



**Permian Basin**  
**MPO** Metropolitan  
Planning  
Organization

**NOTICE OF REQUEST FOR PROPOSALS**

**FOR**

**GENERAL TRANSPORTATION PLANNING  
CONSULTANT SERVICES**

**PROJECT NAME: Permian Basin Interregional Planning and  
Environmental Linkage (PEL) Study**

**PUBLICATION DATE: October 14, 2020**

**CLOSE DATE: November 5, 2020**

## **NOTICE OF INVITATION**

The Permian Basin Metropolitan Planning Organization (MPO) intends to enter into a deliverable contract with a consulting firm or individual to provide assistance in the planning efforts for a long range transportation corridor including socio and economic impact and potential in the Midland Odessa region.

Respondents will need to submit five (5) **WRITTEN SEALED PROPOSALS**, for the following, not later than **4:30 p.m., November 5, 2020**, to the Permian Basin Metropolitan Planning Organization, Wright Office Complex, Suite 1, 9601 Wright Drive, Midland, Texas 79706; **USPS Mailing Address:** P. O. Box 60916, Midland, Texas 79711.

**The project will be titled: Permian Basin Interregional Planning and Environmental Linkage (PEL) Study**

Proposals will be accepted in person, by United States Postal Service to the P.O. Box only, or by private courier service. *Note that the Wright Drive address is not served by USPS. Only courier delivery is accepted at the physical address.*

No proposal will be accepted by oral communication, telephone, electronic mail, telegraphic or facsimile transmission. Proposals may be withdrawn prior to the time set for closing. Any proposal received after the time set for closing will be rejected and returned unopened to the addressee on the package. This is a Request for Proposals (RFP) for professional services.

Proposals will be distributed by the PERMIAN BASIN MPO Executive Director to members of the Selection Committee for review. Initial selection will be based on the demonstrated competence and qualifications of the Project Manager and Task Leaders of the firms replying to this RFP. Written proposals will be reviewed by a Selection Committee comprised of the PERMIAN BASIN MPO Policy Board, Technical Advisory Committee and staff. The top ranked firms will be invited by the MPO to provide individual presentations to the Selection Committee either in person or virtually. This will occur within 10-14 days of the indicated closing date.

***The issuance of this RFP does not obligate PERMIAN BASIN MPO to enter into a contract for any services. All costs related to the preparation and submission of a proposal shall be borne by the entity or firm proposing.***



# Permian Basin MPO

Metropolitan  
Planning  
Organization

## REQUEST FOR PROPOSAL

### Permian Basin Interregional Planning and Environmental Linkage Study

The Permian Basin Metropolitan Planning Organization (MPO) for the Midland-Odessa metropolitan area, is seeking proposals from qualified individuals or firms for consultant services to assist with specific tasks in the development of a Permian Basin Interregional Planning and Environmental Linkage Study.

#### I. GENERAL DESCRIPTION

The study will be conducted over a 12-18 month period.

#### II. STUDY PURPOSE AND OBJECTIVES

The purpose is to conduct a Planning and Environmental Linkage Study that will support the NEPA process by indicating potential alternatives within the study area for a regional highway corridor(s).

- The study area extends from the vicinity of SH 158 southeast of Midland to the west side of Odessa at or near SH 302 and from points south of both communities.
- Expected products include a report that identifies purpose and needs, proposed facility characteristics, fatal flaws, significant environmental concerns as well as other issues; and proposes at least two preferred corridors.

#### III. PROJECT MANAGEMENT

The provider is expected to address in its proposal a detailed plan to manage and conduct a PEL Study. The proposal should indicate a demonstrated understanding of the purpose and objectives of the project as defined by FHWA PEL Implementation Guidelines.

The consultant will be expected to work with a Study Oversight Team comprised of MPO Staff, TxDOT Staff, and officials from interested local governments.

#### **IV. TASKS FOR WHICH CONSULTANT SERVICES REQUIRED**

TASKS include: public engagement, resource coordination, inter-agency consultation, analysis of socio-demographics, network development, land use, general economic development potential overview, and identification of principal corridor movements. The consultant will utilize the regional Travel Demand Model as necessary.

#### **V. SUBMISSION OF PROPOSALS AND REQUIRED CONTENT**

The MPO shall not be responsible for any expenses, which consultants may incur in the preparation and submitting of a proposal. The consultants shall furnish such additional information that the MPO may reasonably require. The MPO also reserves the right to negotiate modifications to the proposals that it deems are acceptable, reject any and all proposals, and to waive any minor irregularities in the procedures.

This RFP is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this RFP. To assist the MPO in evaluating your proposal, the following are minimum requirements that should be included in the proposal:

- A narrative describing the Consultant's understanding of the scope of services, the approach to the project, the reports and deliverables that are to be presented, and a work plan that outlines Consultant's approach and methodology. Consultant should indicate how they propose to meet the timeline for this project.
- A description of Project Manager's experience, expertise, knowledge, capabilities, and resources in transportation planning processes, particularly with corridor development studies.
  - A description of each professional team member's experience and expertise that will be assigned to the project.
  - A list and description of related projects of a similar nature for which the Project Manager and/or key team leaders have been involved.
  - A minimum of three references, including contact person, address, and telephone number, for similar projects.
  - The consultant shall provide a list of supporting documents and data necessary to conduct and complete this study.
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  - The consultant shall provide a schedule for the total project time.
  - 10 pages max for the main proposal. Any supplemental material, including resumes, shall not exceed 15 pages (25 pages in total maximum).

**Required proposal attachment:**

An organization chart limited to one (1) page containing the names of the prime provider and any sub-providers' task leaders proposed for the team and their contract responsibilities by work category. Task leaders should be clearly designated. Other personnel can be identified at the prime provider's discretion. The organization chart should also include the name, address, e-mail, telephone numbers of the prime provider and all sub-providers proposed for the team.

**Submission Dates, Address and Conditions**

The deadline for proposals is **4:30 P.M. on November 5, 2020** at the PBMPO offices. Proposals received after this time and date will not be accepted nor considered. Tentatively, a committee of MPO Board members and other stakeholders may interview finalists during the week of **November 16, 2020**.

Four (5) bound copies and one (1) unbound or electronic copy must be mailed, or delivered by courier to one of the addresses shown below:

**PBMPO**

Mail to:  
P.O. Box 60916  
Midland, TX 79711

Deliver to:  
9601 Wright Drive  
Midland, TX 79706  
*No USPS to this address*

ATTN: Alyssa Chavez, Office Manager or  
Cameron Walker, Executive Director

**VI. CONTRACT TYPE**

A cost-reimbursement not-to-exceed type of contract is anticipated. Scope of Work and specific tasks will be assigned by individual work authorizations. The consultant will be paid based on work actually performed. The frequency of invoices shall not exceed once per month.

## **VII. CONSULTANT SELECTION PROCESS AND PROPOSAL EVALUATION**

The Selection Committee will review and evaluate all responsive proposals, taking into consideration the following items as a minimum:

- Consultant's understanding of the project and approach, and time frame. (35%)
- Experience, expertise, and qualifications of the Project Manager. (25%)  
and the Consulting Firm's individual team members. (25%)
- Responses of the Consultant's references. (5%)
- The prime provider's Quality Assurance/Quality Control (QA/QC) program. (10%)

The MPO reserves the right to reject any or all proposals and to waive formalities and irregularities in proposals received. Final approval of contract award may be subject to the action of the PERMIAN BASIN MPO Policy Board. A letter or email will be sent to the consulting firms that are selected for the interview process that will define the interview steps.

## **VIII. DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION**

The MPO encourages submitting individuals or companies to consider utilizing DBE firms in the proposals. However, nothing in this provision shall be construed to require the utilization of any DBE firm which is either unqualified or unavailable.

## **IX. COMPLIANCE WITH FEDERAL REGULATIONS**

The Proposer's attention is called to the fact that this contract is subject to a financial assistance contract between the MPO and FHWA and FTA of the USDOT and TxDOT. The contract to be let, therefore, is subject to the terms of the contract between the MPO, USDOT and TxDOT. The successful Proposer will be required to comply with, in addition to other provisions of the Request for Proposal, the conditions required by all applicable Federal and State regulations, including the following:

1. Equal Employment Opportunity - Successful Proposer will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.
2. Title VI Assurances - Successful Proposer will be required to comply with all requirements imposed by Title VI of the Civil Rights Act of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued thereunder (49 C.F.R. part 21), and assurances by the MPO thereto.

## **PERMIAN BASIN MPO CONTACT**

Request for additional information regarding this RFP should be made to the Executive Director by e-mail at [cwalker@permianbasinmpo.com](mailto:cwalker@permianbasinmpo.com) or by mail at P. O. Box 60916, Midland, Texas 79711.