



**Networks
Northwest**

Talent / Business / Community

Request for Proposals

**An Inventory and Assessment of Michigan Metropolitan
Planning Organizations – Organizational Best Practices**

September 23, 2019

1. Statement of Purpose

Networks Northwest is the coordinating body agency for the Traverse Transportation Coordinating Committee (TTCI) per an agreement with the Michigan Department of Transportation (MDOT). The mission of TTCI is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative and comprehensive transportation planning process for the Traverse City urbanized area. Currently, the urbanized area is still just short of the MPO qualifying threshold, however it is expected that by the year 2020, it will have the criteria to meet the current MPO status threshold.

TTCI is structured similarly to the other MPOs in the state. It consists of two committees: Policy (or Board of Directors) and Technical. The Policy board is represented by one member each and is responsible for guiding the goals and objectives of the TTCI. The Technical Committee is made up of planners/engineers from the member units of government as well and advises the Policy Board on technical methods, procedures, and standards to be used in developing transportation plans and proposals. The organization also serves as a conduit for representatives from communities and implementing agencies to discuss current and future transportation needs in order to optimize coordination efforts.

Much progress has been made in creating an organizational structure that is prepared and ready to transition to an official governing body. This includes the creation of the committees and holding regularly scheduled meetings, completing and adopting a long range transportation plan, Title IV plan, illustrative transportation improvement mapping, and hold public input meetings as necessary. In order to continue this smooth transition when the Census 2020 results are finalized, we are requesting assistance to review TTCI's current mode of operation and conduct an environmental scan of current Metropolitan Planning Organizations (MPO)s, with a focus on those that are housed within Regional Planning Organizations (RPO)s. This will include, but is not limited to, a review on governing boards and committee structures, internal staffing structure, and effective policies and procedures (transitional and operational).

Therefore, Networks Northwest is issuing this Request for Proposals (RFP) to evaluate and select a contractor responsible for developing a comprehensive report that will identify best practices and provide recommendations for how to formally set up the governance model of TTCI as a formally recognized MPO. The contractor selected to complete this study will aggregate and frame the issue using the following core activities (additional activities encouraged):

- Summarize FHWA and MDOT requirements for an MPO in Michigan and provide cursory background
- Review and summarize TTCI's current organizational, governance, and staffing structure

- Summarize issues of MPO governance, including board size, board composition, voting systems, advisory committees, state statutes, and organizational partnerships.
- Summarize the organizational structures of MPOs, with a focus on those housed within RPOs.
- Summarize staffing levels, strategies, and specializations of Michigan MPOs, with a focus on those housed within RPOs.
- Summarize the formulaic and other funding of MPOs including work programs, non-traditional funding sources, expenditures, and consultant contracts.
- Present core findings and recommendations for TTCI operating as a formally recognized MPO.

2. Deliverables and Key Dates

The selected contractor will be expected to complete the above scope of work in a report format. The timeline for this work will be as follows:

Date	Deliverable
10/18/19	Proposals Due
10/31/19	Proposal Selected
11/19/19	Introduce Project and Outline Process to TTCI Board
1/21/20	Provide Update and Initial Findings to TTCI Board for Review
3/17/20	Final Report and Findings Presented to TTCI Board

Meeting Expectations:

- Attend three board meetings to kick off project, present updates, and present findings and recommendations
- Coordinate and facilitate update meetings with Networks Northwest staff. Schedule to be determined.

Final Deliverables:

All final and working products will be provided in original and pdf electronic formats. 30 printed copies will be delivered and presented to the TTCI policy board and technical committee. An executive summary must be included within the report and also produced as a stand-alone electronic document.

3. Term of and Conditions of Contract

The selected contractor will complete the above outline scope of work within the specified schedule and adhere to the terms and conditions set forth by Networks Northwest for an amount not to exceed fifteen thousand dollars (\$15,000).

Proposals submitted with an alternative scope, schedule, and/or estimated cost will be considered, but are not preferred.

4. Payments

Payment will be made by Networks Northwest. Schedule of payment negotiable.

5. Requirements for Proposal Preparation

The proposal shall be prepared as a PDF document, include the respondent's qualifications, a response as to how he/she would complete the proposed scope of work and within the schedule provided. All proposals shall be limited to no more than five (5) pages.

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center callers use 711.

6. Evaluation and Award Process

Networks Northwest will review and evaluate all proposals. Preference will be given to respondents who are able to meet the preferred scope, cost, and timeline within the aforementioned budget. However, Networks Northwest reserves the right to consider all submitted responses based on their merit. Selection will be made using scoring criteria.

7. Selection Process Schedule

Date	Deliverable
9/23/19	RFP Released
10/18/19	Responses to RFP Due by 5:00 pm
10/31/19	Proposal Selected

8. References

<https://www.networksnorthwest.org/community/transportation/ttci/>

<https://www.fhwa.dot.gov/fastact/factsheets/metropolitanplanningfs.cfm>

https://www.planning.dot.gov/documents/Staffing_Administrative_Capacity_MPOs.pdf

https://www.michigan.gov/documents/mdot/2040_MPO-RPA_White_Paper_Final_2016_514142_7.pdf

<http://www.miregions.com/index.html>

<http://www.mtpa-mi.org/resources.asp>

https://www.michigan.gov/mdot/0,4616,7-151-9621_14807---,00.html

9. Contact Information for Submissions

Using the subject line “Michigan MPO Best Practices TTCI Proposal,” please submit all proposals electronically to Matt McCauley:

Matt McCauley, CEO
Networks Northwest
mccauley@networksnorthwest.org
Phone: 231.929.5061