



**Request for Qualifications  
City of Victoria  
Thoroughfare Master Plan**

RFQ-PM-07152020

Date Issued: June 22, 2020

**RESPONSES MUST BE RECEIVED NO LATER THAN:  
1:30 PM CST July 15, 2020**

## I. INTRODUCTION

The Victoria Metropolitan Planning Organization and the City of Victoria, hereinafter referred to as the MPO and City, seeks responses to this Request for Qualifications (RFQ) from consulting firms and agencies qualified and experienced in developing local and regional Master Thoroughfare Plans. Qualified firms shall also demonstrate proven history of successful implementation and development of Master Thoroughfare Plans in a timely and efficient manner.

For questions concerning this RFQ packet, contact:

**Stephen Keen, MPO Coordinator | Transportation Planner**

**702 N. Main St, P.O. BOX 1758**

E: [skeen@victoriatx.gov](mailto:skeen@victoriatx.gov) | Ph: 361.485.3360

**Victoria, TX 77901**

The MPO and the City of Victoria, Texas, 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 Victoria and the MPO. This RFQ does not commit the City of Victoria or 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 Qualification Responses shall be submitted electronically via BidNet; or mailed to

Attention: Philip McGuill

Thoroughfare Master Plan Update RFQ Response

702 N. Main St, Suite 132,

Victoria, TX 77901 submission.

**All submissions must be received by 1:30 PM on July 15, 2020.**

The firm selected to provide this study is subject to approval by the Victoria City Council. The City of Victoria 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 Victoria 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 Victoria and the MPO, content and other factors being considered in the RFQ.

## II. OBJECTIVE

The Master Thoroughfare Plan (TMP) 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 meeting the anticipated long-term growth within the area. The TMP 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 MPO and City staff for implementation.

The TMP update will build upon previous plans and adopted policies, respondents to this RFQ are, still, 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.

### III. STUDY AREA

This project encompasses the urbanized area boundary of the Victoria MPO, the City of Victoria, Texas. The City of Victoria, Texas is located 30 miles inland from the Gulf of Mexico and is within a two-hour drive of Corpus Christi, Houston, San Antonio, and Austin. In 2018, the Victoria had an estimated population of 67,020, according to 2018 ACS data; however, given the City's geographic location, Victoria serves as a regional and retail hub to the surrounding seven county region or, approximately 250,000 people.

Historically, Victoria's development has occurred to the north and east of downtown and is expected to follow the same trajectory.

### IV. TIMEFRAME OF PROJECT

The work for this project is scheduled to begin on or about September 15, 2020. The term of the contract shall be for ten (10) months and shall commence upon receipt of a signed and dated contract agreement from both parties.

### V. SCOPE OF PROJECT

In this Scope of Work, Consultant refers to the Team of Consultants with the Prime Consultant serving as the principal contact with MPO and City staff. The scope of services to be provided by the Consultant involves developing a Master Thoroughfare Plan update for the City of Victoria and the Victoria 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, and a final map of the Master Thoroughfare Plan's adopted policy recommendations.

#### TASK 0: PROJECT MANAGEMENT AND COORDINATION

The Consultant's Project Manager, in coordination with 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.

#### **0.2-Progress Reports and Invoices**

The Consultant will review the project schedule and prepare monthly progress reports for review by the Planning Administrator. 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;
- D. And, 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 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 the City of Victoria's 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 Victoria Capital Improvement Plan
- C. Socio-Economic Inputs for 2045 Victoria MPO Travel Demand Model
- D. Thoroughfare Master Plan (1998/2018)
  - a. City of Victoria's Subdivision Ordinance, as it relates to transportation and dedication of rights-of-ways
  - b. City of Victoria's Design Guidelines and Standard Details, as it relates to transportation and dedication of rights-of-ways
- E. Paseo de Victoria
- F. City of Victoria Comprehensive Plan, with a particular focus on:
  - i. Existing City: Mobility
  - ii. Existing City: Growth Capacity and Infrastructure
  - iii. Future City: Mobility
  - iv. Future City: Growth Capacity and Infrastructure
  - v. Future City: Economic Opportunity
  - vi. Future City: Implementation
  - vii. City of Victoria Development Ordinances

### 1.2-Data Collection

Once data needs and sources are identified, staff 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 staff 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 number of lanes, estimated pavement width, estimated ROQ/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 City and MPO staff to 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

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 utilize the 2045 MTP's Public Involvement feedback and community surveys, completed in late 2019, as a starting point for the plans Public Involvement phase. The Consultant will develop and provide the MPO with an online public engagement to optimize the desired feedback.

The Consultant will provide staff with the necessary documents and visual aids to conduct two (2) stakeholder meetings. Visual aids for the stakeholder meetings may be the same as those used for public meetings. MPO staff and the Consultant will coordinate and schedule these meetings at a later date. Additionally, the Consultant will create an online digital tool to enhance stakeholder participation. These may be the same tools used for public participation.

### 3.1- Public Involvement Methods

The Consultant is expected to utilize the MPO's 2045 MTP Public Involvement process as a starting point for public involvement. The Consultant will provide staff with the necessary tools to enhance community participation. Community engagement may include, but is not limited to, design, creation and launch of an on-line website with citizen survey, virtual public meeting or open house, interactive techniques during public meetings, and other public outreach activities customized to the City of Victoria. The plan will include documentation of all stakeholder involvement activities and provide a summary of the feedback garnered.

### 3.2- Public Meetings and Presentations

The Consultant will provide personnel, documents, and visual aids for two (2) public meetings. One meeting will be presentation of the plan to the Victoria 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

The Consultant will coordinate with City staff to create and distribute a digital tool to enhance public participation. The MPO, through the City of Victoria, will assist with publications and media outreach. The Consultant will submit all proposed social media posts to City staff to coordinate approval and posting by the City of Victoria.

### 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
- Documents, visual aids, and an online, digital engagement tool for MPO staff to distribute to stakeholders

#### 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 City and MPO staff 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, State, and local transportation planning requirements and reasonable 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 an 8.5x11 inch portrait format. Separate maps, drawings, and/or other exhibit may be printed larger than 8.5x11 inches 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 a stakeholder group to review and provide feedback. Based on these comments, the Consultant shall make necessary changes to finalize the report. Should conflicting comment be submitted, the MPO will decide how to address the comments.

#### **5.3- Presentation**

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

#### **5.4 Deliverables**

- 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 MS Word format
- PDF copies of all system map(s) in the report sized to their original aspect ratio;
- And, GIS shape file(s) (ESRI format) and associated database(s) of the finalized network proposal.

## **VI. CONTENTS AND SPECIFICATIONS**

Submissions, as a minimum, must include the following information as described in the sections, 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 Scheduled**

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 section V, "Scope of Work." "The methodology for each task should be expanded and appropriately scheduled for the completion of the work. It is preferred that this contract be completed within ten months. The 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 prior City or MPO staff approval and resulting delays will be the responsibility of the contractor. The City and the MPO retain the right to request removal of any personnel found, in the opinion of MPO or City staff, 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 \$100,000. Respondents to this RFQ are **not** required 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.

## VII. EVALUATION PROCEDURES

1. The RFQ Evaluation Team will review the responses 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 (**July 15, 2020 at 1:30 PM CST**).
2. The Evaluation Committee may elect to interview respondents in order to clarify their responses and/or for the respondents to make oral presentations. If interview or presentations are held, the Evaluation Committee may re-evaluate the responses of those firms interviewed.
3. The Evaluation Committee reserves the right to contact respondents for clarification of information submitted. MPO and City staff, also, reserve the right to contact references to obtain information regarding past performance, reliability, and integrity.
4. Consortiums, joint ventures, or teams submitting qualification statements will not be considered responsive to the 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."

## VIII. EVALUATION CRITERIA

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

Evaluation Criteria	Description	Points
Professional Qualification of Team	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.	40
Experience/Availability of Project Manager and Consultant Team	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.	15
Understanding of the Project Scope	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.	40
Special Considerations	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.	5
<b>Total</b>		<b>100</b>

## IX. CONTRACT AWARD

Evaluation team scores for each respondent will be averaged in various ways with the City and 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 Victoria and the MPO. The targeted date for City Council approval is August 18, 2020. The City Council reserves the right to change that date.

## X. 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.

## XI. 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:

1. Equal Employment Opportunity – Successful respondent will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.
2. 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.

3. 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.

## XII. CITY AND MPO RESPONSIBILITIES

The Victoria MPO are responsible for project administration and final decisions on all contractual matters. further inquiries as to the Scope of Work should be directed to:

**Stephen Keen**

**MPO Coordinator | Transportation Planner**

[skeen@victoriatx.gov](mailto:skeen@victoriatx.gov)

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 July 10, 2020.

Responses to inquiries about the RFQ and attachment and/or any addendums will be posted on the City of Victoria’s webpage.