

REQUEST FOR QUALIFICATIONS

to provide

TRAFFIC AND REVENUE ENGINEERING SERVICES



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

RFQ Issue Date: 5/15/2024

Response Due: 4:00 PM CDST 6/12/2024
Central Texas Regional Mobility Authority
3300 N IH 35 Suite 300
Austin, Texas 78705
Attn: Finance Department

**CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY
TRAFFIC AND REVENUE ENGINEERING SERVICES
REQUEST FOR QUALIFICATIONS**

The Central Texas Regional Mobility Authority (CTRMA) is requesting information from professional firms interested in providing the CTRMA with traffic and engineering services. The firm(s) will be responsible for conducting complex traffic modeling and forecasting, including forecasting of revenues for bond and/or debt financed toll projects, projects receiving financial assistance from the Texas Department of Transportation (TxDOT) or other governmental entities, and rendering opinions and other analyses concerning traffic and revenue projections as required under a trust agreement governing CTRMA's revenue bond financing for current and future projects, as well as for any other loan programs the CTRMA may utilize to finance its projects.

Firms submitting qualifications must be an independent engineering firm with a nationwide and favorable reputation for skill and experience in traffic engineering, and recent and extensive experience in transportation and toll applications, complex modeling, and forecasting tools, and demonstrated success in forecasting revenues generated by bond/debt-financed transportation projects.

The CTRMA is seeking to hire Traffic and Revenue consultants and to establish a pool of qualified firms to provide such services.

DESCRIPTION OF CTRMA: The CTRMA is a regional entity granted powers under Texas state law to study, design, construct, operate, expand, enlarge, and extend transportation projects in the region of the authority (i.e., Travis and Williamson Counties) and adjacent areas as permitted by law. The powers and duties exercised by the CTRMA, and its Board of Directors (the Board) are impacted by numerous federal and state laws and regulations. The CTRMA is authorized to raise capital for transportation projects through the issuance of revenue bonds and through the use of available loan programs. The CTRMA's current bond and loan indebtedness is governed by a trust agreement entered into in March of 2005, which may be amended from time to time by supplemental agreements (as so amended, the "Trust Agreement"). Under the Trust Agreement, the CTRMA covenants to employ a firm(s) to serve as the authority's Traffic Consultant. A portion of the Traffic Consultant's duties are to provide the authority with analyses and projections regarding transactions and revenues of transportation projects or potential transportation projects. The firm shall assist CTRMA staff with reporting and other various assignments as needed.

SCOPE OF SERVICES: The Scope of Services to be provided by the firm providing Traffic Engineering and Revenue Engineering services may include, but not be limited to, the following:

1. Perform all duties imposed on the Traffic Consultant by the Authority's Trust Agreement, loan documents (including Transportation Infrastructure Finance and Innovation Act credit assistance), financial assistance agreements, development agreements, and other documents related to project financing, including providing certificates and opinions related to annual reviews, proposed changes in toll rate schedules or toll classifications, and periodic bond issuances or loan agreements.

2. Develop traffic and revenue projections for the existing CTRMA system projects annually and for proposed new projects as requested.
3. Prepare evaluations, studies, and opinions as necessary to determine recommended toll rates and periodic toll rate adjustments for the Authority's turnpike projects.
4. Provide and maintain traffic modeling tools pertinent to the CTRMA's projects and potential projects, working closely with the Capital Area Metropolitan Planning Organization (CAMPO), TxDOT, and other local planning organizations as necessary, to update economic, demographic and land use data.
5. Perform special studies or reports as requested, including peer review analyses, regarding traffic, toll revenues, mobility, toll collection methods and strategies, managed lane traffic analyses and pricing strategies, and related technology and industry trends.
6. Present reports and findings to the CTRMA Board of Directors, rating agencies and investors, local interested parties, or otherwise upon request.
7. Work at the direction and supervision of the authority's Executive Director and Chief Financial Officer. The firm will also be required to work cooperatively and collaboratively with other firms serving the authority, including but not limited to the Authority's General Engineering Consultant, General Counsel, financial advisors, and Bond Counsel as well as with CTRMA department directors.
8. Develop a process that both (1) provides, in a cost-effective manner, assessments of potential future traffic, revenue, and other information for corridors that may be studied for potential turnpike projects, and (2) provides a base for more detailed traffic modeling in the future as potential projects are selected for further advancement.

CONTRACT TERM: The response should be based on the prospect that the traffic and revenue engineering services being tendered by the CTRMA may extend for an initial term of five (5) years and two (2) options to renew for up to two (2) additional years.

RESPONSES TO THE RFQ SHALL INCLUDE THE FOLLOWING INFORMATION:

- I. **The Firm:** A brief history and general description of the firm should include:
 - A. A description of the capabilities and resources of its principal office responsible for performing this work, its regional Texas offices, and a listing of its Texas office resident personnel by discipline who would be assigned to the CTRMA's work.
 - B. A synopsis of the firm's experience in providing complex traffic modeling and forecasting tools, demonstrated success in forecasting toll revenue for

bond-financed transportation projects, and experience in rendering opinions and other analyses concerning traffic and revenue projections.

- C. Experience with performing duties imposed on traffic engineers under requirements of trust indentures for bond and loan financing, including providing certificates and opinions related to annual reviews and periodic bond issuances.
- D. Experience in providing and maintaining traffic modeling tools, including development of traffic and revenue projections for existing and proposed turnpike projects.
- E. Disputes:
 - i. A summary of all regulatory and legal proceedings initiated since January 1, 2019, in which the firm has been named as a claimant, plaintiff, respondent, or defendant, including the nature of the proceeding, the claims made, and resolution or current status thereof.
 - ii. A summary of any protest filed by the firm related to procurement of services by any other entity since January 1, 2019, including the nature of the protest and the resolution or current status thereof.
 - iii. Any early termination of the firm's work or contract for services by any authority or entity since January 1, 2019, including an explanation of the types of services and the reason for termination.
- F. Summarize how the firm charges professional fees for the services described in this RFQ. Do not quote any fees except for representative hourly fees if relevant to the method for how the firm proposes to charge for its services.
- G. Respondents must disclose any conflicts or potential conflicts of interest to comply with the Conflict-of-Interest disclosures policies adopted by the CTRMA Board of Directors and utilize the form found in Appendix E. Respondents must fill out this form and submit it with their response in an appendix.

Instructions for completing the Conflict-of-Interest Disclosure Statement Form:

- 1 The prime firm shall submit this form on behalf of its entire Respondent team (including individuals and subconsultant firms).
- 2 Submit a separate form for each potential conflict of interest.
- 3 In Section I of the Disclosure Statement Form, describe the business relationship which could result in a conflict of interest.

- 4 In Section II of the Disclosure Statement Form, provide the Respondent's proposed management plan for dealing with the potential conflicts of interest described in Section I.
- 5 If no potential conflicts of interest exist, write "N/A" in both sections before signing the form.
- 6 Additional pages may be attached to this form if needed to complete Section 1 and/or Section 2.

II. Firm Organization, Staffing and Procedures:

- A. Provide an organizational chart identifying key project management and lead personnel for both the firm and any of its anticipated subconsultants. The relevant areas of project responsibility for lead personnel should be indicated. Designate the firm's principal office and officer to be directly responsible for potential CTRMA projects. Provide in detail the identified personnel's experience traffic engineering and revenue engineering for bond-financed turnpike projects.
- B. The names and experience resumes of those key personnel named on the organizational chart who currently are full time employees of the firm and who would be assigned permanently to the current and potential CTRMA projects, or to other projects to be named later, in one of the firm's Texas offices and in the office of each subconsultant, if any, shall be submitted. Particular descriptive and historic emphasis should be given to the qualifications of personnel currently assigned to the firm's designated project office staff.
- C. Number of staff, broken into professional and sub-professional groupings, by specialty and by geographic location committed for availability. The response should be based on the prospect that the traffic and revenue engineering services being tendered by the CTRMA may extend for an initial term of five (5) years and two (2) options to renew for up to two (2) additional years.
- D. Business Opportunity Program ("BOP") And Disadvantage Business Enterprise ("DBE") Participation:

The CTRMA is dedicated to its participation in the DBE/HUB program. To help foster the growth of the DBE/HUB program, the CTRMA has established the DBE/HUB participation goal of 15% for the Agreement, however the CTRMA will review and adjust the goal for each work authorization based on specific project assignments. The response must include a statement reflecting the respondent's commitment to comply with the proposed DBE/HUB goal for the Agreement and should identify any innovative approaches or unique outreach used successfully by the

respondent to encourage DBE/HUB participation. Additionally, the response should include evidence of compliance with assigned DBE/HUB subcontracting goals or evidence of a good faith efforts to meet the assigned goal, consistent with the requirements set forth in this section and Appendix C.

Unless otherwise specified in Appendix C, all responses shall be in compliance with the CTRMA DBE Policy Statement (§ 401.097) which may be reviewed at: <https://www.mobilityauthority.com/about/policy-disclaimers/code>

Each respondent shall also include, as an appendix, a signed statement that it has read, understands, and will comply with the policy utilizing the form provided in Appendix C.

III. Project Development Experience: A listing of relevant infrastructure development projects for which the respondent provided traffic and revenue engineering services since January 1, 2019, shall include the following:

- A. Project name.
- B. Project location.
- C. A brief description of the project and the work performed, including the date of Official Statement related to financing the project, and a comparison of (a) the Official Statement estimate and (b) actual revenue for the project's opening year.
- D. Name, address, and telephone number of client contact.
- E. A description of respondent's experience in preparing evaluations, studies, and opinions as necessary to determine recommended toll rates and periodic toll rate adjustments for the project, including reports regarding traffic, revenues, mobility, toll collection methods and strategies, managed lanes, and related technology and industry trends.

SUBMITTAL RESTRICTIONS: Submittal text shall be limited to fifteen (15) pages in length, exclusive of professional resumes, cover sheets, flyleaves, tables of content, dividers, etc., printed on two sides and double-spaced. Materials submitted in excess of the specified 15 pages will not be reviewed. Clarifications and addenda may be posted on the CTRMA website. All interested parties are responsible for monitoring the website for such materials and respondents shall be responsible for compliance with any clarifications or addenda posted thereon.

Preprinted brochure material may be included in the submittal if desired and will not be counted in the 15-page maximum.

SELECTION OF TRAFFIC AND REVENUE ENGINEERING SERVICES FIRM(S): The CTRMA will make its selection based on the criteria set forth herein, including demonstrated competence, experience, knowledge, qualifications, firm resources, and HUB/DBE participation in CTRMA work. **All firms that meet the qualifications will be included in the pool.** The CTRMA reserves the right to award a contract to one or more firms in the pool based on CTRMA’s consideration of its operational needs. There will be no minimum number of services awarded to any successful respondent under this RFQ.

A panel of CTRMA employees will initially review the RFQ responses and provide such feedback, recommendations to the Executive Director and to the Board as to a firm or firms to be included in the pool. The ultimate selection of a firm or firms, if any, will be made by the CTRMA Board. The CTRMA has not committed itself to employ a traffic and revenue engineering services firm, and neither the suggested scope of services nor the terms of an agreement should be construed to require that a traffic and revenue engineering services firm will be employed for any or all of the services described in this RFQ. The CTRMA reserves the right to make those decisions.

The CTRMA reserves the right to negotiate services to be provided, the fees therefore, and to reject any and all respondents.

RFQ EVALUATION CRITERIA:

I. Experience of Firm	35%
II. Firm Organization, Key Personnel and Procedures, including process for enhancing DBE participation	35%
III. Project Development Experience	30%

COST OF RESPONSES: All costs directly or indirectly related to preparation of a response to this RFQ, or in any oral presentation required to supplement and/or clarify the RFQ, shall be the sole responsibility of, and shall be borne by, responding firms.

QUESTIONS CONCERNING RFQ: Any questions concerning this RFQ must be submitted in writing to: FinanceProcurement@ctrma.org by 4:00 pm CDST May 29, 2024.

RELEASE OF INFORMATION AND OPEN RECORDS: All responses shall be deemed, once submitted, to be the property of the CTRMA. Response documents may be subject to public disclosure under the Texas Public Information Act (“PIA”). Any material deemed to be proprietary, confidential, or otherwise exempt from disclosure under the PIA shall be clearly marked as such. The CTRMA will use reasonable efforts to notify respondents in the event a PIA request is received which might cover all or part of the RFQ response and give the respondent an opportunity to assert, in writing to the Office of the Attorney General, a claimed exception under the PIA or other applicable law within the time period allowed under the PIA.

DELIVERY AND DEADLINE FOR SUBMISSION OF RESPONSES: All responses shall be received by the Central Texas Regional Mobility Authority, 3300 N IH 35, Suite 300, Austin, TX 78705, Attn: Finance Department, no later than **4:00 p.m. C.D.S.T., June 12, 2024**. Three copies of the response by a firm shall be submitted, in addition to an electronic copy to FinanceProcurement@ctrma.org

ANTI-LOBBYING: During the pendency of this procurement, prospective respondents may not contact members of the CTRMA Board of Directors, CTRMA employees or consultants performing work for the CTRMA concerning this procurement. Violation of this restriction is grounds for disqualification.

**APPENDIX C
HISTORICALLY UNDERUTILIZED BUSINESS (HUB) /
DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION**

HUB/DBE REQUIREMENTS

The goals for participation by HUB/DBEs has been established by the Mobility Authority for future projects to be assigned:

Project	Professional Services HUB or DBE Goal
Project to be assigned	15%

DBE Certification

By signing the SOQ, the Proposer certifies that the above HUB/DBE goal will be met in the Agreement by obtaining commitments equal to or exceeding the HUB/DBE percentage or that the Proposer will provide a good faith effort to substantiate the attempt to meet the goal.

Name

Title

Company

Date

APPENDIX E
CONFLICT OF INTEREST DISCLOSURE STATEMENT

This Disclosure Statement identifies potential conflicts of interest that may exist because of a previous (within the last 12 months) or current business relationship (a “business relationship”) between:

- (1) the undersigned Respondent (including each individual, firm, or other business entity that is a member of a Respondent team) to the proposal for a contract to provide general engineering consultant (GEC) services, and
- (2) a person or firm listed on “Key Personnel and Firms” of the Mobility Authority, available at the Mobility Authority website (<https://www.mobilityauthority.com/about/policy-disclaimers/keyfirms>)

Section I of this Disclosure Statement Form describes a business relationship which could result in a conflict of interest. Section II of this Disclosure Statement Form describes the undersigned’s proposed management plan for dealing with any potential conflict of interest identified by Section I of this form. Additional pages may be attached to this form if needed to complete Sections I and II.

This Disclosure Statement is submitted to comply with the Central Texas Regional Mobility Authority’s Conflict of Interest Policy for Consultants. The undersigned acknowledges that approval of the proposed management plan is within the sole discretion of the Central Texas Regional Mobility Authority.

SECTION I. Description of Potential Conflicts of Interest.

For each business relationship state: (A) the Respondent (and if the Respondent is a team, the name of any individual, firm, or business entity that is a part of Respondent’s team) and the person or firm listed as “Key Personnel and Firms” of the Mobility Authority with whom there is a business relationship; and (B) the nature of that business relationship; its current status; and the date of termination or expected termination of the business relationship.

SECTION II. Management Plan for Dealing with Potential Conflicts of Interest.

For each potential conflict of interest listed in Section I, please propose a management plan to address any potential conflict of interest.

SIGNED: _____ DATE: _____

NAME AND TITLE: _____

REPRESENTING: _____

APPROVED BY THE CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY:

SIGNED: _____ DATE: _____

NAME AND TITLE: _____

DISCLOSURE STATEMENT FORM

This Disclosure Statement outlines potential conflicts of interest as a result of a previous or current business relationship between the undersigned individual (and/or firm the firm for which the individual works) and an individual or firm submitting a proposal or otherwise under consideration for a contract associated with _____

Section I of this Disclosure Statement Form describes the potential conflicts of interest. Section II of this Disclosure Statement Form describes the proposer's management plan for dealing with the potential conflicts of interest as described in Section I of this form. This Disclosure Statement is being submitted in compliance with the Central Texas Regional Mobility Authority's Conflict of Interest Policy for Consultant's. The undersigned acknowledges that approval of the proposed management plan is within sole discretion of the Central Texas Regional Mobility Authority.

SECTION I. Description of Potential Conflicts of Interests.

SECTION II. Management Plan for Dealing with Potential Conflicts of Interest.

SIGNED: _____ DATE: _____

NAME AND TITLE: _____

REPRESENTING: _____

APPROVED BY THE CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY:

SIGNED: _____ DATE: _____

NAME AND TITLE: _____