



REQUEST FOR PROPOSALS (RFP)

The Kalamazoo Area Transportation Study in Kalamazoo, Michigan is soliciting sealed proposals for:

PROJECT NAME: Travel Demand Model Development and Improvements

RFP ISSUE DATE: January 3, 2014

NUMBER OF COPIES REQUIRED:

- Eight (8) original documents of Technical Proposal (marked “Technical Proposal”)
- One original of cost proposal (marked “Cost Proposal”)

PROPOSAL DUE/OPENING DATE: February 21, 2014 @ 4:00 p.m. Local Time

MAILING ADDRESS & INSTRUCTIONS

Mail to:
Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage, MI 49002

Questions about this RFP should be directed to:
Jonathan Start, Executive Director
Phone: (269) 343-0766

Include on the Envelope the Project Name. All Envelopes Must Be Sealed.

You are invited to submit a proposal for this project. Specifications, terms, conditions and instructions for submitting proposals are contained herein. This Request for Proposal with all pages, documents and attachments contained herein, or subsequently added to and made a part hereof, submitted as a fully and properly executed proposal shall constitute the contract between the Study and the successful proposer when approved and accepted on behalf of the Study by an authorized official or agent of the Study. Please review the proposal document as soon as possible and note the **DEADLINE FOR QUESTIONS** in the Instructions to Proposers.

All proposers shall complete and return the Proposal and Award page(s) and submit all information requested herein in order for a proposal to be responsive. **FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.** The proposal document shall be returned in its entirety, in a properly identified and sealed envelope to the Kalamazoo Area Transportation Study at the above address. **PROPOSALS MUST BE RECEIVED BEFORE THE DUE DATE - LATE PROPOSALS WILL NOT BE CONSIDERED.** The Study reserves the right to postpone the proposal opening for its own convenience.

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STATEMENT OF NO PROPOSAL

NOTE: If you DO NOT intend to bid on this commodity or service, please complete and return this form immediately. Your response will assist us in evaluating all responses for this important project and to improve our bid solicitation process.

The Kalamazoo Area Transportation Study wishes to keep its proposers list file up-to-date. If, for any reason you cannot supply the commodity/service noted in this proposal solicitation, this form must be completed and returned to remain on the particular proposal list for future projects of this type.

If you do not respond to this inquiry within the time set for the proposal opening date and time noted, we will assume that you can no longer supply this commodity/service, and your name will be removed from this proposal list.

- _____ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).
- _____ Specifications are unclear (explain below).
- _____ We are unable to meet specifications.
- _____ Insufficient time to respond to the Request for Proposal.
- _____ Our schedule would not permit us to perform.
- _____ We are unable to meet insurance requirements.
- _____ We do not offer this product or service.
- _____ Remove us from your proposers list for this commodity or service.
- _____ Other (specify below).

Remarks: _____

Signed: _____ Name: _____

Title: _____ Date: _____

Firm Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

SECTION I - INSTRUCTIONS TO PROPOSERS

1. **EXAMINATION OF PROPOSAL DOCUMENT**-Before submitting a proposal, proposers shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations. The proposer shall indicate in the proposal the sum to cover the cost of all items included on the proposal form.
2. **PREPARATION OF PROPOSAL**-The proposal shall be legibly prepared in ink or typed. If a unit price or extension already entered by the proposer on the Proposal and Award form is to be altered, it shall be crossed out and the new unit price or extension entered above or below and initialed by the proposer with ink. The proposal shall be legally signed and the complete address of the proposer given thereon.

All proposals shall be tightly sealed in an envelope plainly marked PROPOSAL and a separately sealed COST PROPOSAL with both identified by project name, bid opening date and time. Proposals opened by mistake due to improper identification will be so documented and resealed. The Kalamazoo Area Transportation Study will maintain and guarantee confidentiality of the contents until the specified opening date and time. Facsimile or email bids will not be accepted.

3. **EXPLANATION TO PROPOSERS**-Any binding explanation desired by a proposer regarding the meaning or interpretation of the Request for Proposal (RFP) and attachments must be requested in writing, **by January 24, 2014**. Any information given to a prospective proposer concerning the RFP will be furnished to all prospective proposers as an amendment or addendum to the RFP if such information would be prejudicial to uninformed proposers. Receipt of amendments or addenda by a proposer must be acknowledged in the proposal by attachment, or by letter or fax received before the time set for opening of proposals. Oral explanation or instructions given prior to the opening will not be binding.
4. **WITHDRAWAL OF PROPOSALS**-Proposals may be withdrawn in person by a proposer or authorized representative, provided their identity is made known and a receipt is signed for the proposal, but only if the withdrawal is made prior to the exact time set for receipt of proposal. No proposal may be withdrawn for at least ninety (90) days after proposal opening.
5. **ALTERNATE PROPOSALS**-Proposers are cautioned that any alternate proposal, unless specifically requested or any changes, insertions or omissions to the terms and conditions, specifications or any other requirement of this RFP may be considered non-responsive, and at the option of the Study, result in rejection of the alternate proposal.
6. **LATE PROPOSALS**-Any proposal received at the office designated herein after the exact time specified for receipt will not be considered. (Note: The Study reserves the right to consider bids that have been determined by the Study to be received late due to mishandling by the Study after receipt of the proposal and no award has been made.)

SECTION II GENERAL CONDITIONS AND PROVISIONS

A. Purpose

The purpose of this Request for Proposals (RFP) is to select a Consulting Firm or Team to assist in the transition of the travel demand modeling responsibilities from the Michigan Department of Transportation (MDOT) to the Kalamazoo Area Transportation Study (KATS). Work associated with this contract will include, but not necessarily be limited to, the development of a new KATS Travel Demand Model (aka the 2010 Model) for the Kalamazoo Urbanized Area in Michigan. The consultant will evaluate, suggest improvements, and make updates to the current model structure as deemed appropriate. At a minimum, the 2010 Model should include: the expansion to the current geographic limits of the model area; addition of full mode choice and time-of day model components, and implementation of an iterative feedback loop; as well as calibrating and validating the new model to current industry standards. The consultant will also provide training to KATS Staff on the development, maintenance, and operation of the new Model.

The current Model (aka the 2008 Model) was developed, and is presently maintained and operated by staff of the Michigan Department of Transportation. The consulting firm will have 10 months from the date of notice to proceed to complete the work unless otherwise negotiated. Up to \$200,000 may be allocated for completing the work in this RFP.

B. Issuing Office

The RFP is being issued by the Kalamazoo Area Transportation Study herein referred to as KATS. All technical and administrative questions should be directed to:

Jonathan Start, Executive Director
jrstart@katsmpo.org
Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage MI, 49002
Telephone: (269) 343-0766

Verbal inquiries or requests for information shall not be made of any staff other than listed above. Any attempt on the part of any Consultant or any of its employees, agents or representatives to contact staff with respect to this RFP, other than as described above, may lead to disqualification.

C. Schedule

January 3, 2014	Issuance of Request for Proposals
January 17, 2014	Letter of Intent due to KATS
January 24, 2014	Pre-proposal written questions due to KATS (postal mail or email)
January 31, 2014	Responses to pre-proposal questions issued
February 21, 2014	Proposals due to KATS by 4:00 PM (Proposals received after 4:00 p.m. and emailed proposals will not be accepted)
February 28, 2014	Notice to firms selected for interviews, if interviews are used
March 3-7, 2014	Interviews (if necessary)
After March 7, 2014	Negotiate with preferred firm and subsequent firms if necessary
March 26, 2014	Contract Execution and Notice to Proceed *
<i>* Approval of contract will be needed by the Michigan Department of Transportation prior to Notice to Proceed. The selected consultant and applicable information will be transmitted prior to execution to expedite the review process. Notice to Proceed may occur after May 26, 2014 depending on the Michigan Department of Transportation's approval.</i>	
January 9, 2015	Contract Completion Date**
<i>** Completion date may be extended if Notice to Proceed is materially delayed.</i>	

D. Proposals

This contract will be funded using federal funds by financial participation between the Kalamazoo Area Transportation Study and the Michigan Department of Transportation (MDOT).

Proposals for this project shall be submitted in two parts:

1. Technical Proposal

Eight (8) copies of the technical proposal shall be submitted to the Kalamazoo Area Transportation Study. The label must clearly indicate "Technical Proposal."

2. Cost Proposal

One (1) copy of the cost proposal shall be submitted to the Kalamazoo Area Transportation Study in a sealed envelope. This portion must be bound and sealed separately from the rest of the proposal. The sealed envelope must clearly indicate the name of the primary consulting firm and "COST PROPOSAL." The cost proposal must be submitted with a letter signed by a representative of the consulting firm authorized to bind the Consulting Firm to the proposal for a period of no fewer than 90 days from the date proposals are due.

Details on the information required from the Consultant in the Technical and Cost proposals are included in *Section IV; Information Required from the Consultant*.

Submittals must be prepared in the format and include all information required in *Section IV; Information Required from the Consultant*.

E. Changes to RFP

The Steering Committee (see Section I, Part K.) reserves the right to revise any part of this RFP or to provide additional information. Kalamazoo Area Transportation Study will mail and e-mail addenda produced, if any, to all prospective Consulting Firms who have notified KATS in writing of their intent to submit a proposal by January 17, 2014.

F. Pre-proposal Questions

All questions related to the meaning or interpretation of this RFP shall be submitted in writing only by the date and time specified in Section I, Letter C: Schedule.

Questions sent by postal mail may be sent to the following addressee:

Jonathan Start, Executive Director
Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage MI, 49002

Questions sent by e-mail may be sent to the following address:

Jonathan Start, Executive Director
jrstart@katsmpo.org

Every consulting firm that submits a letter of intent will be provided with a copy of all questions and answers related to this RFP. For questions and answers to be e-mailed, please include instructions to do so in the letter of intent, including name and e-mail address.

G. Cost Liability

All cost incurred in the submission of proposals or in making necessary studies, designs or computer benchmarks of estimates for preparation of the proposals are the sole responsibility of the Consulting Firm.

H. News Releases

Any news releases pertaining to this RFP or the services, study, data or project to which it relates will not be made without prior written approval from KATS, and then only in accordance with the explicit written instructions from KATS.

All information in a Consultant's proposal and any contract resulting from this RFP are subject to disclosure under the provisions of the "Freedom of Information Act", 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

I. Acceptance of Proposal Content

The contents of the proposal of the successful Consultant shall become contractual obligations if a contract ensues. Failure of the successful Consultant to accept these obligations may result in cancellation of the award.

J. Independent Price Determination

A proposal will not be considered for award if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other bidder or with any other competitor.

The Consultant must include a certified statement in the proposal certifying that the price was arrived at without conflict of interest as described in the paragraph above. Should a conflict of interest be detected at any time during the contract, the contract shall be invalid and the Consultant shall assume all costs of this project until such time as a new Consultant is selected.

K. Steering Committee

A Steering Committee will consist of representatives from KATS, Kalamazoo Metro Transit/Kalamazoo County Transportation Authority, and the Michigan Department of Transportation (MDOT), at a minimum. The Steering Committee will be responsible for selection of the consulting firm and will provide guidance and direction to the model update effort. Members of the Steering Committee will evaluate each proposal by the criteria stated in *Section V, Proposal Evaluation and Award Criteria* to select the firm or firms to be interviewed.

L. Consulting Firm Selection

The contract may be awarded to the Consulting firm whose proposal offers KATS the greatest advantage for the project - technical, economic, and other factors considered by the Steering Committee and specified in *Section V, Proposal Evaluation and Award Criteria of this Request for Proposal*. The Steering Committee reserves the right to reject any and all proposals, or parts thereof, and to negotiate the services and contract terms with the selected Consulting firm prior to contract award.

This contract is not subject to the Brooks Act. Cost will be a criterion for selection; however, it is not the sole determining factor.

M. Proposal Receipt

Proposals must be received by the Kalamazoo Area Transportation Study no later than **4:00 pm, Eastern Time, on February 21, 2014**. All proposals become the property of the Kalamazoo Area Transportation Study and will not be returned. No emailed proposals will be accepted.

N. Disclosures

All information in a proposal is subject to disclosure under the provisions of Public Act No. 442 known as the "Freedom of Information Act." This Act also provides for the complete disclosure of contracts and attachments thereto.

O. Type of Contract

The contract will be executed on a KATS standardized contract form. The selected Consulting firm shall be expected to conform to all provisions contained thereto. The contract will be a fixed fee contract, with a "not to exceed" clause and costs are to be reimbursed upon the accomplishment of defined milestones based on the approval of the project manager, to begin upon award and conclude within 10 months unless otherwise negotiated. As part of the Technical Proposal, the Consultant should include the milestones associated with the completion of each task, including a time schedule for the completion and delivery of each product.

If a contract is entered into as a result of this RFP, it will include all tasks and products as required in the Scope of Work. The contract will be funded with federal funds, must comply with all federal funding requirements, and be approved by the State Planning and Research Program coordinator. Once contract is approved, changes to staffing including subcontractors must receive prior written approval from KATS.

P. Non-Discriminatory Practices

The Kalamazoo Area Transportation Study, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-d4 and Title 49, Code of Federal Regulations, Department of Transportation Subtitle A, Office of the Secretary part 21, Nondiscrimination in Federally Assisted Programs of Department of Transportation, and all requirements issued pursuant to such Act, hereby notifies all bidders that minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.

Procurement procedures encourage a minimum goal of fifteen (15) percent participation by disadvantaged business enterprises (DBE's), including Women Business Enterprises (WBE) and Minority Business Enterprises (MBE).

The consulting firm is expected to carry out this policy to the fullest extent possible consistent with the efficient performance of the project. The consulting firm is encouraged to submit the names of the DBE's and the description of work to be performed by the DBE. Consulting firms who fail to demonstrate a good faith effort to meet the DBE goal of the contract will be deemed ineligible for award unless they have requested and received approval of a waiver or modification of the DBE participation goal. Compliance with the designated DBE participation goal must be met by the utilization of the DBE's to perform commercially useful functions as required by 49 CFR 23.47. The DBE's work on this project is to contribute using that firm's professional experience and expertise. Proposed DBE sub-contractors should be present at interviews, if interviews are held.

Q. Subcontractors

Consulting firms may elect to conduct the entire project themselves or arrange subcontracting with others. The prime contractor is, however, ultimately responsible for project deliverables, project completion and the satisfactory performance of all subcontractors. If such subcontracting arrangements are proposed, the names and addresses of subcontracting firms, technical activities and assigned staff names and corresponding resumes and description of work to be performed shall be provided. The assigned hours and dollar amount of participation of each subcontractor shall be identified in the technical proposal and in the cost proposal, respectively. Description of a subcontractor's prior experience and staff work experience shall also be provided as part of the technical proposal. All subcontracting arrangements are subject to approval by KATS and must comply with federal rules and regulations.

If the Consultant subcontracts an amount of \$25,000 or more, the proposed subcontract must be submitted to KATS for subsequent Michigan Department of Transportation review and approval prior to execution.

R. Interviews

The Steering Committee will select no more than three firms for interviews. However, the Steering Committee reserves the right to select a Consulting firm without holding interviews.

Interviews will be held with the selected firms March 3-7, 2014 if needed. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience and proposed work plan. The interview shall consist of a presentation by the consulting firm of not more than thirty (30) minutes, followed by not more than thirty (30) minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The oral interviews may be recorded on tape by the Steering Committee. The Steering Committee will also contact references to verify material submitted by the Consulting firm.

The firms will be further evaluated by the Steering Committee after the interviews. Negotiations with the selected firm will commence leading to the award of the contract by KATS. If KATS cannot reach an acceptable negotiated settlement with the tentatively selected firm, KATS will then open negotiations with the next most qualified firm as determined by the criteria and points awarded by the Steering Committee.

SECTION III PROJECT SCOPE INFORMATION

BACKGROUND AND ISSUES REGARDING THE 2008 MODEL

This section provides background on KATS and the Kalamazoo Metropolitan Planning Area (MPA) as well as the 2008 KATS Model and how KATS staff use it. This section also discusses issues that have arisen in the existing KATS Model or modeling process, which need to be remedied as part of the KATS Model improvement. More information on the KATS 2008 model can be found in the KATS Metropolitan Transportation Plan, Chapter 6, found at www.katsmpo.org.

A. Regional Coordination

KATS is a Transportation Management Area (TMA) and oversees the travel demand model and transportation planning process for MPA in coordination with the regional planning efforts of MDOT and the Federal Highway Administration (FHWA).

B. Urbanized Area Profile

The KATS's MPA is approximately 720 square miles with four cities, eight villages and 19 townships, comprising all of Kalamazoo County and a portion of Van Buren County. The MPA is home to Western Michigan University, Kalamazoo Valley Community College and several private colleges.

The MPA has three transit agencies, one of which offers fixed route service.

C. KATS 2008 Model

The 2008 KATS Travel Demand Model is a traditional, trip-based four-step model (excluding a mode choice component). It was developed in a joint effort by the KATS and the MDOT in 2009.

D. Data

KATS, in association with MDOT, develops the socio-economic data for the KATS MPA. This data is approved by the KATS Policy Committee and is allocated to the current traffic analysis zones.

A statewide household travel survey was performed by the Michigan Department of Transportation, called "MI Travel Counts" (MTC-I), in 2004-05. It includes data for the Kalamazoo MPA and data grouped with other MPO / TMA's of similar size in Michigan. Data from the MTC-I Survey is available upon request from MDOT.

E. 2008 Model Network

The 2008 model network was developed using the Michigan Geographic Framework (MGF), Version 8. The 2010 model network must use the MGF Version 11 for the base year of the model.

F. Transit Network

The 2008 Model did not incorporate a mode choice / transit component. The 2010 Model will need to incorporate a transit network.

G. Trip Generation

The 2008 Model's trip generation component is based upon the methodology presented in the NCHRP Report 365 - Travel Estimation Techniques for Urban Planning, dated 1998 (Chapter 3). Trip productions and attractions are calculated for the following trip purposes; Home-based Work, Home-based Non-Work, and Non-Home-based. All trip purposes are balanced to productions. Transit and non-motorized trips are removed from the modeling progression.

H. External Trip Table

The 2008 Model's base year external trip table was estimated using existing traffic count data for the Kalamazoo County area. Growth rates were applied to the base year data to develop the future year(s) external travel.

I. Trip Distribution

Trip distribution is currently performed using the standard gravity model, utilizing a friction factor look-up table. The trip distribution component is based upon the methodology presented in the NCHRP Report 365 - Travel Estimation Techniques for Urban Planning, dated 1998 (Chapter 4).

J. Impedance

The 2008 Model impedances used are in-vehicle travel time (free flow), and terminal times for the origin zone and the destination zone (terminal times are based upon area type).

K. Mode Choice

The 2008 KATS model projects only single auto occupancy. Car-pool, transit walk access, transit drive access, walk trips and bike trips are options to be included in the 2010 Model. There is no separate assignment for additional types of transit such as subscription service, circulator service, or rail, which would each require a different utility equation in the mode split. Currently there is no peak period or peak hour transit assignment. KATS currently does not have a process for analyzing HOV lanes using the KATS Model.

L. Auto Assignment

A 24-hour user equilibrium assignment is currently used. There is no peak-hour data in the model. We would like to incorporate peak-hour into the new 2010 Model.

M. Transit Assignment

There is currently no transit assignment in the 2008 Model. The 2010 Model will need to incorporate transit assignment.

N. Auto Trip Calibration/Validation

The auto assignment was validated using MDOT validation criteria for urban area travel demand models. The MDOT validation criteria are provided in Attachment A.

O. Transit Calibration/Validation

There is currently no transit calibration/validation in the model.

SCOPE OF SERVICES

A. General Information

Documentation is of the utmost importance for the development of products resulting from this RFP. It is necessary that the Consultant completely document the decision making and methodology of all tasks and milestones so that the model can be completely understood and utilized by KATS staff.

KATS will use the model for alternatives analysis as part of long range transportation planning. Because of this, the Consultant will need to produce model runs for 2015 through 2045, in five year increments to demonstrate the sensitivity to changes in model inputs.

Proposals should at a minimum address and cost individually the tasks listed in this scope of services. In addition, the Consultant should make recommendations, which they feel would improve beyond what is requested in this RFP and cost each recommendation in the same manner as the tasks already listed.

If at any time, for any task, data from areas outside Kalamazoo County is used in place of or to supplement Kalamazoo MPA data, a separate technical memo describing in detail why the outside data is necessary and an explanation of the reasonableness in applying the data to Kalamazoo MPA must be submitted and approved by the project manager prior to payment of funds for that task as part of the Consultant defined milestones.

B. TransCAD Deliverables

The 2008 Model was developed in Caliper's TransCAD Transportation Planning Software, Version 4.8, Build 400. All TransCAD files related to this Scope of Services must be fully functional and operational in TransCAD, Version 6.0. If changes need to be made to any of the files to run in later versions, the Consultant must document the necessary changes.

C. Documentation Deliverables

All deliverables must be submitted in Microsoft Office format (Word, Excel, Access, or PowerPoint). Deliverables must be submitted in both paper (hard copy) format and electronic format. At the end of the contract period, the Consultant must provide KATS with at least two (2) complete copies of all documentation including any updates of documentation that were necessary during model development. In addition, one complete set of data and text files required to run the model must be delivered digitally.

D. Work Tasks

Task 1. 2010 Model Network Development Completion

- A. Complete the development of the 2010 Model Network. KATS/MDOT has begun migrating the 2008 Model road network structure from MGF Version 8 to MGF Version 11, including all federal aid eligible roads. The model network must also include all rural minor collectors as well as any and all roads which support fixed route transit service. The model network must also include walk access and drive access connectors. The drive access links should be integrated in the road network except at the termini where the access link connects to a park and ride centroid.
- B. Ensure that the model network has correct grade separation at intersections and direction of flow is correct.
- C. Evaluate MDOT seasonal and daily adjustment factors to determine the most appropriate for calculating 2010 AADTs. Recommend and adjust the traffic counts to estimate 2010 AADTs upon KATS written approval.
- D. Attach all available traffic count AADTs to the model network.
- E. Include accurate network attributes including those necessary to derive capacity calculation. Also include, number of lanes, alpha and beta values for calculating congested travel time, an empty field to be populated with congested travel times, speed limit, functional classification, and any additional fields critical to running or interpreting the model.
- F. Determine location for and place centroids based on the weighted center of the trip ends within each traffic analysis zone. Create centroid connectors that connect to the network that represent actual locations where local roads join the federal aid system. Centroids must include a field, which displays if the centroid is a special generator and if the centroid is also a park and ride lot.

Task 1. Product Summary

- 1. Functional model network with correct grade separation at intersections and direction of flow. Framework version 11 attributes relevant to mapping or modeling, as well as speed limit, capacity, number of lanes, alpha and beta values for calculating congested travel time, and any additional fields critical to running the model or interpreting the model.

2. Functioning centroids and centroid connectors as described in Task 1 part F.
3. Separate technical memo outlining the methodology for checking the road network as described in Task 1 part B.
4. Separate technical memo outlining the decision making process for determining the most appropriate adjustment factors as described in part C.
5. Separate technical memo discussing the process of creating and the placement of the centroid connectors as well as the methodology of centroid connector placements and their integration into the road network as described in part F.
6. Technical memo documenting the overall process and decisions made for completion of this task as well as the reasoning for the decisions involved with the completion of this task.

Task 2. Transit Network Development

- A. Create a new transit network route system for all fixed route Metro Transit bus service and associate the transit network with the 2010 model network in a manner that will allow for multi-modal assignment of the trips from the mode split portion of the model and so that the transit network uses the attributes of the road network.
- B. Make a recommendation for the type of transit stops to be used in the 2010 transit network. Create transit stops, which replicate stop locations provided by KATS for the Metro Transit system.
- C. Create and document a recommended process for exporting transit network, and any other transit related files necessary for additional separate complete model runs. This process must ensure that when transit attributes are changed in a new file that the attributes of only the road network in question change as well.

Task 2. Product Summary

1. 2010 transit network route system file in TransCAD including all necessary transit stops as identified in parts A and B.
2. Document of recommended process for transit network file management identified in part C, to export all files necessary for additional model runs so that when the exported files are altered, specifically the route system file, the original files will remain unchanged.
3. Technical memo documenting the process and all decisions and reasoning for the decisions involved with the completion of this task.

Task 3. TAZ Development

- A. Complete the development a 2010 TAZ layer using zones (from the 2008 Model) provided by KATS in TransCAD. KATS/MDOT has developed preliminary 2010 Model TAZ Layers that need to be finalized. The new TAZ layer must include all necessary attributes necessary for 2010, 2015, 2020, 2025, 2030, 2035, 2040 and 2045 model runs and ensure ID compatibility of the TAZ layer with the 2010 Base Year Model network.

Task 3. Product Summary

1. 2010 TAZ layer geographic file in TransCAD with all SE data necessary for fully functional 2010 and 2045 model runs.
2. Technical memo documenting the process and all decisions and reasoning for the decisions involved with the completion of this task.

Task 4. External Trips

- A. Update and validate the 2008 KATS model external-external matrix for new 2010 Base Year Model's base external-external trips based on acceptable industry standards.
- B. Develop, document and implement a process to develop future EE matrices. Use process to create 2010, 2015, 2020, 2025, 2030, 2035, 2040 and 2045 external-external matrices. Perform a reasonableness check on the 2045 external-external matrices.
- C. Compare 2010 base year external-external trips at the external stations using available traffic count data or, if traffic count data is unavailable, another method approved by KATS in writing.

Task 4. Product Summary

1. Validated 2010 external-external matrix. 2045 external to external matrix checked for reasonableness.
2. Future external trip table development process and use of that process to create 2010, 2015, 2020, 2025, 2030, 2035, 2040 and 2045 external-external matrices.
3. Technical memo describing the process and all decisions and reasoning for the decision involved with the creation of external-external future year matrices.
4. Technical memo documenting the process and all decisions and reasoning for the decisions involved with the completion of this task.

Task 5. Trip Generation

- A. The Consulting firm will review the trip generation component of the 2008 Model and make a recommendation either to continue the use of the existing methodology or to transition to another process.

Data for Kalamazoo MPA from the 2004-05 MDOT MI Travel Counts household travel survey as updated in 2009 should be used to develop trip generation. The Consultant may use data from a similar county to supplement the development of Kalamazoo County trip rates for trip purposes, which do not have a large enough sample size. If data is used from outside Kalamazoo County this task must include a separate memo outlining the reasonableness of outside data sets and a description of why outside data sets needed to be used. The Consultant must receive written approval by KATS before using data from outside the Kalamazoo County.

- B. The Consultant will develop trip attraction equations for each of the trip purposes to each zone using data from the 2004-05 MDOT MI Travel Counts household travel survey as updated in 2009 or household travel survey data from a similar area. If data from outside Kalamazoo County is used, this task must include a separate memo outlining the reasonableness of the data's applicability to Kalamazoo County for each of the trip purposes to estimate trip attractions to each zone.
- C. The Consultant will provide a recommendation on the use of special generators by adding and or deleting existing special generators. The Consultant will add, delete or create new trip attraction rates for any new or existing special generators if KATS approves the recommended changes in writing. The Consultant will use the trip attractions for the special generator zones for producing the balanced production and attractions table.
- D. The Consultant will produce a new 2010 base year production and attractions file and balance it. Balancing will be towards either the production or the attraction trip numbers, whichever data set is the most accurate for each trip purpose. The Consultant will need to produce 2045 model balanced production and attraction file for the 2045 model run and sensitivity test.
- E. The Consultant will project external-internal and internal-external trips based on the number of households for the internal-external trips and employment for the external-internal trips and validated using the 2004-05 MDOT MI Travel Counts as updated in 2009. The Consultant will also need to produce external-internal and internal-external trips for the 2045 model run and sensitivity test.
- F. The Consultant will validate the trip generation for each of the trip purposes using the standards found in the following document:

Travel Model Validation and Reasonability Checking Manual,
Second Edition (Sept. 2010)
FHWA Travel Model Improvement Program
Prepared by: Cambridge Systematics, Inc.

- G. The Consultant will validate the 2010 base year balanced production and attraction file and document method.

Task 5. Product Summary

1. New trip generation methodology, which produces trip productions the trip purposes determined to be needed for this model.
2. Trip attraction equations derived from the 2004-05 MDOT MI Travel Counts household travel survey as updated in 2009 data or similar data that will produce trip attractions for each of the trip purposes.
3. External-internal/internal-external trip purpose to be applied to either the household number or employment number of each TAZ.
4. A balanced and validated trip table based on the standards listed under part G of this task.
5. Recommendation and execution upon KATS written approval of methodology of new special generators including updated trip attraction rates for all special generators. Include in the methodology the relationship between the special generation trips and the regular trip generation to clarify that there is no double counting. Also, include method for projecting changes in special generators in future years.
6. Technical memo documenting the assumptions, methodology, findings, and products of the trip generation tasks.

Task 6. Trip Distribution

- A. The Consulting firm will review the trip distribution component of the 2008 Model and make a recommendation either to continue the use of the existing methodology (i.e. standard gravity model) or to transition to another process (e.g. destination choice).
- B. If using the standard gravity model, the Consultant will calibrate the friction factors using trip length frequency curves developed from the household survey data or census data.

Data for Kalamazoo MPA from the 2004-05 MDOT MI Travel Counts household travel survey as updated in 2009 should be used to develop trip length frequency curves for calibrating friction factors. The Consultant may use data from a similar county to supplement the development of Kalamazoo County trip length frequencies per trip purpose, which do not have a large enough sample size. If data is used from outside Kalamazoo County this task must include a separate memo outlining the reasonableness of outside data sets and a description of why outside data sets needed to be used. The Consultant must receive written approval by KATS before using data from outside the Kalamazoo County.

- C. The Consultant will validate the trip distribution component for each of the trip purposes using the standards found in the following document:

Travel Model Validation and Reasonability Checking Manual,
Second Edition (Sept. 2010)
FHWA Travel Model Improvement Program
Prepared by: Cambridge Systematics, Inc.

Task 6. Product Summary

1. Updated friction factors for each of the trip purposes
2. A calibrated and validated trip distribution model, which functions both by itself and with the other model steps.
3. New production and attraction matrix and origin and destination matrix as a result of the calibrated distribution model.
4. Technical memo documenting the assumptions, methodology, findings and products of this task.

Task 7. Mode Choice

- A. Review and document industry standard practices in mode choice modeling for similar-sized study areas and recommend a structure for the KATS mode choice model. The Consultant will implement the mode choice model recommendation following approval by the KATS.
- B. The Consultant must recommend the components of impedance for each mode; transit walk access, transit drive access (park and ride), walk, bike, single auto vehicle, high occupancy vehicle (2 or more occupants) and any additional modes approved by the KATS Staff.
- C. Develop and produce the recommended procedure in Task 7A, upon written approval from KATS and apply the mode choice models for single occupant vehicles, high occupancy vehicles (2 or more), transit fixed route bus, which will include park and ride, Metro Transit, and also the non-motorized modes of walk and bike. The Transit mode choice must include park and ride trips that can originate from external trips.
- D. The Consultant will use Metro Transit boarding and de-boarding data to estimate origin and destination for the transit share.
- E. The Consultant will use an elasticity test to evaluate mode choice using the information found in the following document.

Travel Model Validation and Reasonability Checking Manual,
Second Edition (Sept. 2010)
FHWA Travel Model Improvement Program
Prepared by: Cambridge Systematics, Inc.

- F. Develop (based on 2004-05 MDOT MI Travel Counts household travel survey) or apply existing auto occupancy factors and apply to the high occupant vehicle mode share of trips to create number of vehicle trips.

Task 7. Product Summary

1. Document industry standards for mode choice model for similar sized areas and recommend a methodology. Upon written approval from KATS implement the new mode choice model.
2. Calibrated mode choice model for transit which will include at a minimum drive access transit, walk access transit and auto which must include at a minimum single occupant vehicle and car-pool, walk trips and bike trips.
3. Single occupant and high occupant vehicle trip tables by purpose and combine for 2010 and 2045.
4. Transit person trip tables, by purpose for 2010 and 2045.
5. Technical memo documenting the methodology for determining impedance functions for each mode.
6. Technical memo documenting the reasonable applicability of the auto occupancy factors to the high occupancy vehicle mode share of the Kalamazoo Area model and any assumptions or findings of this task.
7. Technical memo documenting the assumptions, methodology, findings and products of the mode choice task.

Task 8. Daily and Peak Assignment

- A. The consulting firm will assign all trips (including External-External trips) to the 2010 base year model networks, perform a daily assignment for both vehicle, and transit trips. If person trips are converted to vehicle trips a table demonstrating the conversion of person trips to vehicle trips must be presented and approved by the KATS Staff.
- B. The Consultant should determine and document the methodology for determining what the appropriate peak period should be and make a recommendation to KATS. Following KATS approval, the Consultant shall use the approved method to create a peak period assignment. The consulting firm will assign all trips (including EE trips) to the 2010 base year model networks and perform a peak period assignment for both vehicle and transit trips. The Consultant shall not use a peak factor for the peak period assignment.
- C. The consulting firm will assign all trips (including EE trips) to the 2010 base year model networks and perform a daily assignment for both vehicle and transit trips. If person trips are converted to vehicle trips a table demonstrating the conversion of person trips to vehicle trips must be presented and approved by the KATS project manager.
- D. The consulting firm will assign all trips (including EE trips) to the 2010 base year model networks and perform a peak period assignment for both vehicle and transit trips. The Consultant shall not use a peak factor for the peak period assignment.
- E. The Consultant shall review and update if necessary the existing road and transit impedance components.

Task 8. Product Summary

1. Loaded 2010 and 2045 24 hour traffic and transit assignment for the Kalamazoo Area. The transit assignment must allow trips from external stations for the park and ride transit share.
2. Loaded 2010 and 2045 peak period traffic and transit assignment for Kalamazoo Area. The transit assignment must allow trips from external stations for the park and ride transit share.
3. Ensure that the estimated trip length frequency meet the observed trip length frequency in the MI Travel Count household survey data and meet screenline vehicle trip validation standards.
4. Technical memo documenting the assumptions, methodologies, findings and products of this task.

Task 9. Model Calibration and Validation

- A. The Consultant will calibrate and validate the 2010 model daily vehicle assignment to the 2010 AADTs using the MDOT targets (See Attachment A) at the network, area type, cutline, screenline, volume group and network link levels at a minimum.
- B. The Consultant will calibrate/validate the Kalamazoo area's daily model transit trips to ridership numbers provided by KATS from Metro Transit.
- C. The Consultant will calibrate/validate the Kalamazoo area's peak period model vehicle assignment using industry standards at the network, area type, cutline, screenline, volume group and network link levels using traffic counts or other method approved by KATS in writing.
- D. The Consultant will calibrate/validate the Kalamazoo Area's peak period model transit trips using current industry standards and compare to boarding and de-boarding data provided by the Kalamazoo Area Transportation Study from Metro Transit.
- E. The Consultant will develop a sensitivity test to illustrate the changes in assignment based on 2045 KATS household and employment data and any other input data necessary for the improved model runs to demonstrate the models ability to project travel demand for future years.

Task 9. Product Summary

1. Working, calibrated components for daily and peak period 2010 model.
2. 2045 sensitivity test and supporting methodology demonstrating the changes in modeled trips based on varying the data in model inputs.
3. Technical memo discussing the assumptions, methodologies, findings and products of each task listed in the model calibration section of this RFP.

4. Updated technical memos to reflect changes made to any previous deliverable during calibration.

Task 10. Model Interface Development

- A. The Consultant shall create a new model interface that successfully runs on the KATS computers using TransCAD Version 6.0 software and utilizing the new and updated input files created by the Consultant. The model interface shall include the ability to run each of the four steps of the model individually as well as the ability to run all four steps automatically from one start button. It must be possible to run the transit assignment and vehicle assignment procedures separately. It must also be possible for the user to change all input parameters and files prior to model runs for the purposes of alternatives analysis. The Consultant will include if a procedure to automatically apply both auto and transit assignment to their respective networks as part of running the assignment procedure for each in the model interface.
- B. Within the model interface, the Consultant will develop a program to automatically run a report of model statistics on model runs. This report must be produced in TransCAD and include at a minimum: vehicle miles traveled stratified by trip purpose, vehicle hours traveled stratified by trip purpose, root mean square error, miles of congested roads (V/C ratio greater than or equal to 0.8 on non-freeways and V/C ratio greater than or equal to 1.0 on freeways) by NFC and total trips stratified by mode.
- C. Document the development of the model interface and model statistical reporting program.
- D. Prepare the various model output in a format compatible with MDOT's Air Quality Post-Processing procedure for MOVES emission modeling.

Task 10. Product Summary

1. New model interface, which can be used to run each model step separately as well as run the automated process of all model steps from one start button successfully in the TransCAD Version 6.0.
2. 2010 base year run using the new code in the KATS office and demonstration of the model statistics tool.
3. Future year run demonstrating sensitivity to changes using the KATS 2045 inputs for households, employment.
4. Technical memo documenting the assumptions, methodologies, findings and products of this task. The technical memo must also include a description of the model running process in TransCAD including the names of all input and output files as well as a description of the contents of the file.

Task 11. Required Documentation

All reports produced by the Consultant must be provided in Microsoft Office Software.

- A. The Consultant will prepare monthly progress reports. Additional technical reports must also be submitted and approved by the project manager at the completion of defined milestones prior to payment.
- B. The Consultant will prepare a final model calibration report based on at a minimum the scope of work contained herein and the necessary documentation and technical memos as required. The model calibration report will detail all changes and updates made to the KATS model including all assumptions and decisions. This report will also explain the new processes developed as part of this project.
- C. The Consultant will produce one complete set of all data and text files to run the model delivered digitally that must be used for the training described in task 12.

Task 11. Product Summary

- 1. Monthly progress reports
- 2. A compiled complete set of technical memos outlined in this scope of services.
- 3. Model Calibration report.
- 4. One complete set of all data and text files required to run the model delivered digitally.

Task 12. Training

- A. Throughout the development of the model, the Consultant is required to educate KATS (via applicable means) on each modeling step as it is completed throughout the contract.
- B. Load all files onto a KATS computer in the KATS office and provide in-person step-by-step instruction to KATS Staff as KATS Staff runs the model both manually as well as each model step individually. At this training, the Consultant will answer any questions from KATS Staff and provide further written documentation of anything identified as part of the scope of work that is not included in the documentation. If the answer to a question is unknown, a written answer to the question must be provided within three business days. If the written answer affects the documentation, an updated copy of the documentation will be provided at no additional cost.
- C. As part of training, the Consultant shall validate the assignment of the model at the KATS office by demonstrating that assigned values are within the thresholds described in each section of the MDOT calibration standards document (Attachment A).
- D. The Consultant will provide KATS staff with a document describing step by step instructions on how to run the model using the model interface and manually, using the input files. This document will include a diagram showing all of the necessary model inputs and outputs and will include narrative on how the model works at each step.
- E. The Consultant will provide instructions as well as documentation on the model statistics tool including how it was created, how to read the report and how to understand the report.

Task 12. Product Summary

1. Successful model run using the input files for a 2010 base year run.
2. Demonstration of vehicle assignment validation. Demonstration of the model statistics reporting function.
3. Written answers to questions from KATS Staff within three business days if requested.
4. Separate document with step by step Instruction Manual to run the model using the interface as well as running each procedure manually. This document must also include detailed discussion on how the model statistics tool was created, how to read the model statistics report and how to understand its outputs.

SECTION IV INFORMATION REQUIRED FROM THE CONSULTANT

Consulting firm proposals must be submitted in the format outlined below and shall include similar information for all subcontractors.

A. Business Organization

State the full name and address of the organization and, if applicable, the parent company, branch office or other subordinate element(s) that will perform or assist in performing the work. Indicate whether operating as an individual, partnership or corporation; if as a corporation, include the state in which incorporated. If appropriate, state whether members of the team are licensed to operate in the State of Michigan and whether the consulting firm team includes a State of Michigan certified DBE.

B. Statement of the Problem

State, in precise terms, your understanding of the problem presented in the RFP and how you propose to satisfy both the technical and administrative requirements contained therein.

C. Management Summary

Include a narrative description of the proposed effort and how it will be managed and the products that will be delivered, showing time table products and milestones. Cost proposal should show dollar amount on milestone dates. There should be a one-page summary of the Work Plan and deliverables as described below.

D. Consultant Qualifications and Prior Experience

Include as part of your proposal a brief statement concerning the recent experience of the persons from your firm who will be actively engaged in the proposed effort. Do not include corporate experience unless persons who will work on this project participated in that experience.

In addition to specific technical capabilities required of the Consultant to perform this project, it is desired that the Consultant project manager have detailed knowledge and experience of the state and federal financing and highway program delivery procedures and the ability to coordinate with KATS, MDOT and other appropriate agencies and individuals.

E. Work Plan

Describe in narrative form your technical approach for accomplishing the work. Explain your proposed method in detail. Include a description of issues involved in the RFP to indicate your understanding of the problem and the proper emphasis to be placed on each area. Provide a work breakdown of tasks and subtasks with timeline and products (referencing Section III Project Scope Information – Part D).

Show the staff assignment of hours to those tasks and itemize the person hours allocated for each task by level using a Gantt chart or similar display. Include each person's name and title (e.g., project manager, senior engineer, etc.) and estimate hours for the prime and all

subcontractors' staff. Indicate the proposed implementation schedule, designating decision points and the total time necessary to accomplish the study based on the RFP. Also, itemize all efforts that will result in direct or indirect cost to the project (i.e., supplies and materials, transportation, travel, meals and lodging, specialized services, subcontractors, reproduction and distribution of documents or any other direct cost item). A time line must be included that shows the beginning and ending times of products, work elements, and sub-elements by task.

F. Key Personnel

Specific background information on key individuals who will be assigned to the project team must be included. The background information on these individuals should emphasize their experience relative to project requirements. The proposed key personnel must be the personnel assigned to the project. Key people are defined as those people whose qualifications and experience are essential to providing quality services. The project team means the personnel assigned by the Consultant and the sub Consultant(s) who are responsible for the services. Include the resumes of all key project personnel, including subcontractors. Substituting of staff by the Consultant or sub Consultant will not be allowed without prior written approval.

The contract for this project will contain a provision that the Consultant may not replace key people without prior written approval from KATS and MDOT. A violation of this provision will be considered a breach of contract, and KATS may terminate the contract.

G. Project Management

The Consultant Project Manager must be readily accessible to KATS and MDOT personnel. Response to this RFP should include a proposal to address and clarify all aspects of project administration, quality assurance, variation and change control, contract deliverables, budget and cost control, schedule control, and internal/external coordination.

The KATS Executive Director shall be the official KATS contact person for the Consultant. The Consultant must either address or send a copy of all project correspondence to the KATS Executive Director. This includes all verbal contact records. The KATS Executive Director shall be made aware of all communications regarding this project.

The Consultant will update the KATS Executive Director on a monthly basis (at a minimum) in addition to updates/documentation of deliverables at the milestones identified by the Consultant in the proposal based on the RFP.

The Consultant will maintain a project record, which includes a history of significant events that influenced the development of the products and receipt of information

The Consultant shall notify the KATS Executive Director whenever discoveries or new information has the potential to require changes in the scope, limits, quantities, or cost of the project.

H. Project Schedule and Staff Allocation

Provide a detailed plan that shows the milestones and deliverables. Include the number of hours allocated for each staff person for each task for the duration of the contract.

I. Authorized Negotiators

Include the names and telephone numbers of your organization's personnel authorized to negotiate the proposed contract with KATS. In the event that this proposal, and the subsequent negotiations lead to a contract you will be asked to provide a written verification that the person signing the contract is authorized to do so. If this will require a meeting of the Board of Directors or the Partners of your firm, you should begin arrangements so that the contract will not be delayed.

J. Sub Consultants

All sub-consultants must be identified and are subject to approval by KATS and MDOT. Qualifications and background information is required as specified in the "Key Personnel" section of this RFP.

The contract for this project will contain a provision requiring prior written approval to subcontract any of the services. If the amount to be subcontracted is \$25,000 or more, the proposed subcontract must be submitted to KATS for MDOT's review and approval prior to execution.

**SECTION V
PROPOSAL EVALUATION AND AWARD CRITERIA**

Any award shall be based on the best overall proposal with points awarded based on the following criteria and points system. If none of the Technical Proposals meet minimum standards, the Steering Committee reserves the right to either select the consulting firm with the highest point total or select not to award the contract.

	Criteria	Possible Points
Phase I	A. Demonstrated understanding of the problem and the ability to meet the requirements of this RFP	20
	B. How effectively the proposal addresses the proposed Scope of Work	20
	C. How well the proposal addresses additional and creative techniques for the KATS model improvement	10
	D. The proposed schedule and the ability to complete the work by the scheduled due date as well as the timely delivery of deliverables at Consultant defined milestones (must include dates)	20
	E. Directly related experience of the consulting team, including project manager and staff as well as any subcontractors	10
Phase II	F. Interview (If necessary)	10
Phase III	G. Cost Considerations	20
	Total Possible Points	110

Criteria A, B, C, D and E represent the first phase in Consultant selection. Each member of the model improvement Steering Committee will evaluate these criteria individually. The scores will be submitted to the project manager prior to the decision of whether interviews are required and an average of the Committee members scores will be used to calculate the points for each criterion. The Steering Committee may request interviews with as many as three of the highest scoring Consultants; award based on scores to date or terminate the process and not continue to phase two in Consultant selection.

If interviews are held, ranking will take place following the interviews. Each committee member will award points for a Consultant's interview following all interviews.

After Phase I and Phase II (if used), cost proposals will be opened for the top three scoring proposals. Points will be awarded with the lowest cost receiving twenty (20) points, the next lowest receiving ten (10) points and the highest cost receiving zero (0) points.

The project manager will add up points from each of the selection phases used and produce the results to the Steering Committee. The Steering Committee will then vote to either enter negotiations with the selected firm or not award the contact.

**ATTACHMENT A
MDOT HIGHWAY VALIDATION STANDARDS**

Area wide VMT: +/- 5 % Assignment/Count

Area Type (VMT):

AREA TYPE	MDOT Standards
CBD	+/- 10%
Urban	+/- 10%
Suburban	+/- 10%
Fringe	+/- 10%
Rural	+/- 10%

Link Type (VMT):

LINK TYPE	MDOT Standards
Freeway	+/- 6%
Ramps	No Standard
Principal Arterial	+/- 7%
Minor Arterial	+/- 10%
Collector	+/- 20%
Local	No Standard

Screenline and Cutline (Volume):

SCREEN/CUTLINES	MDOT Standards
Screenline	+/- 5%
Cutline	+/- 10%

Volume Groups (Volume):

Individual link targets (percent deviation of assignment/count volumes on a link-by-link basis):

VOLUME GROUP	MDOT Standards
<1,000	+/- 200%
1,000-2,500	+/-100%
2,500-5,000	+/- 50%
5,000-11,000	+/- 25%
11,000-20,000	+/- 20%
20,000-25,000	+/- 15%
>50,000	+/- 10%

**SECTION VI
PROPOSAL AND AWARD**

The undersigned having become thoroughly familiar with and understanding all of the proposal/contract documents incorporated herein agrees to provide a Travel Demand Model as specified herein.

NOT TO EXCEED PROPOSAL AMOUNT

Travel Demand Model Development and Improvements \$ _____

Proposer/Contractor has examined and carefully studied the bidding documents and attachments, and acknowledges receipt of the following addenda:

Addendum No: _____

Dated: _____

Proposer shall provide all of the information as requested herein with their proposal. **Failure to do so and/or failure to provide post-proposal requested information may be cause for rejecting the proposal as non-responsive.**

Guaranteed completion of the project shall be _____ working days after receipt of notification of award.

By my signature below, I certify that the firm bidding on this contract, when making hiring decisions, does not use a past criminal conviction as a bar to or preclude a person with a criminal conviction from being considered for employment with the bidding firm unless otherwise precluded by federal or state law. I further certify that I have read and agree to be bound by the provisions of the Study's Non-Discrimination Clause found in Appendix A

Signed: _____ Name: _____

Title: _____ Date: _____

Firm Name: _____

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the Kalamazoo Area Transportation Study. I hereby state that I have not communicated with nor otherwise colluded with any other bidder, nor have I made any agreement with nor offered/accepted anything of value to/from an official or employee of the Kalamazoo Area Transportation Study or the Michigan Department of Transportation that would tend to destroy or hinder free competition.

The firm's identification information provided will be used by the Study for purchase orders, payment and other contractual purposes. If the contractual relationship is with, or the payment made to, another firm please provide a complete explanation on your letterhead and attach to your proposal. Please provide for accounts payable purposes:

Tax Identification Number (Federal ID): _____

Remittance Address:

I hereby state that I have read, understand and agree to be bound by all terms and conditions of this proposal document.

Signed: _____ Name: _____

Title: _____ Date: _____

Firm Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Kalamazoo Area Transportation Study

Signed: _____ Name: _____

Title: _____ Date: _____

COST PROPOSAL

Firm Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Cost Breakdown

	Cost
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	
Task 7	
Task 8	
Task 9	
Task 10	
Task 11	
Task 12	
Additional Items	

NOT TO EXCEED PROPOSAL AMOUNT

Travel Demand Model Development and Improvements \$ _____

The above proposal amount shall be binding for a period of 90 days starting February 21, 2014
(due date for return of proposals).

Signed: _____ Name: _____

Title: _____ Date: _____

Firm Name: _____

49 CFR PART 20--CERTIFICATION REGARDING LOBBYING
Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies to the best of his/her knowledge and belief, that: (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, or an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, Disclosure Form to Report Lobbying, in accordance with its instructions [as amended by Government wide Guidance for New Restrictions on Lobbying, 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified as 2 U.S.C. 1601 *et seq.*)] (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C., subsection 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. subsection 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the contractor understands and agrees that the provisions of 31 U.S.C., subsection 3801, *et seq.*, apply to this certification and disclosure, if any.

Date: _____
Signed: _____
Name: _____
Title: _____
Firm: _____

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by U.S. Department of Transportation regulations on Government and Suspension at 49 CFR 29.510, the Contractor certifies to the best of its knowledge and belief, that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- (2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a 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 anti-trust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, state, or local) with the commission of any of the offenses listed in paragraph (2) of this certification.
- (4) Have not within a three-year period preceding this contract had one or more public transactions (Federal, state, or local) terminated for cause of default.

The contractor certifies that if it becomes aware of any later information that contradicts the statements of paragraphs (1) through (4) above, it will promptly inform FTA. Should the contractor be unable to certify to the statements of paragraphs (1) through (4) above, it shall acknowledge on its signature page and provide a written explanation to FTA.

Signature of Authorized Individual

Title

The certification must be attached and returned with any proposal equal to or exceeding \$25,000.

**SECTION VII
INDEMNITY AND INSURANCE**

If the acts or omissions of the Contractor/Vendor or its employees, agents or officers, cause injury to person or property, the Contractor/Vendor shall defend, indemnify and save harmless the Kalamazoo Area Transportation Study, its agents, officials, and employees against all claims, judgments, losses, damages, demands, and payments of any kind to persons or property to the extent occasioned from any claim or demand arising therefrom.

The Contractor shall furnish within (10) days of Notice of Award, certificate(s) of insurance providing insurance coverage as follows:

- (A) Workers' Compensation Insurance - Covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Workers' Compensation Act, including Employer's liability of \$500,000.
- (B) Commercial Liability Insurance - Including premises and operations, including XCU coverage, if the nature of the contract requires XC or U work. Product and completed operations, contractual and independent contractor's protection with limits as follows:

Bodily Injury	\$1,000,000 occurrence/ \$1,000,000 aggregate
Property Damage	\$ 500,000 occurrence/ or \$ 500,000 aggregate
Bodily Injury/ Property Damage	\$1,000,000 CSL

- (C) Automobile Liability Insurance - Including owned, non-owned and hired motor vehicles as well as Michigan Property Protection Insurance as required by statute. Limits as follows:

Bodily Injury	\$ 1,000,000 occurrence/ \$ 1,000,000 aggregate
Property Damage	\$ 300,000 occurrence/ or \$ 300,000 aggregate
Bodily Injury/ Property Damage	\$ 1,000,000 CSL

The above requirements should not be interpreted to limit the liability of the Contractor under this contract.

All Insurers shall be either licensed or authorized to do business in the State of Michigan.

These coverages shall protect the Contractor, its employees, agents, representatives and subcontractors against claims arising out of the work performed.

The Kalamazoo Area Transportation Study, its officials, agents and employees shall be included as additional insured with respect to all liability policies herein.

It shall be the Contractor's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the contract.

SPECIAL INSURANCE REQUIREMENTS

The selected Consultant/Professional Firm shall provide insurance coverage as follows:

Comprehensive professional (errors and omissions) liability insurance with limits no less than \$500,000 aggregate which shall insure against acts which are in the nature of professional services performed by architects and engineers. If a contract is entered into, the Firm shall maintain such insurance during the life of the contract.

**SECTION VIII
TERMS AND CONDITIONS**

1. AWARD OF CONTRACT

- A. The contract will be awarded to that responsible proposer whose proposal, conforming to this solicitation, will be most advantageous to the Kalamazoo Area Transportation Study according to the criteria outlined herein. The Study reserves the right to accept or reject any or all proposals and waive informalities and minor irregularities in proposals received.
- B. Notification of award will be in writing by the Project Manager. Upon notification, the Consultant/ Professional Firm (hereinafter Firm) shall submit to the Kalamazoo Area Transportation Study all required insurance certificates (if required) and such other documentation as may be requested or required hereunder. Upon their receipt and subsequent approval by the Kalamazoo Area Transportation Study, the Project Manager will forward to the Firm a written **NOTICE TO PROCEED**. Work shall **NOT** be started until such **NOTICE TO PROCEED** is received by the Firm.
- C. Unilateral changes in proposal prices by the proposer shall not be allowed. However, the Study, at its sole option, reserves the right to negotiate with proposers.

2. REQUEST FOR PROPOSAL AS CONTRACT

Should modifications (after proposal opening) NOT be necessary; this Request for Proposal (RFP) will be executed as the contract. In the event modifications of any nature do occur, a separate agreement shall be negotiated containing mutually agreeable terms and conditions from this Request for Proposals and any addenda.

3. SUBCONTRACTORS - NON ASSIGNMENT

Proposers shall state in writing any and all sub-contractors to be associated with this proposal, including the type of work to be performed. The Firm shall cooperate with the Kalamazoo Area Transportation Study in meeting its commitments and goals with regard to maximum utilization of minority and women-owned business enterprises.

The Firm hereby agrees and understands that the contract resulting from this proposal shall not be transferred, assigned or sublet without prior written consent of the Kalamazoo Area Transportation Study.

4. TAXES

The Kalamazoo Area Transportation Study is exempt from all federal excise tax and state sales and use taxes. However, depending upon the situation, the vendor or Firm may not be exempt from said taxes and the Kalamazoo Area Transportation Study is making no representation as to any such exemption.

5. PAYMENTS

Unless otherwise specified by the Study in this proposal, the Firm will be paid in not more than forty-five (45) days after receipt of a properly executed invoice, the sum stipulated herein for service rendered and accepted. Payments are processed by the Kalamazoo Area Transportation Study after receipt of an original invoice from the Firm and approval by the Study and the Michigan Department of Transportation.

6. CHANGES AND/OR CONTRACT MODIFICATIONS

The Study reserves the right to increase or decrease services or requirements, or make any changes necessary at any time during the term of this contract, or any negotiated extension thereof. Price adjustments due to any of the foregoing changes shall be negotiated and mutually agreed upon by the Firm and the Study.

Changes of any nature after contract award which reflect an increase or decrease in requirements or costs shall not be permitted without prior approval by the Project Manager. Kalamazoo Area Transportation Study Policy Committee approval may also be required. **SUCH CHANGES, IF PERFORMED IN ADVANCE OF PROJECT MANAGER APPROVAL, MAY BE SUBJECT TO DENIAL AND NON-PAYMENT.**

7. LAWS, ORDINANCES AND REGULATIONS

The Firm shall keep themselves fully informed of all local, state and federal laws, ordinances and regulations in any manner affecting those engaged or employed in the work and the equipment used. The Firm and/or employees shall, at all times, serve and comply with such laws, ordinances and regulations.

Any permits, licenses, certificates or fees required for the performance of the work shall be obtained and paid for by the Firm.

This contract shall be governed by the laws of the State of Michigan.

8. RIGHT TO AUDIT

The Study or its designee shall be entitled to audit all of the Firm's records, and shall be allowed to interview any of the Firm's employees, throughout the term of this contract and for a period of three years after final payment or longer if required by law to the extent necessary to adequately permit evaluation and verification of:

- A. Firm's compliance with contract requirements,
- B. Compliance with provisions for pricing change orders, invoices or claims submitted by the Firm or any of their payees.

9. HOLD HARMLESS

If the acts or omissions of the Contractor/Vendor or its employees, agents or officers, cause injury to person or property, the Contractor/Vendor shall defend, indemnify and save harmless the Kalamazoo Area Transportation Study, its agents, officials, and employees

against all claims, judgments, losses, damages, demands, and payments of any kind to persons or property to the extent occasioned from any claim or demand arising therefrom.

10. **DEFAULT**

The Study may at any time, by written notice to the Firm, terminate this contract and the Firm's right to proceed with the work, for just cause, which shall include, but is not limited to the following:

- A. Failure to provide insurance and bonds (when called for), in the exact amounts and within the time specified or any extension thereof.
- B. Failure to perform the services within the time specified herein, or any extension thereof.
- C. Failure to make progress if such failure endangers performance of the contract in accordance with its terms.
- D. Failure to perform in compliance with any provision of the contract.
- E. **Standard of Performance** - Firm guarantees to perform the services rendered herein in accordance with the accepted standards of the industry or industries concerned herein, except that if the specifications calls for higher standards, then such higher standards shall be provided.

Upon notice by the Study of the Firm's failure to comply with such standards or to otherwise be in default of this contract in any manner following the Notice to Proceed, the Firm shall immediately remedy said defective performance in a manner acceptable to the Study. Should the Firm fail to immediately correct said defective performance, said failure shall be considered a breach of this contract and grounds for termination of the same by the Study.

In the event of any breach of this contract by the Firm, the Firm shall pay any cost to the Study caused by said breach including but not limited to the replacement cost of such services with another Firm.

The Study reserves the right to withhold any or all payments until any defects in performance have been satisfactorily corrected.

In the event the Firm is in breach of this contract in any manner, and such breach has not been satisfactorily corrected, the Study may bar the Firm from being awarded any future Study contracts.

- F. All remedies available to the Study herein are cumulative and the election of one remedy by the Study shall not be a waiver of any other remedy available to the Study, either listed in this contract or available by operation of law.

11. INDEPENDENT CONTRACTOR

At all times the Firm, any of its employees, or its sub-contractors, and their subsequent employees shall be considered independent contractors and not as Kalamazoo Area Transportation Study employees. The Contractor shall exercise all supervisory control and general control over all workers' duties, payment of wages to Contractor's employees and the right to hire, fire and discipline their employees and workers. As an independent contractor, payment under this contract shall not be subject to any withholding for tax, social security or other purposes, nor shall the Contractor or its employees be entitled to Study paid sick leave, pension benefit, vacation, medical benefits, life insurance or workers' unemployment compensation or the like.

12. THE KALAMAZOO AREA TRANSPORTATION STUDY'S RESPONSIBILITIES

The Study agrees to provide full, reliable information regarding its requirements for the Project and, at its expense, shall furnish the information, surveys and reports, if any, as described in the specifications. In addition, the Study agrees to provide, at its expense and in a timely manner, the cooperation of its personnel and such additional information with respect to the Project as may be required from time to time, to be provided by the Study for the performance of the Firm's work.

13. TERMINATION

This Agreement may be terminated by either the Study or the Firm by giving written notice at least thirty (30) days prior to the date of termination.

- A. In the event of such termination by the Firm, the Study, together with any other remedies which are legally available, may withhold any subsequent payment due under this agreement until such time as the services required to be performed under this Agreement have been completed by the Study or another firm. In the event that the Study incurs additional expenses caused directly or indirectly by the termination of this Agreement, together with such other remedies as are legally available, the Study shall be entitled to deduct such expenses from any unpaid amount due to the Firm under this agreement.
- B. In the event of such termination by the Study, the Study shall pay the Firm for services and reimbursable expenses performed or incurred prior to the termination date plus all costs and expenses directly attributable to such termination for which the Firm is not otherwise compensated.

14. NO WAIVER

Either party's failure to insist on strict performance of any term or condition of the contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

APPENDIX A

KALAMAZOO AREA TRANSPORTATION STUDY NON-DISCRIMINATION POLICY

The Kalamazoo Area Transportation Study (KATS) assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

KATS further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. Furthermore, KATS will not exclude persons based on age, religion, or disability.

More specifically, the Kalamazoo Area Transportation Study assures that efforts will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low income populations. Additionally, the Kalamazoo Area Transportation Study will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

In the event KATS distributes federal aid funds to another governmental entity, KATS will include Title VI language in all written agreements and will monitor for compliance.

KATS's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other KATS responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

Adopted October 19, 2011