



Bay Street Microsimulation Modeling

Chatham County – Savannah Metropolitan Planning Commission

110 East State STREET, P. O. BOX 8246
 SAVANNAH, GEORGIA 31412-8246
 Phone 912-651-1440
www.thempc.org

Date: May 1, 2026

<p>REQUEST FOR PROPOSALS RFP NO. 2026-02 PI NO. 0021574</p>	<p>Qualified Proposers are invited to submit sealed proposals, subject to conditions and instructions as specified, for the furnishing of:</p> <p style="text-align: center;">Bay Street Microsimulation Modeling</p> <p>All Proposers must be prequalified by the Georgia Department of Transportation (GDOT).</p>
<p>GENERAL SCOPE</p>	<p>The Chatham County – Savannah Metropolitan Planning Commission (MPC) on behalf of the Coastal Region Metropolitan Planning Organization (CORE MPO) and the City of Savannah (City) is requesting proposals to provide Engineering Design Consultant Services for the BAY STREET MICROSIMULATION MODELING FROM FAHM STREET TO EAST PRESIDENT STREET FOR APPROXIMATELY 1.3 MILES IN SAVANNAH, GEORGIA.</p> <p>This project will develop a calibrated microsimulation model to test multiple operational and capacity improvement scenarios and quantify their impacts on delay, queuing, travel time, and multimodal interactions. The study will provide CORE MPO and the City of Savannah with a technical basis for identifying cost-effective strategies that improve freight mobility, enhance pedestrian and multimodal safety, and preserve the functional integrity of the National Historic Landmark District. The results will inform future capital investment decisions and support stakeholder engagement through clear visualization of corridor performance and improvement alternatives.</p>
<p>DUE DATE</p>	<p style="text-align: center;">June 1, 2026 - 5:00 PM (Eastern)</p> <p>Proposals must be received, and date/time stamped on or before the due date by the MPC, located at 110 East State Street, Savannah, Georgia, 31401. Late submissions shall not be accepted.</p>



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INSTRUCTIONS TO OBTAIN RFP SPECIFICATIONS

THIS SHEET DOES NOT REPRESENT RFP SPECIFICATIONS

If interested in receiving a complete copy of the specifications, please go to our website at <https://www.thempc.org/Core/RFP2026>. To receive RFP specifications by mail, please complete the information below and mail to MPC, Attn: Kieron Coffield, Administrative Assistant.

FedEx Acct# _____ UPS Acct# _____

Company Name _____ Attention of: _____

Complete Mailing or Delivery Address _____

Email _____ Phone Number _____ Fax Number _____

Specifications may also be picked up from the MPC's offices between 8:30 AM – 5:00 PM, Monday – Friday.



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COMMUNICATION ONCE AN RFP HAS BEEN ISSUED

All questions, clarifications and communication concerning this solicitation shall be submitted in writing via e-mail to the Executive Director & CEO of the MPC (hereafter referenced as EXECUTIVE DIRECTOR & CEO). MPC will not orally or telephonically address any question or clarification regarding specifications or procedures. If a Proposer visits or calls MPC with such questions, he or she will be instructed to submit the questions in writing.

All contact concerning this solicitation unless otherwise directed shall be made through the EXECUTIVE DIRECTOR & CEO. Firms shall not contact department heads or staff persons with questions about the solicitation. You must submit the written question to the EXECUTIVE DIRECTOR & CEO through Kieron Coffield at coffieldk@thempc.org. If it is necessary that a technical question be addressed, the EXECUTIVE DIRECTOR & CEO will place an addendum containing all questions and written responses on the MPC's website, <https://www.thempc.org/Core/RFP2026>. The EXECUTIVE DIRECTOR & CEO will not respond individually to questions.

If it becomes necessary to revise any part of this solicitation, a written addendum will be posted on the website. It is the responsibility of each firm to review the MPC website for any new information that is posted.

The MPC is not bound by any oral representations, clarifications, or changes made to the written specifications by MPC staff, unless such clarification or change is provided in written addendum posted on the website from the EXECUTIVE DIRECTOR & CEO.

Any request by firms after a solicitation has been opened and pending award must also be submitted in writing to the EXECUTIVE DIRECTOR & CEO.



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CHATHAM COUNTY – SAVANNAH METROPOLITAN PLANNING COMMISSION QUESTIONS/CLARIFICATION FORM

DATE: _____

TO: EXECUTIVE DIRECTOR & CEO, through
Kieron Coffield, Administrative Assistant
Email coffieldk@thempc.org

RE: **RFP NO. 2026-02**
PI NO. 0021574
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.....
I have the following concerns/questions about the specifications:

(Add additional pages as necessary)

From:

Company Name Website

Representative Email Address

Complete Address City State Zip Code

Telephone Number Fax Number



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CHATHAM COUNTY – SAVANNAH METROPOLITAN PLANNING COMMISSION GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS

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The Chatham County – Savannah Metropolitan Planning Commission (MPC) on behalf of the Coastal Region Metropolitan Planning Organization (CORE MPO) and the City of Savannah (City) is requesting proposals to provide Engineering Design Consultant Services for the BAY STREET MICROSIMULATION MODELING FROM FAHM STREET TO EAST PRESIDENT STREET FOR APPROXIMATELY 1.3 MILES IN SAVANNAH, GEORGIA. Proposer must be a prequalified firm with the Georgia Department of Transportation (GDOT).

The MPC intends to award a contract for work by the end of September 2026 with a completion date of no later than September 30, 2028. MPC anticipates that available funds for the project will be no more than \$180,000. Any contract award for this project is contingent upon MPC receiving the adequate funds from the Georgia Department of Transportation (GDOT).

A. PROPOSAL SUBMITTAL DATE:

All consulting services will be procured using competitive sealed proposals. **THE SEALED PROPOSALS ARE DUE at the location below on: JUNE 1, 2026, NO LATER THAN 5:00 PM (Eastern Time).** *Submit five (5) paper copies of the proposal and one (1) electronic copy in PDF format.* For proper identification, the firm's complete name and address shall appear on the exterior of the proposal package.

The proposal shall be hand delivered or mailed to the following address:

The Chatham County – Savannah Metropolitan Planning Commission
RE: RFP No. 2026-02, Bay Street Microsimulation Modeling

Mail: P.O. Box 8246
Savannah, Georgia 31412-8246

Delivery: 110 East State Street
Savannah, Georgia 31401

If the proposal does not reach the MPC on or before June 1, 2026 at 5:00 PM, the proposal shall not be considered and shall be returned to the firm unopened. It is the firm's



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responsibility to ensure the proposal is mailed or delivered and received by the due date and time. The MPC shall not be held responsible for proposals delayed by the US Mail or any other courier.

The MPC shall not be held liable for any expenses incurred by the Proposer in preparing and submitting its proposal and/or attendance at any presentations, final contract negotiations or applicable site visits. **The MPC reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the MPC.**

B. RECEIPT OF PROPOSALS:

Unless otherwise stated in the technical specifications of the RFP, the MPC will accept one, and only one, proposal per firm. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor, and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between MPC and the prime contractor.

C. SUBCONTRACTING:

Should the firm intend to subcontract all, or any part, of the work specified, name(s) and address(es) of subcontractor(s) must be provided in the proposal response. The firm shall be responsible for all subcontractors' full compliance with the requirements of the RFP specifications. If awarded the contract, payments will only be made to the firms submitting the proposal. **The MPC shall not be responsible for payments to subcontractors.**

D. QUESTIONS ABOUT THE RFP:

Communication concerning any proposal currently advertised must take place in writing and addressed to the EXECUTIVE DIRECTOR & CEO. For more information, please see page titled "COMMUNICATION ONCE AN RFP HAS BEEN ISSUED" within this solicitation package.

E. PUBLIC INFORMATION:

All information and materials submitted will become the property of the MPC; and shall be subject to the provisions of the Georgia open records law. If awarded the contract, applicable sections of the proposal submission will be included as part of the contract documents and filed, as public record, with the MPC.

F. ADDENDA:

The firm shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The firm should include an initialed copy of each addendum in the proposal



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package. It is the firm's responsibility to contact MPC for copies of addenda if they receive the proposal document from any source other than the MPC.

G. SELECTION PROCESS:

The members of the MPC Proposal Review Committee shall evaluate all proposals received based upon the criteria stated in the RFP. The Proposal Review Committee will consist of transportation planning professionals from the CORE MPO Technical Coordinating Committee (TCC) and the City of Savannah. Each Committee member shall grade each submitted proposal based upon the evaluation criteria. The Proposal Review Committee may recommend at least the three (3) highest ranked firms to the EXECUTIVE DIRECTOR & CEO to be invited to make presentations. The Proposal Review Committee will evaluate the firms' presentations and provide a final ranking and recommendation to the EXECUTIVE DIRECTOR & CEO.

H. NEGOTIATION:

After proposals have been evaluated, negotiations may begin with the highest ranked firm. To facilitate negotiations, the firm may be asked to submit detailed scope and fee proposals or hourly rates at the request of the Proposal Review Committee. The EXECUTIVE DIRECTOR & CEO shall consider the estimated value, scope, and complexity of the nature of services required. The EXECUTIVE DIRECTOR & CEO will negotiate a contract price with the highest ranked firm. Should such negotiations fail to reach an agreement, the EXECUTIVE DIRECTOR & CEO will close those negotiations and open negotiations with the next highest ranked firm. Should this process not yield an agreement, the EXECUTIVE DIRECTOR & CEO will begin negotiations with the third firm in order of their ranking. The EXECUTIVE DIRECTOR & CEO shall continue negotiations in accordance with this section until an agreement is reached with a qualified firm. If negotiations with the third firm does not yield an agreement, the EXECUTIVE DIRECTOR & CEO has the option to cancel the solicitation and reopen the RFP process.

I. CONTRACT AWARD:

Each proposal is received with the understanding that an acceptance in writing by the EXECUTIVE DIRECTOR & CEO of the offer to furnish any or all of the services and materials described will constitute an offer to enter into a contract between the firm and MPC. The negotiated contract shall bind the firm to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the terms of said contract. The contract file shall contain all negotiation results and the basis on which the award is made.

After negotiations have resulted in an agreement with the highest ranked firm, a contract based on the negotiated terms will be drafted and submitted to the MPC's Planning Commission for approval and execution by all necessary parties.



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It is agreed that the successful firm will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous written consent of the EXECUTIVE DIRECTOR & CEO.

J. NON-COLLUSION:

The firm affirms that the proposal has not been made in connection with any other firm submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

K. INDEMNITY:

The successful firm agrees, by entering into a contract, to defend, indemnify and hold MPC harmless from any and all claims, liability, losses and causes of action arising from or under the contract.

The successful firm hereby agrees to indemnify, hold free and harmless the MPC, its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorneys' fees, by reason of any liability imposed by law upon MPC, except in cases of MPC's sole gross negligence, for damage because of bodily injury, including death at any time during the term of the contract sustained by any person or persons, on or account of damage to property arising out of or in the work performed under the contract. It is further understood and agreed that the firm shall (at the option of the MPC) defend the MPC with appropriate counsel and shall further bear all costs and expenses, including expenses of counsel, in the defense of any suit or legal action arising hereunder.

L. SPECIFICATION DESCRIPTIONS:

The specifications detailed herein represent the quality of the services required by the MPC. Whenever in this solicitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the MPC. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the MPC.



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M. TAXES:

The MPC is exempt from State Retail Tax. The costs proposed for the RFP shall be exclusive of taxes. Tax Exemption No. 6541648-IV, GA Code Sec. 48-8-3, Federal ID No. 586005252.

N. DRUG-FREE WORKPLACE:

In compliance with Federal and State Drug Free Workplace Acts, the MPC has adopted a drug free Workplace Policy. Consequently, any firm providing goods or services to the MPC must comply with all applicable Federal and State Drug Free Workplace Acts.

O. FEDERAL, STATE, LOCAL LAWS:

All firms shall comply with all Federal, State and Local laws, ordinances, rules, and regulations relative to conducting business in Savannah, Georgia and performing the prescribed service. Ignorance on the part of the firm shall not, in any way, relieve the firm from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

P. INSURANCE:

All firms shall maintain, and if requested, show proof of insurance applicable for services described in these specifications under “General Requirements, Section II, Insurance” of this RFP.

Q. TERMINATION OF CONTRACT:

- 1. Default:** If the firm refuses or fails to perform any of the provisions of the contract with such diligence as will ensure its completion within the time specified, or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of the contract, the MPC may notify the firm in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing, the MPC may terminate the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part, MPC may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by MPC. The firm will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.



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2. **Compensation:** Payment for completed supplies or services delivered and accepted by the MPC will be at the contract price. The MPC may withhold from amounts due the firm such sums as the MPC deems to be necessary to protect it against loss because of outstanding liens or claims of former lien holders and to reimburse MPC for the excess costs incurred in procuring similar goods and services.
3. **Excuse for Nonperformance or Delayed Performance:** Except with respect to defaults of subcontractors, the firm may not be held to in default by reason of any failure in performance of the contract in accordance with its terms (including any failure by the firm to make progress in the prosecution of the work thereunder which endangers such performance) if the firm has notified the EXECUTIVE DIRECTOR & CEO within fifteen (15) days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the MPC and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the firm may not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the firm, the MPC shall ascertain the facts and extent of such failure, and, if the MPC determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the firm's progress and performance would have met the terms of the contract, the delivery schedule may be revised accordingly.

R. TIME FOR CONSIDERATION:

Due to the evaluation process, proposals must remain in effect for at least ninety (90) days after date of receipt.

S. REQUEST FOR EVALUATION RESULTS:

In compliance with the Georgia Open Records Act, proposals submitted, and evaluation results cannot be disclosed until after the award of the contract. After contract award, firms desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity to do so by appointment.



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NOTICE TO PROPOSERS

The MPC prohibits any business that is owned by any member of the Planning Commission, employs a Planning Commission member, or staff, or any business in which any member of the Planning Commission has a substantial financial interest from submitting a proposal for goods or services to the MPC.

Likewise, no business which is owned by any City employee or Alderperson, member of any board, authority or commission, subordinate or independent entity, or any business in which any City employee or Alderperson, member of any board, authority or commission, subordinate or independent entity has substantial pecuniary interest may submit a proposal to MPC if such proposal pertains to the board, authority, or commission.



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REQUEST FOR PROPOSALS PROJECT SCOPE

Bay Street Microsimulation Modeling

RFP NO. 2026-02

PI# 0021574

Background and Purpose

Bay Street is a principal east–west arterial within Savannah’s Historic National Landmark District and serves as a critical corridor for freight movement, tourism activity, and local circulation. The proposed study corridor is approximately 1.3 miles, extending from Fahm Street to East President Street. Traffic volumes within this segment are high, with 2025 Average Daily Traffic volumes of approximately 25,000 vehicles per day between Martin Luther King Jr. Boulevard and Barnard Street and 23,800 VPD between Drayton and Abercorn Streets.

The City of Savannah proposes a microsimulation-based operational and capacity analysis to evaluate existing and forecasted conditions along the corridor. Bay Street’s dual function as a freight route and access corridor to Savannah’s historic downtown creates complex operational challenges, including constrained geometrics, high pedestrian activity, and competing modal demands. Continued degradation of peak period level of service, combined with projected growth in logistics-related traffic and Savannah’s approximately 17 million annual visitors, necessitates a proactive, data-driven planning approach.

Previous Work

This is a new project.

Study Goals

This project will develop a calibrated microsimulation model to test multiple operational and capacity improvement scenarios and quantify their impacts on delay, queueing, travel time, and multimodal interactions. The study will provide CORE MPO and the City of Savannah with a technical basis for identifying cost-effective strategies that improve freight mobility, enhance pedestrian and multimodal safety, and preserve the functional integrity of the National Historic Landmark District. The results will inform future capital investment decisions and support stakeholder engagement through clear visualization of corridor performance and improvement alternatives.

Tasks and Deliverables

The work shall be broken into two phases, Project Management and Microsimulation Analysis.

Task 1. Project Management and Coordination

This section briefly describes the general management approach and project coordination for the study.



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Project Management Plan - A Project Management Plan (PMP) needs to be prepared at the start of the project to identify work organization, responsibilities, coordination and communication procedures, team meetings, document format, report format, technical memorandum schedules, graphic production standards, and other important operational information pertaining to the team activities.

Project Schedule - The Consultant Team needs to develop a detailed project schedule which will be used to manage and disseminate project progress within the team and to CORE MPO and the City of Savannah. The schedule will indicate tasks, subtasks, critical dates, milestones, deliverables, and review requirements.

Quality Assurance/Quality Control Program – The Consultant Team shall develop a formal approach to quality management to ensure all products meet the high standards of quality and scope attainment.

Progress Reports - The PMP needs to outline the timing and format for progress reports. At a minimum, it will include:

- Activities, ongoing or completed, during the reporting period;
- Activities planned for the following quarter;
- Problems encountered and actions to remedy them; and
- Overall status, including a tabulation of percent complete by task, management schedule showing study progress, supporting documentation.

The Consultant Team is expected to provide quarterly invoices to the CORE MPO and City of Savannah Project Managers for work completed in the prior quarter no later than the 10th day after each quarter ends. As a part of the invoice, the Consultant Team shall provide the quarterly progress reports to the Project Managers.

Project Meetings - The PMP needs to outline the timing of meetings with the CORE MPO and City Project Managers. The Consultant Team will produce the support material needed for the meetings, as well as taking all meeting notes, summarizing the discussions, and outlining decisions and action items.

Technical Coordinating Committee (TCC) - the Consultant Team will develop the Bay Street Microsimulation Modeling under the guidance of and in coordination with CORE MPO's TCC.

Project Coordination – the PMP needs to outline the coordination work expected with other ongoing studies and projects.

Deliverables

Project Management Plan - Following an initial meeting between the City of Savannah, CORE MPO, and GDOT, the Consultant Team shall produce a Project Management Plan (PMP) and submit it to the City of Savannah and CORE MPO for review and approval within thirty (30) days of the Notice to Proceed. The PMP shall detail the personnel organization, project scope, project schedule with deliverable deadlines, project fee breakdown, quality control and assurance plan, and project controls.



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Task 2. Microsimulation Analysis

Task 2.1 Data Collection and Existing Conditions Assessment

The Consultant Team shall collect and analyze traffic data, signal timing, roadway geometry, and multimodal activity. Supplemental field data shall be collected as needed.

Deliverables - The primary deliverables from this task should be the Data Inventory Memo and the Existing Conditions Technical Memorandum (PDF & Word) as well as GIS files (ESRI formats). Include figures, maps, and data documentation.

Task 2.2 Model Development and Calibration

The Consultant Team shall develop and calibrate a microsimulation model using industry-standard software. Calibration shall follow accepted practices, including FHWA guidance.

Deliverables - The primary deliverables from this task should be Calibrated Microsimulation Model (native files); Calibration Report (PDF & Word); and Model Documentation. Must follow FHWA guidance and be usable by the City.

Task 2.3 Future Conditions Development

The Consultant Team shall develop future traffic conditions based on CORE MPO projections and update the model accordingly.

Deliverables - The primary deliverables from this task should be a Future Conditions Memorandum (PDF & Word); and Updated model files. Clearly document assumptions and projections.

Task 2.4 Alternatives Development and Analysis

The Consultant Team shall develop and evaluate operational and capacity improvement alternatives. Each alternative shall be analyzed using performance measures such as delays, queues, travel time, and level of service.

Deliverables - The primary deliverables from this task should be an Alternatives Technical Memorandum (PDF & Word); Performance tables (Excel & PDF); and Scenario model files. Include comparative metrics.

Task 2.5 Visualization Development

The Consultant Team shall develop visualizations and animations to communicate results.

Deliverables - The primary deliverables from this task should be Simulation animations (MP4); graphics (PDF/PNG); and presentation materials (PowerPoint & PDF). Must be presentation quality.



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Task 2.6 Recommendations and Implementation Strategy

The Consultant Team shall identify preferred improvements and organize recommendations into short-term (0-5 years) and long-term (5+ years) strategies.

Deliverables - The primary deliverables from this task should be Recommendations Memorandum (PDF & Word); prioritized project list (Excel & PDF); and implementation summary. Include short- and long-term actions.

Task 2.7 Final Report and Deliverables

The Consultant Team shall prepare draft and final reports documenting all work.

Deliverables - Draft and Final Reports (PDF & Word); model/data package; and final presentation (PowerPoint & PDF). Up to 10 hard copies if requested.

General Requirements

All deliverables shall be electronic unless noted. Formats must be Microsoft Office compatible. GIS files shall be ESRI compatible. All data and models become property of CORE MPO and the City of Savannah.

Deliverables Summary

- Project Management Plan
- Quarterly Progress Reports
- Existing Conditions Technical Memorandum
- Calibrated Microsimulation Model and Documentation
- Future Conditions Technical Memorandum
- Alternatives Analysis Technical Memorandum
- Visualization and Animation Files
- Recommendations and Implementation Summary
- Draft and Final Reports
- Final Presentation Materials

ESTIMATED PROJECT BUDGET

\$180,000



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ESTIMATED SCHEDULE

The anticipated completion date of the Bay Street Microsimulation Modeling is no later than September 30, 2028.

The anticipated project duration is approximately twelve (12) months from Notice to Proceed. The Consultant Team shall provide a detailed project schedule as part of their proposal, clearly identifying all tasks, milestones, deliverables, and critical path activities. The proposed schedule shall account for coordination with the City of Savannah, CORE MPO, and other stakeholders, as well as appropriate review periods for key deliverables.

Schedule

Request for Proposals Announced:	5/1/2026
Deadline to Submit Questions:	5/15/2026
Deadline to Respond to Submitted Questions	5/22/2026
Deadline for Submittal of Proposal:	6/1/2026
Proposal Review	6/8/2026 – 7/6/2026
Interviews (week of):	7/20/2026 (subject to confirmation)
Consultant Selection and Notification (week of):	8/24/2026 (subject to confirmation)
Project Start - End:	10/1/2026 – 9/30/2028



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GENERAL REQUIREMENTS

I. FIRM QUALIFICATIONS

The firm (and subcontractors) shall be GDOT pre-qualified, demonstrate knowledge and experience in preparation of Microsimulation Modeling and Traffic Operations Analysis, Multimodal Transportation Analysis, Freight and Urban Corridor Operations, Travel Demand Forecasting and Future Conditions Analysis, as well as Visualization and Communication of Technical Results and shall not be debarred from working on any federally funded contract.

II. INSURANCE

The firm shall provide a Certificate of Insurance for each category listed below and carry each in force if awarded this contract for the duration of the project:

- (1) General liability property damage insurance
- (2) General liability bodily injury insurance
- (3) Automotive/truck insurance covering all owned, hired, and non-owned vehicles used in the project
- (4) Workman's compensation insurance
- (5) Employer's liability insurance
- (6) Professional Liability Insurance (\$1,500,000 per occurrence)

III. INDEPENDENT CONTRACTOR

The firm shall be an independent contractor and not an employee of MPC or the City of Savannah.

IV. PROPOSAL PREPARATION AND SUBMISSION

The complete proposal shall contain the following information and shall be submitted in the order shown below. **Please address each section in your proposal submission and divide each section of your proposal with identifying tabs.**

A firm who submits a proposal that does not address each of the sections specified below will be deemed non-responsive, and the proposal submission deemed incomplete.



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REQUIREMENTS FOR PROPOSAL

Section 1: Transmittal Letter (1 page)

Transmittal letter on company letterhead shall introduce the firm, provide a brief history, describe the ownership, include complete address, phone, and fax numbers, and include the name and email address of contact person (s) during this RFP process. An authorized agent must sign the transmittal letter.

Section 2: Firm’s Qualifications/Experience of Key Personnel (2 pages)

Submit statements or evidence that demonstrate the knowledge and experience of the firm in the development of microsimulation modeling described in the RFP scope. The proposed project personnel should have similar experience, preferably as a team. An organizational chart displaying duties of team members shall be included.

Section 3: Project Understanding (5 pages)

Provide a written description of how your firm proposes to complete the Bay Street Microsimulation Modeling for the MPC and City of Savannah. The description must be consistent with the scope of work or explain why it is different and beneficial.

The Project Understanding section should not exceed five (5) pages in length, including any illustrations, and should include an overview of how the firm proposes to complete the project. The Project Understanding section should outline the project tasks or elements and a time schedule for completion of each task and the entire project.

Section 4: Insurance and Certification (2 pages)

Provide proof of insurance as per “General Requirements, Section II, Insurance” and complete attached affidavit found in Appendix I indicating that the firm is qualified to do work in Georgia and not debarred from working on a Federally funded contract.

Section 5: References (2 pages)

The firm shall provide a list of at least five (5) client references for which similar services have been performed. Reference information shall include entity name, address, description of services provided, contact name, telephone number, and fax number. The firm shall identify any client relationships that may be in conflict with the successful completion of this project.

Section 6: Resumes (up to 20 pages)

The firm shall include resumes of all proposed project team members up to 20 pages.



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Section 7: Notice of Non-Discrimination (1 page)

The firm shall submit the Notice of Non-Discrimination found in Appendix II with their proposal.

V. RFP EVALUATION

The evaluation and selection process will involve reviewing the proposals and conducting in-person presentations with the finalist firms. The written proposal is the only measurement that will be used to identify firms that will be invited to make a presentation. The Proposal Review Committee will evaluate the proposals and make a recommendation to the EXECUTIVE DIRECTOR & CEO regarding the short-listed firms and ranked to be invited to make a presentation. Proposals and presentations will be evaluated based on the following criteria:

Criteria	Weight Proposal/Presentation
A. Comprehensively demonstrates the firm has the knowledge and experience to address the scope of work. The proposed project personnel should have similar experience, preferably as a team. The quality of references will also be a factor in determining selection. Team members must also show availability to this project.	40%
B. Demonstrates understanding of the scope of work and local factors. Shows how the firm proposes to approach and complete the project. Shows an implementable outline of project tasks or elements and a time schedule for completion of each task and the entire project.	40%
C. Demonstrates how the firm will meet the Bay Street Microsimulation Modeling development schedule.	20%



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Each of the above criteria (A-C) will be given a rating of 1 through 5 by each member of the Proposal Evaluation Committee. The ratings are as follows:

RATING	
1	Poor
2	Fair
3	Average
4	Good
5	Excellent

The proposal score will be used to determine those invited for a presentation. The presentation will be scored based on its own merit aside from the original proposal score.

After the review and rating of proposals and presentations, team proposal and presentation scores will be combined based upon a weighting of 50% for the written proposal and 50% for the presentation. Firms will be ranked in descending order of numerical predominance.



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Appendix I Affidavit of Certification

CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Request for Proposals is full, complete, and truthful.

I further certify that the proposer and any principal employee of the proposer has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked, or been subjected to disciplinary proceedings.

I further certify that the proposer has not, in the immediately preceding five (5) years, been suspended, or debarred from contracting with any federal, state, or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer has not in the immediately preceding five (5) years been defaulted in any federal, state, or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract.

I further certify that the proposer is a prequalified firm with the Georgia Department of Transportation (GDOT).

I acknowledge, agree, and authorize, and certify that the proposer acknowledges, agrees, and authorizes, that the Chatham County – Savannah Metropolitan Planning Commission (MPC) may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the MPC may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the MPC to award a contract.

A materially false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Signature

Sworn and subscribed before me

This ____ day of _____, 20__.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____



Bay Street Microsimulation Modeling

Appendix II Notice of Non-Discrimination

NON-DISCRIMINATION STATEMENT

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or sex in connection with any proposal submitted to the Metropolitan Planning Commission or the performance of any contract resulting there from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all businesspersons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands, and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling the Metropolitan Planning Commission to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature _____

Title _____

Company _____

Date _____

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____