May 8, 2015

ADDENDUM #1

REQUEST FOR PROPOSALS (RFP) #15-057
Update and Improve the Genesee County Travel Demand Model and Provide Continuing Technical Assistance

1. Please include the Minutes in Attachment 1, as part of the above mentioned.

Indicate on the Signature Page item #5 and on the exterior of the envelope containing your proposal:

ADDENDUM #1 RECEIVED

ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 200
FLINT, MI 48502

Cindy Carnes, Purchasing Manager
G:/bid2/2015/15-057add1
Genesee County Metropolitan Planning Commission (GCMPC)  
Conference Room  
1101 Beach St, Room 223  
Flint, MI  48502

Genesee County Staff Present:

   Jason Nordberg, Principal Planner, GCMPC  
   Cindy Carnes, Purchasing Manager, Genesee County Purchasing Department  
   Christine Pobocik, GIS Specialist, GCMPC

Michigan Department of Transportation Staff Present:

   Josh Grab, Transportation Planner, MDOT  
   Jim Koenig, Transportation Planner, MDOT

Prospective Proposers Present:

   Dean Munn, Corradino

Introductions were made by all present:

Ms. Cindy Carnes, Genesee County Purchasing Manager, went through the Instructions to Proposers, the Standard Terms and Conditions, the Additional Terms & Conditions, the Information Required from Proposers, the Signature Page, the Genesee County Insurance Checklist, the References and the Contract for Professional Services. Some important points to note were:

- The main point to emphasize is the due date is May 20th at 3:00 p.m. We do not accept late proposals.
- Proposers need to have the original, two paper copies and an electronic copy. The electronic copies can be submitted as CD, USB or DVD.
- Any addendum such as the minutes from this meeting, and the questions that we received via email will be part of the addendum that will be posted on the website. The official posting of the addendum and any additional notification is the County’s website; gc4me.com. That is where everything will be posted.
- This meeting is the last time we will be taking questions before the due date.
Section 5 asks the proposers to tell us about themselves. What you are going to do and how you are going to do it. Tell us about your organization and how you plan to tackle the work. Who will be the project manager, your work plan, the key personnel, project management and who to talk to about a contract.

Section 6 is the Evaluation Criteria & Selection Procedure and details how scoring will be done to qualify. The evaluation team will be looking at Phase I. We will be looking at qualifications by merit before we consider the cost.

Make sure you read and sign the signature page and look at the Insurance Checklist.

Proposers need to provide three references.

The Genesee County standard professional services contract is attached. If you take exception to anything in this contract or the RFP please provide an explanation on letterhead and submit it with the proposal and that will be taken into consideration if you are the successful bidder.

Ms. Pobocik, with the GCMPC, covered the Project Information and Scope of Work, the Evaluation Criteria and Selection, and Attachment A. Some important points to note were:

- The Genesee Metropolitan Planning Commission (GCMPC) provides the staff resources for the Genesee County Metropolitan Alliance, the Metropolitan Planning Organization (MPO) for Genesee County and is responsible for the Urban Travel Demand Model for Genesee County.
- The focus of the RFP is broken into three parts: 1) assess and review the current model and provide recommendations for improvements to be added to this model update and recommendations for long term improvements; 2) Update and improve the existing TransCAD, trip-based, four-step, Travel Demand Model; 3) Provide training and continuing technical assistance to GCMPC for up to one year after the model update with the option to renew for two more years.
- The current model was completed in 2008 with updates completed in 2014 for the 2040 Long Range Transportation Plan.
- The Travel Demand Model currently has a transit model and a freight model within it.
- The Model Development and Validation Report and Documentation from the previous model development and updates is available on our website, www.gcmpc.org. The Report includes a detailed description on how the model was developed and the inputs into the model.
- The Genesee County Travel Demand Model is used for determining capacity deficiencies, for testing alternative projects, and for outputting data that will be inputs to MOVES 2014 for air quality analysis. GCMPC will be using the model to track trends for performance based planning.
- The update may consist of improvements to the transit model, freight model, the model interface, a non-motorized component, environmental justice analysis, performance based planning measures.
• Attachment A illustrates that we want validation to be done after each step of the model process and not just once at the end.

Mr. Nordberg stated that we are looking for someone to provide recommendations on how to improve our transportation model. We are looking for bidders to come up with a plan, set milestones and set timelines. We have also left it to the consultant to provide a plan and standards for model calibrations.

Pre-proposal meeting questions and answers are as follows:

**Question #1:** (e-mailed question) Your FY15 UPWP shows about $93,000 for the consultant for this project. Will there be additional consultant funds in the FY16 budget? Can you give an estimate of that additional amount?

**Answer:** No, it is the County’s policy to not release the amount of funding available. Our 2016 UWP has not been finalized, however, our May Technical Advisory Committee (TAC) agenda has items for an Amendment to our 2015 UWP and a line item for our 2016 UWP.

**Question #2:** (e-mailed question) Based on my understanding of the RFP, I expect that the Project Manager and key staff members would attend the interview. Is that your understanding as well?

**Answer:** Yes. The purpose of having these members present would be to meet the individuals that GCMPC staff would be working with on the project.

**Question #3:** On the hard copies we are submitting, is there a preference on how it is bound or unbound?

**Answer:** How you bind it is your preference. Whether it is in full color or two sided does not matter. We do not have requirements like that on the proposal. Please make sure the cost proposal is sealed and separate. We prefer that you put the proposal in the same order of how the RFP lists the submission requirements. The electronic copy should be an exact copy of what you’re submitting in PDF format.

**Question #4:** In the electronic copy, is it encouraged or discouraged to have hyper-links to click on to show more information about a particular topic or some project experience. Is that considered desirable?

**Answer:** Extra information is nice to have as a hyper-link, but you want to make sure you address all the key features that we are asking for in your submitted document. If you want to provide additional information, a hyper-link would be appropriate. That is acceptable to the county.

**Question #5:** Has the Travel Demand Model Report been updated at all since the 2008 completion?

**Answer:** When we updated the model in 2014 for the 2040 Long Range Transportation Plan the technical report was updated to identify things that were changed. Updates made to the model in 2014 included mainly updating socioeconomic data, transit routes and the external station data.

**Question #6:** In your federal certification review process, were there any comments from the reviewers, any feedback from the federal expert on modeling?

**Answer:** Our model received a good review but no specific recommendations were made. It’s a good model for our size MPO.

**Question #7:** What about from MDOT’s perspective, I know MDOT is a big stakeholder in the models and I was just curious if there were certain things on MDOT’s wish list?
**Answer:** As a Transportation Management Authority (TMA), GCMPC does their own model and their model satisfies everything that we want.

**Question #8:** There were some MDOT tool kits put together a few years ago related to modeling, that dealt with capacity so I wasn’t sure if it was going to be a requirement for this project?

**Answer:** There were some basic model guidance developed however, as Ms. Pobocik mentioned, we are only concerned that the outputs can be migrated into the MOVES model. The guidance is for smaller MPO’s that are not TMA’s.

**Question #9:** In regards to the review, who is going to review the proposals?

**Answer:** Our Model Development Committee will review the proposals.

**Question #10:** So the people reviewing the proposals would be people that are familiar with transportation models?

**Answer:** Mostly technical people. Several of the people are here including Christine Pobocik, GCMPC’s modeler and Josh Grab, MDOT’s modeler. Representatives from the Road Commission and the Mass Transportation Authority (MTA) will also be reviewing the proposals.