Wichita Area Metropolitan Planning Organization (WAMPO)
Request for Proposals (RFP)

Economic Development Report

RFP Issue Date: September 20, 2022

Proposal Deadline: November 14, 2022, by 5:00 PM (CT)

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Overview

The Wichita Area Metropolitan Planning Organization (WAMPO) serves as the Metropolitan Planning Organization (MPO) and the Transportation Management Area (TMA) for the greater Wichita, Kansas metropolitan area. MPOs are federally required regional policy bodies in urbanized areas with populations over 50,000. MPOs recognize the critical links between transportation and other societal goals, such as economic health, air quality, social equity, environmental resource consumption, and overall quality of life. WAMPO is responsible, in cooperation with the Kansas Department of Transportation (KDOT) and Wichita Transit, for carrying out the metropolitan transportation planning process. WAMPO facilitates regional discussions for transportation improvements for the twenty-two municipalities and three counties that are in the WAMPO region.

Projects originating at the Metropolitan Planning Organization (MPO) level must pass through a screening process to determine how the project addresses transportation problems. The screening process seeks to determine if a proposed project is in accord with both federal and WAMPO goals and policies. It is this screening process that differentiates a plan from a wish list.

Background

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified consultants, vendors, or firms for the WAMPO Economic Development Report. The Economic Development Report will help WAMPO and our agency partners to respond to the economic growth and production of assets that improve the quality of life and realize the connectivity between communities. The project will include the review of relevant community demographic and economic data, a SWOT analysis of our local economy, community visioning, and stakeholder group engagements to capture the vision of our residents, and the region's capacity for additional growth. This report shall set forth specific goals and objectives for growing and diversifying WAMPO's economy consistent with various regional plans (The Regional Growth Plan, Framework for Growth, SCKEDD CEDS Plan, etc.).This project will culminate in monitoring economic trends for the WAMPO region.

Context

An economic development study is needed to show how COVID-19 and the 737 Max suspension of service impacted the economics and everyday life in the WAMPO region in **relation to transportation**. It is important to understand the region's industry diversification, business retention and expansion, economy fortification, and how transportation has impacted the economy and access to opportunity.

Objectives

The deliverable is to describe concerted actions taken for the purpose of economic progress within our region. The process should include generating and sustaining wealth in our communities. Every community has unique assets that can be used to attract employers and investment.

The consultant will develop an economic development analysis through the planning process and will address:

1. **Demographic & Socioeconomic Forecasts (Population & Employment projections)**
2. **Regional Economic Indicators**
3. **Identify Strengths and Resources to help develop the Regional Economy**
4. **Develop Models for Cost/Benefit Analysis of Transportation Projects and study the economic impacts of transportation projects.**

The above 4 broad categories may include, but are not limited to, the following:

- What are the economic trends for the WAMPO region?
- Incorporate the five strategic pillars from The Regional Growth Plan (health, education, environmental quality & recreation, social & cultural amenities, and information & transportation access) into the long-term economic success of the WAMPO region.
- Address why new economic development models are needed.
- How does a sustainable transportation system affect quality of life?
- What effective technologies and tools improve regional economic indicators?
- What aspects of economic indicators and transportation systems lead to an economic growth decline?

Tentative Schedule

Issue RFP	September 20, 2022
Deadline to Submit Questions to WAMPO by 5:00 PM (CT)	October 31, 2022
Responses to Questions Issued No Later Than	November 4, 2022
Proposal Deadline by 5:00 PM (CT)	November 14, 2022
Proposal Review by Consultant Selection Group	November 16- November 28, 2022
Consultant Interviews (virtual)	December 5 and/or 6, 2022
Approval from WAMPO Transportation Policy Body	December 13, 2022
Award Contract	December 2022
Transportation Policy Body Adopts Economic Development Report	August 2023
On-Call updates	2024-2025

WAMPO reserves the right to alter the above schedule as necessary

Scope of Services

WAMPO is inviting proposals from consultants to develop an Economic Development Report. The consultant shall provide professional services to support the tasks listed below. Proposals should demonstrate the consultant's experience and expertise with the following range of services included in the project's scope of work. WAMPO intends to award a contract and start the project in December 2022. Available funds for this project will be up to $180,000. The project contract will include a clause stating that no more than $60,000 will be available for services rendered in each of the years 2023, 2024, and 2025 and that funds not utilized in a given year will not be rolled over to the next year. The Economic Development Report is tentatively scheduled to be adopted in 2023, meaning that up to $60,000 would be available for its development and any other updates or services rendered in 2023, and that then up to $120,000 would be available for on-call updates and services in 2024 and 2025.

Proposed Tasks

It is encouraged that the consultant be creative when developing an analytical approach to achieve the report's goals. The Consultant is urged to be as specific as possible when describing the activities that will be performed to support each task. The Consultant may propose additional/optional tasks to be incorporated as part of the scope of work.

Task 1. Project Management Plan

The consultant will compose a plan that defines how the report will be executed, monitored, and controlled. The plan must outline the scope, goals, budget, timeline, and deliverable of the Economic Development Report.

Deliverables:

- Project Management Plan

Task 2. Develop and Support the Economic Development & Transportation Committee

An Economic Development & Transportation Committee, that will meet past the life of the study, shall be formed. This Committee will help direct the development of this report and additional reports created for the Metropolitan Transportation Plan (MTP). It is anticipated the Committee will meet quarterly after the report is developed. It is expected the Consultant will provide support for this Committee through the life of the on-call contract.

Deliverables:

- Form and guide an Economic Development & Transportation Committee
- Create a schedule, meeting agendas, supporting materials, and lead the meetings

Task 3. Demographic and Socioeconomic Forecasts

WAMPO needs to develop methodologies and models for forecasting demographic and socioeconomic data. Population and employment projections are important for WAMPO's transportation planning process. The consultant will analyze past trends and future forecasts for demographic and socioeconomic-status trends in the WAMPO region. The demographic trends will provide information to plan future investments and services and identify what businesses are and can be attracted to the region. The socioeconomic trends will help to understand the direction in which the regional economy is heading.

The consultant will:

1) Identify housing and transportation costs for residents in the region
2) Conduct a review of employment and resilience

Deliverables:

- Analysis of past, present, and future demographic trends in each city, each county, and the WAMPO region
- Analysis of past, present, and future socioeconomic-status trends in each city, each county, and the WAMPO region
- Analysis of employment projections in each city, each county, and the WAMPO region

Task 4. Regional Economic Indicators

The transportation system is a key foundation for the economy. Hence, the transportation system and economic growth are closely interrelated. Therefore, developing measures and indicators of economic growth will help not only to identify past and existing trends but also to monitor future growth. The consultant will develop an analysis of past trends and future forecasts of regional economic indicators. This analysis will help WAMPO see the business cycles in the region through the years. The consultant will also identify how demographic and socioeconomic trends have influenced regional economic indicators.

The consultant will:

1) Document the relationship between the transportation system and economic development.
2) Develop charts and infographics on past trends and future forecasts of the regional economic indicators.

Document the relationship between demographic and socioeconomic trends and the systemwide economic indicators. Deliverables:

- Develop measures and indicators for the regional economy

- Identify statistics about economic activity through the years in each city, each county, and the WAMPO region
- Analysis of business cycles for each city, each county, and the WAMPO region

Task 5. Identify Strengths and Resources to Help Develop the Regional Economy

With the recent pandemic impacting the economy, WAMPO regional stakeholders and leaders are committed to bring back a thriving economy for the future. Hence, there is a need to develop the resources and strengths that are unique to the region that help the economy thrive. Also, there is a need to identify challenges and difficulties and then subsequently develop strategies and solutions to overcome these identified challenges and difficulties. The consultant will collect and review information on existing transportation systems in the WAMPO region, as well as the surrounding counties, and provide a summary of current efforts that address supportive economic growth. The consultant will show both the strengths and the weaknesses of WAMPO's transportation systems in relation to economic growth.

The report should embrace the interconnectedness of the WAMPO region. Transportation is an underlying foundation which promotes the economic development efforts. This work will target efforts that prepare the region to avoid, withstand, and recover from economic shocks and natural disasters.

The consultants will:

1) Review full data analysis for each jurisdiction in the WAMPO region, as well as comparisons to statewide and national data.

Deliverables:

- Identify how the region is positioned for future economic growth. This includes identifying the strengths and successes that the region already benefits from, so that the region may build upon its existing strengths.
- Identify types of companies and institutions that can thrive in the Wichita region, based on the region's transportation systems, infrastructure, and other resources.
- Evaluate the WAMPO region's transportation system, its traffic congestion, and cost of living.
- Identify what improvements and resources WAMPO and other units of government in the region can provide to struggling businesses.
- Identify ways in which transportation planning may contribute to solutions for workforce issues and talent retention.

Task 6. Develop Models for Cost/Benefit Analysis of Transportation Projects

There is a need to develop estimates of economic impacts from transportation projects. This involves developing methodologies and models to evaluate cost/benefit analyses of transportation projects. A cost/benefit analysis will help with the evaluation of transportation priorities and with grant applications submitted by WAMPO. The consultant will provide examples of economic costs and benefits of transportation projects in the region and create a model to predict future costs and benefits for grant applications and for strategic planning purposes.

The consultant will:

1) Identify transportation investments that would be consistent with the compact-growth strategies laid out in the Metropolitan Transportation Plan.
2) Make recommendations for the policies and data to be reviewed for the cost/benefit analysis

Deliverables:

- Example project-cost/benefit analyses.
- Analysis that measures a project's costs and benefits, quantifies its societal effects, and makes costs comparable in present and future terms.
- Methodology for computing a cost/benefit analysis of transportation projects.

Task 7. On-Call Economic Analysis Assistance

WAMPO would like on-call assistance from the consultant through December 2025. The on-call contract is intended to provide a flexible and efficient means to assist WAMPO with evaluating the economic impacts of transportation projects for grant applications and the development of the next Metropolitan Transportation Plan (which much be completed by June of 2025). Further, the on-call assistance would help with Economic Development & Transportation Committee meetings, held quarterly.

Deliverables:

- Provide economic analysis updates through December 2025.
- Develop data as needed through December 2025.
- Provide project-specific analyses upon request through December 2025.
- Provide information for WAMPO board and committee meetings through December 2025.

Proposals

Content

A complete and eligible proposal must contain the following information and be submitted in the order shown below. Please address each section in your proposal submission and divide each section of your proposal by the identifying section headers. Specified page numbers represent the maximum number of pages (front and back are considered one page, section header pages and appendices are not included in count) allowed for each section. Proposals that do not follow the specified requirements will be considered incomplete and ineligible.

Section 1: Consultant and Key Personnel's Qualifications & Experience (up to 10 pages)

Consultant shall demonstrate their knowledge and experience in economic development, providing relevant and pertinent experience in areas such as demographic & socioeconomic forecasts, economic indicators, and transportation planning impacts. Describe relevant individual experience for key personnel proposed for the project. Do not include experience more than 10 years prior to the issuance of this RFP. Provide the project title, year, and reference name, title, agency, email, and phone number of principal person for whom the prior projects were accomplished. Include an organizational chart displaying the experience/area of expertise of key personnel.

Consultant shall demonstrate why they believe they are especially qualified to undertake this project. Information provided should include, but not be limited to, such data as: specialized equipment available for this work, any awards or recognition received by the Consultant or individuals for similar work, special approaches or concepts developed by the Consultant relevant to this project, etc.

Section 2: Project Understanding & Approach (up to 20 pages)

Consultant shall provide a detailed approach to undertaking the tasks proposed in the Scope of Services, including a recommended methodology for each task. Consultant shall highlight perceived unique opportunities, challenges, and priorities of this project. Consultants are invited and encouraged to submit and describe additional ideas and strategies to the Scope of Services to enhance the outcomes.

Section 3: Schedule & Availability (up to 2 pages)

The schedule should demonstrate how the Consultant intends to complete the work within the timeframe specified in this RFP. At a minimum, the schedule should include a breakdown by tasks, milestones, major deliverables, and critical events. The Consultant will indicate the availability (including percentage of involvement and specific role) of the project manager and other key personnel to complete the work described in this RFP.

Section 4: References (3 pages)

Consultant shall provide three (3) references that have contracted with the submitting Consultant for which similar services and technical analysis have been performed. Reference information should include a short description of the services/technical analysis performed along with the reference contact name, title, agency, email, and phone number.

Section 5: Resumes (up to 20 pages)

Consultant shall include brief resumes of all proposed key personnel to be associated with this project.

Section 6: Cost Structure (up to 3 pages)

Consultant shall include a cost structure for services including:

1. Actual cost
2. Man hours, itemized to include worker categories (project manager, public engagement specialist, engineer, analyst, etc.)
3. Supplies and materials
4. Travel
5. Subconsultant(s), if necessary. Please note that the same detailed cost information must be shown for each subconsultant
6. Overhead

Appendix A: SAM Registration

Consultant shall include a copy of the Consultant's valid SAM registration. The Consultant must maintain an active SAM registration status throughout the project.

Appendix B: KDOT Attachments

Review, complete, and include completed versions of the three (3) KDOT RFP Attachments, provided at the end of this RFP.

- Attachment 1: KDOT Special Attachment No. 1
- Attachment 2: State of Kansas Contractual Provisions
- Attachment 3: KDOT Travel Policy

Submission

Submit five (5) bound hard copies of the proposal **and** one electronic copy in PDF format on a USB flash drive. All hard copies and the electronic copy must be received either by mail or hand delivery to the location below on or before the deadline listed below. All copies of the proposal must include all required attachments. It is the Consultant's responsibility to ensure the proposal materials are received by the due date and time below.

Submit Proposals To:

Mail to/Deliver to:	Wichita Area Metropolitan Planning Organization RE: Economic Development & Transportation Study RFP 271 W. 3rd Street., Suite 208 Wichita, KS 67202
Deadline:	Monday, November 14, 2022, by 5:00 PM (CT)

Proprietary business information included in the response to this RFP should be marked clearly as such. Information that is strictly proprietary and not subject to release as a component of an open record request should be marked as such on each page on which the information occurs. WAMPO reserves the right to refuse proposals not providing the information requested or not submitted by the time requested within this RFP.

WAMPO shall not be held liable for any expenses incurred by the respondent in preparing and submitting their proposal and/or for attendance at any presentations, for requested supplemental material, for final contract negotiations, or for applicable site visits. WAMPO reserves the right to award this project, to cancel the solicitation, or to reject any and all proposals, whichever is in the best interest of WAMPO. All proposals, including supporting documentation, shall become the property of WAMPO.

Evaluation & Selection Process

After the proposal submission deadline, WAMPO staff will review the completeness of each submitted proposal to verify it meets the specification and requirements listed in the Proposal Content section of this RFP. After a completeness check, eligible proposals will be evaluated by a Consultant Selection Group (CSG).

The evaluation and selection process will involve reviewing proposals and conducting virtual interviews. The CSG will be responsible for evaluating all eligible written proposals and consultant interviews. The CSG will consist of WAMPO staff and qualified planning professionals. During the evaluation and selection process, WAMPO and the CSG reserve the right to request additional information or clarification from proposers or allow corrections on omissions. The written proposal is the only measurement that will be used to identify Consultants that will be invited for an interview. The CSG will virtually interview a maximum of three (3) of the top-rated written proposals. All proposers will be notified in writing whether they have been selected for an interview. Interviews will be scored based on their own merit aside from the written proposal scores.

The CSG's scores from the written proposals and interviews will be combined to identify the top-rated Consultant. WAMPO staff will present the CSG's recommendations regarding which Consultant they would like to enter into negotiations with first, based on CSG's rating of the Consultants, to the

WAMPO Transportation Policy Body (TPB) and request authorization to enter into a contract with the approved Consultant.

WAMPO staff will notify each interviewed Consultant of the outcome. WAMPO staff will schedule a meeting with the top-rated Consultant for the purpose of finalizing the scope and negotiating a contract.

If negotiations with the top -rated Consultant are successful, then WAMPO will produce a contract for the Consultant to review, sign, and return, a Notice to Award will be issued, and the Consultant will be notified to start work on this project. If negotiations are unsuccessful, WAMPO staff will terminate negotiation efforts with the top-rated Consultant and open negotiation with the second-rated Consultant. This process will continue until negotiations are successful.

The CSG and WAMPO Transportation Policy Body reserve the right to make a determination based on what is in the best interest of the agency.

Proposal Evaluation Criteria

Submissions will be evaluated based on the following rating scale and criteria:

Criteria	Weight
Project Understanding & Approach	x6
Experience & Technical Competency	x5
Availability & Schedule	x4
Proposal Quality	x3
Past Performance	x2

Rating Scale: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Superior Maximum score of 100

Project Understanding & Approach: Proposal shows an understanding of the project objectives. Includes the Consultant's proposed methodology, desired results, and expected outcomes/outputs. Demonstrates innovative ideas and efficient approach that accomplish objectives set forth in this RFP.

Experience & Technical Competency: Proposal reflects the Consultant's relevant experience and technical capabilities in economic development necessary to successfully execute the work set forth in this RFP. The Consultant and/or individuals who will be assigned to this project have applicable and relevant experience.

Availability & Schedule: Proposal includes a detailed schedule, tasks, deliverables, and milestones. The proposal demonstrates the Consultant's ability to meet the project schedule and indicate all other projects being worked on by key personnel, percentage of involvement, and role in those projects.

Proposal Quality: Proposal is a well-written, straightforward, and concise document with high-quality graphic/images.

Past Performance: Consultant demonstrates a track record of timely performance, quality, and integrity, as evidenced by the list of references.

Interview Evaluation Criteria

The Consultant interviews will consist of a 25-minute presentation given by the Consultant to the CSG followed by a 20-minute questions and answer session with the CSG. Interviews will be evaluated based on the following rating scale and criteria:

Criteria	Weight
Familiarity with Project Type	x4
Opportunities, Challenges, & Priorities	x3
Innovativeness	x2

Rating Scale: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Superior Maximum score of 45

1. **Familiarity with Project Type:** Demonstrates a level of familiarity with the proposed tasks and experience and capabilities in development of similar economic development studies.
2. **Opportunities, Challenges, & Priorities:** Demonstrates an understanding of the opportunities, challenges, and priorities for the City of Wichita and broader WAMPO region.
3. **Innovativeness:** Identifies any ideas, resources, concepts, tools, methodologies, and strategies that would help accomplish the objectives set forth in this RFP and strengthens the outputs of this project.

Communications & Questions

All questions, clarifications and communication concerning this solicitation shall be submitted in writing via e-mail to the point of contact designated below. WAMPO will not orally or telephonically address any question or clarification regarding specifications or procedures. If a Consultant visits or calls a WAMPO employee with such questions, they will be instructed to submit any questions in writing via e-mail. The deadline to submit questions or request clarification is by **5:00 PM (CT) on October 31, 2022.**

Should WAMPO receive any relevant and/or important questions, questions and answers will be included as an amendment to the RFP and posted on WAMPO's website, at https://www.wampo.org/wampo-is-hiring. WAMPO is not bound by any oral representations, clarifications, or changes made to the written specifications by WAMPO staff, unless such clarification or change is provided in a written amendment posted at https://www.wampo.org/wampo-is-hiring.

Responses to relevant and/or important questions will be posted as an amendment to this RFP on the website **by November 4, 2022**.

Designated Point of Contact

Name:	Emily Thon, Public Outreach Coordinator
Email:	Emily.thon@wampo.org
Subject Line:	Economic Development Study RFP

General Information

Disadvantaged Business Enterprise (DBE) Firms

WAMPO is required by the Kansas Department of Transportation (KDOT) to follow the KDOT DBE review process for all procurement processes, as per the KDOT MPO DBE Program Guidance, effective June 2011. WAMPO encourages the use of Disadvantaged Business Enterprise (DBE) firms in this project. The Consultant must either meet or exceed the DBE goals for the contract or satisfy KDOT that good faith efforts were made to meet the goals.

Disclaimer

WAMPO reserves the right to retain all proposals, or any ideas submitted in a proposal. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP and an agreement to enter into a contract. Receipt of the RFP by a Consultant or submission of a proposal by a Consultant confers no rights upon the Consultant nor obligates WAMPO in any manner. WAMPO reserves the right to make an award based on the greatest benefit to WAMPO and not necessarily the lowest price. WAMPO will not be liable for any costs incurred by consultants in the preparation and delivery of their responses to the RFP, nor for any subsequent discussions and/or product demonstrations. WAMPO will not be liable for any costs incurred by Consultants while becoming familiar with the particulars stated in this RFP. All proposals, including supporting documentation, shall become the property of WAMPO. WAMPO reserves the right to negotiate separately with any proposer after the opening of the RFP when WAMPO considers such action to be in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of WAMPO.

Notification of Award

It is expected that a decision selecting the successful Consultant will be made in December 2022. Upon conclusion of final negotiations with the successful Consultant, all agencies that submitted a proposal in response to this RFP will be informed in writing of the name of the successful firm.

Terms of Contract

Services will be procured through a not-to-exceed contract between WAMPO and the selected Consultant if and when the desired services become necessary. The estimated date for entering into the contract is December 2022. Contract negotiations will be expedited. During the contract-negotiation process, the consultant may be required to provide the following:

A detailed break-out of its payroll charges and general overhead-rate items; and documentation that the proposed rates have been approved by a federal government agency or a cognizant state agency for use in a federally-funded project.

The contract will be subject to cancellation by WAMPO upon thirty (30) days written notice.

Payments

The selected Consultant will submit to WAMPO invoices for work completed. Payments shall be made to the Consultant on a monthly basis by WAMPO after all required services have been completed to the satisfaction of WAMPO. Unless otherwise indicated, payments for services are net 30 from the date of receipt.

Payments to Sub-Consultants

If (a) sub-consultant(s) is/are a part of the consultant team, the prime consultant must follow the following terms:

- Issue payment for satisfactory performance of their contract obligations to all contracted sub-consultants within 10 calendar days of receipt of payment from WAMPO.
- Include the following clause in the agreement between the prime consultant and each sub-consultant:

  Within ten (10) calendar days of [Prime Consultant's] receipt of payment from WAMPO for satisfactory performance of its contract obligations, [Prime Consultant] shall pay [insert name of sub-consultant or subcontractor] for satisfactory performance of its subcontract obligations.

- Provide an electronic copy of the executed agreement between the prime consultant and each sub-consultant on the project team.
- Submit a completed "Prompt Payment by Prime Consultant" Form together with supporting documentation within 15 calendar days of receipt of payment from WAMPO.

Federal & Sate Funds

The services requested within this RFP will be partially funded with funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). As such, the services requested by this RFP will be subject to federal and state requirements and regulations. The services performed

under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the requirements of 49 CFR 18 and KDOT's DBE Program requirements. Cost eligibility/requirements will be subject to 48 CFR 31.2.

Attachment 1: KDOT Special Attachment No. 1

Attachment 2: State of Kansas Contractual Provisions

Attachment 3: KDOT Travel Policy