



625 Texas Street, Suite 200 | Shreveport, LA 71101
318.841.5950 | F 318.841.5952 | www.nlcog.org

Request for Qualifications

Northwest Louisiana MPO Metropolitan Transportation Plan

The Northwest Louisiana Council of Governments (NLCOG) is seeking proposals from qualified and experienced firms for an update to the **Metropolitan Transportation Plan for the Northwest Louisiana Metropolitan Planning Organization**

Respondents to this RFQ must submit the following:

- Project references
- Eight hard copy originals of submittal
- One Adobe PDF format file of the submittal
- All items listed under **MINIMAL SUBMITTAL REQUIREMENTS within the scope.**

NLCOG is encouraging a disadvantaged business enterprise (DBE) goal of 10%.

The short listed Consultant/Teams may be required to make formal presentations to the MPO prior to final selection. Each firm that is a member of a team will be required to present how they plan to address their portion of the project. The number of teams recommended to be placed on the Short List is dependent upon the number of qualified submissions received.

Final selection will be made by NLCOG's Metropolitan Planning Organization Transportation Policy Committee. Formal contract approval and notice to proceed to be issued only after final agreement scope and budget for said project is agreed to by both NLCOG and the Louisiana Department of Transportation and Development. This contract will have a maximum consultant budget of \$700,000.

All proposals must be sent to:

Northwest Louisiana Council of Governments
Attn: Metropolitan Transportation Plan
625 Texas Street, Suite 200
Shreveport, Louisiana 71101
318-841-5950

Submissions must be received in NLCOG's offices by **Tuesday, May 6, 2025 no later than 2:00 p.m.** All proposals arriving after the deadline will not be considered. Scope of Services including Minimum Submission Requirements may be obtained by contacting NLCOG at the address above or via web at www.nlcog.org

Request for Qualifications

MINIMAL SUBMITTAL REQUIREMENTS

Firms who are interested in providing services for this contracting opportunity shall submit the following information:

1. Letter of interest that includes the Legal Name and Federal Identification Number of the firm.
2. Firm's principal professional license number and/or copy of license and certificates.
3. Firm's resume.
4. A written statement of the firm's qualifications, including licensures, registrations and certifications. Further, the respondent will supply the name, title, telephone number, and e-mail address of the official with **signing authority** for this contract of services.
5. List of sub-consultants proposed for use on this project, as well as, a written statement of the sub-consultants qualifications.
6. Description of how the firm will deliver the services. A plan for providing the services within the described fee structure and work schedule.
7. An official declaration of the respondent, and any sub-consultant(s), verifying their MBE/WBE utilization and status.
8. Name, title, organizational affiliation, address, and phone number of at least three (3) references (include dates, letters of support, etc. as necessary).
9. Insurance certificate for general liability, professional liability insurance and bonding capacity.
10. One complete set of the MPO Standard Submittal Form must be submitted to NLCOG. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual for Use By Metropolitan Planning Organizations. Any Consultant/Team failing to submit any of the information required on the MPO Standard Submittal Form, or provide inaccurate information on the MPO Standard Submittal Form, will be considered non-responsive.
11. Any Sub-Consultants to be used, including Disadvantaged Business Enterprise (DBE) Sub-Consultants, in performance of this contract must also submit a MPO Standard Submittal Form, completely filled out and containing information pertinent to the work to be performed.
12. The Sub-Consultant's MPO Standard Submittal Form must be firmly bound to the Consultant's MPO Standard Submittal Form. Must describe the **work elements** to be performed by the Sub-

Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

13. Name(s) of the Consultant/Team listed on the MPO Standard Submittal Form, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

SUBMITTAL PROCEDURES

Responses to this RFQ must be received in NLCOG's offices by no later than 2:00 p.m. as per the advertisement for proposals/qualifications. All responses arriving after the deadline will not be considered.

Please deliver **eight** hardcopy and **one** electronic copy of the submittal to:

Northwest Louisiana Council of Governments
Attn: Metropolitan Transportation Plan
625 Texas Street, Suite 200
Shreveport, Louisiana 71101
318-841-5950

The recipient must supply a statement that their firm presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by the agreement with NLCOG and its representatives. No person having such interest shall be employed by or associated with consultants during the term of this agreement.

EVALUATION CRITERIA

Responses will be evaluated according to each Evaluation Criteria and scored on a zero to five (5) point rating. The scores for all the Evaluation Criteria will then be combined to arrive at a final score for each proposal. The final maximum evaluation score is twenty-five (25) points.

A. Consulting Team (5 points)

The Consulting team will be evaluated based on the qualifications of the Project Manager and other key staff members including relevant experience, specific qualifications, and technical expertise.

B. Past Performance (5 points)

Proposals should demonstrate the consulting team's previous success in completing projects of this complexity.

C. Approach & Methodology & Proposed Schedule (5 points)

The consulting team must demonstrate a good understanding of project requirements, and proposals must be clear, concise, creative, and consistent.

D. Innovation & Technology (5 points)

The consulting team should propose creative and innovative use of technology for project development.

E. Public & Stakeholder Involvement (5 points)

The consulting team should demonstrate innovative means of stakeholder outreach and public involvement, as well as engagement of all stakeholders, throughout the project.

NLCOG’s staff and members from the Technical Advisory Committee will be responsible for performing the above-described evaluation, and presenting a short list to the NLCOG Metropolitan Planning Organization Transportation Policy Committee (MPO). The MPO will make the final selection. The NLCOG Board of Directors will negotiate the final contract.

The short listed Consultant/Teams may be required to make formal presentations to the MPO prior to final selection. Each firm that is a member of a team will be required to present how they plan to address their portion of the project. The number of teams recommended to be placed on the Short List is dependent upon the number of qualified submissions received.

CONTRACT REQUIREMENTS

INSURANCE - During the term of this contract, the Consultant may be required to carry professional liability insurance in the amount of \$1,000,000. The Prime Consultant may require the Sub-consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to NLCOG showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team provide an independent Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the LADOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by NLCOG.

The selected Consultant/Team will maintain an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the LADOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the LADOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

TIMELINE

RFQ Distribution(Website/Email)	Monday, April 7, 2025
Advertise RFQ(Newspaper)	Friday, April 11, 2025
RFQ Respondent Deadline by 2:00 PM	Tuesday, May 6, 2025
Evaluations of Qualifications	Friday, May 9, 2025
MPO Review and Consultant Selection	Friday, May 16, 2025
Notification to Selected Consultant	Friday, June 16, 2025

SCOPE OF SERVICES
NORTHWEST LOUISIANA MPO TRANSPORTATION PLAN UPDATE
STATE PROJECT NO. H.972556

The purpose of this Agreement is to provide for the development of an update of the Metropolitan Transportation Plan Update (MTP) for the Northwest Louisiana Metropolitan Planning Area. The MTP Update shall encompass the Northwest Louisiana Council of Governments (NLCOG) Metropolitan Planning Organization (MPO) Regional Planning Area of Bossier, Caddo, DeSoto and Webster Parishes as shown on attached map of the area. The MTP Update shall satisfy all current, applicable federal planning rules as defined in 23 CFR 450.324 and 23 USC 134 (i). The short-range portion of the transportation plan shall include, but not limited to, those transportation measures, which have already been developed by local agencies. The long-range plan shall determine transportation needs through the year 2050, with the plan delineated in three stages (i.e., 2026-2030, 2031-2040, 2041-2050).

The final MTP to be recommended for adoption by the NLCOG MPO shall consist of projects drawn from a Needs Analysis, Performance Measures and Targets, and Project Selection Process. Priorities shall be established based on implementation costs and financial assessment including historical funding, and innovative financing techniques such as Public-Private Partnerships (3Ps), Tolling, Tax Increment Financing (TIF), BUILD Grants, local tax, and other financing programs. The Study Team shall be made up of representatives of the NLCOG and its member agencies, the Louisiana Department of Transportation and Development, subconsultants, and others determined by NLCOG staff.

The services to be performed by the NLCOG or its Consultant are outlined in this exhibit by task in a general chronological order; however, many of the tasks are interrelated and would be conducted concurrently.

Task 1.0 Project Management

This task will provide effective management, quality control, scheduling, work plan, progress reports and other project administrative functions. This task also requires for coordination among the NLCOG staff, consulting team(s), and other regional transportation stakeholders. Coordination will continue throughout the duration of the study. It will assure communication and coordination among all the parties involved with study activities. It will ensure that all task assignments are clearly defined and delivered on time. Also task and project progress will be monitored on a regular basis and the schedule will be adjusted as needed to address any unusual circumstances.

Task 1.1 – Project Management and Quality Control

Task 1.2 – Monthly Invoicing and Progress Reports

Task 1.3 – Coordination

Task 1.4 – Consultant Technical Assistance

Task 2.0 Develop Guiding Principles and Criteria for MTP Update

One of the initial tasks of this study will be the establishment of goals and criteria that will be used as guidelines for the development and evaluation of alternatives for the MTP. This task will be conducted in close coordination with the study team. The goals and criteria will also take into consideration the

coordination of all modes of transportation as described in the Metropolitan Planning Requirements under the Infrastructure Investment and Jobs Act (IIJA). The DELPHI Committee will assist with regional visioning and to identify future challenges and opportunities.

Task 2.1 – Development of a DELPHI Committee

Task 2.2 – Agency Consultation and Regional Visioning Workshop

Task 2.3 – Review of criteria for evaluating the performance of the system alternatives:

1. Improve Safety and Security,
2. Reduce Congestion & Improve Traffic Flow Quality,
3. Compatibility with existing and planned land use,
4. Environmental and land use impacts & Improve Quality of Life,
5. Economic Development,
6. Improve Access & Increase Multi-Modal Operation
7. Functional classification & Arterial spacing
8. Highway Safety & Traffic Operations

Task 3.0 Public Involvement

This task is to involve and inform key participants and the public concerning the study process and findings and to obtain their input into the analysis and results. Particular attention will be given to engaging the interested parties specified in the Metropolitan Planning Regulations and to meeting the objectives of the MPO Public Participation Plan. This task will be a joint effort by NLCOG staff and Consultant.

Task 3.1 – Outreach Plan, Process and Methodology

Task 3.2 – Brand, Marketing Plan, and Marketing Templates

Task 3.3– Stakeholder Outreach and Public Involvement

Task 3.4– Review and Update the Goals and Objectives of the existing MTP (NLCOG 2045)

Task 4.0 Existing Conditions Review

The purpose of this task will be to review, update, and analyze the basic regional demographics (population, employment, education, and economic data), land use development, transportation networks, travel patterns, and Performance Measures/Targets. Particular attention is placed upon how transportation can support the region's economic vitality.

Task 4.1 – Regional Demographic Review & Update

Task 4.2 – Regional Land Use and Development Review & Update

Task 4.2 – Regional Multi-Modal Transportation Network Review & Update

Task 2.3 – Review and Update the MPO Performance Measures/Targets of the existing MTP including:

Infrastructure Condition (PM-2), System Reliability (PM-3), Freight Movement (PM-3), and Transit State of Good Repair (SRG). Safety Performance shall be based on the recently adopted Safe Streets and Road for All (SS4A) Regional Plan.

Task 5.0 Base Transportation Model Review and Update

The purpose of this task will be to review and update the current TransCAD Travel Demand Model. This task will refresh the data set and travel demand model network that will help with dissecting future transportation networks, distinguishing proof of expected transportation system deficiencies, and provide support for project prioritization.

Task 5.1 – Review Existing Model Base Year Network

Task 5.2 – Update Street and Highway Network to 2020 Base Year

Task 5.3 – Collection of Traffic Counts and Streetlight Data

Task 5.4 – Calibration and Validation

Task 6.0 Develop Travel Forecasts and Identify Deficiencies

Following the completion of calibration and validation of the model to base year conditions, future travel will be projected for the Existing Plus Committed (E+C) network for the year 2050. The process of trip generation, distribution, and assignment will be accomplished by using the input planning variables forecasted for the years 2025, 2030, and 2040 and 2050. An assignment of of the intermediate years (2025 and 2030) vehicle trips will be made on the E+C network. These interim assignments will help identify the probable order and magnitude of deficiencies that can be expected in light of forecast development.

Task 6.1 – Development of 2025 Network and Planning Variables

Task 6.2 – Forecast Future Planning Variables for 2030, 2040, and 2050

Task 6.3 – Develop Existing Plus Committed (E+C) Network

Task 6.4 – Assign 2025 and 2030 Traffic to E+C network

Task 6.4 – Assign 2040 and 2050 Traffic to E+C network

Task 7.0 Transportation System Needs, Improvement Strategies, and Scenarios (2050)

Roadway network alternatives for addressing identified long-range (year 2050) needs will be developed and evaluated in this task. Existing plan projects will be tested on the E+C Network for the years 2030, 2040, and 2050. Alternative networks will be developed through a call for projects. A combination of strategies that improve efficiency of the current network, promote alternative modes of transportation, reduce SOV travel, leverage transformations in technology, improve safety, improve state of good repair, and increasing roadway capacity will be developed and evaluated in this task. This process of alternatives development will result from a team effort involving local governments, public, stakeholders, and committees. Various regional and local plans will be referred to and strategies identified in those plans will be incorporated into this long-range plan. Non-capacity related projects/strategies, their effectiveness and costs will be documented. For capacity-related projects, the following steps will be utilized.

Task 7.1 – Compile Regional Capacity Needs (Call for Projects)

Task 7.2 – Test Existing Plan Projects

Task 7.3 – Scenario Planning and Alternative Networks Evaluation

Task 7.5 – Test Alternative Networks

Task 7.6 – Alternative Network Evaluation

Task 8.0 – Public Transit Element

This task will include a review of the current urban area public transit fixed route system and the potential for a series of bus rapid transit corridors to be identified by SporTran. This task will also involve working with SporTran and the Human Service Transportation Providers in the four-parish region to examine ways to better connect the outlying areas with the core area of Shreveport and Bossier City.

Task 8.1 – Review of Existing Urban Area Fixed Route System

Task 7.2 – Evaluation of Potential Bus Rapid Transit Corridors

Task 7.3 – Evaluation of Potential Rural to Urban Connections

Task 9.0 – Review Existing Freight Network and Services

This task will involve working with the Port of Caddo Bossier and major freight companies within the region. An analysis of the accessibility of existing and proposed generators of freight will be accomplished, as will an analysis on the percentage of truck traffic on identified corridors. National trends and policy will be analyzed and recommendations made for the area

Task 11.0 – Active Transportation Plan Integrations

This task will involve integrating the relevant elements of the recently adopted Northwest Louisiana Regional Active Transportation Plan into the metropolitan transportation plan. This may involve incorporating specific projects, strategies, or performance measures, and aligning the goals and objectives of both plans.

Task 12.0 – Regional Safe Streets and Roads for All Plan Integrations

This task will involve integrating the relevant elements of the recently adopted Northwest Louisiana Safe Streets for All Regional Safety Action Plan into the metropolitan transportation plan. This may involve incorporating specific projects, strategies, or performance measures, and aligning the goals and objectives of both plans.

Task 13.0 Financial Plan / Staged Improvement Plan

This Task will include an assessment of the estimated funding availability, which can reasonably be expected to be available from all sources during the plan period will be prepared. Innovative financing techniques such as the Public-Private Partnerships (3Ps), Tolling, Tax Increment Financing (TIF), federal discretionary grants, local tax etc. will also be considered when estimating the funding availability. The calculations of available revenue will include a rate-of-growth (ROG) factor as agreed upon by the MPO. The Needs Analysis and financial assessment will then be used to prepare a realistic staging program based on anticipated funding levels. The recommended transportation plan elements will be selected from the Needs Analysis and listed in priority order for the three stages of the plan.

Task 13.1 Financial Assessment

Task 13.2 Development of Implementation Costs

Task 13.3 Review of Operations and Maintenance Cost

Task 13.4 Staged Improvement Plan

13.4.1 Stage 1 (Current – 2030)

13.4.2 Stage 2 (2031 - 2040)

13.4.3 Stage 3 (2041 - 2050)

Task 14.0 Assessment of Environmental Impacts of the Staged Improvement Program

An analysis of the generalized environmental impacts of the packaged set of staged improvements proposed for inclusion in the MTP will be performed to identify components of the plan that may not be consistent with the environmental objectives of the plan.

Task 14.1 A GIS analysis of proposed projects to environmentally sensitive locations

Task 14.2 A generalized air quality and energy consumption analysis (FHWA STEAM program)

Task 14.3 Agency consultation on staged improvements that might mitigate the potential impacts

Task 15.0 – Metropolitan Transportation Plan Preparation

The Metropolitan Transportation Plan (MTP) document will be developed during this Task. This includes ensuring that the new MTP is compliant with the latest planning requirements outlined in the IJJA.

Task 15.1 – Develop the Planning Elements of the MTP in Compliance with IJJA

Task 15.2 – Draft Report

Task 15.3 – Final Report

Task 15.4 – Executive Summary Report