

STRAFFORD

Regional Planning Commission

Request for Proposals

Online Transportation Project Management Platform

Overview

The 4 New Hampshire Metropolitan Planning Organizations – Rockingham Planning Commission (RPC), Nashua Regional Planning Commission (NRPC), Southern New Hampshire Planning Commission (SNHPC), and Strafford Regional Planning Commission (SRPC) – are cooperatively seeking proposals for an online, interactive project management platform for regional transportation planning as part of their Metropolitan Planning Organization processes.

Proposals must be received by **5:00 PM EST on May 31, 2024**. Address all proposals to:

Colin Lentz
Sr. Transportation Planner
Strafford Regional Planning Commission
150 Wakefield St, Suite 12
Rochester, NH 03867
email to clentz@strafford.org.

Any questions regarding this RFP may be addressed to Colin Lentz via email at clentz@strafford.org. Strafford Regional Planning Commission will maintain a list of questions and answers along with the RFP on the SRPC website at www.strafford.org. Questions will be accepted until May 17, 2024. Answers to all questions received will be posted to the Strafford RPC website by May 21, 2024 to ensure that all parties have adequate time to review them. Applicants will be notified of selection results no later than June 21, 2024.

Background Information

RPC, NRPC, SNHPC, and SRPC operate as Metropolitan Planning Organizations (MPOs) for their respective urbanized areas in New Hampshire. In cooperation with the New Hampshire Department of Transportation (NHDOT), they each must maintain Long-Range Transportation Plans (LRTP) which includes a twenty-year list of transportation infrastructure and planning projects. The MPOs currently

lack a comprehensive, interactive, and publicly accessible platform for publishing information in their long-range public transportation plans.

Within each twenty-year list, projects fall into three planning phases along a continuum of implementation:

- **Transportation Improvement Program (TIP)** The TIP is adopted biennially and includes projects to be worked on within the immediate 4 fiscal year period (at present 2023-2026). Projects are nearing final implementation, from preliminary engineering through construction. Updates to Individual project scopes, phase timing, funding sources, and programmed costs are processed by each MPO and NHDOT through monthly Administrative Adjustments and Quarterly TIP Amendments. The monthly adjustments are defined as minor revisions and are processed administratively with primarily agency review and limited public involvement. Larger changes in scope, cost, and timing require a TIP Amendment and a public comment process. NHDOT provides an MS Excel export for each Administrative Adjustment and TIP Amendment that details the changes to each project as well as a second export that provides justification for the necessary project adjustments. Project scope and financial information must always match between NHDOT and the four MPOs.
- **NH State Ten Year Transportation Improvement Plan (5 to 10 years from construction).** Projects in this group have been assigned funding and have a more clearly defined scope but lack the detail of TIP projects. The Ten Year Plan is updated biennially and there are no revisions to the document until the adoption of the next Ten Year Plan.
- **Regional Long-range Transportation (LRTP) Plan (11 to 20+ years from construction).** These are projects being developed by each MPO. Details vary on these projects from a general project vision or scope and limited information about funding and phasing, to projects with planning level cost estimates developed by engineers. MPOs are regularly adding and updating projects in this list as they seek funding sources.

The project development and management process can be thought of as an interrelated “assembly line”. Projects start in the LRTP where they are developed and refined to move to the outer years of the State Ten Year Plan. Once in the Ten Year Plan projects move forward sequentially (first in-first out) toward implementation in the TIP. The TIP comprises the final four years of the state Ten Year Plan, when projects begin engineering, right-of-way, and construction. The current TIP covers 2023-2026. Because this process is integrated, project additions and modifications regularly occur within and across all three phases simultaneously.

Scope of Work to be Performed

Provide a ready-made, software-as-a-service platform that can manage and publish transportation project information for four (4) MPO transportation programs. Live technical support during regular business hours (M-F, 8am – 5pm).

Project Management Platform Features

Proposals will be scored based on the degree to which they address the following required and desired features. Proposals that fail to address any of the required features will be declined. Additional desired features will be considered in the decision process and constitute bonus points. If multiple applications fulfill all required features, they will be scored first on the level of detail with which they address required features, and perceived ease of use; and second on their inclusion of desired features. Applications will be scored by senior MPO staff. They expect to conduct scoring without the need for interviews, but reserve the right to contact applicants for interviews as needed.

Required Features

Proposals missing any of these required features will be declined:

- RPC staff must have unlimited access to modify project information.
- Ability to process simultaneous modifications to groups of projects (per “continuum of implementation” description above).
- Automated project tracking and reporting.
- Viewable project revision history.
- Organize projects into three distinct planning phases and be able to move projects between them (i.e. escalating ten year plan projects to the TIP).
- Import of Excel-based project information from NHDOT database
- Annual funding obligation reporting.
- Customizable fiscal constraint calculations by fiscal year and funding program.
- Ability to modify appearance and organization of user interface with an interactive, public, web-based project viewer, a live project map, and ability to search and filter projects.
- Initial training on platform use, and access to live technical support during regular business hours.

Desired Features

Proposals will get additional points for each of the following desired features; no points will be docked from proposals that lack any of these additional features.

- Module for public input on individual projects and on TIP Revisions – **2 points**
- Public call for projects capability (project solicitation) – **2 points**
- Integrated project evaluation and scoring criteria - **5 points**
- Public facing dashboard that displays targets and data for transportation performance measures – **5 points**
- Ability to include project notes and attach project related documents – **1 point**

Cost of Services

The Commission is requesting that the Service Provider (firm) submit a FIXED FEE service contract for a twelve-month period. There will be an option to renew annually for a period of three years. Each twelve-month period must be shown separately. Payment schedule should also be included (i.e. monthly, quarterly, annually). The total maximum budget for this project during the first twelve-month period is \$80,000, including all implementation and maintenance fees.

To maximize efficacy, the four MPOs prioritize products and services that offer group or cost-sharing purchasing options.

Proposal Details

The RPCs are committed to operating in a nondiscriminatory manner and ensuring opportunity for full and fair participation regardless of race, color, national origin, gender, age, or disability.

Proposals must include the following information:

1. Name of lead firm and any sub-consultants.
2. Point of contact (name, title, phone number, mailing address, and email address) at lead firm.
3. Executive Summary demonstrating the consultant's understanding of the project.
4. Description of experience on similar projects including a list of at least 3 references within the past 5 years, with current contact information.
5. A detailed description of the technical approach proposed for accomplishment of the work and how the requirements are addressed.
6. A proposed schedule, cost, and work plan for the accomplishment of the work

7. Any other pertinent information.

Administration

This process will be modeled off previous joint efforts between the four MPOs to procure shared data sources and planning grants. One of the partner MPOs will be the administrative lead and point of contact for the selected consultant. Joint meetings with the partner MPOs are expected at the outset of the contract. The MPOs are sub-recipients of federal transportation planning funds, administered by NHDOT. A contract between the MPOs and a consultant pursuant to this RFP shall conform to existing state contract requirements.

Notes:

Proposals are not to exceed a total of 20 pages (8.5 x 11), inclusive of resumes and firm experience. Covers, end sheets, budget exhibits, DBE documentation, and an introductory letter shall not count against these maximums. Font size should be at a minimum of 10 point. The Commission reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, or to cancel the RFP in part or in its entirety if it is in the best interest of SRPC. By submitting a proposal, the service provider certifies that they understand the requirements and conditions of services to be provided.

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