

REQUEST FOR PROPOSALS: TECHNICAL ASSISTANCE

Department of Transportation SMART Project Implementation

RFP Number: SMART one

Issuance Date: October 26, 2023

Closing Date: November 13, 2023 at 3PM

Contact Person: Debra Ohlde

Contact Email: communitydevelopmentadvisor@ncrpc.org

Contact Phone: 785-275-2499 – direct line; 785-738-2218 office main number

Introduction:

The North Central Regional Planning Commission (NCRPC), 109 N. Mill St., Beloit, Kansas 67420, as recipient of a Department of Transportation SMART (Strengthening Mobility and Revolutionizing Transportation) Grant entitled Smart Counties in Kansas (Grant), seeks a Contractor or Contractors capable of developing and delivering project implementation support.

This program is funded by Federal funds and therefore is subject to rules and regulations attached herein as well as others which govern the program and are pertinent to 2 CFR 200. Proposals are due by **Monday, November 13, 2023, at 3PM CT** and will be reviewed for selection no later than November 17, 2023. The selected contractor must be able to begin work on the project by December 1, 2023.

Project Description Summary: SMART Counties in Kansas proposes to prototype the use of drone technology for transportation asset monitoring in concert with a GIS-based platform that integrates local infrastructure assets. The goal of this project is to provide innovative data monitoring of asset conditions and inform technical solutions for rural infrastructure management in Kansas.

The full SMART Grant project description is available at the NCRPC Website <https://www.ncrpc.org/federal-transportation-funding-announced-for-north-central-kansas/>

Scope of Services Requested:

NCRPC is looking for a contractor who can assist NCRPC with the development of Evaluation and Data Management Plans for the SMART project. Additionally, the contractor will need to have experience implementing GIS capacity, as well as knowledge of drone technology to assist NCRPC in gathering transportation asset inspections and data capture and analysis.

- Assisting NCRPC staff with development of Evaluation and Data Management Plans for the project
- Assistance with ongoing reporting
- Providing neutral outside expertise to:
 - Advise counties on selection of drone types
 - Advise NCRPC on selection of GIS components beneficial to the overall project
 - Advise and train NCRPC on use of GIS technology
 - Advise counties on use of drone technology
- Guide the collection and analysis of bridge condition assessment data
- Develop an algorithm using machine learning to evaluate quality of bridge inspection by drone, bridge conditions, and to inform decision making using the model for maintenance prioritization
- Develop the model for implementation of the project on scale if prototype results are favorable
- Experience with U.S. Department of Transportation (DOT) grant implementation
- Experience with DOT compliance
 - Guide NCRPC in federal compliance throughout the project

Mandatory Requirements:

- Bidder must provide resumes for all personnel identified in the response
- Bidder must provide three references of similar projects and work with federal grant projects
- Experience with GIS platforms and drone technology

Project Specifics:

Questions concerning project specifications can be directed to:

- Deb Carlson Ohlde
- **Contact Email:** communitydevelopmentadvisor@ncrpc.org
- **Contact Phone:** 785-275-2499 – direct line; 785-738-2218 office main number

Addendum(s):

Addendums to this RFP may be issued. If any, they will be posted on the NCRPC website by noon (CT) on November 9, 2023. Any contractor who has asked to be notified directly of addendums will be notified no later than that same time.

Contract Start Date:

December 1, 2023 – negotiable by request, but no later than December 15, 2023

Contract End Date:

February 1, 2025

Telephone interviews may be performed at the discretion of the Project Committee.

Following proposal reviews the NCRPC may conduct telephone interviews. If the latter are deemed necessary, the internal Project Committee will rank the Contractor proposals based on ability and on price. The NCRPC reserves the right to reject all proposals and to negotiate the work plan and fees with the selected contractor.

Budget and Contract:

The North Central Regional Planning Commission (NCRPC), as the grant recipient, will enter into a contract with the successful contractor.

Contractors will outline proposed costs including personnel, fringe, travel (if proposed), and indirect costs as part of their proposal – see more below.

All portions of this RFP will become part of the contract between the NCRPC and the contractor.

Directions for Submission of Proposals:

Interested individuals, firms and/or organizations are to submit their proposals to the following:

Email (preferred method):

- Submit via email to Deb Ohlde at communitydevelopmentadvisor@ncrpc.org
- All document attachments must be in PDF format

It is the sole responsibility of the contractor to make certain the email was received in its entirety by the deadline.

Fax:

Proposals may also be faxed to Deb Ohlde at 785-738-2185. It is the sole responsibility of the contractor to make certain the fax was received in its entirety by the deadline.

Mail: MUST BE RECEIVED BY NOVEMBER 13, 2023 3 PM DEADLINE; POSTMARKED BY THAT DATE IS NOT SUFFICIENT

For those preferring to reply by mail, please use the following address:

Attn: Deb Carlson Ohlde
North Central Regional Planning Commission
109 N. Mill Street, P.O. Box 565
Beloit, KS 67420

Proposal Criteria:

Proposals must show the contractor holds appropriate qualifications and/or experience reflecting the services needed; illustrate they have provided services similar to those specified herein; and, at a minimum, include the following information:

1. Contractor name and address.
2. Brief history of operation and range of service capabilities.
3. Name and resume of proposed principal investigator or lead consultant.
4. Resumes of all principals and professional support staff involved, demonstrating qualifications and related experience and expertise.
5. No less than **three (3)** references, including contact information and a brief description of the project service(s) provided.
6. Proposed work plan that includes the anticipated timeline and milestones for each element of the technical assistance areas identified above.
7. Proposed work plan that describes the proposed approach to supporting each of the technical assistance areas identified above.
8. Proposed cost along with a cost justification.

Proposals should be no more than **5 pages in length, single spaced**. This page limit does not include attachments. Resumes and references would be considered attachments.

Proposal Scoring:

NCRPC will review responses and prioritize and rank proposals for project support and implementation. The maximum total score possible is **100 points**.

- Previous Experience with DOT grant implementation (10 pts)
- Previous Experience with DOT compliance (10 pts)
- Demonstrated knowledge about subject matter of grant project and access to subject matter experts (20 pts)
- Responsiveness to RFP – ability to meet start date requirements and provide realistic timeline/milestones (10 pts)
- Cost proposal, budget proposal (50 pts.)

DEADLINE: 3PM (CT), Monday, November 13, 2023.

NO exceptions will be made regarding the due date and time above. It is the sole responsibility of the contractor to make certain the response was received in its entirety by the deadline.

Notice of Award

Notice of award letter or purchase order resulting from this RFP will be furnished to each successful bidder and shall result in a binding contract without further action by either party. It

shall be the successful bidder's responsibility to reproduce and distribute copies to all authorized dealers listed in your bid response. No additions, deletions or changes of any kind shall be made to this contract without prior approval of NCRPC.

All entities awarded and/or entering contracts with the North Central Regional Planning Commission shall be subject to and required to comply with all applicable state and federal provisions pertaining to non-discrimination, Equal Employment Opportunity and Affirmative Action including, but not limited to the items below. Responsive contractors should be familiar with information listed at the [NCRPC procurement portal](#). Click on the drop down for the SMART program and general procurement obligations related to this opportunity

Program and Grant Award Specifics:

This project is designated as a project that is not considered "projects for infrastructure" and will be subject to requirements of the Buy America Act ("BAA") (Pub. L. No. 72-428, as codified at 41 U.S.C. §§ 8301-8303).

More information can be found here: [Guidance on Domestic Preference Requirements for the SMART Grants Program](#)

The North Central Regional Planning Commission (NCRPC) and all sub-recipients, contractors, successors, transferees, and/or assignees must comply with all applicable provisions governing DOT/OST's access to records, accounts, documents, information, facilities, and staff. In addition, NCRPC and all sub-recipients, contractors, successors, transferees, and/or assignees recognizes the requirement to comply with any program or compliance reviews, and/or complaint investigations conducted by DOT/OST, the requirement to keep records, reports, and submit the material for review upon request to DOT/OST, or its designee in a timely, complete, and accurate way. Additionally, the NCRPC and all sub-recipients, contractors, successors, transferees, and/or assignees must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance. All program guidance and the requirements laid out in this RFP are hereby incorporated into any contract entered between the NCRPC and all sub-recipients, contractors, successors, transferees, and/or assignees.

Included as requirements are the following which is not an all-encompassing list –

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

A. Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 C.F.R. Part 21.

- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 C.F.R. Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. Parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 *et seq.*)
- *Workplace Safety*: In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving (Oct. 1, 2009) and DOT Order 3902.10, Text Messaging While Driving (Dec. 30, 2009), the Recipient, subrecipients, contractors, and subcontractors are encouraged to:
 1. adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving—

- Company-owned or -rented vehicles or Government-owned, leased or rented vehicles; or
 - Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.
2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as—
- Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

Additional Requirements:

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, Maritime Administration (DOT/OST), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. Part 21.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or DOT/OST to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or DOT/OST, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or DOT/OST may determine to be appropriate, including, but not limited to: a. withholding payments to the contractor under the contract until the contractor complies; and/or b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or DOT/OST may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Termination of Contract

Contract is subject to termination by either party with 60 days' notice.

Conflict of Interest

The Invitation to Bid hereunder is subject to the provisions of the Kansas Statutes. All suppliers must disclose with the bid the name of any officer, director or agency that is also an employee of North Central Regional Planning Commission or any of its agencies. Further, all suppliers must disclose the name of any Employee who owns, directly or indirectly, any interest of twenty-five percent (25%) or more in the supplier's firm or any of its branches.