise of staff members that will be working on the project; (3) a reasonable estimation of availability and hours committed to the project for each proposed staff member; and (4) specific roles and responsibilities for the proposed individuals.
3. A detailed work plan describing the proposed process and associated deliverables.
4. A project schedule showing time requirements for individual tasks and deliverables.
5. Work product samples from previous efforts that illustrate the firm's ability to effectively communicate complex information.
6. Proposing firms are required to document any potential conflicts of interest in the submittal. A conflict of interest shall be cause for disqualifying a Proposer from consideration. A potential conflict of interest includes, but is not limited to:
 - Accepting an assignment where duty to the client would conflict with the consultant's personal interest, or interest of another client.
 - Performing work for a client or having an interest which could conflict with this contract.
 - Employing personnel who worked for SRTC or one of its member agencies within the past year.

SRTC will be the final determining body as to whether a conflict of interest exists.

III. Selection Criteria

All qualifications will be evaluated by a committee comprised of SRTC staff and staff members from local jurisdictions. The selection committee shall use the following criteria:

1. **Experience and Qualifications (30 points)**

Firms will be evaluated based on their related experience, the professional qualifications and relevant expertise of individuals assigned to the project, and their overall familiarity with long range transportation planning and revenue forecasting.

2. **Approach (30 points)**

Proposals will be reviewed for organization, innovation, understanding of the project and technical soundness.

3. **Availability (20 points)**

Proposals will be reviewed for a demonstrated ability to deliver the project in a timely manner, based on the proposed schedule in Section IV of this document. Proposals that deviate from the proposed schedule may still receive full points for this criterion provided they submit a revised schedule with a reasonable explanation for why the deviation is necessary.

4. **Past Performance and Product Samples (20 points)**

Work product samples will be evaluated based on their **clarity** in communication and ease of use.

Following selection of the firm, SRTC shall make available the scoring summary and comments upon two (2) days written noticed received either electronically, by U.S. mail, or personal delivery.

SRTC reserves the right to:

- Cancel this solicitation.
- Reject any and all submittals and re-advertise.
- Waive any informalities and irregularities in the submission process.
- Select the submittal(s) that, in its judgment, will best meet its needs.
- Negotiate a contract that covers selected parts of a submittal, or a contract that will be interrupted for a period or terminated for lack of funds.

All firms interested in this RFP (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, and to protect the integrity of the selection process. All questions on this selection process should be addressed in writing to David Fletcher, SRTC Project Manager for this effort.

IV. Project Overview and Scope of Work

The MTP Financial Forecast should include the following elements: (1) a complete assessment of the region's previous and potential transportation revenues from local, state and federal sources; (2) a list of assumptions pertaining to future revenues, based on an analysis of historical trends and any other relevant considerations; and (3) a forecast of the region's reasonably expected transportation revenues, by source, through the MTP's 2045 planning horizon year. Its study area is SRTC's Metropolitan Planning Area, which consists of Spokane County, in its entirety.

SRTC anticipates the MTP Financial Forecast will consist of the following four tasks:

Task 1: Inventory Potential Revenue Sources

The objective of this task is to identify and inventory all federal, state and local transportation revenue sources potentially available to the region through the planning horizon year. Eligible transportation project types should be identified for each potential revenue source.

- Deliverables: Memorandum detailing potential revenue sources and eligible transportation project types for each revenue source.

Task 2: Review Historical Transportation Revenues

The objective of this task is to evaluate the region's historic transportation revenues and investment priorities. This includes analyzing historical revenues generated by source and spending trends by project type.

- Deliverables: Memorandum and data tables detailing potential the region's historical transportation spending by funding source and project type.

Task 3: Develop Core Financial Forecast Assumptions

The objective of this task is to develop a set of financial assumptions regarding revenue sources that is based on the analyses performed in the first two tasks. These assumptions will be used to forecast future revenues in the final task.

- Deliverables: Memorandum listing the core financial assumptions and detailing the basis for their selection.

Task 4: Forecast Available Revenue

The objective of this task is to forecast available transportation revenues by source, through the planning horizon year. The forecast will be based on the assumptions developed in Task 3.

- Deliverables: Written document summarizing the project's findings and associated data tables listing available revenues by funding source.

Proposed Project Schedule

RFP Released	May 2020
Consultant Selected	June 2020
Tasks 1 and 2	July 2020
Tasks 3 and 4	August 2020