

CITY OF HELENA

Greater Helena MPO | TPCC

March 03, 2025 - 1:00 PM

Zoom Online Meeting: <https://us06web.zoom.us/j/7867151323?omn=86375328719>

(City/County Building Room 226)

Call to Order

Roll Call

Public Comment on the Agenda / General Public Comment

- A. Comment in person.**
- B. Comment online.**

Regular Items/Action Items

1. Election of Officers for the Transportation Policy Coordinating Committee (TPCC).
 1. Election of Chair
 2. Election of Vice Chair
2. Consideration of Approval:
 - Review of scoring results from the Request for Qualifications (RFQ) for the development of three Transportation Plans:
 - Public Participation Plan
 - Long-Range Transportation Plan
 - Comprehensive Safety Action Plan
3. Scheduling of Next Meeting.

Member Communications and Discussion Topics

Adjournment

Memorandum

To:	Greater Helena Area MPO Transportation Policy Coordinating Committee (TPCC) Members
From:	Ty Weingartner, MPO Manager
Subject:	Election of Officers for the Transportation Policy Coordinating Committee (TPCC).
Meeting Date:	March 03, 2025
Agenda Item Type:	Administration
Background:	<p>The TPCC Bylaws, Section 6, state: The officers of the Committee shall consist of a Chairperson and Vice Chairperson who will be selected by the membership at the first meeting of each calendar year and to serve until the next election of officers. The term of office shall be one year, but there shall be no limitation of reelection.</p> <p>The meeting scheduled for March 3 represents the inaugural gathering of the year; therefore, the TPCC will need to conduct the election of its officers for the year 2025.</p>
Recommendation:	Nominate and elect the TPCC Chair and Vice Chair for year 2025.
Unresolved Issues:	N/A
Alternatives:	N/A
Fiscal Effects:	None
Resolution	The TTAC has established a subcommittee to collaborate with the Montana Department of Transportation (MDT) in the identification of two locations for the installation of permanent traffic counters. The members of the subcommittee include Dan Karlin, Mark Young, and Jeremy Fadness. The MPO Manager will facilitate coordination with the subcommittee members and MDT to arrange their inaugural meeting.

Memorandum

To:	Greater Helena Area MPO TPCC Members
From:	Ty Weingartner, MPO Manager
Subject:	<p>Consideration of Approval: Review of the scoring results from the Request for Qualifications (RFQ) for the development of three Transportation Plans:</p> <ul style="list-style-type: none"> • Public Participation Plan • Long-Range Transportation Plan • Comprehensive Safety Action Plan
Meeting Date:	03/03/2025
Agenda Item Type:	Public Involvement, Long Range Plan, Planning Area Transportation Plan.
Background	<p>On February 19, 2025, a subcommittee of the Transportation Technical Advisory Committee (TTAC) conducted a comprehensive evaluation and scoring of three proposals submitted in response to the Greater Helena Area Metropolitan Planning Organization's (MPO) Request for Qualifications (RFQ). These proposals were aimed at acquiring services for the development of three critical plans: a Public Participation Plan, a Long-Range Transportation Plan, and a Comprehensive Safety Action Plan.</p> <p>The evaluation process engaged representatives from each organization within the TTAC to ensure a thorough and impartial review of the submissions. The proposals were submitted by DKS, RPA, and SRF. Detailed information regarding the scoring criteria and the official scores are documented in an appendix.</p> <p>Subsequently, on February 24, 2025, the Transportation Technical Advisory Committee (TTAC) ratified the outcomes from the RFQ scoring subcommittee and formally sought the endorsement of these results from the Transportation Policy Coordinating Committee (TPCC). Furthermore, the TTAC requested authorization to initiate negotiations with the highest-ranked vendor. Should negotiations with the top vendor not result in an agreement, the TTAC will proceed with discussions with the next highest-scoring vendor.</p> <p>Scoring Results:</p>

	OFFEROR		SCORE
	DKS & Sanbell		96.2
	RPA & Crescendo & TS		105.8
	SRF & KLJ		92.6
TTAC Recommendation	The TTAC recommends that the TPCC concur with the evaluation of the RFQ responses and instruct the TTAC to initiate negotiations with the vendor that received the highest score. The negotiations should proceed until a formal agreement is established.		
Unresolved Issues:	None		
Alternatives:	A viable alternative would be to conduct interviews with the top two candidates prior to making a decision. However, the TTAC concurs with the RFQ Subcommittee's assessment that, given the unequivocal results of the scoring process, interviews are not required.		
Fiscal Effects:	N/A		

APPENDIX A: Overview of Scoring Criteria

APPENDIX B: Review of Evaluation Score Matrix

APPENDIX: Summary of Final Scoring.

APPENDIX A.

Scoring Guide

In awarding points to the evaluation criteria, the evaluator/evaluation committee will consider the following guidelines:

Superior Response (90-100%): A superior response is an exceptional reply that completely, and comprehensively meets all of the requirements of the RFQ. In addition, the response may cover areas not originally addressed within the RFQ and/or include additional information and recommendations that would prove both valuable and beneficial to the agency.

Good Response (70-89%): A good response clearly meets all the requirements of the RFQ and demonstrates in an unambiguous and concise manner a thorough knowledge and understanding of the project, with no deficiencies noted.

Fair Response (50-69%): A fair response minimally meets most requirements set forth in the RFQ. The offeror demonstrates some ability to comply with guidelines and requirements of the project, but knowledge of the subject matter is limited.

Poor Response (49% or less): A failed response does not meet the requirements set forth in the RFQ. The offeror has not demonstrated sufficient knowledge of the subject matter.

30 Points	20 Points	10 Points
27 – 30 – Superior	18 – 20 Superior	9-10 Superior
21-26 – Good	14-17 - Good	7-8 Good
15-20 – Fair	10 - 13	5-6 Fair
0-14 - Poor	0-9 Poor	0-5 Poor

APPENDIX B

GHAMPO RFQ Scoring Criteria			
Criteria	Standard	Maximum Points	Score
Overall Understanding and Completeness	Understanding the Scope of Services, The Greater Helena Area, and demonstrating a complete approach to perform the desired services; Submit a clear and quality SOQ; adherence to the RFQ conditions and elements.	30	
Comments:			
Project Team	1. Definition and clarity of roles 2. Project Manager's qualifications 3. Project Lead Staff qualifications 4. Other key team members' qualifications 5. Sub-consultants' qualifications 6. Experience of key team members working together (continuity)	30	
Comments:			
Relevant Project Experience	1. Similar projects successfully completed.	20	
Comments:			

Workload Capacity	1. Availability and commitment of key team members and resources to perform the work in the time frame required 2. Other contractual obligations and ability to meet multiple obligations 3. Support staff and production capabilities	10	
Comments:			
Project Approach	1. Understanding of the unique elements of the project 2. Understanding of issues, risks, concerns, multiple elements, and variety of interests 3. Approach to analyzing and solving the key issues 4. Ideas for cost-effective solutions 5. Rational approach to implementation 6. Innovative but feasible ideas for implementation by the City 7. Timeline for completion 8. How the consultant addresses the expected deliverables	30	
Comments:			

APPENDIX C

OFFEROR	SCORE
DKS & Sanbell	96.2
RPA & Crescendo & TS	105.8
SRF & KLJ	92.6

DKS & Sanbell

Criteria	Points Possible	Evaluator #1 Jeremy	Evaluator #2 Dick	Evaluator #3 Geoff	Evaluator #4 Greg	Evaluator #5 Mark	Average Score
Overall Understanding and Completeness	30	25	25	24	25	26	25
Project Team	30	28	20	27	22	25	24.4
Relevant Project Experience	20	15	15	15	15	16	15.2
Workload Capacity	10	10	5	8	10	8	8.2
Project Approach	30	25	25	19	24	24	23.4
TOTALS	120	103	90	93	96	99	96.2

RPA, Crescendo, Transportation Solutions

Criteria	Points Possible	Evaluator #1 Jeremy	Evaluator #2 Dick	Evaluator #3 Geoff	Evaluator #4 Greg	Evaluator #5 Mark	Average Score
Overall Understanding and Completeness	30	28	28	25	26	27	26.8
Project Team	30	28	28	27	26	26	27
Relevant Project Experience	20	18	20	18	19	15	18
Workload Capacity	10	10	10	8	8	8	8.8
Project Approach	30	25	27	24	26	24	25.2
TOTALS	120	109	113	102	105	100	105.8

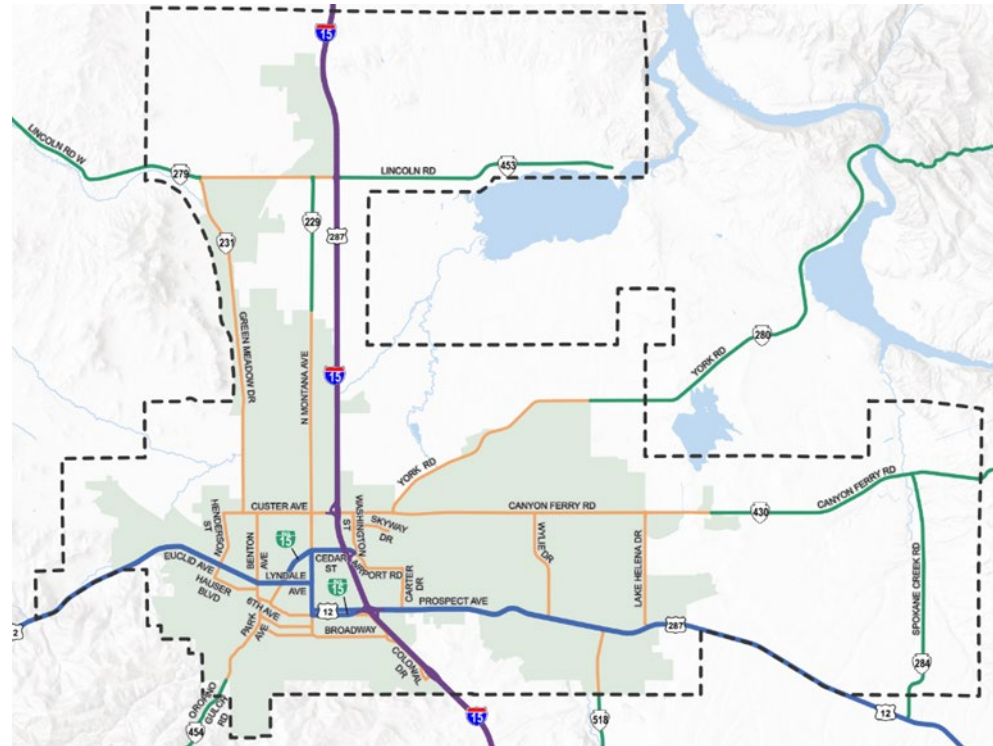
SRF & KLJ

Criteria	Points Possible	Evaluator #1 Jeremy	Evaluator #2 Dick	Evaluator #3 Geoff	Evaluator #4 Greg	Evaluator #5 Mark	Average Score
Overall Understanding and Completeness	30	25	25	19	26	21	23.2
Project Team	30	27	26	25	25	15	23.6
Relevant Project Experience	20	10	18	13	13	12	13.2
Workload Capacity	10	10	6	7	10	7	8
Project Approach	30	25	28	21	25	24	24.6
TOTALS	120	97	103	85	99	79	92.6

Presentation Slides

GREATER HELENA AREA MPO

Transportation Policy Coordinating Committee



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Resource Name	Title	Voting Member
Emily Dean	City of Helena Commissioner	Yes
Candace Payne	Lewis and Clark County Commission Chair	Yes
Kelly Harris	City of East Helena Mayor	Yes
Jim Wingerter	Montana Department of Transportation (MDT) District Administrator	Yes
David Knoepke	Chair of the Transportation Technical Advisory Committee (TTAC)	Yes
Lucia Olivera	Division Administrator, Federal Highway Administration (FHWA)	No
Lauren Harms	Transit Manager, City of Helena	No
Cindy Terwilliger	Federal Transit Administration (FTA) Region 8 Administrator	No

Elections of TPCC Officers



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- Chair Nominations
- Vice-Chair Nominations

Transportation Plans Request for Qualifications (RFQ)

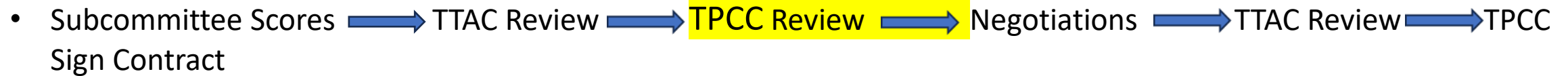
- **Public Participation**
- **Long-Range Transportation**
- **Comprehensive Safety Action**

TPCC Review for Approval: Results from the RFQ Scoring Committee.

- **Summary of the Greater Helena Area MPO's RFQ process.**



- **Award Process**



- **Proposals Received**

- DKS Associates & Sanbell
 - Robert Peccia & Associates (RPA), & Crescendo Planning & Design, & Transportation Solutions, Inc.
 - SRF Consulting Group & KLJ

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Scores

Offeror	Score
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Questions and Answers