



GREATER
NASHVILLE
REGIONAL
COUNCIL

Request for Proposals #2019-01
Capital Improvements Planning
Software Solution

- Issue Date: **WEDNESDAY, DECEMBER 12, 2018**
- Deadline for Questions: Written questions, submitted via email to the spfalzer@gnrc.org will be accepted through **FRIDAY, DECEMBER 28, 2018**
- Submittal Deadline: **Proposals will be accepted until 2:00 P.M. (CST) on FRIDAY, JANUARY 11, 2019**
- Submittal Copies: **Two (2)** hard copies of the submittal and **one (1)** copy in digital format must be submitted in a SEALED ENVELOPE or BOX with **RFP#2019-01 written clearly on the outside of the envelope.**
- Contact Information: All inquiries for information should be directed in writing to:
Sean Pfalzer, Capital Improvements Planning Manager
spfalzer@gnrc.org

PROPOSALS DELIVERED BY HAND OR SHIPPED VIA USPS, UPS, FEDEX, or COURIER SERVICE:

Greater Nashville Regional Council
ATTN: RFP 2019-01 c/o Gayle Wilson, Finance Director
220 Athens Way, Suite 200 | Nashville, Tennessee 37228

Solicitation information available at GNRC.org and NashvilleMPO.org.

To register for the GNRC bidders list, please send your name, company, and email address to [mskipper@gnrc.org](mailto:mSKIPPER@gnrc.org) and include "Bidders List" in the subject line.

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REQUEST FOR PROPOSALS

The Greater Nashville Regional Council (GNRC) is seeking proposals from firms and/or individuals capable of providing a software solution for capital planning needs at a regional and local level across Middle Tennessee.

The GNRC administers the Nashville Area Metropolitan Planning Organization (MPO), the federally-designated transportation planning agency for Davidson, Maury, Robertson, Rutherford, Sumner, Williamson, and Wilson counties. Through the Nashville Area MPO, local partners develop and manage the region's long-range transportation plan and short-range transportation improvement program. MPO plans and programs identify and prioritize transportation needs for federal and state funding. Find out more about the MPO at www.nashvillempo.org.

The GNRC is responsible for compiling infrastructure needs annually for the Tennessee Advisory Commission on Intergovernmental Relations (TACIR) Public Infrastructure Needs Inventory (PINI). The annual inventory has occurred since the late 1990s, and yearly updates provide an understanding of the extent and type of construction needs by capturing road and bridge repairs necessary to ensure travelers safe access to their destinations, water line upgrades to provide residents with clean drinking water, new schools to accommodate growing enrollment, and numerous other needs across six categories. The needs are generally defined as: capital facilities and land assets under public ownership or operated or maintained for public benefit; not considered normal or routine maintenance; and involve a capital cost of at least \$50,000.

GNRC staff works closely with municipal staff and elected officials for updates on existing needs and new needs to add to the inventory. GNRC staff works with a broad range of stakeholders to compile needs, including: mayors, school superintendents, city managers and department directors, utility district managers, and economic development boards.

The infrastructure inventory establishes a baseline of needs for GNRC to assist local government members with capital improvements planning. GNRC seeks to build off this baseline in order to help local governments develop strategies to ensure they have sufficient infrastructure. A capital improvements planning software solution will allow GNRC to support local government members through the various aspects of the capital planning process. The solution will inform and guide capital investment decisions through the collection of needs across project type or municipal department, prioritization of projects based on local goals, objectives, and criteria, scheduling of projects based on available funding, and reporting of different scenarios.

Objective of this Solicitation:

The GNRC intends to purchase, or license to use, a software application or suite of applications, and acquire the necessary professional services to customize and deploy the selected solution for use by GNRC and its member jurisdictions.

1.0 PROJECT OBJECTIVES

GNRC is seeking a comprehensive and integrated cloud-based solution that will address the following objectives:

- Standardize the intake of projects across categories of infrastructure, including transportation, water and wastewater, education, recreation, and economic development-related needs and relevant details such as scope, cost, stage of development, geographic coordinates, funding sources, etc.;
- Define and develop goals and objectives for various groups of stakeholders, including elected officials, department heads, or staff;
- Align investments by goal, objectives, or stakeholder;
- Assign goal weights or adjust criteria by project type, government entity, and/or project cost;
- Program projects across multiple time horizons, from short-term program over the next five years or long-term plans over the next 30 years;
- Prioritize projects based on ratings, funding availability, readiness, etc.;
- Link dependent or phased projects in the development of investment alternatives;
- Create portfolios of projects at the local, county, or regional level and compare across them;
- Visualize portfolio outcomes through charts, figures, maps, etc.;
- Integrate with ArcGIS and other software applications;
- Export projects or portfolios to PDF, MS Excel, and other databases.

GNRC will serve as the “master user” with full access to project information across its 13-county service area. GNRC intends to scale up the users of the solution in the future and desires seamless integration of new users and new projects.

GNRC seeks strong customer support to assist with initial deployment of the software solution and training for users. GNRC desires the ability to add or restrict user permissions on as needed basis. GNRC seeks access to new software updates as they become available and the ability to cancel subscription prior to renewal date.

2.0 CONSULTANT QUALIFICATIONS

This solicitation requires experience and expertise in the following categories:

- Capital improvements planning;
- Public finance and fiscal constraints;
- Stakeholder engagement;
- Software development; and
- Software training and support.

3.0 SCOPE OF SERVICES

3.1 ANTICIPATED TASKS

The consultant shall detail their approach to working with GNRC to deploy the selected solution for use by GNRC and its member jurisdictions. The approach shall include the following four tasks:

- **Task 1 - Project Planning**

The consultant shall develop a project plan that identifies the necessary and anticipated steps involved in successfully deploying the software solution. The plan must include a schedule and budget for each major task. The plan must also identify the key participants, their roles and responsibilities, and the expected level of effort.

- **Task 2 - Design and Customization**

The consultant shall describe the capabilities of the software solution and identify any customization that is necessary to meet the project objectives. Please detail the schedule and cost of the off-the-shelf solution along with the additional time and costs associated with professional services to customize the software solution.

- **Task 3 - Deployment and Training**

The consultant shall describe the deployment process and necessary training involved to allow GNRC to take greater ownership of the solution. Please detail the consultants' involvement in the collection of project information, establishment of goals and objectives, setting of criteria, analyzing portfolios, and exporting results. For initial training, please provide details on the location, duration, and cost. For future training as new users and/or portfolios are added, please provide cost figures, if available.

- **Task 4 - Ongoing Maintenance and Support**

The consultant shall detail the ongoing maintenance and customer support included in the software solution such as the frequency of updates. Please describe the recurring cost structure associated with the software along with pricing for future customizations or additional users.

3.2 TECHNICAL CAPABILITIES

GNRC is seeking a software solution with the following attributes, technical capabilities, or functions in support of the project objectives.

Deployment, Training, and User Capabilities

- Desire for consultant to handle initial deployment of the software solution
- Desire for training of core users (GNRC staff) as part of the implementation of the solution
- Desire for assistance in the development of new portfolios
- Capability to scale up the users of the solution as additional users or governmental entities utilize the solution for work products
- Ability to request additional deployment and training services for an additional fee in the future, on an as needed basis
- Ability for GNRC to serve as the "master user" with full access to projects across its service area of 13 counties and the ability to adjust permissions of each user
- Ability to develop project portfolios at the local, county, or regional level and filter by project type or planning duration
- Desire for access to new software updates as they become available

- Ability to cancel subscription prior to renewal date

Collection

- Ability to import existing project lists from MS Excel and other data formats
- Capability to import individual projects across infrastructure types, such as roadways, bridges, schools, water and sewer lines, parks, etc.
- Ability to customize information based on project type, scope, cost, etc.
- Ability to capture and store geographic data of projects

Prioritization

- Ability to survey stakeholder to define goals, objectives, and criteria
- Capability to establish numerical and subject criteria rating scales
- Ability to adjust the weights of goals, objectives, and criteria by stakeholder group, such as elected officials, department heads, or staff
- Potential to adjust the weights of goals, objectives, and criteria by project type
- Ability to prioritize projects based on funding availability

Programming

- Capability to program projects across multiple time horizons, from short-term program over the next five years or long-term plans over the next 30 years
- Ability to link projects that will advance together or occur over multiple phases in developing portfolios
- Ability to determine how adjustments to goals or budgets rebalance priorities
- Ability to compare tradeoffs between multiple portfolios
- Ability to monitor performance toward goals and visualize outcomes through charts, figures, maps, etc.

Reporting

- Ability to integrate with ArcGIS and other software applications
- Ability to export projects, portfolios, outcomes to PDF, MS Excel, and other databases
- Capability to export projects or portfolios for quarterly or annual reporting

4.0 MANAGEMENT/OWNERSHIP

Unless otherwise negotiated, all deliverables and/or other products of the contract (including but not limited to all procedures, solicitation packages, reports, records, summaries, software documentation and other matter and materials prepared or developed by the Contractor in performance of this contract) shall be the sole, absolute and exclusive property of the GNRC, free from any claim or retention of rights thereto on the part of the Contractor, its agents, subcontractors, officers, or employees.

5.0 INSTRUCTIONS TO OFFERORS

5.1 REQUIRED INFORMATION

Two (2) hard copies of the submittal and **one (1)** copy in digital format of the proposal shall be submitted. The digital copy shall be provided in common format such as Adobe Acrobat.

The following items shall be submitted with each offer/proposal. Failure to include ANY of these items may result in a proposal being rejected. There is no page limit or formatting requirements.

Part 1. Cover Letter

The Offeror must provide a cover letter signed by a principal in the firm submitting the proposal on behalf of their company or consortium. This letter shall specifically include the following certifications:

- No employee of the Greater Nashville Regional Council and no member of the its governing body or staff of any member jurisdiction, exercising any functions or responsibilities with respect to this project, shall during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in any proceeds thereof.
- The offering firm is not party to an outstanding lawsuit against the GNRC or any of its member jurisdictions.

Part 2. Qualifications & Experience

The proposal must include information describing the background and experience of each firm and key individuals that will perform all or parts of the proposed services. The inclusion of relevant case studies or project examples is strongly encouraged.

Part 3. Proposed Software and Services

A. Project Understanding

The proposal must demonstrate a comprehensive understanding of the project objectives, providing a clear indication of the software and services being proposed to best meet those objectives.

B. Software Specifications and Capabilities

The proposal must include a detailed overview of the software specifications and capabilities, along with a list of any hardware or server requirements of GNRC.

C. Proposed Services

The proposal must describe its approach, level of effort, and schedule for carrying out the tasks identified in Section 3.1 of the RFP.

Part 4. Cost Proposal

Given the variability in pricing methods for software applications, there is no required format for submitting pricing information. Proposers are encouraged to provide as much detail as possible regarding 1) software licensing, 2) estimates of time and hourly rates each of the tasks identified below, and 3) any other charges or fees associated with the proposal.

- Task 1 - Project Planning
- Task 2 - Design and Customization
- Task 3 - Deployment and Training
- Task 4 - Ongoing Maintenance and Support

Part 5. References

Provide a minimum of three (3) references, complete with email address and telephone number, of the clients for which the contractor has performed similar work. Two (2) references shall be public sector agencies.

Part 6. Corrections, Amendments, and Clarifications

Include signed copies of all corrections, amendments, and clarifications to this RFP. Such corrections, amendments, and clarifications will be posted to the MPO and GNRC website at NashvilleMPO.org and GNRC.org.

Part 7. Participation by Minority and/or Woman-Owned Businesses

The use of minority-owned and/or woman-owned business enterprises (MWBE) is not only encouraged, it is rewarded during the proposal evaluation process. In the event an offeror proposes to use a certified MWBE, a letter of intent signed by both parties must be submitted to GNRC as Part 7 of the proposal submission.

5.2 INQUIRIES

All inquiries must be submitted in writing to the email address noted on the cover page of this solicitation by the date shown on the cover page. Questions will be answered formally via addendum to the solicitation soon after the deadline for submitting questions. Any correspondence related to the RFP should refer to the appropriate RFP number, page, and paragraph number.

5.3 ACCURATE INFORMATION

Failure to provide complete and accurate information in an offer to this solicitation may result in your proposal being deemed nonresponsive. GNRC may institute debarment proceedings against the Offeror and/or terminate any contract or purchase order that has been awarded based on inaccurate information.

5.4 PROPOSAL OPENING

Proposals shall be opened on the date and time and at the place designated on the cover page of this document, unless provided otherwise by an amendment to the RFP. The name of each Offeror shall be publicly read and recorded in the presence of witnesses at this time. All proposals and any modifications and other information received in response to the RFP shall be shown only to authorized personnel having a legitimate interest in them or persons assisting in the evaluation. After contract award, the successful proposal and evaluation document shall be open for public inspection in accordance with Offeror's Rights.

Late proposals will not be considered. Any Offeror submitting a late proposal shall be so notified.

5.5 VALIDITY OF PROPOSALS

All proposals shall be valid for a period of one-hundred and twenty (120) days from the closing date of the solicitation unless another timeframe is agreed to by all parties. Submission of proposals does not afford rights to the Offeror nor obligate GNRC in any manner.

5.6 PROPOSAL AND PRESENTATION COSTS

GNRC will not be liable for any costs incurred by an Offeror in the preparation of its response to a solicitation, nor for the presentation of its proposal and/or participation in any clarifications, discussions, negotiations, or protests.

5.7 AMBIGUITY, CONFLICT, OR IRREGULARITIES IN SOLICITATION OR PROPOSAL

Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in this solicitation prior to submitting their offer, or it shall be waived. Claims of ambiguity after submission of the offer shall not serve as grounds for a protest.

If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation, they shall immediately request modification or clarification in writing via email to the address of the person identified on the cover page. Required modifications or clarifications will be issued by solicitation amendment.

GNRC reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of GNRC. Any such waiver shall not modify any remaining solicitation requirements or excuse the Offeror from full compliance with the solicitation specifications and other contract requirements if the Offeror is awarded a contract.

5.8 SOLICITATION ACCEPTANCE AND ACCEPTANCE PERIOD

Offeror must indicate acceptance of the final version of this solicitation as amended. A response to a Request for Proposal is an offer to contract GNRC based upon the terms, conditions, scope of services and specifications contained in this Request for Proposal. Proposals are an irrevocable offer for ninety (90) days after the proposal opening time and date.

5.9 OFFEROR'S RIGHTS

All materials submitted in response to this RFP become the property of GNRC upon delivery and are to be appended to any formal documentation, which would further define or expand the contractual relationship between the GNRC and the Offeror.

6.0 EVALUATION OF PROPOSALS

6.1 CRITERIA FOR PROPOSAL EVALUATION

Proposals shall be evaluated on four separate criteria. The maximum score is 100 points.

WEIGHT	CRITERION	CONSIDERATIONS
20 points	Appropriateness of the Proposed Software Application	How well does the software application meet the project objectives? How much customization is needed? How quickly can the application be deployed?
20 points	Qualifications and Experience of the Consultant Team	How experienced is the team in delivering similar projects? How qualified are the individuals proposed to deliver training? What is the company's track record of maintaining software, avoiding outages/disruptions, and responding to technical issues?
50 points	Cost, Pricing, Ownership	Is the software deployment affordable? Are the recurring costs for licensing or maintenance predictable and sustainable over time? How are

future customizations priced? To what extent does GNRC retain ownership of software and/or data after deployment or after termination of licensing agreements?

10 points MWBE Participation

Is the prime firm or any of its proposed subcontractors certified as minority and/or woman-owned businesses (MWBE)? What percentage of the estimated cost are allocated to MWBE?

6.2 PROPOSAL INTERVIEWS

Based upon the evaluation of the written proposals, the GNRC may request the highest-ranking teams to participate in an in-person or telephone interview in order to answer questions or to provide a demonstration the proposed software.

6.3 AWARD OF CONTRACT

Notwithstanding any other provision of this RFP, the GNRC, expressly reserves the right to:

1. Waive any immaterial defect or informality, or
2. Reject any or all proposals, or portions thereof, or
3. Reissue a Request for Proposal, or
4. Modify the number and types of data to be collected to meet budgetary limitations, or
5. Cancel the Solicitation.