

GREATER HELENA AREA METROPOLITAN PLANNING ORGANIZATION

REQUEST FOR QUALIFICATIONS

- Public Participation Plan
- Long-Range Transportation Plan
- Comprehensive Safety Action Plan

Prepared by

Greater Helena Area Metropolitan Planning Organization

In cooperation with

City of Helena

City of East Helena

Lewis and Clark County

Montana Department of Transportation

Address: 316 N Park Ave,

Helena, Montana 59623

The Greater Helena Area Metropolitan Planning Organization, c/o Ty Weingartner, MPO Manager, at 316 N Park Ave, Helena, MT 59623, must receive one (1) original, one (hard copy), and one (1) electronic media (USB preferred) containing the proposal in Adobe Acrobat Portable Document Format (.pdf) no later than **noon MST on 02/10/2025**. The full RFQ Schedule can be found in section 4.7.

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**GREATER HELENA AREA
METROPOLITAN PLANNING ORGANIZATION (MPO)**

ACRONYM GUIDE

Common Acronyms:

MPO – Metropolitan Planning Organization

GHAMPO – Greater Helena Area Metropolitan Planning Organization

MPA – Metropolitan Planning Area

MDT – Montana Department of Transportation

TPCC – Transportation Policy Coordinating Committee

TTAC – Transportation Technical Advisory Committee

FHA or FHWA – Federal Highway Administration

FTA – Federal Transit Administration

UPWP – Unified Planning Work Program

LRTP – Long Range Transportation Plan

CSAP – Comprehensive Safety Action Plan

TIP – Transportation Improvement Program

PL or PL Funds – Planning Funds

TA – Transportation Alternatives Program

PPP – Public Participation Plan

TPM – Transportation Performance Measures

TDM – Transportation Demand Management

NHS – National Highway System

TPM – Transportation Performance Measures

CFR – Code of Federal Regulations

USDOT – United States Department of Transportation

SS4A – Safe Streets and Roads for All

SECTION 1: INTRODUCTION

1.1 Purpose

The Greater Helena Area Metropolitan Planning Organization (GHAMPO) invites qualified consulting firms to submit Statements of Qualifications (SOQs) to develop three critical transportation planning documents: a Public Participation Plan (PPP), a Long-Range Transportation Plan (LRTP), and a Comprehensive Safety Action Plan (CSAP). These plans are essential for shaping the future of transportation, safety, and public engagement in the region. The LRTP will guide transportation investments over the next 20 years, ensuring alignment with community goals, economic development, and sustainability. The PPP will ensure diverse public involvement in planning decisions, while the CSAP will help reduce roadway fatalities through data-driven safety strategies. The Federal Highway Administration requires that the Greater Helena Area MPO secure approved plans by December 29, 2026; therefore, it is essential that all plans are finalized by July 2026 to meet this deadline.

1.2 Background:

In 2020, the Helena area received an important notice from the Census Bureau. The area exceeded the 50,000-person threshold, meaning that it was no longer categorized as micropolitan. This entrance into metropolitan status also meant that the area was federally required to create a Metropolitan Planning Organization, commonly known as MPO. On October 25, 2023, Governor Gianforte formally designated the Greater Helena Area Metropolitan Planning Organization.

A large group of partners has come together to form the MPO. These organizations include:

- City of Helena
- City of East Helena
- Lewis and Clark County
- Montana Department of Transportation

Federal law requires Metropolitan Planning Organizations to develop and update a Long-Range Transportation Plan and a Public Participation Plan. The GHAMPO also solicits Statements of Qualifications for a Comprehensive Safety Action Plan as part of this RFQ.

Public Participation Plan

The Public Participation Plan (PPP) is a documented plan that establishes policies and strategies to ensure the public's involvement in the development of transportation plans, programs, and other activities.

The PPP should be developed in collaboration with the public and stakeholder communities and must follow 23 CFR 450.316 for MPOs.

Long-Range Transportation Plan

The Long-Range Transportation Plan (LRTP) provides a blueprint for guiding transportation infrastructure investments based on system needs and associated decision-making principles. The LRTP also includes Land use changes in the surrounding areas, substantial upgrades to the community's transportation system, and the community's increasing interest in transportation-related matters.

The LRTP is intended to provide guidance to the decision-makers in the Greater Helena Area by responding to existing transportation system concerns through a menu of large and small improvements to the transportation network. The recommendations made in this document cover all modes of transportation, including travel by private vehicle, foot, bicycle, and transit.

Lewis and Clark County, the City of Helena, and the Montana Department of Transportation (MDT) partnered in 2014 to update the community's Long-Range Transportation Plan. The existing LRTP was completed ten years ago, before the designation of the MPO, and is commonly referred to as the 2014 Update. The new GHAMPO LRTP may reference the old plan, but the new plan must adhere to CFR 450.324 and encompass the entire MPO Planning Area as provided in Exhibit A.

For reference, the 2014 Long-Range Transportation Plan can be found at the following URL:

https://www.helenamt.gov/files/assets/helena/v/1/government/departments/transportation/documents/helena-lrtp-final_reduced_sized.pdf

Comprehensive Safety Action Plan

The Comprehensive Safety Action Plan (CSAP) aims to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries. CSAP includes key components, including but not limited to: leadership commitment, safety analysis, progress, and transparency. It uses data-driven approaches to analyze crash history, community demographics, and citizen concerns.

The GHAMPO's goal is to have a Safe Streets and Roads for All (SS4A) compliant Comprehensive Safety Action Plan. This plan must include all criteria referenced in the SS4A Planning and Demonstration Grant Application Checklist. This checklist can be found at the following URL: [SS4A Planning and Demonstration Grant Application Checklist | US Department of Transportation](#)

1.3 Contact

The contact for the purposes of this RFQ is:

Ty Weingartner
Greater Helena Area MPO Manager
406.447.8406
tweingartner@helenamt.gov

SECTION 2: SCOPE OF WORK

2.1 Public Participation Plan (PPP)

Objective:

The Greater Helena Area MPO's first objective is to develop a thorough Public Participation Plan that meets the federal, state, and local requirements for an MPO and effectively guides the MPO in engaging the public and stakeholders in its transportation planning process.

The PPP should be developed in collaboration with the public and stakeholder communities and must follow [23 CFR 450.316](#) for MPOs.

PPP Phases and Tasks

Phase 1: Project Initiation:

- **Task 1 - Stakeholder Identification:** The vendor must Identify key stakeholders, including government agencies, transportation providers, business leaders, community organizations, and the public.
- **Task 2 - Kick-off Meeting:** The vendor must organize and facilitate a project kick-off meeting with key stakeholders to review the project scope, objectives, forecasted timelines, and roles, ensuring alignment and collaboration from the outset of the Public Participation Plan.

Phase 2: Project Planning

- **Task 1 - Project Plan:** The vendor must develop and submit a comprehensive Project Plan for this phase that outlines the key activities, timelines, deliverables, and resource allocation necessary for the successful execution of the Public Participation Plan, ensuring alignment with project goals and stakeholder engagement strategies.
- **Task 2 - Communication Plan:** The vendor must create and provide a detailed Communication Plan that outlines strategies, channels, messaging, and timelines for effectively engaging internal and external stakeholders and ensuring clear, consistent, and transparent communication throughout all phases of the Public Participation Plan.
- **Task 3 - Stakeholder Analysis:** The vendor must conduct and deliver a thorough Stakeholder Analysis that identifies key stakeholders, assesses their interests, influence, and concerns, and outlines strategies for effectively engaging and addressing their needs throughout the Public Participation Plan process.

- **Task 4 - Review of existing plans:** The vendor must review and evaluate existing City and County plans for citizen engagement, identifying best practices, gaps, and opportunities for improvement to ensure the Public Participation Plan aligns with and enhances current coordination efforts with the community.

Planned Deliverables:

1. Project Plan for the PPP
2. PPP Communication Plan
3. PPP Stakeholder Analysis

Phase 3: Execution of Public Participation Plan

- **Task 1 - Development of PPP:** The vendor must develop a Public Participation Plan that includes the following elements:
 - Goals and objectives for public participation.
 - A comprehensive overview of public involvement.
 - Tools and techniques for engaging the public and stakeholders, including traditional and digital methods.
 - Strategies for reaching underserved and marginalized communities.
 - Procedures for evaluating and updating the PPP.
- **Task 2 - Ensure PPP meets regulations:** The vendor must ensure the PPP complies with all relevant federal (23 CFR 450.316), state, and local regulations.
- **Task 3 - Final Plan and Adoption**
 - **Final PPP:** Prepare the final version of the PPP, incorporating all relevant inputs and revisions.
 - **Plan Adoption:** Present the final PPP to the appropriate governing bodies for formal adoption. The correct adoption process is as follows:
 1. Approval by the GHAMPO Transportation Technical Advisory Committee (TTAC)
 2. Approval by the GHAMPO Transportation Policy Coordinating Committee (TPCC)

Planned Deliverables:

- Greater Helena Area MPO Public Participation Plan

2.2 Long-Range Transportation Plan

Objective:

The Long-Range Transportation Plan (LRTP) aims to develop a comprehensive and forward-thinking transportation strategy within the GHAMPO Planning Boundary (Exhibit A) that addresses the community's mobility needs over a 20-year horizon. This plan will guide the efficient, sustainable, and equitable movement of people and goods while fostering economic growth, environmental sustainability, and community well-being.

The LRTP will assess current transportation infrastructure, project future transportation demand, and identify critical improvements across all modes of transportation, including roads, public transit, biking, walking, and emerging technologies. It will engage stakeholders, incorporate public input, and comply with regional, state, and federal policies to ensure an integrated transportation network that enhances connectivity, reduces congestion, improves safety, and supports climate resilience.

The final deliverable will include a prioritized action plan, funding strategies, and a performance monitoring framework to ensure the transportation system's long-term viability and adaptability.

LRTP Phases and Tasks

Phase 1: Project Initiation

- **Task 1 - Stakeholder Identification:** The vendor must develop a comprehensive stakeholder identification plan to ensure inclusive representation from relevant public agencies, community groups, private sector partners, and other key stakeholders throughout the project.
- **Task 2 - Kick-off Meeting:** The vendor must organize and facilitate a project kick-off meeting with key stakeholders to review objectives, align expectations, and establish roles, responsibilities, and project milestones.

Phase 2: Project Planning

- **Task 1 – LRTP Public Involvement Plan:** Develop and implement a public involvement strategy for the LRTP based on the Public Participation Plan to ensure broad participation and input from diverse community groups throughout the LRTP planning process.
- **Task 2 – Project Plan, Project Schedule, Work Plan, Committee Activity:** The vendor must create a comprehensive Project Plan that outlines the scope, schedule, budget, and resource allocation for the Long-Range Transportation Plan. This plan should detail

the methodology for stakeholder engagement, data collection, analysis, and reporting, as well as include risk management strategies and key milestones for project deliverables. The consultant shall also provide a work plan outlining the project approach, including coordination with the MPO Project Manager, expectations for LRTP Committee meetings, public involvement activities, and involvement of planners and community stakeholders.

- **Task 3 - Communication Plan:** The vendor must create and provide a detailed Communication Plan that outlines strategies, channels, messaging, and timelines for effectively engaging internal project stakeholders, ensuring clear, consistent, and transparent communication throughout all phases of the Long-Range Transportation Plan.
- **Task 4 - Stakeholder Analysis:** The vendor must conduct and deliver a thorough Stakeholder Analysis that identifies key stakeholders, assesses their interests, influence, and concerns, and outlines strategies for effectively engaging and addressing their needs throughout the Long-Range Transportation planning process.
- **Task 5 - Review of existing plans:** The vendor must review and evaluate existing City of Helena, City of East Helena and County transportation planning documents, identifying best practices, gaps, and opportunities for improvement.

Planned Deliverables:

1. LRTP Public Involvement Plan
2. LRTP Project Management Plan
3. Gantt Schedule
4. LRTP Internal Stakeholders Communication Plan
5. LRTP Stakeholder Analysis Plan

Phase 3: Project Execution

- **Task 1 - Project Management:** The vendor shall provide project management throughout the execution phase up until the final deliverable. The assigned contractor’s Project Manager shall provide updates at an agreed-upon interval, attend MPO Committee meetings, and participate in public forums.
- **Task 2 - Needs Assessment and Visioning**
 - **Transportation Needs Assessment:** The vendor must identify current and projected transportation needs, including areas of congestion, safety concerns, and gaps in multimodal connectivity.

- **Visioning Workshops:** The vendor will host a minimum of five (City of East Helena, the North Valley, Helena East Side, Helena West Side, and one additional) visioning workshops with stakeholders and the public to develop a shared vision for the region’s transportation future.
- **Scenario Planning:** The vendor shall develop multiple future scenarios based on different growth patterns, transportation investments, and policy decisions to explore potential outcomes.
- **Task 3 - Data Collection and Analysis**
 - **Existing Conditions Assessment:** Collect and analyze data on the current transportation network, including roadways, transit services, freight movement, non-motorized facilities, and land use patterns.
 - **Demographic and Economic Trends:** Review population, employment, and housing trends to forecast future transportation needs.
 - **Travel Demand Modeling:** In collaboration with the State of Montana Department of Transportation, conduct travel demand forecasting to predict future traffic volumes and mobility needs.
 - **Environmental Considerations:** Assess environmental constraints, including air quality, land use, and climate change considerations.
- **Task 4 - MPO Air Quality Conformity Modeling:** The vendor shall coordinate with Public Health to ensure the LRTP adequately incorporates necessary information for air quality conformity of the plan.
- **Task 5 - Development of Transportation Strategies and Recommendations**
 - **Transportation System Improvements:** Identify strategies to enhance the efficiency, safety, and sustainability of the transportation system, such as capacity improvements, transit expansion, and bike/pedestrian infrastructure development.
 - **Project Prioritization:** Develop a prioritized list of short-, medium--, and long-term projects and initiatives based on their potential impact, feasibility, and cost-effectiveness. In addition, the vendor should list each project as committed, recommended, or illustrative.
- **Task 6 - Funding and Financial Analysis:** The vendor shall work with the MPO and Montana Department of Transportation staff to identify projected funding resources (throughout the plan’s lifetime), including both public and private sources, (federal, state, and local) and by mode as necessary.

As the future needs assessment is developed and refined, the consultant will develop

the cost estimates (engineering and construction costs in 2025 and year of expenditure dollars) required to implement the transportation projects under consideration. These project costs for each will then be compared to the available and projected revenues.

- **Task 7 - Draft LRTP:** Prepare a draft LRTP document that includes all analysis, findings, and recommendations, and future growth. The plan should include maps, visualizations, future growth plans, and narrative content.
 - **Public Review:** Conduct public hearings and provide opportunities for feedback on the draft plan.
 - **Revisions:** Incorporate stakeholder and public feedback into the final LRTP.
- **Task 8 - Final Plan and Adoption**
 - **Final LRTP:** Prepare the final version of the LRTP, incorporating all relevant inputs and revisions.
 - **Plan Adoption:** Present the final LRTP to the appropriate governing bodies for formal adoption. The correct adoption process is as follows:
 1. Approval by the GHAMPO Transportation Technical Advisory Committee (TTAC)
 2. Approval by the GHAMPO Transportation Policy Coordinating Committee (TPCC)
 - **Dissemination:** Publish and distribute the final plan to stakeholders, decision-makers, and the public.

Planned Deliverables:

1. Project status and updates
2. Existing and Projected Conditions Report
3. A preliminary financial resources summary should be provided early in the planning process to support outreach activities and project development.
4. A financial plan that includes a fiscally constrained project list for the final preferred scenario.
5. Draft Long-Range Transportation Plan
6. Final Long-Range Transportation Plan

2.3 Comprehensive Safety Action Plan

Objectives

The GHAMPO aims to identify and assess all existing and potential safety risks and hazards within the Greater Helena Area MPO Boundary (Exhibit A). This involves thoroughly evaluating current safety policies, procedures, and measures to determine their effectiveness in mitigating those risks. A gap

analysis will be conducted to pinpoint areas where safety processes fall short of meeting established standards or best practices. Stakeholder engagement is a key component, ensuring that staff, contractors, and external consultants contribute insights and remain aligned with the project's safety objectives. Based on the findings, actionable recommendations and solutions will be developed to enhance safety measures. A detailed implementation strategy, including a timeline and resource allocation, will be provided to guide the execution of these improvements. Additionally, the plan will undergo a compliance and standards review to ensure it adheres to local, state, and federal regulations, and industry standards.

CSAP Phases and Tasks

Phase 1: Project Initiation

- **Task 1 - Stakeholder Identification:** The vendor must develop a comprehensive stakeholder identification plan to ensure inclusive representation from relevant public agencies, community groups, private sector partners, and other key stakeholders throughout the project.
- **Task 2 - Kick-off Meeting:** The vendor must organize and facilitate a project kick-off meeting with key stakeholders to review objectives, align expectations, and establish roles, responsibilities, and project milestones.

Phase 2: Project Planning

- **Task 1 – CSAP Public Involvement Plan:** Develop and implement a public engagement strategy based upon the Public Participation Plan to ensure broad participation and input from diverse community groups throughout the CSAP planning process.
- **Task 2 - Project Plan:** The vendor must develop and submit a comprehensive Project Plan that outlines the key activities, timelines, deliverables, and resource allocation necessary for the successful execution of the Comprehensive Safety Action Plan, ensuring alignment with project goals and stakeholder engagement strategies.
- **Task 3 - Communication Plan:** The vendor must create and provide a detailed Communication Plan that outlines strategies, channels, messaging, and timelines for effectively engaging internal project stakeholders and ensuring clear, consistent, and transparent communication throughout all phases of the Comprehensive Safety Action Plan.
- **Task 4 - Stakeholder Analysis:** The vendor must conduct and deliver a thorough Stakeholder Analysis that identifies key stakeholders, assesses their interests, influence, and concerns, and outlines strategies for effectively engaging and addressing their needs throughout the Comprehensive Safety Action Plan process.

- **Task 5 - Review of existing plans:** The vendor must review and evaluate existing City and County plans for citizen engagement, identifying best practices, gaps, and opportunities for improvement to ensure the Comprehensive Safety Action Plan aligns with and enhances current coordination efforts with the community.
- **Task 6 - Data Collection:** The vendor must gather relevant data and reports on current safety protocols, incident reports, and historical safety performance.
- **Task 7 - Mapping:** The vendor must map areas, processes, or activities that pose safety risks, with a focus on high-risk zones or operations.

Planned Deliverables

1. CSAP Public Involvement Plan
2. CSAP Project Plan
3. CSAP Communication Plan
4. CSAP Stakeholder Analysis

Phase 3: Execution of Comprehensive Safety Action Plan

- **Task 1 - Development of CSAP.** The vendor must develop a Comprehensive Safety Action Plan that includes the following elements:
 - Goals and objectives for public involvement.
 - A comprehensive overview of public participation.
 - Tools and techniques for engaging the public and stakeholders include traditional and digital methods.
 - Strategies for reaching underserved and marginalized communities.
 - Procedures for evaluating and updating the PPP.
- **Task 2 - Ensure Comprehensive Safety Action Plan meets requirements:** The vendor must ensure that the Comprehensive Safety Action Plan complies with all relevant federal, state, and local regulations.
- **Task 3 - Safety Risk Assessment:** The vendor shall perform a comprehensive safety risk assessment to identify hazards, the probability of occurrences, and potential impact.

- **Task 4 - Gap Analysis Report:** The vendor shall produce a report detailing gaps in current safety processes, identifying areas of non-compliance or where current practices fall short of best practices.
- **Task 5 - Stakeholder Interviews:** The vendor will conduct interviews with internal and external stakeholders to gather insights and concerns regarding safety measures.
- **Task 6 - Safety Recommendations:** Based on the risk assessment and gap analysis, the vendor shall provide recommendations to address the identified issues should be developed.
- **Task 7 - Cost-Benefit Analysis:** The vendor shall provide a cost-benefit analysis of recommended safety improvements, evaluating the impact on resources and overall risk reduction.
- **Task 8 - Regulatory and Compliance Review:** The vendor will ensure that all recommendations are aligned with legal requirements, codes, and safety regulations.
- **Task 9 - Final Plan and Adoption**
 1. **Final CSAP:** Prepare the final version of the CSAP, incorporating all relevant inputs and revisions.
 2. **Plan Adoption:** Present the final CSAP to the appropriate governing bodies for formal adoption. The correct adoption process is as follows:
 1. Approval by the GHAMPO Transportation Technical Advisory Committee (TTAC)
 2. Approval by the GHAMPO Transportation Policy Coordinating Committee (TPCC)

Planned Deliverables:

1. Comprehensive Safety Risk Assessment Report
2. Gap Analysis Report
3. Final Comprehensive Safety Action Plan
4. Cost-Benefit Analysis

SECTION 3: SUBMITTAL REQUIREMENTS

3.1 Proposal Contents

To be considered responsive, each proposal shall contain the following not to exceed twenty-five pages:

1. Letter of Transmittal (Section 3.2)
2. Proposed Scope of Work (Section 3.3)

3.2 Letter of Transmittal

A brief introductory letter to introduce the proposal should contain the following:

1. Identification of the Lead Consultant(s), including name and mailing address.
2. Acknowledgement of receipt of all RFQ addenda, if any.
3. Name, title, email address, and telephone number of contact person during the period of proposal evaluation.
4. A statement to the effect that the proposal shall remain valid for a period of not less than 90 days from the date of submittal.
5. Signature of a person authorized to commit the Consultant(s) to the terms of the proposal.

3.3 Proposed Scope of Work

The scope of work proposal shall fully address the following areas:

1. Qualifications of firm
 - Provide a description of your firm, including the year founded, the types of services offered, the number of employees, and the size and location of offices.
 - Describe the key personnel involved in completing the project requirements, including information on each person's government and transit agency auditing experience. Please include copies of all professional resumes.
 - If your submittal represents a joint effort on a prime/subcontracted submittal, provide an organization chart for all members of the submittal team and the specific responsibilities of each project team firm.
 - Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
 - Required certifications and business licenses allowing the firm to do business in the city of Helena and the state of Montana.
2. Past performance and quality of services

- Describe the firm’s overall experience and past performance in providing services like those solicited in this RFQ.
- Provide at least three (3) references for which similar services have been performed for each plan, Public Participation, Long-Range Transportation, and Comprehensive Safety Action. Indicate the scope of work, dates of the engagement, and the name, email, and phone number of a contact person willing to briefly discuss the Vendor’s work with GHAMPO staff.

3. Response to the scope of work

- Address the scope of work requirements listed in Section 2 of this RFQ and how you will meet or exceed those requirements.
- A proposed work plan indicating tasks to be accomplished, work schedule, consultant personnel/subcontractors expected to perform each major task element, person/hours required to accomplish each task, and the involvement (and timing of that involvement) anticipated from GHAMPO, City of Helena, City of East Helena, Lewis and Clark County, and MDT staff.
- A public participation program detailing the consultant’s plan for obtaining public input and identifying the specific mechanisms to be employed in meeting the requirements identified in the Scope of Work

SECTION 4: EVALUATION PROCESS AND AWARD

4.1 Evaluation Committee

A committee comprised of GHAMPO staff and representatives of partner organizations will evaluate and select the proposal that best addresses the project’s requirements in accordance with the criteria stated herein. GHAMPO reserves the right to reject any or all submittals.

4.2 Selection Process

The selection process outlined below will be utilized to select the most qualified candidate to perform the work requested in the Project Scope of Services. A Qualification Based Selection process will be utilized for selection. The MPO’s selection committee will individually review and score each proposal. The scores will be compiled to rank the firms from highest to lowest. The top ranked firm will be selected to enter into negotiations of an Agreement for Professional Services with the City of Helena, subject to approval from the Transportation Policy Coordinating Committee. Interviews will be held only if the MPO finds it necessary to help differentiate between two or more closely scored teams.

The proposal will be evaluated using the following criteria. A maximum score of 120 points is available out of the scoring rate described below.

| <i>GHAMPO Scoring Criteria</i> | | |
|--|--|-----------------------|
| Criteria | Standard | Maximum Points |
| Overall Understanding and Completeness | Understanding the Scope of Services, The Greater Helena Area, and demonstrating a complete approach to perform the desired services; Submit a clear and quality SOQ; adherence to the RFQ conditions and elements. | 30 |
| Project Team | <ol style="list-style-type: none"> 1. Definition and clarity of roles 2. Project Manager’s qualifications 3. Project Lead Staff qualifications 4. Other key team members’ qualifications 5. Sub-consultants’ qualifications 6. Experience of key team members working together (continuity) | 30 |
| Relevant Project Experience | <ol style="list-style-type: none"> 1. Similar projects successfully completed. | 20 |
| Workload Capacity | <ol style="list-style-type: none"> 1. Availability and commitment of key team members and resources to perform the work in the time frame required 2. Other contractual obligations and ability to meet multiple obligations 3. Support staff and production capabilities | 10 |
| Project Approach | <ol style="list-style-type: none"> 1. Understanding of the unique elements of the project 2. Understanding of issues, risks, concerns, multiple elements, and variety of interests 3. Approach to analyzing and solving the key issues 4. Ideas for cost-effective solutions 5. Rational approach to implementation | 30 |

| | | |
|--|---|--|
| | <p>6. Innovative but feasible ideas for implementation by the City</p> <p>7. Timeline for completion</p> <p>8. How the consultant addresses the expected deliverables</p> | |
|--|---|--|

4.3 Interviews/Presentations

Any needed Interviews/ Presentations will be held for the short-listed teams. One-hour windows will be scheduled for the team to present their qualifications and answer questions from MPO Staff. Please plan on providing any power point presentations the day before the interview so the MPO can have them set up and ready to go at the beginning of the interview.

The MPO will short-list no more than three (3) teams to present their qualifications to a review panel for the purpose of selecting the team to work on the project. Interview presentations will be limited to 20 minutes, followed by questions and panel discussion to not exceed an additional 40 minutes.

4.4 Evaluation Process

The evaluation process will occur in the following manner and sequence:

1. The GHAMPO Sub-committee will conduct an evaluation of each proposal to determine whether the basic procurement requirements listed in Section 2 were met.
2. The GHAMPO Subcommittee may hold interviews with all Vendors whose proposals are within the competitive range. The purpose of such interviews will be to assure a full understanding of the Scope of Work and project requirements and the Vendor’s ability to perform and deliver those requirements.
3. Vendors must confirm in writing any substantive oral clarification of, or change in, their proposals made during an interview or discussion. Any such written clarification will then become part of the Vendor’s proposal.
4. GHAMPO reserves the right, if it has determined to be in its best interest, to permit all Vendors who have submitted acceptable proposals to revise their initial proposals and submit, in writing, final proposals.

4.5 Award of Contract

- A. After conducting all interviews, reference checks, and scoring the technical proposals, the evaluation committee will recommend awarding the contract to TTAC and TPCC. Once both committees approve, the evaluation committee will negotiate with the preferred vendor. If the final terms of the agreement are not reached with the initial preferred vendor, GHAMPO will continue the process with the next highest-scored vendor until a final agreement is reached.
- B. GHAMPO reserves the right to make an award without holding any discussions or interviews.
- C. GHAMPO may reject all proposals if such action is determined to be in the best interest of GHAMPO.

4.6 Billing and Payment

Payment for services rendered under the contract will be based on work completed. Invoices should be submitted no more frequently than monthly.

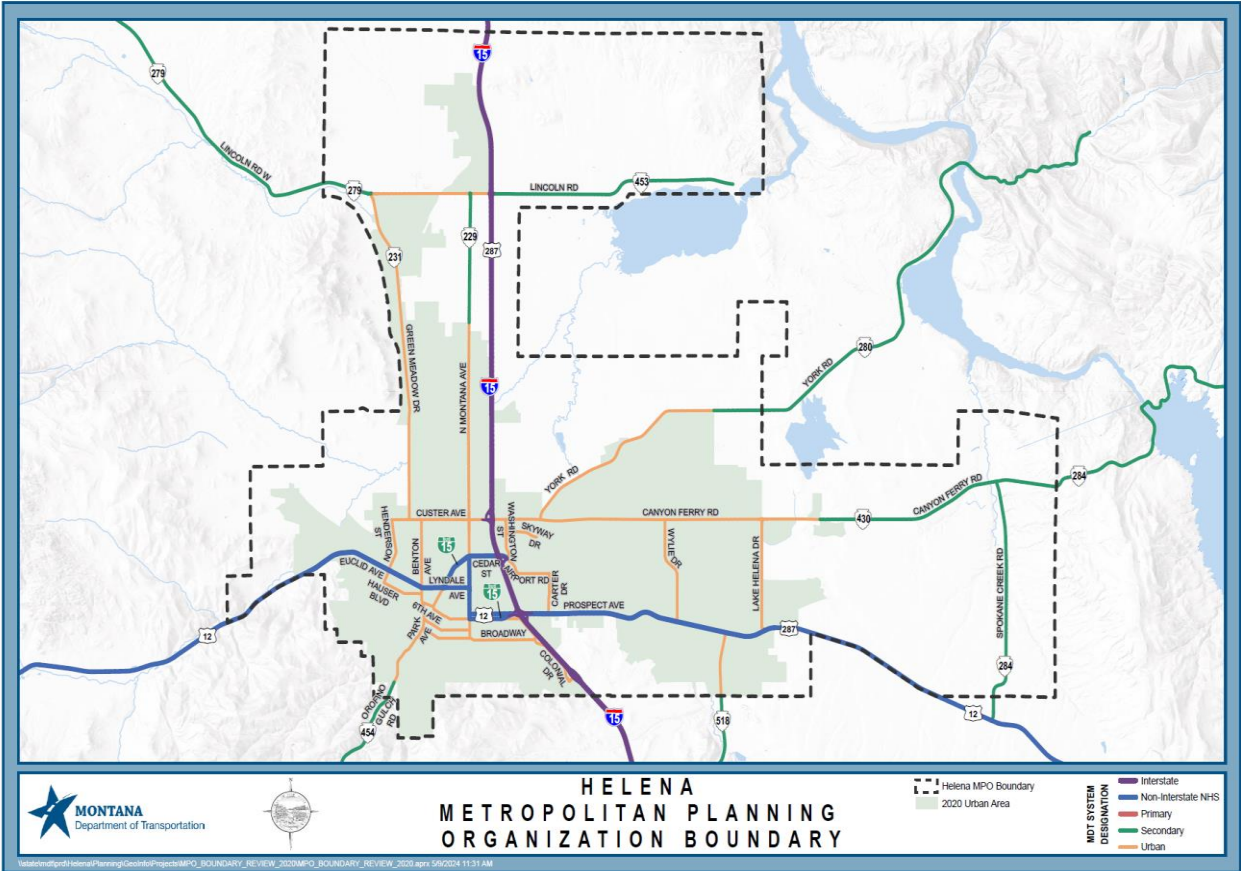
4.7 RFQ Schedule

The MPO anticipates the following schedule for the selection process (this schedule is subject to change; changes to the schedule will be posted on the MPO/RFQ website):

| | |
|------------------------------------|-------------------|
| RFQ is Released to Consultants | January 06, 2025 |
| Deadline for Written Questions | January 20, 2025 |
| MPO Responses to Written Questions | February 03, 2025 |
| Deadline for Proposals | February 10, 2025 |
| Notifications of Short Lists | February 24, 2025 |
| Interviews Scheduled (if required) | March 03, 2025 |
| Consultant Selected | March 24, 2025 |

EXHIBIT A:

Greater Helena Area Metropolitan Planning Organization Boundary



APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) 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, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** 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 Regulation, 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 the FHWA or FTA 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 the FHWA or FTA, 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 the FHWA or FTA 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 the FHWA or FTA 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.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the City of Helena will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) Programs, and the policies and procedures prescribed by the FHWA and FTA of the Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the City of Helena all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto City of Helena and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the City of Helena, its successors and assigns.

The City of Helena, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the City of Helena will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations,

U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S.

Department of Transportation and its assigns as such interest existed prior to this instruction.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the City of Helena pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, City of Helena will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the City of Helena will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the City of Helena and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/ agreements entered into by City of Helena pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, “as a covenant running with the land”) that (1) no person on the ground of race, color, or national origin will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, City of Helena will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, City of Helena will there upon revert to and vest in and become the absolute property of City of Helena and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

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:

Pertinent Federal 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 CFR 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 CFR 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 USC § 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 non-discrimination 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.*).