



MAG Congestion Management Plan

Request for Proposals



May 29, 2024

Summary Information

Below are project information, due dates, and submittal instructions. Please direct all pre-submission questions regarding this project to Calvin Clark, cclark@mountainland.org.

PROJECT

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| Project | MAG Congestion Management Plan |
| Source(s) of Funding | State, Local |
| Budget | \$125,000 |

PROJECT TEAM

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|--------------------------|---|
| MAG Project Manager (PM) | Calvin Clark Mountainland Association of Governments 586 East 800 North, Orem, UT 84097 cclark@mountainland.org |
| Project Sponsor | Mountainland Association of Governments (MAG) |

DATES

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| Posting of the RFP | May 29, 2024 |
| Questions Regarding the RFP Deadline | June 10, 2024, by noon MDT |
| Clarifications to RFP Posted | June 12, 2024, by 6 pm MDT |
| Submission Deadline for RFP | June 19, 2024, by noon MDT Responses submitted after this deadline will not be accepted. |
| Optional Oral Interview | The Selection Team may determine that interviews are necessary to make a selection. These interviews may be conducted in person or over the phone. If necessary, interviews will be held on June 26 and June 27, 2024, with a determination to be made the following week. |
| Notice to Proceed | To be issued by MAG after contract execution. |
| Project Completion Date | Phase 1: September 30, 2024. Phase 2: March 31, 2025 |

INSTRUCTIONS

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| Submittal Instructions | <p>Responses to this Request for Proposals must be contained in a single PDF document submitted by email to the <u>MAG Planning Department Executive Assistant, Kim Brenneman</u> (kbrenneman@mountainland.org), before the submission deadline of June 19, 2024, by noon MDT. An acknowledgment of receipt will be sent.</p> <p>The RFP has a six-page limit, not including cover, cover letter, or resumes. Questions and other correspondence regarding this Request for Proposals must be emailed to <u>MAG Planning Department Executive Assistant Kim Brenneman</u> (kbrenneman@mountainland.org) by 12:00 PM MDT on June 10, 2024. Any clarifications or additional information will be shared online on MAGs Consultant Services web page by 6:00 PM MDT on June 12, 2024: Request for Bids, Proposals, and Qualifications</p> |
| Budget and Timeline | A proposed budget and timeline, outlined by task, is required for this RFP. |

A. Introduction

The Mountainland Metropolitan Planning Organization (MPO) solicits proposals from qualified consultants to review, develop, and document MAG's Congestion Management Plan (CMP). The chosen consultant will help the MPO meet federal guidelines to develop and document a process for analyzing the reasonableness of travel demand reduction and operational management strategies as federally funded capacity expansion projects are evaluated and selected for implementation and to leverage the Federal Highway Administration's (FHWA) CMP guidebook to help organize the elements of the CMP into one document and more clearly demonstrate conformance to the provisions in 23 CFR 450.322.

B. Background

As the designated MPO for our region, MAG is dedicated to fostering growth within our communities. MAG serves as the regional transportation planning entity for urban Utah County, undertaking various responsibilities, including long and short-range transportation planning, land-use planning, mapping, GIS, trail planning, and demographic data collection and forecasting. MAG administers transportation project funding from various sources, including funds from UDOT, Utah County, FHWA, and FTA. As MAG administers federal funds, it is required to have a congestion management plan in place, which all projects with federal funding are required to follow, according to 23 CFR 450.322.

C. Scope of Work

There are two proposed phases to this scope of work. The focus of phase 1 is to address corrective items raised by FHWA in the 2023 MAG MPO Certification Review. The focus of phase 2 is to ensure all recommended actions raised in the [2023 MAG MPO Certification Review](#) are addressed and to provide tools that MAG staff, consultants, and partners can use to expedite the usage of the CMP in project planning and development in MAG's Regional Transportation Plan and Transportation Improvement Program. Although the completion of Phase 1 is the most time-sensitive, it is anticipated that a majority of effort and budget will be devoted to Phase 2.

Phase 1: Develop and document a process for analyzing travel demand reduction.

- a. Review best practices of other MPOs and their CMP and [23 CFR 450.322](#) for guidance on necessary components of a CMP.
- b. Develop a process for analyzing travel demand reduction reasonableness for road capacity projects with federal funding.
- c. Document process for analyzing travel demand reduction reasonableness for road capacity projects with federal funding.
- d. Ensure that the process and documentation meet corrective actions defined in section 4.19.3 of the [2023 MAG MPO Certification Review](#).

Phase 2: Develop an online portal to track roadway congestion within MAG.

- a. Identify data sources to track congestion regularly.
- b. Identify/develop CMP performance metrics to identify congestion that will be usable by MAG staff, consultants, and partners in project planning and development.
- c. Develop a dashboard that provides MAG staff, consultants, and partners with access to CMP metrics. Integrating this dashboard into existing MAG tools is a plus.
- d. Develop a public-facing dashboard that provides necessary details of CMP metrics to the public and stakeholders.
- e. Develop a prioritization methodology to determine which roadways are the "most" congested.

D. Deliverables

Phase 1:

- A document outlining the process for analyzing the reasonableness of travel demand reduction and operational management strategies as federally funded capacity expansion projects are evaluated and selected for implementation, per 23 CFR 450.322(e) and (f).

Phase 2:

- An online dashboard that provides MAG staff, consultants, and partners with access to CMP metrics demonstrates.
- An online dashboard that provides access to CMP metrics to the public and stakeholders.
- A technical document outlining the data sources used to develop the online CMP dashboards, development of CMP metrics, and development and usage of prioritizations.
- Presentations to the MPO Board, committees, and other stakeholders.

E. Qualifications

- Respondents will have demonstrated experience in MPO policies and procedures.
- Respondents will have a strong understanding of what is to be included in a Congestion Management Plan.
- Respondents will have demonstrated experience in congestion data and developing online portals.
- Experience working with federal processes is highly desirable.

F. Proposal Requirements

Proposals should include the following information:

- Firm profile and experience with similar projects.
- Proposed approach and methodology for the review.
- Team composition and qualifications and availability of key personnel.
- Project budget, timeline, and deliverables.
- References from past clients.
- No more than six pages, not including the cover page and qualifications of key personnel.

G. Selection Process

A selection committee will evaluate proposals based on the following criteria and interview a short list of firms:

- Qualifications and experience of the firm and proposed team | 30%
- Understanding of the scope of work, proposed methodology, and innovation | 40%
- Demonstrated ability to meet the needs of the MPO | 30%
- References

H. Submission Instructions

- A. RFP Requirements: Responses to this Request for Proposals (RFP) must adhere to the following:

1. Be contained in a single PDF document.
 2. The RFP has a maximum six-page limit, not including cover, cover letter, or resumes.
 3. Be submitted by email to the MAG Planning Department Executive Assistant, Kim Brenneman (kbrenneman@mountainland.org), no later than 12:00 PM MDT on June 19, 2024.
- B. Communication with Staff: The MPO plans a question-and-answer process to solicit and document questions and provide answers openly.
1. The MPO asks that firms do not contact individuals at the MPO or members of the selection committee with questions regarding the RFP and draft work scope.
 2. Questions and other correspondence regarding this Request for Proposals must be emailed to MAG Planning Department Executive Assistant Kim Brenneman (kbrenneman@mountainland.org) by v 12:00 PM MDT on June 10, 2024.
 3. Answers, clarifications, or additional information will be shared online on MAG's Consultant Services web page by 6:00 PM MT on June 12, 2024: [Request for Bids, Proposals, and Qualifications](#).
 4. Questions and answers only will be provided, no identifying information will be posted.
- C. Proposals Due Date: Proposals should be submitted electronically to kbrenneman@mountainland.org no later than June 19, 2024, at noon MT. Please include "MAG Congestion Management Plan" in the subject line.