



Ozarks Transportation Organization  
205 Park Central East, Suite 205  
Springfield, MO 65806  
Phone: (417) 865-3042

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**REQUEST FOR PROPOSAL:** RFP 002-2011, DEVELOPMENT OF ELECTRONIC  
TRANSPORTATION IMPROVEMENT PROGRAM

**DEADLINE:** *Wednesday, December 21, 2011 at 4:00 PM*, Central Standard Time

**DELIVERY LOCATION:** 205 Park Central East, Suite 205, Springfield, MO 65806

**PURCHASING AGENT:** Debbie Parks, [dparks@ozarkstransportation.org](mailto:dparks@ozarkstransportation.org)

**DATE OF ISSUE:** November 22, 2011

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**REQUEST FOR PROPOSAL**  
**RFP 002-2011**  
**DEVELOPMENT OF ELECTRONIC TRANSPORTATION**  
**IMPROVEMENT PROGRAM**

No late proposals will be accepted. RFP'S shall be submitted in an envelope with the Request for Proposal number and the Proposer's name and address clearly indicated on the envelope. All submissions must be completed in ink or typewritten and submitted by the time and date above.

Proposers are strongly encouraged to carefully read the entire Request for Proposal.

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The undersigned hereby offers to furnish & deliver the services as specified, at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal by the Proposer unless upon mutual written agreement by the Proposer and the OTO Executive Director.

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Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SCOPE OF WORK

1. **PURPOSE.** Ozarks Transportation Organization (OTO) located in Springfield, Missouri requests submissions from firms interested in being selected to develop a web-based user interface with a searchable map to produce the Transportation Improvement Program for OTO. OTO expects to select one firm to provide program development services. OTO receives federal, state and local grant funding and other funding from local governmental entities.
  
2. **BACKGROUND.** Ozarks Transportation Organization (OTO) Metropolitan Planning Organization (MPO) is the federally designated regional transportation planning organization that serves as a forum for cooperative transportation decision-making by state and local governments, and regional transportation and planning agencies. MPO's are charged with maintaining and conducting a "continuing, cooperative, and comprehensive" regional transportation planning and project programming process for the MPO's study area. The study area is defined as the area projected to become urbanized within the next 20 years.

OTO's Board of Directors includes local elected and appointed officials from Christian and Greene Counties, and the cities of Battlefield, Nixa, Ozark, Republic, Springfield, Strafford and Willard. It also includes technical staffs from the Missouri Department of Transportation, Federal Highway Administration, Federal Transit Administration, and the Federal Aviation Administration and members from public transportation providers and citizen representatives.

One of the essential functions of the OTO is the programming of state and federal transportation funds via the Transportation Improvement Program (TIP). The current document can be found at <http://www.ozarkstransportation.org/TIP/2012-2015/TIP2012-2015.pdf>. The TIP, as it is now created, is a combination of Excel and Word documents that must be revised yearly to create the final document in a .PDF. OTO is interested in expanding the TIP from a static document to a database with mapping, tracking, and reporting capabilities, as well as internet accessibility.

All base map data will be made available for this project.

3. **REQUIREMENTS.** It is expected that the selected firm will provide an "off the shelf" database that at a minimum features the following:
  1. Web-based – allow member agencies to enter project information via OTO website. Both project applications and project status reports should be able to be submitted online.
  2. Graphical/GIS capabilities.
  3. Ability to download spreadsheets.
  4. Ability to filter and sort data for various reporting requirements.
  5. Ability to search current and prior year projects.
  6. Multi-user ability.
  7. Automatically determine local match requirements for different federal/state fund types.
  8. Ability to carry multiple project numbers per project.

9. Ability to combine/split projects.
10. Ability to produce annual report on all obligations for all fund types.
11. Ability to lump-sum and break down types of projects by type.
12. A printable report component for public distribution that utilizes the database similar to the existing report.
13. A component to track projects and monitor fund balances, including amount allocated, amount programmed, and amount obligated.
14. Ability to mark projects as draft versus active projects and original versus amended projects.
15. A versioning function to indicate the final versus working product (final TIP document).
16. Ability to expand and add other features.
17. Program should be easily maintained by a small staff.
18. Training for staff should be included in the proposal.
19. The project must be implemented no later than March 30, 2012.

Examples of online systems, though not exact, include:

<http://volusiatip.edats.com/>

<http://mag.ms2soft.com/tcds/tsearch.asp?loc=Mag&mod=> (Click on the PMDS Module)

<http://66.119.8.142/ChristianCountyGISViewer/default.aspx>

**4. OTO POLICIES AND PROCEDURES.** The following OTO policies and procedures are applicable to the RFP:

A. This RFP does not commit OTO to select a Contractor or to pay any costs incurred in the preparation or mailing of the submittal.

B. OTO reserves the right to the following:

1. To waive minor deficiencies and informalities;
2. To accept or reject any or all submissions received as a result of the RFP;
3. To obtain information concerning any or all Contractors from any source;
4. To request an oral interview from any or all Contractors.
5. If the selected firm undergoes a change of key personnel, OTO reserves the right to approve any substitute personnel or terminate the services at OTO's sole discretion.

C. OTO complies with Federal Contracting Requirements. These clauses will be incorporated into the contract. A list of applicable contract language can be found on the OTO website: <http://www.ozarkstransportation.org/notices>.

**5. SCHEDULE.** The following is the schedule of events which are anticipated by OTO for the implementation and completion of selecting the Contractor to provide the requested services as outlined in the Scope of Services. OTO may, in its discretion, revise the schedule of events at any time as may be in its best interests:

| <u>Event</u>                       | <u>Date</u>                 |
|------------------------------------|-----------------------------|
| Post Request for Submissions       | November 22, 2011           |
| Final Questions due from Proposers | December 7, 2011 at 5 p.m.  |
| OTO's response to Questions        | December 10, 2011           |
| Submissions due                    | December 21, 2011 at 4 p.m. |

**6. FORMAT OF SUBMISSIONS.** In order for the OTO to adequately compare submissions and evaluate them uniformly and objectively, all submissions shall be submitted in accordance with the format outlined below. The submissions should be prepared simply and economically, providing straight-forward and concise information as requested.

1. **Company Information.** The complete legal name, address, Federal ID number or Social Security number, permanent address and telephone number of the Company including the name of the person to contact for discussion of the submissions.
2. **Company Overview.** Overview of the firm, including the year founded office locations and the number of years in practice. A description of the firm's current staffing, and details as to the experience and educational qualifications of the individuals that would act as primarily counsel. **Include the names of the individuals anticipated to be primarily responsible for the services to be provided under this proposal.**
3. **Firm Experience.** A description of the experience of the firm and individuals responsible for providing service to OTO for items listed under Requirements (Item number 3) above, including specific details as to the development of similar projects.
4. **Proposal Details.** Details of approach that will be used to meet requirements outlined above. This should include:
  - software or program to be utilized
  - necessary hardware or other requirements to manage the program
  - a timeline detailing implementation
  - appropriate staffing capability
  - training to be included and a discussion of the final product.
  - estimate of the expected number of OTO staff hours to produce an annual TIP once the proposed system is in place

It is expected that the project will be implemented by March 30, 2012.

5. **Outline of Fees.** The total cost of project implementation, including information on any purchases, if any, OTO would need to make for implementation.
  6. **References.** A list of references with phone numbers and examples websites where similar work can be seen.
- 7. SUBMISSIONS DUE DATE.** Sealed submissions with one (1) original and three (3) complete copies will be received at OTO no later than **4:00 P.M., Wednesday, December 21, 2011.** Submissions will not be accepted after this time. Submissions shall be addressed as follows:

Ozarks Transportation Organization (OTO)  
205 Park Central East, Suite 205  
Springfield, MO 65806

Submissions should be marked:  
“REQUEST FOR PROPOSAL: #002-2011”

8. **AMENDMENTS.** If it becomes necessary to revise or amend any part of this Request for Proposal, OTO will furnish the revision by written Amendment to all prospective proposers who received an original Request for Submissions.

9. **SUBMISSIONS EVALUATION PROCESS.** The evaluation of the submissions process will include the following:

Submissions will be evaluated and rated in accordance with the evaluation criteria. A shortlist may be developed listing the highest ranked submissions.

OTO’s Selection Committee may confer with all responsible proposers who have been short listed and may arrange, if necessary, for interviews/presentations by the short listed firms.

OTO reserves the right to conduct pre-award discussions with any or all responsive and responsible Contractors who submit submissions determined to be reasonably acceptable of being selected for award. Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of submissions; and such revisions may be permitted after submission of submissions and prior to award of a contract.

10. **OTO RIGHTS.** OTO reserves the right to reject any and all submissions and to waive minor irregularities. OTO further reserves the right to seek new submissions when such a procedure is reasonable and in the best interests of OTO to do so.

11. **CRITERIA FOR AWARD.** OTO will evaluate submissions. Each submittal will be evaluated for full compliance with the RFP instructions to the Contractor. The objective of the evaluation will be to recommend the firm who is most responsive to the herein described needs of OTO. Submissions which are responsive to this Request for Proposal will be evaluated based on, but not limited to the following criteria:

- A. Demonstrated experience and expertise of the Contractor and its staff in providing service of a similar nature to public sector clients. **(30 points)**
- B. Responsiveness of Proposal to OTO’s Requirements as listed under Item 3. **(30 Points)**
- C. Projected amount of time to complete task. **(15 points)**
- D. The price for developing the TIP Program. **(20 points)**
- E. Other pertinent information, which may have a bearing on the Contractor’s capabilities to provide the required services. **(5 points)**

**12. QUESTIONS REGARDING SPECIFICATIONS OR SUBMISSIONS PROCESS:**

To ensure fair consideration for all proposers, OTO prohibits communication to or with any department, board, or employee during the submission process, except as provided below. Additionally, OTO prohibits communications initiated by a proposer to OTO official(s) or employee(s) evaluating or considering the submissions prior to the time an award decision is made. Any communication between proposer and OTO will be initiated by the appropriate OTO Official(s) or employee(s) in order to obtain information or clarification needed to develop a proper, accurate evaluation of the submissions. Such communications initiated by a proposer may be grounds for disqualifying the offending proposer from consideration for award of the submissions and/or any future submissions(s).

- A. Any questions relative to interpretation of specifications or the submissions process shall be addressed to the Executive Director in writing, in ample time before the period set for the receipt and opening of submissions. Any interpretation made to prospective proposers will be expressed in the form of an amendment to the RFP which, if issued, will be conveyed in writing to all prospective proposers not later than five (5) days prior to the date set for receipt of submissions.
  
- B. It will be the responsibility of the proposer to contact OTO prior to submitting a proposal to ascertain if any amendments have been issued, to obtain all such amendments, and to acknowledge amendment with the submissions.



For persons with disabilities needing reasonable accommodations please contact OTO at 417-865-3042; at least 48 hours in advance of the question deadline. If you need relay services please call the following numbers: 711 - Nationwide relay service; 1-800-735-2966 - Missouri TTY service; 1-800-735-0135 - Missouri voice carry-over service.