

**SANTA FE METROPOLITAN PLANNING ORGANIZATION (MPO)**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**2015-2040 METROPOLITAN TRANSPORTATION**  
**PLAN (MTP) UPDATE**

**I. BACKGROUND:**

The Santa Fe MPO in conjunction with the procurement process set forth by the City of Santa Fe invites you to respond to this “Request for Qualifications” for the five year update of the 2015-2040 Santa Fe Metropolitan Transportation Plan (MTP). The project proposal shall be received no later than Friday, October 17th, 2014 by 2:00 p.m.

The 2015-2040 MTP update is a federal requirement under MAP-21 legislation. The content of this plan covers all modes or forms of surface transportation including pedestrian and bicycle facilities, public transit, and roadways. It is also "inter-modal" in that it examines facilities where people, or goods, can transfer from one form of transportation to another. The plan must be fiscally constrained to demonstrate consistency between proposed transportation investments and reasonably available sources of revenue.

The selected firm will provide “technical support, coordination and documentation/plan formatting services” in the context of Federal, State and local transportation planning requirements, by assisting with integration of the following planning initiatives:

1. Santa Fe MPO Pedestrian Master (in progress/completion Feb. 2015)
2. Santa Fe MPO Public Transit Master Plan (in progress/completion Feb. 2015)
3. Santa Fe MPO Metropolitan Bicycle Master Plan (completed 2012)
4. New Mexico Department of Transportation: 2040 State Long-Range Multi-Modal Plan (Spring 2015)

(It is the goal of the Santa Fe MPO to have each Master Plan completed and approved by the end of March, 2015 and the updated 2015-2040 MTP completed for review by April, 2015 and approved by the end of June of 2015.)

The selected firm will:

- Assist the Santa Fe MPO with developing a scope of work that details an agreed upon strategy for the development of a successful MTP update.
- Demonstrate expertise surrounding MAP-21 and the federal requirements necessary for the update of the MTP in 2015.
- Review, edit and integrate the following and other information deemed necessary in a seamless manner:
  - Demographics and transportation related trends revealed through existing master planning initiatives in a manner that each plan has data and information that aligns with each other;
  - Updated GIS maps that have consistent graphic elements throughout the document;
  - An integrated transportation level of service policy incorporating all modes of transportation utilizing the most up-to-date and innovative approaches in a manner that provides a comprehensive and balanced analysis of each applicable mode; and
  - A strategic implementation element that strives to maximize the policies, objectives and recommended projects ability to meeting all goals in a manner that is timely and realistic. The strategic implementation element will encompass goals, policies and projects from each of the MPO Master plans and the State Long-Range Multi-Modal Plan in a manner that is concise, user friendly, visually attractive with consideration to funding constraints and timelines.

- Incorporate existing public input data and pending public input efforts conducted by the Santa Fe MPO staff. (The selected firm will not be asked to provide public input services.)
- Review and utilize the existing 2010-2035 MTP, the Santa Fe MPO Public Participation Plan, the Santa Fe MPO Bicycle Master Plan and other relevant policy documents as guiding resources for plan development. Please note, elements found in the 2010 MTP are an excellent source to support this project scope. The contractor will work closely with a staff team from the Santa Fe MPO to produce the final product.

## **II. REQUIREMENTS:**

### **A. Consultant Team and Resumes**

Provide a personnel summary of individuals participating including roles, task-lead responsibility, percentage of the project, and professional resumes. Identify relevant similar projects and the contributions of the individuals.

### **B. Consultant's Experience**

Describe experience with MPO Long Range Transportation Plans and similar work with federal requirements. Identify previous project work experience that is relevant to this project. Highlight the key features and benefits produced by the Consultant in that project. Identify which of the team members proposed for this project also worked on the example project. Provide contact names, phone number and e-mail addresses for at least four (4) representative example projects.

## **III. ANTICIPATED WORK TASKS AND CONSULTANT'S PROJECT UNDERSTANDING AND APPROACH**

Provide a clear statement of the project, including the overall objectives and key challenges as your team understands them. Provide an outline of specific tasks to be performed indicating what will be done, in what sequence, and as led by whom. Describe key features of the planning approaches that could be employed by the project team, noting any previous experience with these features.

- List all major tasks and activities (see discussion of tasks below)
- List all deliverables
- List any key assumptions
- List any optional services or deliverables and identify why/when these should be included
- Propose a project schedule
- Describe project management approach
- Describe project staffing plan and lead office location

## **IV. EVALUATION OF QUALIFICATIONS AND CONSULTANT SELECTION**

Submittals will be reviewed by a team including members of the MPO's Technical Coordinating Committee.

The project proposal shall be received no later than Friday, October 17th, 2014 by 2:00 p.m. Maximum length of submittals is thirty (30) pages on 8.5"x11" paper.

The total proposed cost estimate, for this update shall be less than \$50,000.00 and must include gross receipts taxes to be paid by the contractor. Scoring/Evaluation of proposals includes: Proposed Fee/Cost (20%); Prior experience conducting similar studies (40%); Proposed project schedule and timing (40%).

The proponent shall submit four (4) sets of the proposal to: Erick Aune, Transportation Planner, Santa Fe MPO. Housing and Community Development Dept., Rail District Offices  
City of Santa Fe, Post Office Box 909, Santa Fe, NM 87504-0909

Thank you, I may be reached at 505-955-6664 or [cjaune@santafenm.gov](mailto:cjaune@santafenm.gov)