

# Franklin County MPO On- Call Consultant RFP #:2025171-01





# Introduction

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Questions will be accepted at the end of the presentation, but verbal answers are **NOT** considered official. To receive official answers, you **MUST** submit your question in writing to [procurement@franklincountypa.gov](mailto:procurement@franklincountypa.gov), after which an official answer will be provided. If there exists a difference between a vocal and written response, the written response will take precedence.

Regardless of participation in this call, **applicants are encouraged to read the entirety of this RFP.**



# Background

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Located in South-Central Pennsylvania, approximating 772 square miles and consisting of a largely rural landscape throughout its 22 municipalities.

Centrally located along the Mason-Dixon line, serving as a crucial highway traffic/freight conduit through US 11 and Interstate 81.

Includes the Chambersburg-Waynesboro Micropolitan Statistical Area and is bordered by two Metropolitan Statistical Areas: Hagerstown-Martinsburg and Harrisburg-Carlisle.

Originally designated as a RPO in 2008.

Re-designated into a MPO in 2013 following urbanized population growth exceeding 50,000 citizens according to the 2010 US Census.



# GENERAL INFORMATION

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The purpose of this RFP is to secure the services of at least two firms to serve as on-call consultants on behalf of Franklin County Metropolitan Planning Organization. However, the County reserves the right to retain more, less, or no firms as determined for its best interest.

Information for the RFP is located on the Franklin County Procurement website under 'Current Solicitation Opportunities':

<https://www.franklincountypa.gov/current-solicitation-opportunities/>

The contract awarded through this RFP shall be effective for a period of two (2) years. In addition to the two-year base contract term, FCMPO reserves the unilateral option to renew this contract for two (2) additional consecutive one (1) year periods.

# SCHEDULE OF ACTIVITIES

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RFP Issue Date	March 24, 2025
Pre-Proposal Conference (2:00 p.m. EST Virtual/Opt.)	April 7, 2025
Deadline for receipt of questions (3:00 p.m. EST)	April 11, 2025
Written Response to Questions	April 18, 2025
Closing Date for Receipt of Proposals (3:00 p.m. EST)	May 7, 2025
Evaluations Completion Date	May 21, 2025
Anticipated Recommendation for Award	June 4, 2025
Anticipated Commissioner Award Date	June 18, 2025
Anticipated Start Date	July 1, 2025



# Major Work Tasks

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**Air Quality Conformity** – Provide technical expertise necessary to advise the MPO of air quality regulations and conformity requirements to assist with maintaining federal requirements. Advisory participation would be required in the event of an Air Quality Advisory Committee.

**Travel Demand Modeling**– Technical resources will be provided to validate and calibrate the regional travel demand model as needed, analyze network alternatives, and to help make way for the 2028 LRTP.

**Long Range Transportation Plan**– Will ensure that resources are in place for the proper update of the Franklin County LRTP by the deadline of May 1, 2028. Will include the preparation of transportation plan updates, technical memoranda, public involvement requirements, and other like tasks.



# Major Work Tasks

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**Transit and Coordinated Human Services Planning**– Will ensure that appropriate resources are available to assist MPO staff in meeting transit planning elements within the Unified Planning Work Program regarding its partnerships with rabbittransit and Commuter Services of PA, and MPO's participation with the Coordinated Human Services Transportation Plan.

**Special Studies Assistance & Development** – Will ensure that appropriate resources are available for MPO staff to complete potential special studies that may be carried out.

**Freight Movement** – Will be able to assist MPO through plans, reports, and technical memoranda intended to evaluate specific freight issues and needs in the region, as well assist in the development of a regional freight plan.



# Scope of Work

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**Some brief examples of work involved may include, but are not limited to:**

- Public outreach and support MPO staff at public meetings.
- Development of project traffic, traffic modeling, operations analysis studies, and data collection.
- Various forms of modeling and analysis, including for congestion management, land use, preliminary right-of-way, engineering data collection, analysis of performance measures for cost estimate developments, and route evaluations and level of service.
- Conducting various studies, including for access management, for systems, accommodation, prioritization and improvement, and for environmental following review of plans and project development. Will also provide accompanying SOWs for such studies.
- Safety and security planning and resiliency planning, as well as planning for bike/pedestrian action plans, complete streets projects, and electric vehicle/alternate fuels infrastructure.





# Task Orders

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Task orders, or projects, will be used to request specific scopes of work throughout the on call period. Each Task Order will have specific deliverables, estimated cost, and completion dates.

FCMPO will prepare task orders in writing and forward to all selected contractors. The contractor shall respond to the MPO in writing with a complete scope of work and estimated time commitment for individuals, as provided in their proposal, required to perform the assigned tasks. Contractors who do not submit a quote upon such request may not be eligible for future task orders at the discretion of Franklin County. Rates other than those proposed and contractually agreed upon will not be accepted.

Task orders awarded under the contract will be based on a consideration of the items submitted in Section II.A.2., as well as the work experience and qualifications submitted as part of this RFP.

The MPO reserves the right to approve, disapprove, or negotiate responses to Task Orders.



# Consultant Key Personnel

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**Project Manager** – 7 years experience in related area; 2 years of project management experience; Professional Engineer/AICP/Project Manager Professional certification.

**Transportation Planner** – 4 years experience; Professional Engineer (or EIT)/AICP certification or similar skillset.

**Modeler** – 3 years experience; EIT registration/AICP certification or similar skillset.

**GIS Technician** – 3 years GIS experience.

**Administrative** – No specific qualifications listed.

**Additional/optional classifications are specified within the RFP.**



# Responses to RFP

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As Franklin County discourages overly-lengthy proposals, applicants follow this RFP format and include all requested information:

## **Introduction/Transmittal Letter** (1 Page Limit)

- Information displayed should be for primary firm, partner firms, and sub-consultants.

## **Qualifications and Experience**

- Identify yourselves and proposed subcontractors (1 Page Limit)
- Project references (2 Page Limit)
- Subcontractor(s) role (1 Page Limit)
- Understanding of Scope of Services and Responder's Corporate Experience (5 Page Limit)
- Experience of key personnel from responder's organization and subcontractors (10 Page Limit)



# Responses to RFP

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## **Qualifications and Experience (Cont.)**

- Financial Qualifications (No Limit)
  - **Please save any confidential information into a separate digital file and label as 'Vendor Name' – Financial Information - Confidential**

## **Technical Proposal**

- Technical proposal according to listed major tasks (20 Page Limit)
- Alternative approaches (10 Page Limit)
- Forms, certifications, and attachments requested in the body of the RFP (No Limit)

## **Financial Proposal (No Limit)**

- This must be included as a separate PDF named 'Vendor Name' – Financial Proposal.
- Attachment D and Table 1 within the RFP must be utilized to account for hourly labor rates and # of hours for each employee classification by project.



# Responses to RFP

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Proposals must be submitted electronically in PDF format.

This can be done through individualized PDF documents via email to [procurement@franklincountypa.gov](mailto:procurement@franklincountypa.gov), but it is advisable that these are saved and sent via USB submission to account for variability in file size deliverability. Submission of paper copies is not required. Please follow all instructions as provided by the RFP.

**Any confidential information submitted must be submitted in a separate PDF from the main proposal and labeled as such.**



# Proposal Stipulations

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The director/staff **will not** respond to telephone inquiries and **will not** meet individually with any potential contractors.

It is the onus of the applicant to monitor the Franklin County Procurement website for amendments and updates concerning this RFP.

Applicants who condition proposals on the County's acceptance of alternative terms and conditions, or who state that they do not agree with provided terms, conditions, requirements, or specifications within the RFP may be found non-responsive.

Please direct future inquiries and discourse to the Franklin County Procurement Department - all questions and answers received will be posted on their 'Current Solicitation Opportunities' page with the RFP for reference.

No guarantee for work for contract.



# CONTACT INFORMATION

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**As a reminder, please forward all questions and comments regarding the RFP to the Franklin County Procurement Department:**

Franklin County Procurement

272 North Second Street

Chambersburg, PA 17201

Phone: 717-709-7229

Fax: 717-267-2886

[Procurement@franklincountypa.gov](mailto:Procurement@franklincountypa.gov)

Details for the RFP, as well as all future amendments, questions and answers, are located under the 'Current Solicitation Opportunities' listing.

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# QUESTIONS?