



Request for Proposals for Utah's Unified Transportation Plan Financial Model



The Wasatch Front Regional Council (WFRC) is inviting firms to submit a Proposal in response to this Request for Proposals. Please direct all questions regarding this Request to the WFRC Procurement Agent listed below.

SUMMARY INFORMATION

PROJECT

Project	Utah's Unified Transportation Plan Financial Model
Budget	Up to \$250,000; cost to be negotiated after consultant award
Schedule	No more than 18 months from contract execution, with potential for modifications after the 2026 and 2027 legislative sessions

PROJECT MANAGER CONTACT

WFRC Project Managers (PMs)	Julie Bjornstad and Jory Johner Wasatch Front Regional Council 41 North Rio Grande St. Salt Lake City, Utah 84101 julie@wfr.org ; jory@wfr.org
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DATES

Posting of the RFP	Monday, April 22, 2024
Questions regarding the RFP due	Tuesday, April 30, 2024 12:00 PM MT
Clarifications to the RFP posted	Thursday, May 2, 2024 12:00 PM MT
Submission Deadline for Request	Friday, May 10, 2024 12:00 PM MT
Consultant Selection	By Friday, May 31, 2024

INSTRUCTIONS

Submittal Instructions	<p>Responses to this Request for Proposals must be contained in a single PDF document submitted by email to the <u>WFRC Procurement Agent, Andrea Pearson</u> (andrea@wfr.org) prior to the submission deadline. Acknowledgement of receipt will be sent.</p> <p>The Proposal has a maximum page limit of 10 pages, not including resumes or the cover letter.</p> <p>Questions and other correspondence regarding this Request for Proposals must be emailed to <u>WFRC Procurement Agent, Andrea Pearson</u> (andrea@wfr.org), no later than noon on Tuesday, April 30, 2024. Any clarifications or additional information will be shared online on WFRC's Request for Proposals webpage by noon on Thursday, May 2, 2024: https://wfr.org/contact/request-for-proposals/</p>
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Introduction

The Wasatch Front Regional Council (WFRC), in conjunction with the Cache Metropolitan Planning Organization (MPO), Dixie MPO, Mountainland Association of Governments (MAG), the Utah Department of Transportation (UDOT), and the Utah Transit Authority (UTA), is soliciting Requests for Proposals (RFP) from firms with financial analysis expertise to modernize the existing Utah's Unified Transportation Plan Financial Model (Financial Model), which will be used to develop the financial assumptions of the 2027-2050 *Utah's Unified Transportation Plan (Unified Plan)*.

The Unified Plan is a collaborative effort between transportation agencies across the state of Utah including the State's four MPOs, UDOT, and UTA. The Unified Plan partners work together to develop common goals, planning time horizons, performance measures, and financial assumptions so that key collaborative efforts are consistent across the State while allowing for regional/local goals, needs, and variations. UDOT, UTA, and MPOs agree on which projects and needs to include in the Unified Plan, along with timing, funding, and how to measure their effectiveness in meeting shared objectives. All financial assumptions, cost estimates, phasing, and revenue projections that go into *Unified Plan* come from the Financial Model.

WFRC will provide the project management for the development of the Financial Model. However, the qualified firm shall work with the project partners (Cache MPO, Dixie MPO, MAG, UDOT, UTA, and WFRC) in development of the Model. The qualified firm should develop a proposal that best meets the needs outlined in this RFP within the given budget (up to \$250,000).

Project Funding

The project will need to be completed within the available funding. The budget for the Financial Model up to \$250,000 with cost to be negotiated after consultant award.

Project Team

The "Client" is the Wasatch Front Regional Council, but all project partners, including Cache MPO, Dixie MPO, MAG, UDOT, UTA, and WFRC, will participate on a management team, otherwise known as the Utah's Transportation Unified Plan Financial Subcommittee (Financial Subcommittee). The "Project Managers" are:

Julie Bjornstad and Jory Johner
Wasatch Front Regional Council
41 N. Rio Grande Street
Salt Lake City, UT 84101
(801) 363-4250
julie@wfr.org; jory@wfr.org

The "Consultant Team" will consist of one "Prime Consultant" and may or may not include additional entities who will act as sub consultants to the Prime Consultant. The Prime Consultant will be responsible for executing the majority of the work.

General Requirements of Proposals

All proposals should include the following elements:

1. A statement of qualifications of the proposing firm, including: (1) the experience of the firm(s) in related projects, including a listing of points of contact and phone numbers for previously completed projects; (2) a description of the experience and technical competence of specific staff members to be assigned to the project; (3) a specification for each of the individuals who will have major responsibilities for the Initiative and a description of their responsibilities; (4) a full description of the background of the project manager with a specific commitment of time; and (5) a description of the firm's current projects and work load sufficient to determine the adequacy of the staff to handle this project.
2. A work program describing the steps to be completed in executing the Financial Model. Attached as Appendix A are project objectives describing the basic objectives which must be met.
3. A schedule with calendar time required to complete each work element and a completion date for major milestones in the project.
4. A cost estimate. As WFRC reserves the right at its discretion to enter into a final contract for fewer tasks as described in this RFP, the scope and costs of the awarded contract might be negotiated with the selected contractor after award based upon the provided hourly rates and costs per task. Cost structure for services shall include:
 - Total cost;
 - Costs per task and subtask;
 - Staff hours, itemized to include category (project manager, data analyst, etc.), estimated hours, rate per hour, and total costs;
 - Supplies and materials;
 - Travel;
 - Sub-contractor(s), if necessary; and
 - Overhead.
5. Final work product samples that illustrate the proposing firm's ability to clearly communicate complex information.

Proposals must meet the following requirements:

1. One electronic copy of the complete proposal.
2. Proposals should be no longer than ten pages, exclusive of cover letter, resumes, and attachments.
3. A duly authorized official of the proposer must sign proposals. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.



4. Federal regulations require certification by prospective participants (including contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions.
5. In connection with this proposal, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take affirmative action to ensure applicants are employed, and employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but is not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and training including apprenticeship.

Contractors agree to abide by the following statement of obligation:

- A. **Policy:** It is the policy of the Department of Transportation (DOT) that DBEs, as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 23 apply to this agreement.
- B. **DBE Obligation:** WFRC or its contractor agrees to ensure DBEs as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, WFRC and its sub recipients, contractors, and subcontractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure DBEs have the maximum opportunity to compete for and perform contracts. The WFRC and its contractors shall not discriminate on the basis of race, color, religion, sex, or national origin in the award and performance of DOT-assisted contracts.

For clarification of task descriptions and work program items, please contact Andrea Pearson at apearson@wfr.org. Telephone requests for clarification are discouraged. Questions regarding the proposal are due no later than noon MT on Tuesday, April 30, 2024. Answers to questions regarding the proposal will be provided on WFRC's website (www.wfr.org), under the Contact Us tab, Request for Proposal section, by noon MT on Thursday, May 2, 2024.

Proposals must be submitted to Andrea Pearson at apearson@wfr.org by noon MT on **Friday, May 10, 2024**.

WFRC reserves the right to accept or reject proposals including the right to reject all proposals and resolicit, if deemed necessary. Selection of a firm is also dependent on the negotiation of a mutually acceptable contract with the successful proposer.

Selection Process

The Selection Committee is expected to consist of staff from Cache MPO, Dixie MPO, MAG, UDOT, UTA, and WFRC. The Selection Committee will review submittals that are received in response to this request, based on the criteria below. If the Selection Committee feels it is necessary, it may invite a short list of firms to



make oral presentations to the Selection Committee and answer questions concerning their proposal. The designated project manager must lead the oral presentation. Following the review of the proposals and potential interview, the firm that received the highest proposal evaluation score and has met all the requirements of the RFP will be awarded the project. Subsequent to approval, the selected firm will be notified and negotiations for a project contract will begin. Best and final offers may be requested, as provided in Utah Code Section 63G-6a-707.5, from responsible proposers who submitted responsive proposals that meet the minimum qualifications, evaluation criteria or applicable score thresholds identified in the RFP.

Selection Criteria

The Selection Committee, in choosing a firm to assist in the development of a Financial Model, will use the following criteria:

1. **Experience and Qualifications (25 points):** Firms will be evaluated according to their current and past experience, the individuals assigned to this project, professional qualifications, and time availability of the staff assigned to manage and conduct the Initiative.
2. **Approach (50 points):** The proposal will be reviewed for organization, innovation, soundness, and value of the technical approach to the project.
3. **Project Management (20 points):** The statement of schedule, major milestones, and approach to management of the project will be reviewed along with the experience and reliability in performing and managing similar work in past projects. The plan for interaction throughout the project with technical and policy officials of the region will also be considered.
4. **Cost Estimate (5 points):** Cost proposals will be reviewed for their allocation of budget towards each task detailed in the scope of work.

The following schedule will govern consultant selection:

Advertisement of RFP	Monday, April 22, 2024
Questions regarding RFP due	Tuesday, April 30, 2024
Answers to questions regarding RFP posted	Thursday, May 2, 2024
Proposals due	Friday, May 10, 2024
Selection of Consultant by	Friday, May 31, 2024

Disqualification

Late Submission: Any submittal received by the WFRC Procurement Agent after the deadline listed in this Request for Proposal Summary Information.

Non-electronic Submission: Submit electronically a PDF file containing all of the sections to the WFRC Procurement Agent. Paper submission is not allowed.

Use of Selection Committee: Use of current or former Cache MPO, Dixie MPO, MAG, UDOT, UTA, or WFRC staff involved within six months of project award announcement is grounds for disqualification.



Violation of Page Maximum: A page is defined as a single-sided 8.5" x 11" sized sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. A section separator page with less than 20 words will not be counted as part of a page limit.

Other: WFRC reserves the right to disqualify a submittal when the intent of the Request for Proposals process is violated.

Submittals violating any of the above requirements will be considered non-responsive and will be disqualified by WFRC.

WFRC reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right to not proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described herein.

Protest Procedures

Protests will be accepted only from prospective contractors who would be directly and materially affected by the award or failure to award a contract. Any protests shall be submitted via email to Andrea Pearson at apearson@wfrc.org and must include:

- The name, address, and telephone number of the protesting firm, and must be signed by a principal officer of the firm.
- A detailed statement as to the nature of the protest.

Protests will be accepted prior to June 7, 2024. Thereafter, protests will be returned to the protestor without action. The Selection Committee will review all protests to determine their merit and will forward a recommended response to the appropriate reviewing body. No contract will be awarded under this RFP until a decision on the protest is reached. Should the award of the contract be delayed because of a protest, all respondents to this RFP will be notified.



Appendix A: Utah's Unified Transportation Plan Financial Model Project Objectives

Appendix A aims to help proposing teams understand what the Steering Committee roughly contemplates for the study. Proposers are welcome to outline an approach that varies from Appendix A regarding how the study objectives are met.

Project Overview

The main deliverable for this project will be the Utah's Unified Transportation Plan Financial Model (Financial Model). The Financial Model is used to develop the financial assumptions and project future revenue and expenditures of the 2027-2050 Utah's Unified Transportation Plan (Unified Plan).

The state's four MPOs, UDOT, and UTA form the Unified Plan Financial Subcommittee (Financial Subcommittee). This Subcommittee will provide project management and oversight of the study. The Financial Subcommittee will also provide in-kind labor hours to support the data collection needed for the Financial Model.

A previous version of the model can be found [here](#) and a previous version of the UTA Scenario Tool can be found [here](#). Submittals do not need to follow this example's format. The Unified Plan Financial Subcommittee is interested in a restructuring of the model.

Project Objectives

Objective One: Provide Clear Project Direction and Communication

Task One: Project management. A close working relationship with the consultant team will help with the success of the project. ***Listening and communication are key components of a successful project.*** A Steering Committee will be formed to monitor the development of the Financial Model and will be composed of members of partner agencies. The consultant should seek to determine and understand each agency's model needs and model usability through dedicated meetings with each agency. After individual agency meetings, a high-level model design and update plan should be created and shared with the Steering Committee. All processes, updates to the Financial Model, and assumptions within the Financial Model should be documented and shared with the Steering Committee.

Proposal to include a description of the intended deliverables for Objective One.

Objective Two: Determine Financial Assumptions to be Used in the Financial Model

Task One: Identify revenue streams and collaboratively develop future growth rates. The Financial Model includes all federal, state, and local revenue streams used to fund capacity, operations, preservation, and maintenance of state and local roads, transit, and active transportation statewide. Each revenue stream should be identified, including discretionary funding, past trends of revenue sources, and the most recent base data should be collected. The Consultant should work with the Financial Subcommittee to understand pertinent trends, forecasting, and issues for each revenue stream to help build a complete understanding of



transportation funding in the state. Revenue for each funding stream will then need to be estimated to 2050, with an ability to understand funding in partial time frames.

This task will also include research into statewide funding planning assumptions (e.g., Transportation Investment Fund, Transit Transportation Investment Fund, Active Transportation Investment Fund, legislative appropriations, and bonding), discussion of trends within each MPO/rural area, and policy-maker-level agreement from each agency on assumptions about future planning-level allocation.

Task Two: Develop planning-level unit costs. The state's four MPOs use the same planning-level unit costs when determining overall needed costs for roadway, transit, and active transportation new capacity, upgrades/widening projects, as well as annual operating and maintenance for transit new capacity (which will vary between transit agencies) in the Unified Plan. All unit costs will differ by mode, project/facility type, and project location (urban/rural). The consultant should document how cost data is developed and develop an annual update process to keep cost data relevant.

Task Three: Develop operation and preservation needs, including state of good repair. The consultant should coordinate with the four MPOs, UDOT, and the transit districts statewide to develop state and local operation, preservation, and maintenance needs and state of good repair needs for existing and future transportation projects for roadways, transit, and active transportation.

Proposal to include a description of the intended deliverables for Objective Two.

Objective Three: Develop Utah's Unified Transportation Plan Financial Model

Task One: Develop the Financial Model. The four MPOs and UDOT use the Financial Model primarily when determining fiscal constraints, in approximately decade phases, during their long-range planning process. UTA currently incorporates its costs into the statewide model through a separate "[Scenario Tool](#)." All the elements of the UTA Scenario Tool will need to be incorporated into the statewide model. In addition, the model should inform the MPOs, UDOT, and public transit districts on needs and revenue needed for maintenance, preservation, and capacity for the roadway, transit, and active transportation systems within the state. Transit within the Financial Model should be inclusive of all transit agencies within the state, with emphasis on coordination with UTA's capital and financial assumptions as constraints.

In developing the model, software should be proposed or developed to allow for ease of use by various levels of users. This includes categorization of data, management of data, change history, outputs of data by funding type, by area (county), or by organization (MPO, DOT, transit agency), programmed funding (STIP) vs. planning funds, growth assumptions, etc. A more detailed output or dashboard could be used for tailored to technical users but could be paired down to legislature or public access.

The Financial Model should allow testing of future implementation scenarios for various funding sources, such as additional locally imposed local option sales taxes for transportation, innovative financing and funding options, and bonding. The Financial Model should be able to calculate revenues and needs both in net present value (NPV) and year of expenditure (YOE) and should distinguish between existing and assumed new revenues. It is of the utmost importance that the Financial Model include a user-friendly summary interface but that users also be able to access and track how summary information was calculated. The consultant should provide a simplified tutorial tool to train users on how to adjust variables,



track revenue streams, and funding assumptions. This tool should be able to be updated and used for future time horizons.

Proposal to include a description of the intended deliverables for Objective Three.

Objective Four: Communicate Overall Financial Summary

Task One: Document assumptions. There will be many assumptions and decisions made during the development of the Financial Model, these assumptions and decisions should be well documented and included within the Financial Model. Documentation should include an executive level process with links to the more detailed work.

Task Two: Communicated funding summary on Utah's Unified Transportation Plan website and associated materials. The [website](#) for the Unified Plan and associated materials are a key communication component of the Unified Plan and are used by the transportation agencies and MPOs to communicate funding needs to a wide variety of stakeholders. The current website has very limited summary data. An enhanced summary with links to more detailed data should be developed.

Proposal to include a description of the intended deliverables for Objective Four.