

# Mountainland Association of Governments Request for Statement of Qualifications for MAG's Regional Transportation Plan Public Involvement Component

Mountainland Association of Governments (MAG) is soliciting Request for Statement Qualifications from firms with Public Involvement or Relations expertise to guide MAG in the update and development of the next Regional Transportation Plan for 2019, specifically coordinating the public involvement process. MAG is also desiring to review and update its current public involvement process, methods, and policy.

SUMMARY INFORMATION	
<b>Project: Public Involvement and Input into the MAG Regional Transportation Plan</b>	
Location	Orem, Utah
<b>Project Manager Contact</b>	
MAG Project Manager (PM)	Chad Eccles
PM Phone No.	(801)229-3824
PM Email Address	<a href="mailto:ceccles@mountainland.org">ceccles@mountainland.org</a>
<b>Instructions</b>	
Date Sending Request to Consultants	June 30, 2017
Submission Deadline for Statements of Qualifications (SOQs)	July 20, 2017, by 3:00 P.M. MST
Submittal Instructions	Electronic submittal is required. Submit an electronic file of the SOQ to the MAG Project Manager, Chad Eccles, <a href="mailto:ceccles@mountainland.org">ceccles@mountainland.org</a> no later than <b>3:00 P.M. on July 20th, 2017</b> (acknowledgement of receipt will be sent).  <b>SOQs will not be accepted after the July 20th, 2017 3:00 P.M. deadline.</b>

## A. Introduction

MAG's Regional Transportation Plan (RTP) is a collaborative effort undertaken every four years between MPO member cities and county but also including the Utah Department of Transportation (UDOT), and the Utah Transit Authority (UTA). RTP partners work together to develop common regional goals, planning time horizons, performance measures and financial assumptions so that the plan are consistent across the region while but sensitive to each locality's needs. Then UDOT, UTA and the MPO all agree on which projects and needs to include in the RTP, as well as timing, funding and how to measure their effectiveness in meeting shared objectives.

Public Involvement is an important element in the creation of the RTP. MAG looks to region

stakeholders and interested public to inform and comment on key elements of the plan. It is desirable to have effective Public and stakeholder involvement at various steps in the Regional Transportation Plan update process.

- B.** Mountainland Association of Governments is soliciting Statements of Qualifications (SOQ) from firms with public involvement and communications expertise to aid in the next update of MAG's Regional Transportation Plan and to create a method of public and stakeholder involvement to develop the 2019 MAG RTP **Project Team**

The "Client" is the Mountainland Association of Governments, but all project partners will participate on the Management Team. The "Project Manager" is:

**Chad Eccles, Project Manager**

Mountainland MPO  
586 East 800 North  
Orem, UT 84097  
(801)229-3824  
ceccles@mountainland.org

Project partners, referred to as the "Management Team," include:

- Utah Department of Transportation (UDOT)
- Mountainland Association of Governments (MAG)
- Various Utah County cities and Utah County representatives
- Utah Transit Authority (UTA)
- Regional Stakeholders

The "Consultant Team" will consist of one "Prime Consultant" and may or may not include additional entities who will act as sub consultants to the Prime Consultant, to comprise a team with expertise public involvement and communications. The prime consultant will be responsible for executing the majority of the work.

**C. Anticipated Scope of Work**

Once a Consultant Team is selected by the Management Team The anticipated tasks below will be used to develop a scope of work to negotiate a contract. The main deliverable for this project will be performed Public Involvement for an updated 2019 RTP by MAG Staff, including facilitating the process for holding a series of successful small area meetings (four geographic areas), creating a public and stakeholder input process and facilitating that process, and an preparing updated MAG Public Involvement Policy.

Management Team will contribute:

- Project management and oversight of the study
- In-kind labor hours to support data collection or facilitate project needs

Work products which the Consultant Team will produce:

- Communicate process and ideas of how to develop RTP elements, receive and document effective public and stakeholder involvement
- Work with the Mountainland Modeling team to message model outputs
- Help to facilitate MAG small area meetings throughout the county

- Set, lead, and keep notes of meetings
- Staff training and involvement in facilitating meetings and input opportunities
- Continued Public and stakeholder Involvement process development to include best practices and use those practices to create an updated MAG public involvement policy
- Develop a public and stakeholder involvement web access tool

#### **D. Schedule**

The project is estimated to take about 9 months beginning August 15, 2017.

The work will be an on-call basis meaning that at monthly intervals the project manager will determine the amount of work needed for that month and what tasks will need to be performed.

The Management Committee shall meet monthly with the Consultant Team or as needed.

#### **E. Project Budget**

- Negotiable – and will need to be determined at a rate rather than fixed fee to accommodate the on-call method.

#### **F. Proposal Submittal Requirements**

6-page maximum length; cover letter, full-page images, and Appendix pages are not included in total page count.

#### **G. Selection Process and Criteria**

Selection Process:

- RFQ release: June 30, 2017
- Proposals due: July 20, 2017
- Interviews if needed (at discretion of Management Team) July 27, 2017

Selection Criteria - 100 points possible:

1. One-page cover letter
2. Firm Experience (20 points)
3. Project Manager (20 points)
  - a. Projected workload; show percentage of time to be spent on this and other projects
  - b. Experience on projects of similar size and scope (include client/owner reference for each in the Appendix)
4. Consultant Team and Project Understanding (60 points)
  - a. Team composition, key team members
  - b. Percentage of time dedicated to this project
  - c. Experience on projects of similar size and scope
  - d. Outline opportunities / constraints and key issues
  - e. Include your firm's unique "Approach to the Project" as an opportunity to share any innovative concepts that would demonstrate creativity
5. Appendix (resumes of Project Manager and key team members, qualifications, project references)

#### **H. Proposal Requirements & Contents**

6-page maximum length; cover letter and Appendix pages are not included in total page count.

##### **Cover Letter**

Introduce the prime consultant any sub consultants (not included in page count)

##### **Project Manager**

Experience on projects of similar size and scope. Percentage of time to be spent on this and other projects.

##### **Consultant Team / Project Understanding**

Relevant experience of proposed personnel and firms. Specify how team members will contribute to a successful outcome on anticipate scope of work. Outline approach to the project, opportunities, constraints, and key issues.

##### **Appendix**

Resumes of Project Manager and Consultant Team members, qualifications and project references (not included in page count)

**End**