



105 West Capitol Avenue
P.O. Box 270
Jefferson City, Missouri 65102

Missouri Department of Transportation
Patrick K. McKenna, Director

1.888.ASK MODOT (275.6636)

December 23, 2016

Dear Consultant:

The Missouri Highways and Transportation Commission is requesting professional services to perform the described work in the attached RFQ.

If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to the criteria outlined in the solicitation under section 3: Proposal Submission Information. MoDOT is committed to reflecting the diversity of the communities we serve and we expect our partners to do the same. We will utilize the consultant information already on file from our pre-qualified list, so we will not need a lengthy submittal of other general company information. If you have additional questions regarding MoDOT's pre-qualified list, please contact the project manager listed in the RFQ.

DBE firms must be certified by the Missouri Department of Transportation in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit as prime consultants for any projects they feel can be managed by their firm. We also encourage both DBE firms and non-DBE firms to consider joining MoDOT's Mentor/Protégé program whenever possible as part of a MoDOT project.

MoDOT will evaluate firms based on: Experience, Qualifications of Personnel Assigned, Project Plan, recommendations from references and overall clarity and quality of qualifications. We request all responses be received by 3:00 pm, January 6, 2017 at the appropriate office.

Sincerely,

A handwritten signature in blue ink, reading "Eric Schroeter", is written over a light blue horizontal line.

Eric Schroeter, P.E.
State Design Engineer

Attachment

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REQUEST FOR QUALIFICATIONS
Surface Transportation System Funding Alternative Innovative Revenue Strategy

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SECTION (1)

GENERAL DESCRIPTION AND BACKGROUND

(A) Request for Qualifications (RFQ):

This document constitutes an RFQ from organizations (the Offeror) to perform pre-deployment research to, “expand road user fees” for Missouri Department of Transportation (MoDOT).

(B) Project Background and description:

In June of 2015 the Missouri Highway and Transportation Commission announced the Road to Tomorrow (R2T) initiative. The R2T team is focused on bringing Missouri’s transportation system into the next generation using innovation and technology. One of the key elements to the success of R2T is to have equitable and reliable funding for the transportation system.

(C) Problem Statement:

The infrastructure funding issues Missouri is facing are similar to other states and the nation as a whole. MoDOT aims to use pre-deployment funds to address the overall increase in fuel efficiency of vehicles. The fuel efficiencies not specifically related to electric and hybrid vehicles, as well as demographic changes that are likely to reduce the total number of miles driven over time are greatly impacting revenue collected at the pump. An upward trend in vehicle fuel efficiency is a positive trend from an environmental impact and should be encouraged. This upward trend is expected to increase substantially in the coming years and is related to technological gains and federal mandates.

The concept of fairness, and not the levy of a penalty, should be an overriding consideration to ensure all motorists contribute as equally as possible to the maintenance of the road and bridge infrastructure. Vehicle horse power is already an element within the registration fee framework in Missouri, but vehicles that travel without the use of or with limited use of gasoline are not currently completely captured for gas tax purposes (except for registration fees) as are gasoline powered vehicles.

Currently, the Missouri Department of Revenue (MoDOR) collects the annual vehicle registration fees. The fee is based almost exclusively on vehicle horse power and is becoming increasingly difficult to measure. This antiquated fee system does not reflect the vehicle or driver use of the system and presents an equity gap in the fee structure. The computer software system that collects annual registration fees is outdated and beyond its useful life. The system has no capacity to perform additional or new tasks necessary update the vehicle registration system.

Finally, the Missouri General Assembly has not increased the State gas tax since 1992. Recent proposed legislation has not found consensus in both chambers. This inertia is recurrent when addressing the gas tax, but MoDOT and MoDOR staffs are optimistic a proposal to reworking the registration fee could garner more support.

SECTION (2)

SCOPE OF WORK

(A) Objectives:

The Missouri Department of Transportation (MoDOT) shall utilize the Surface Transportation System Funding Alternatives (STSFA) pre-deployment funds to incorporate innovative transportation technology to generate new revenue streams in an effort to make up for lost buying power of the State gas tax. The offeror shall explore and define new methods to develop an inclusive and deferential method to collect registration fees from users primarily based on MPG taking into account the estimated average miles traveled. The new fee structure aims to develop a miles per gallon registration approach that will be fair, reliable and address the need for privacy. These pre-deployment deliverables shall determine if a full scale working model can and should be pursued in a full-deployment initiative.

MoDOT will require a customized approach to educate the Missouri General Assembly about the need for reworking the registration fee schedule and the need for enabling legislation for these efforts to succeed. MoDOT has already taken steps to develop a working relationship with MoDOR for this initiative. The Department of Revenue is supportive of the move away from taxing based on horse power and modernizing to a method that will more accurately capture the fleet. A process is necessary to fully define the proposed method and present solutions in cooperation with MoDOR.

Any new fee proposals need support from elected officials and the general public. A public outreach and education effort regarding the need for alternative funding for Missouri infrastructure is essential. The public will play a crucial role in the success of a new vehicle registration fee schedule. During the pre-deployment period, MoDOT will begin the process of educating the public about the shortcomings of the current system. MoDOT aims to show the proposed fee schedule will yield a hold harmless approach to individuals with the potential to increase as the market and inflation warrant.

(B) Security and privacy considerations:

The collection of vehicle registration resides with MoDOR. Members of this team will work closely with MoDOR when developing the specifics of the proposed MPG fee schedule to ensure the necessary information is captured during development. All proposed strategies and deliverables shall maintain the same level of privacy and security the public has come to expect from the current vehicle registration system. The goal is not to individually track mileage similar to other road user charges. The goal is to use statistically acceptable analysis that can be fairly applied to the population based on driving behavior and vehicle MPG.

(C) Schedule and Milestones

The study period shall be for a period not to exceed 18 months. A detailed schedule and milestones shall be developed after award with concurrence from MoDOT. The awarded firm shall provide regular monthly written status reports regarding their progress. A formal report with recommendation for a new vehicle registration fee schedule and next steps shall be the final deliverable.

If the new registration fee schedule is determined to be feasible, MoDOT will pursue federal grant funding for a full deployment of this effort.

SECTION (3) QUALIFICATIONS SUBMISSION INFORMATION

(A) Submission of Qualifications

(1) Delivery: The submittal of qualifications must electronically delivered by 3:00 p.m. (CDT) on January 6, 2016. Please reference the project title since more than one RFQ may be due at one time. Submittals shall be emailed to Elizabeth Prestwood:

Elizabeth.prestwood@modot.mo.gov
Phone 417-829-8016

(2) Submission of All Data Required: The Offeror must respond to this RFQ by submitting all data required in paragraph (B) below for its qualifications to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of qualifications from further consideration.

(3) Public Inspection: The Offeror is hereby advised that all qualifications and the information contained in or related thereto shall be open to public inspection and that MoDOT does not guarantee nor assume any responsibility whatsoever in the event that such information is used or copied by individuals person(s) or organization(s). Therefore, the Offeror must submit its qualifications based on such conditions without reservations.

(4) Clarification of Requirements: Any and all questions regarding specifications, requirements, competitive procurement process, or other questions must be directed to the Project Manager. The Offeror will provide five (5) paper copies – or an electronic copy – of qualifications for developing a new vehicle registration fee schedule to incorporate MPG. Electronic qualifications are encouraged.

(B) REQUIRED ELEMENTS OF QUALIFICATIONS

(1) Experience: The submittal of qualifications must clearly identify the Offeror's experience in offering the services requested in this RFQ during the past three (3) years. The description should include a list of the agencies which your institution has served or currently serves related to these services.

(2) Personnel: Indicate the name, location, telephone number and email address of the primary contact person for the Offeror. Information presented in this section should highlight the Offeror's previous experience, as well as any work with other countries, state agencies or local governments. The Offeror must furnish a complete listing of each Sub-Offeror, if any, and complete contact information and related experience for that Sub-Offeror. Please include key personnel you would assign to the project and the backgrounds of those individuals, and any sub-consultants you would propose to use, and an indication of your firm's approach to promoting and developing a diverse workforce.

(3) References: Qualifications should indicate the name, title, and telephone number of at least three officials of clients within the past three years. References should be for relevant work related to road user charges and alternate transportation system funding.

(4) Project Plan: A narrative style description must be included of how the Offeror will work with MoDOT in order to fulfill project-specific requirements. This section should be no longer than five (5) pages in length, with a font size no less than 11 points. This length limit does not include forms or resumes attached to the Qualifications. The project plan shall include all items outlined in the task list (see below) and recognize the ultimate authority of MoDOT to approve the work plans.

The task descriptions below are intended to provide guidance in development of the effort. MoDOT is seeking the input of proposers to determine the best strategies to accomplish the research objectives.

Task List:

Task 1 – Expand Road User Fees and Determine System Requirements

Develop a suitable model and fee structure that will fairly capitalize vehicle MPG of our Missouri citizens, trucking industry, recreational and business fleet. Security and privacy of personal information will be a critical factor in the development of this new fee.

Work with staff from MoDOR to ensure the model developed will capture all necessary data for fee collection and the system proposed is acceptable to their system interface. Identify software deficiencies and needs to successfully deploy a new registration system based on MPG.

Task 2 – Develop draft legislation

Develop draft legislation to support the new registration fee that can be presented and sponsored in the 2017 Missouri General Assembly.

Task 3 – Education and outreach to the Missouri General Assembly and general public

Develop custom and specific education campaign for the Missouri General Assembly and the general public regarding the need and benefits of using a MPG vehicle registration fee structure.

(5) Project Budget: The project budget range is expected to be \$250,000 to \$500,000.

(C) EVALUATION CRITERIA AND PROCESS

(1) Evaluation Factors: Any agreement for services resulting from this RFQ shall be awarded to the Offeror providing the best qualifications. After determining responsiveness, qualifications will be evaluated in accordance with the following criteria:

- A. Experience (30 points);
- B. Personnel (30 points);
- C. Project Plan (30 points);
- D. Recommendations from references (10 points);

E. Overall clarity and quality of Qualifications (10 points); and

(2) Historic Information: MoDOT reserves the right to consider historic information and facts, whether gained from the Offeror's Qualifications, question and answer conferences, references, or other sources, in the evaluation process.

(3) Responsibility to Submit Information: The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories and that MoDOT's representative is under no obligation to solicit such information if it is not included with the Offeror's qualifications. Failure of the Offeror to submit such information may cause an adverse impact on the evaluation of the Offeror's qualifications.