INCOG is accepting statements of qualifications to update the GO Plan, the Regional Bicycle and Pedestrian Master Plan. This request is for consultant qualifications only. PLEASE DO NOT PROVIDE PROPOSED FEES FOR THIS PROJECT.

Qualifications are to be delivered via email or jump drive to: jziegler@incog.org, or to INCOG, Attn: Jane Ziegler, 2 W. 2nd Street, Suite 800, Tulsa, Oklahoma, 74103 by September 1, 2023 at 4:00pm. INCOG will develop a short list from the submittals, and selected consultants will be invited to submit a proposal or interview. It is anticipated that a contract will be negotiated with the selected firm.

I. Introduction

The Indian Nations Council of Governments (hereinafter, “INCOG”) is a voluntary association of local governments. INCOG provides planning and coordination services to assist in creating solutions to local and regional challenges in such areas as land use, transportation, community and economic development, the environment, and public safety. As the Metropolitan Planning Organization (MPO) for the Tulsa Region, INCOG assists local governments with transportation planning services and coordination of capital investments through regular updates of the Metropolitan Transportation Plan and the Transportation Improvement Program (TIP).

II. Project Area and Description

The regional plan update area is located within the 2020 Tulsa Transportation Management Area (TMA). Local government plans could be outside of the TMA, but within the greater INCOG region.

III. Background

In June 1998, INCOG employed a consulting team to prepare the Trails Master Plan for the Tulsa Transportation Management Area (TMA). The Plan addressed policies, programs, physical improvements, and offered recommendations for improving community access to outdoor resources by building a network of off-road multi-purpose paved trails addressing the trail needs of community residents related to recreation, transportation, and economic pursuits. It identified 44 corridors throughout the metro area to be developed over 15 years.
In 2015, the INCOG Board of Directors adopted the GO Plan, the first regional bicycle and pedestrian masterplan that included both on and off-road infrastructure. The project included in-depth collaboration with the public, stakeholder, and community engagement. INCOG sought to change the norm for travel in the region by overcoming challenges to active transportation. The plan laid out 1,373 miles of bicycle facility types in the region. It also included separate plans for 11 cities that focused on specific areas where there was a high use of vulnerable road users such as school crossings.

IV. Period of Performance, Anticipated Scope of Services and Anticipated Consultant Selection
Timeline

The Period of Performance for this work is anticipated to be January 1, 2024, to December 31, 2024.

INCOG requests qualifications from consultants or team of consultants to update the current GO Plan as well as update and/or plan and design new local governments’ plans. Updates will also include providing connectivity to the existing regional trail network using on-street treatments, improving pedestrian and bicycle safety, becoming more strategic in competing for pedestrian and bicycle funding, methods and practices to change social norms, and identifying barriers and solutions for residents to safely access destinations using walking or bicycling modes within the Tulsa region. About 50% of all trips in the Tulsa TMA are three miles or less, but only a very small fraction of these trips are by walking or rolling.

The consultant may be asked to provide the following services:

1) Develop and administer a survey to assess bicycle and pedestrian rules of the road, demand, and awareness among citizens, city management, and elected officials;
2) Develop an equitable ongoing Public Participation Process including conducting workshops in local communities to determine bicycle and pedestrian transportation needs;
3) Update a long-range vision and direction for regional connectivity for bicycle and pedestrian routes and destinations;
4) The planning document will address the safe mobility of walking and rolling, including access to regional transit service, and existing alternative transportation infrastructure;
5) Update a purpose and needs analysis based on input of users in the INCOG region to ensure that the proposed system meets the needs of cyclists of all ages, abilities, and socioeconomic status;
6) Update Proposed Evaluation Framework and Datasets, including performance measures;
7) Develop an implementation strategy that includes details on cost, responsible government entity, priority, and funding strategy;
8) Assemble information into a regional Master Planning document for review and comment by INCOG staff and member communities;
9) Create new plans or update existing active transportation plans of local governments;
10) Conceptual design, and renderings of selected projects identified in the Plan;
11) Identify major physical barriers to walking and rolling in the TMA.
August 11, 2023 | Publish Request for Qualifications
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**September 1, 2023 4:00 pm** | SOQs DUE electronically to jziegler@incog.org or jump drive delivered to INCOG, Attn: Jane Ziegler, 2 W 2nd St, Suite 800, Tulsa, OK 74105
September 15, 2023 | INCOG internal review
September 22, 2023 | INCOG invite consultants to submit proposal
September 29, 2023 | Pre-proposal workshop
October 6, 2023 | Questions due for consideration
October 13, 2023 | INCOG will post questions and responses at: http://www.incog.org/Transportation/transportation_main.html
**October 23, 2023 4:00 pm** | RFP Due electronically to jziegler@incog.org or jump drive delivered to INCOG, Attn: Jane Ziegler, 2 W 2nd St, Suite 800, Tulsa, OK 74105
Week of November 13, 2023 | Interviews
November 17, 2023 | Selection
December 8, 2023 | Scope and Fee Negotiation
December 12, 2023 Board of Directors Meeting | INCOG Board Approval of Contract

V. Evaluation Criteria/Method of Evaluation

Qualifications will be evaluated by an internal staff review committee. Qualifications will be reviewed in terms of content and completeness. Previous client references may be contacted to verify client satisfaction, including clients not listed on the proposal. This RFQ is open to any firm that provides consulting services that comply with all elements identified within this RFQ. Statements of Qualifications should include:

A. Experience and technical competence of the Consultant/s and project staff in the bicycle and pedestrian infrastructure planning. This includes:
   1) A trained professional experienced in updated best practices for planning and design of on-street bicycle facilities (e.g., bike lanes, protected bike lanes, cycle tracks) including an understanding of NACTO, AASHTO, MUTCD, and FHWA countermeasures.
   2) Planning experience in connecting destinations using GIS applications.
   3) Understanding of the connection between land use and viability of active transportation.

B. Familiarity with the Tulsa TMA’s non-motorized transportation challenges, either through experience or shown in the SOQ.

C. Consultant’s record and success on similar projects and examples of similar work.

D. Client references for similar projects.
The grading of SOQs will be accomplished by using a 100-point scale as described in the following schedule:

1. **Experience and Technical Competency** \[40 \text{ points}\]

   Whether the consultant has sufficient qualifications and experience to successfully perform the Scope of Services. The reviewers will also assess the applicability and relevance of the CONSULTANT’S experience and previous projects. Contact with specific references may be used to better clarify the nature and relevance of past projects.

2. **Familiarity** \[20 \text{ points}\]

   Consultant’s response must demonstrate a level of familiarity with the proposed scope of work and an understanding of the planning challenges posed by the project. Consultant should demonstrate familiarity with the Tulsa Metro area’s non-motorized transportation challenges.

4. **Record of Success** \[20 \text{ points}\]

   Consultant’s response should demonstrate success on similar projects and provide examples of similar work. Proposed staffing for the project should have been involved in referenced projects. Demonstrate how the proposed staff completed the work demonstrated in this section.

5. **References** \[20 \text{ points}\]

   Consultant should provide at least 3 client references, including contact information from previous clients.

The SOQ is limited to twelve (12) double-sided pages. Any additional documentation should be included as hyperlinks. Submissions may either be emailed to jziegler@incog.org, or a jump drive may be mailed to Jane Ziegler, INCOG, 2 West 2nd Street, Suite 800, Tulsa, Oklahoma 74103. Statements of Qualification are due to INCOG by **4:00 p.m. (local time) on September 1, 2023**.

Format of SOQ

1. Up to two-pages for letter of interest to include project understanding.
2. One page to introduce the proposed project manager for the team, including bio.
3. Up to five-pages to introduce other project team members, including bio and their proposed roles.
4. Up to five-pages describing similar projects with graphics and project references.

INCOG reserves the sole right to evaluate the submittal, waive any irregularities therein, select candidates for submittal of proposals or reject any and all firms that submitted should it be deemed for its best interest. All parties selected to submit proposals will be notified by e-mail. Please direct comments, questions, and any request for information to Jane Ziegler, Senior Transportation Planner, jziegler@incog.org, #918.579.9427.
Does INCOG require that a local firm be involved in the SOQ or Proposal?
INCOG has no requirement that a local firm be selected. However, local context is important to understand. The consultant will need to blend local context with outside expertise to devise solutions that are uniquely suited for the Tulsa metro area.

Are consultants able to team together for a combined SOQ?
Yes. Consultants are encouraged to team together to assemble a qualified group of professionals to meet the needs of the project. INCOG does not require that consultants submit SOQs as a team and may choose to submit independent SOQs with reference to teaming preferences if that is preferred.

Will INCOG insist on that team remaining as proposed in the SOQ?
INCOG reserves the right to ask teams of consultants to move forward with only certain elements of the team or to ask consultants to team together to create better synergy of talent. Any changes to team structure will be addressed before the RFP process begins, so consultants know INCOG’s preferences on teams for the Proposal portion of the process.

Is it a requirement to include resumes as part of the 12 page SOQ?
We don't require resumes to be included, but key staff and a listing of their experience is necessary to fully evaluate the strength of your firm's qualifications. If this takes the form other than a formal resume, but still conveys similar information, that is fine. You can also choose to include resumes in links (for example a link to a LinkedIn profile).

INCOG encourages DBE’s to submit their Statement of Qualifications either as the prime consultant or as part of a team as a subconsultant.

Remember, the maximum length of the SOQ is 12-pages.