



Interactive TIP Database Management Tool RFP

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 5, 2026

REQUEST FOR PROPOSALS RFP NO. 2026-03	<p>Qualified Vendors are invited to submit sealed proposals, subject to conditions and instructions as specified, for the furnishing of:</p> <p style="text-align: center;">Development of an Interactive Transportation Improvement Program (TIP) Database Management Tool</p>
GENERAL SCOPE	<p>The Chatham County – Savannah Metropolitan Planning Commission (MPC) on behalf of the Coastal Region Metropolitan Planning Organization (CORE MPO) is requesting proposals to develop an automated, web-based interactive Transportation Improvement Program (TIP) Database Management Tool for the CORE MPO Metropolitan Planning Area.</p>
DUE DATE	<p>June 5, 2026 - 12:00 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>
INSTRUCTIONS TO OBTAIN RFP SPECIFICATIONS	<p><u>THIS SHEET DOES NOT REPRESENT RFP SPECIFICATIONS</u></p> <p>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.</p> <p>FedEx Acct# _____ UPS Acct# _____</p> <hr/> <p>Company Name _____ Attention of: _____</p> <hr/> <p>Complete Mailing or Delivery Address _____</p> <hr/> <p>Email _____ Phone Number _____ Fax Number _____</p> <p>Specifications may also be picked up from the MPC’s offices between 8:30 AM – 5:00 PM, Monday – Friday.</p>



Interactive TIP Database Management Tool RFP

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 Vendor 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. Vendors shall not contact department heads, Board members, or staff persons with questions about the solicitation. You must submit the written questions 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 MPC website. It is the responsibility of each Vendor 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 a written addendum posted on the website from the EXECUTIVE DIRECTOR & CEO.

Any request by Vendors after a solicitation has been received must also be submitted in writing to the EXECUTIVE DIRECTOR & CEO. Please note that in accordance with the Georgia Open Records Act, no RFP response can be shared until after project award.



Interactive TIP Database Management Tool RFP

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. 2026-03**
Interactive TIP Database Management Tool

.....
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



Interactive TIP Database Management Tool RFP

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

Interactive TIP Database Management Tool RFP

The Chatham County – Savannah Metropolitan Planning Commission (MPC) on behalf of the Coastal Region Metropolitan Planning Organization (CORE MPO) is requesting proposals to develop an automated, web-based interactive Transportation Improvement Program (TIP) Database Management Tool.

The MPC intends to award a contract for work by the end of August 2026 with a completion date of no later than April 30, 2027. The MPC anticipates that available funds for the project will come from the formula Highway Planning (PL) funds in FY 2027 as budgeted in the adopted FY 2027 Unified Planning Work Program (UPWP). Any contract award for this project is contingent upon MPC receiving the adequate reimbursement funds from the Georgia Department of Transportation (GDOT).

A. PROPOSAL SUBMITTAL DATE:

All Vendor services will be procured using competitive sealed proposals. **THE SEALED PROPOSALS ARE DUE at the location below on: JUNE 5, 2026, NO LATER THAN 12:00 PM (Eastern Time). Submit five (5) paper copies of the proposal and one (1) electronic copy in PDF format.** For proper identification, the Vendor'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. 2026-03, Interactive TIP Database Management Tool

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 5, 2026, at 12:00 PM, the proposal shall not be considered and shall be returned to the Vendor unopened. It is the Vendor's responsibility to ensure the proposal is mailed or delivered and received by the due date



Interactive TIP Database Management Tool RFP

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 Vendor 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 Vendor. In the event a team of Vendors is entering into a joint venture to respond to the RFP, one Vendor 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 Vendor 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 Vendor 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 Vendor 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 Vendor shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The Vendor should include an initialed copy of each addendum in the proposal



Interactive TIP Database Management Tool RFP

package. It is the Vendor'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). 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 Vendors to the EXECUTIVE DIRECTOR & CEO to be invited to make presentations. The Proposal Review Committee will evaluate the Vendors' 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 Vendor. To facilitate negotiations, the Vendor 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 the services required. The EXECUTIVE DIRECTOR & CEO will negotiate a contract price with the highest ranked Vendor. Should such negotiations fail to reach an agreement, the EXECUTIVE DIRECTOR & CEO will close those negotiations and open negotiations with the next highest ranked Vendor. Should this process not yield an agreement, the EXECUTIVE DIRECTOR & CEO will begin negotiations with the third Vendor 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 Vendor. If negotiations with the third Vendor 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 Vendor and the MPC. The negotiated contract shall bind the Vendor 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.



Interactive TIP Database Management Tool RFP

After negotiations have resulted in an agreement with the highest ranked Vendor, 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.

It is agreed that the successful Vendor 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 Vendor affirms that the proposal has not been made in connection with any other Vendor 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 Vendor 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 Vendor hereby agrees to indemnify, hold free and harmless the MPC, it's 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 Vendor 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.



Interactive TIP Database Management Tool RFP

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 Vendor 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 Vendors 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 Vendor shall not, in any way, relieve the Vendor from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

P. INSURANCE:

All Vendors 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 Vendor 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 Vendor 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 Vendor 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.



Interactive TIP Database Management Tool RFP

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 Vendor 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 Vendor 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 Vendor to make progress in the prosecution of the work thereunder which endangers such performance) if the Vendor 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 Vendor 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 Vendor, 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 Vendor'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, Vendors desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity to do so by appointment.



Interactive TIP Database Management Tool Development RFP

NOTICE TO VENDORS

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 member of any board, authority or commission, subordinate or independent entity, or any business in which any 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.



Interactive TIP Database Management Tool Development RFP

REQUEST FOR PROPOSALS PROJECT SCOPE INTERACTIVE TIP DATABASE MANAGEMENT TOOL DEVELOPMENT RFP RFP NO. 2026-03

1. PURPOSE

The purpose of this RFP is to request services for the development and support of an automated and interactive online map-based Transportation Improvement Program (TIP) database management tool for the Chatham County - Savannah Metropolitan Planning Commission (MPC), on behalf of the Coastal Region Metropolitan Planning Organization (CORE MPO). The development will include at a minimum functions to support importation of CORE MPO's TIP database and local project data, general design of the TIP, setup of web-mapping services (data layers, etc.), administrative tools, setup of query templates with enhancements as required by CORE MPO, functions to support TIP amendment and administrative modification processes, and functions to support the Call for Projects and project prioritization process.

The purpose of utilizing an interactive TIP database management tool is not to replace the paper TIP document, which must exist as a separate document to remain compliant with federal and state regulations. Instead, the TIP database management tool will help CORE MPO staff manage the TIP development and management process, as well as reduce the amount of manual work involved in TIP maintenance, amendment, and administrative modification. Additionally, the TIP database management tool will provide an accessible public interface for information dissemination.

This RFP is focused on the first-year development and deployment of the TIP database management tool. CORE MPO intends to procure a multi-year contract with the selected vendor with maintenance and updates for later years.

2. WORK ACTIVITIES AND DELIVERABLES

Specific work to be performed by the Vendor and deliverables may include the following.

Task 1 – Refine the Scope of Work and Schedule – Once the Vendor is selected, CORE MPO and the Vendor will work together to refine the scope of work and schedule for implementation of the TIP database management tool into CORE MPO functions, including TIP development based on the FY 2027 – 2030 TIP; setting up the database management tool for TIP maintenance, management and TIP amendments/administrative modifications; and setting up the Call for Projects process for future TIP development and amendment.

Deliverables

- Meetings with CORE MPO and GDOT staff, IT staff, as well as CORE MPO Technical Coordinating Committee regarding the MPO needs, products, and format for the interactive TIP database
- Refined approach and schedule for deployment of the TIP database management tool



Interactive TIP Database Management Tool Development RFP

- TIP Database Management Tool User Guide for CORE MPO TIP Manager, other CORE MPO/MPC staff, TCC members, project applicants, elected officials, general public, etc. in PDF and video format

Task 2 – TIP Development

Task 2.1 Assessment for TIP Development Process – The Vendor will review the existing TIP development information, including the GDOT supporting files (revenues, project programming information, lump sum project sheet, funding obligation sheet, etc.), CORE MPO’s TIP and format (individual project pages, financial tables, System Performance Report, etc.), the map files associated with the TIP projects, CAT transit project files, and other local project information. The Vendor needs to assess CORE MPO’s technical capabilities and make recommendations to CORE MPO for TIP development tools. The Vendor needs to take into consideration that the information sent from GDOT is in PDF format, so specific recommendations for data transfer from PDF files to the database need to be outlined. The recommendations should also include additional information that CORE MPO and GDOT desire to add (e.g. performance-based planning and programming).

Deliverables

- Meetings with CORE MPO and GDOT staff, local project sponsors, as well as CORE MPO Technical Coordinating Committee
- Recommendations of improved TIP development processes using TIP database management tool features

Task 2.2 – Integration of TIP Project Data and Mapping into the TIP Development Process

– Based on the recommendations from Task 2.1, the Vendor will integrate CORE MPO’s FY 2027 – 2030 TIP transportation improvement project data into the integrated interactive database.

- The TIP database management tool will help CORE MPO to develop individual project pages based on the set format (see current TIP at <https://www.thempc.org/Core/Tip> for the format of the Individual Project Page). The function should enable the CORE MPO TIP Manager to export a file that can be inserted into the Word document.
- The TIP database management tool will help CORE MPO to easily create financial tables (see current TIP at <https://www.thempc.org/Core/Tip> for format of financial tables). The function should enable the CORE MPO TIP Manager to export the financial tables that can be inserted into the Word document.
- The TIP database management tool will help CORE MPO to demonstrate the TIP fiscal constraint by year and by funding type.
- The TIP database management tool will help CORE MPO to track progress towards performance targets and generate the statistics and charts needed for the System Performance Report (see current TIP at <https://www.thempc.org/Core/Tip> for PBPP tracking and System Performance Report).



Interactive TIP Database Management Tool Development RFP

Users:

- CORE MPO TIP Manager
- Director of Transportation Administration (CORE MPO Director)
- Designated GDOT Staff (read only authorization)
- Designated Staff from project sponsoring agencies (read only authorization)

Timeframe:

- By December 31, 2026

Deliverables

- Integrated Interactive TIP database and map data for FY 2027 – 2030 TIP
- TIP Project Pages based on set format, easy to be exported and inserted into a Word document. Please note that in Georgia, TIP project pages are formatted as follows: Years in column and Phases in rows; and the data should be sorted by PE, ROW, UTL and CST by funding code (see example below). The system to document funding split/match should be a part of the deployment.

Phase	Federal Funding	Match Funding	2027	2028	2029	2030	Total
PE	Y230	Local/Other					
PE	Y301	Local/Other					
ROW	Y001	State/Other					
UTL	Y601	Local/Other					
CST	Y800	State/Other					
Total							
			Federal				
			State				
			Local				
			Other				

- TIP financial tables by funding type and project phases, easy to be exported and inserted into the Word document
- Demonstration of the TIP fiscal constraint by year and by funding type
- Performance-based planning and programming tracking and statistics to be included in the System Performance Report
- User Guide - This can be a sub-part of the TIP Database Management Tool User Guide outlined in Task 1.
- Summary of the TIP development process for future TIPs

Task 3 – TIP Management - This task will include the functions of maintenance and management of the TIP database. The software should allow the CORE MPO TIP Manager and MPO Director to query and review projects, enter and modify information, and generate reports on all transportation improvement projects within the CORE MPO Metropolitan Planning Area, including information on project limits, map(s)/geodata, comments, summaries, details, authorization dates, funding amounts, obligated amounts, history, jurisdiction, etc. The software



Interactive TIP Database Management Tool Development RFP

should also allow the CORE MPO TIP Manager and MPO Director to track project development stages and funding obligations.

Users:

- CORE MPO TIP Manager
- Director of Transportation Administration (CORE MPO Director)
- Designated GDOT Staff (read only authorization)
- Designated Staff from project sponsoring agencies (read only authorization)

Timeframe:

- By January 31, 2027

Task 3.1 – Development of Web-Mapping Service (Data Integration) - This task will include the development of an interactive web-map customized with data provided by CORE MPO and coordinated with Savannah Area GIS (SAGIS) staff. The format of the map files should be compatible with ArcGIS Pro. The map should be able to zoom in and zoom out and have customized symbology. The mapping system should be able to import and export shape files, geodatabase, and files compatible with JSON, CSV and GeoJSON format. This online mapping tool will allow the CORE MPO TIP Project Manager and MPO Director to query projects by location, manage projects, and create reports for printing.

The layers may include the following:

- Highway capacity projects
- Federal and State capital projects
- Locally funded highway capacity projects
- Operational and Maintenance projects
- Bicycle and pedestrian projects
- Multi-use trails (existing and planned)
- Truck routes
- Transit bus routes and stops
- Parks and recreational data
- Planning Areas and Commission Districts data
- Jurisdictional boundaries
- Aerial Imagery
- Topography

Deliverables

- Customized Web-Mapping Interface for project query, editing and printing
- User Guide - This can be a sub-part of the TIP Database Management Tool User Guide outlined in Task 1.

Task 3.2 – Develop Customized Search/Query Tool - This task will modify the search capabilities so that the CORE MPO TIP Project Manager and MPO Director can query projects by



Interactive TIP Database Management Tool Development RFP

other options such as project ID (GDOT PI#, CORE MPO ID, etc.), project type, project sponsor, municipal boundary, funding source, and key word. This could be in the form of drop-down menus or other methods. The query will bring out additional details (linked to the TIP database) for the selected project for project management.

Deliverables

- Project query tools to facilitate TIP management by the CORE MPO TIP Project Manager and MPO Director
- Project funding obligation tracking tools
- User Guide - This can be a sub-part of the TIP Database Management Tool User Guide outlined in Task 1.

Task 3.3 – Automated Report Download, Design, and Formatting - This task includes the ability to generate printable TIP reports from the interactive TIP database in PDF format. The format from the TIP database downloads for specific project pages should be consistent with the Individual Project Page format of CORE MPO’s official TIP document.

Deliverables

- Full TIP and subsections on CORE MPO TIP website (i.e., Executive Summary, Appendices, and other sections)
- Standard report layouts, with MPO header and footer information
- User Guide - This can be a sub-part of the TIP Database Management Tool User Guide outlined in Task 1.

Task 4 – TIP Amendment and Administrative Modification Feature – The Vendor will provide a tool to manage the workflow for the TIP amendment and administrative modification process, which includes:

- submissions for amendments and/or modifications by project sponsors;
- the review of and action on the submitted requests by the CORE MPO TIP Manager;
- the tracking of Advisory Committee and CORE MPO Board actions by the CORE MPO TIP Manager; and
- the ability to generate the report based on the changes to the TIP.

This tool should also have the historic records to track TIP amendments and administrative modifications by time of occurrence.

CORE MPO will provide the STIP/TIP amendment process document for deployment of this function.

Users:

- CORE MPO TIP Manager
- Director of Transportation Administration (CORE MPO Director)
- Designated GDOT Staff from GDOT Planning Office



Interactive TIP Database Management Tool Development RFP

- Designated Staff from project sponsoring agencies (Chatham County, City of Savannah, CAT, etc.)
- GDOT, FHWA, and FTA project managers and staff (read-only authorization)

Timeframe:

- By February 28, 2027

Deliverables

- TIP Amendment and Administrative Modification Feature deployment
- Demonstration of the TIP fiscal constraint by year and by funding type after TIP amendment/administrative modification
- Feature that generates Updated Project Pages
- Authorization status for different users
- A training manual and/or video to show how to submit TIP amendment/administrative modification requests, how to review and evaluate projects and requests, and actions to be taken - this can be a sub-part of the TIP Database Management Tool User Guide outlined in Task 1.

Task 5 - MTP Consistency – The TIP is a subset of the long-range Metropolitan Transportation Plan, so MTP/TIP consistency check should be provided for TIP development, management, amendment and administrative modification in the TIP database management tool. The database should allow the ability to check if a project is consistent with the current 2050 MTP. The project list may include the following.

- 2050 MTP Highway Project
- 2050 MTP Operational Improvements Set Aside
- 2050 MTP Maintenance Set Aside
- 2050 MTP Highway Funding Set Aside for Transit Improvement
- 2050 MTP Non-Motorized Set Aside
- 2050 MTP Transit Improvement

Users:

- CORE MPO TIP Manager
- Director of Transportation Administration (CORE MPO Director)
- GDOT project managers
- Local project sponsors

Timeframe:

- By December 31, 2026

Deliverables

- Feature to check MTP/TIP consistency



Interactive TIP Database Management Tool Development RFP

Task 6 – Public Interface – The TIP database management tool should have a public interface. The general public should have the capability to query project information via the following options:

- drawing a polygon around the project area;
- searching for project by street name or key word;
- clicking on a map and selecting a project; and
- searching for projects by project type, funding, fiscal year, sponsorship, municipal boundary, etc. via a drop-down menu.

The general public should be able to print out the project information in PDF format. The TIP database management tool should be able to provide a public interface to accommodate the query and printing features. Instructions or Help features on how to navigate the website for the general public should be included.

Users:

- General Public
- Elected and Appointed Officials

Timeframe:

- By March 31, 2027

Deliverables

- Public Interface of the TIP database management system
- Help Features Included in the Public Interface

Task 7 – Call for Projects Deployment – CORE MPO conducts Calls for Projects for Surface Transportation Block Grant (STBG Y230) funds, Transportation Alternatives (TA Y301) funds, and Carbon Reduction Program (CRP Y601) funds as needed. Each funding source has its own associated applications, eligible activities, and evaluation criteria. Some projects are eligible for multiple funding sources. CORE MPO has three separate application manuals to go with the three respective funding sources (Reference – 2025 Call for Projects Manuals - <https://www.thempc.org/Core/Call2025>). The Vendor will set up the Call for Projects process in coordination with the CORE MPO Project Managers under the guidance of TCC for the various funding sources, implementing the manuals into the TIP database management tool.

- The deployment needs to assign authorization status to different users for the Call for Projects process. Examples are listed below.
 - CORE MPO TIP Call for Projects Manager – This user will 1) review the submitted projects for completeness check and eligibility; 2) coordinate with applicants on missing information, clarification and/or additional documentation; 3) make edits to the application; 4) set up authorization for access by Review Committee members; 5) notify the Review Committee members of eligible applications; 6) review and score the submitted proposals; and 7) tabulate the final scores.



Interactive TIP Database Management Tool Development RFP

- Project Sponsor and Applicant – Each project sponsor agency will have a designated staff member to submit applications. This user should have the capability to start the application, make edits, save the application and work on it later, and submit it. If the CORE MPO TIP Call for Projects Manager decides that additional information is needed after initial submittal, the applicant should have the ability to submit additional documents.
- Review Committee Member – This user will review and score the applications based on established criteria for each funding source. The members are designated from the existing CORE MPO Advisory Committees (TCC, BPAC and COPIC). Different members need to be assigned a different authorization status. For example, one member may only be authorized to evaluate and score Y301 proposals while another one may have authorization to review and score both Y301 and Y230 proposals.
- Elected and Appointed Officials – This user should have the capability to review the final scores and rankings but does not have editing authority.
- The deployment needs to consider projects eligibility for multiple funding sources (ability for Project Sponsor to check multiple boxes for funding sources). If multiple funding sources are being requested, the application needs to be submitted to the system under multiple funding sources for consideration.
 - Y230 Y301 Y601
- The deployment needs to enable project reviewing and scoring in the TIP database management tool.
- When the Review Committee members evaluate and score the applications, some maps and statistics will be needed (LOS map, Existing Bike/Ped Map, Sea Level Rise Map, etc.). CORE MPO will provide these maps. The deployment needs to have the capability to bring up the reference maps and links (pop-up windows, etc.).
- The deployment needs to enable compilation and tabulation of final scores and rankings.
- The Vendor needs to provide a training manual or video to streamline the Call for Projects process (define the process for easy use). This can be a sub-part of the TIP Database Management Tool User Guide outlined in Task 1.

Users:

- Project Sponsors
- CORE MPO TIP Call for Projects Managers
- Review Committee Members
- Elected and Appointed Officials

Timeframe:

- By April 30, 2027



Interactive TIP Database Management Tool Development RFP

Deliverables

- Call for Projects deployment for Y230 funds
- Call for Projects deployment for Y301 funds
- Call for Projects deployment for Y601 funds
- Call for Projects authorization to different users
- A training manual and/or video to show how to submit applications, how to check eligibility, how to evaluate projects, and how to tabulate evaluation scores and rankings.

Task 8 – Federal and State Product Testing – The vendor will coordinate with the Georgia Department of Transportation (GDOT) and the Georgia Division of the Federal Highway Administration (FHWA), allowing the agencies to evaluate the product to ensure compliance with state and federal regulations.

Timeframe:

- By April 30, 2027

Deliverables

- A product testing and evaluation meeting

3. MEETINGS

The Vendor shall participate in meetings as requested by CORE MPO. Coordination meetings by way of teleconference calls and on-site business assessment shall be held throughout the period of the contract in order to review progress of the automated web-based TIP program development, align current TIP localization, understand report formats, and conduct on-site training to review the proper use of the system for the TIP database management tool deployment, maintenance and operation. To facilitate expedited problem solving, the Technical Support team from the Vendor should attend the meetings, NOT the sales representatives.

4. PRODUCTS / DELIVERABLES

The Vendor shall provide Quality Assurance on all products and deliverables as defined in the Scope of Work.

5. RECURRING ANNUAL MAINTENANCE AND UPDATE

The Vendor will ensure the CORE MPO TIP database management tool is developed according to the scope set forth herein to ensure the website is maintained and runs properly on a day-to-day basis after the date of going “live” to include:

- Annual website hosting;
- Testing and troubleshooting of website;
- Minor updating of website for graphics, links, and test changes;
- Phone and email technical support on application; and
- Critical fixes in the event the site is not properly functioning.



Interactive TIP Database Management Tool Development RFP

Deliverables

- Annual maintenance and update

6. CONTINGENCY PLAN

A Contingency Plan will be developed for the TIP database management tool. Everything needs to be clear and defined. If the software no longer fits the purpose (e.g. Vendor stops the service, features cease being available, etc.), a Contingency Plan should be developed including data retrieval, transition to new software, etc. Minimal requirements might include the following.

- **Data Ownership and Return** - Upon termination or expiration of this service, and within thirty (30) days of written request by MPC, the Vendor shall provide MPC with a complete and readable export of all Agency Data stored within the system. The export shall be delivered in a commonly used, structured format (e.g., CSV, JSON, XML, or other mutually agreed format) that facilitates import into a successor system.
- **Export Format and Documentation** - The Vendor shall ensure that the exported Agency Data includes all relevant metadata, relationships, and identifiers necessary to preserve data integrity. The Vendor shall also provide documentation describing the data structure, field definitions, and any necessary transformation logic to assist with the import into a future system.
- **Assistance with Data Export** - At Agency's request, the Vendor shall provide reasonable assistance to support the data export process, including clarification of data formats and structures.
- **Data Retention and Deletion** - Following successful data export and confirmation from Agency, the Vendor shall securely delete all Agency Data from its systems in accordance with applicable data protection laws and the terms of this Agreement.

Timeframe:

- By April 30, 2027

Deliverables

- Contingency Plan



Interactive TIP Database Management Tool Development RFP

Estimated Schedule

The anticipated schedule for the TIP database management tool deployment is eight months from Notice to Proceed. It is expected that the interactive TIP deployment will be completed after the development of the CORE MPO's FY 2027 – 2030 TIP, which is expected to be adopted in August 2026. Major expected milestones are listed below.

- Expected Notice to Proceed – September 1, 2026
- Expected deployment for TIP development – December 2026
- Expected deployment for TIP management – January 2027
- Expected deployment for TIP Amendment/Administrative Modification – February 2027
- Expected deployment for public interface – March 2027
- Expected deployment for Call for Projects – April 2027
- Contingency Plan development – April 2027

Estimated Budget:

- 1st year deployment - \$45,000
- Later year maintenance and updates - \$15,000 (initial term of 3 years with 2 additional optional years).



Interactive TIP Database Management Tool Development RFP

GENERAL REQUIREMENTS

I. VENDOR QUALIFICATIONS

The Vendor (and subcontractors) must demonstrate knowledge and experience in web-based interactive Transportation Improvement Program (TIP) development and database management, and shall not be barred from working on any federally funded contract.

II. INSURANCE

The Vendor 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 Vendor shall be an independent contractor and not an employee of MPC.

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 Vendor 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.



Interactive TIP Database Management Tool Development RFP

REQUIREMENTS FOR PROPOSAL

Section 1: Transmittal Letter (1 page)

Transmittal letter on company letterhead shall introduce the Vendor, 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: Vendor’s Qualifications/Experience of Key Personnel (2 pages)

Submit statements or evidence that demonstrate the knowledge and experience of the Vendor in the development of interactive and web-based TIP database management of the type described in the 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 company proposes to complete the Interactive TIP Database Management Tool Deployment for the MPC. 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 Vendor 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 Vendor is qualified to do work in Georgia and not debarred from working on a Federally funded contract.

Section 5: References (2 pages)

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



Interactive TIP Database Management Tool Development RFP

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

The Vendor 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 top ranked Vendors. The written proposal is the only measurement that will be used to identify Vendors 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 Vendors 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 Vendor has the knowledge and experience to address the scope of work. The proposed project personnel should have similar experience. The quality of references will also be a factor in determining selection.	35%
B. Demonstrates understanding of the scope of work and local factors. Shows how the Vendor proposes to approach and complete the project.	35%
C. Demonstrates how the Vendor will meet the interactive TIP database management tool development schedule. Shows an implementable outline of project tasks and elements for completion of each task and the entire project	30%



Interactive TIP Database Management Tool Development RFP

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 to make 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. Vendors will be ranked in descending order of numerical predominance.



Interactive TIP Database Management Tool Development RFP

Appendix I Affidavit of Certification



Interactive TIP Development RFP

CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____ (Vendor) 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 Vendor and any principal employee of the Vendor 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 Vendor 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 Vendor is not now under consideration for suspension or debarment from any such agency.

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

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

I acknowledge, agree, and authorize, and certify that the Vendor 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 Vendor 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 Vendor 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: _____



Interactive TIP Database Management Tool Development RFP

Appendix II Notice of Non-Discrimination

NON-DISCRIMINATION STATEMENT

The Vendor 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 gender in connection with any proposal submitted to the Metropolitan Planning Commission or the performance of any contract resulting therefrom;
- (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: _____