

# Request for Proposals

## Big Data Analytics for Northeast Indiana Region

### Public Notice

The Northeastern Indiana Regional Coordinating Council (NIRCC) plans to contract with one (1) or more companies to assist NIRCC with big data analytics (the "Project"). NIRCC is seeking companies whose combination of experience and expertise will provide timely, high quality professional services.

Information related to this solicitation, including any addenda, will be provided by NIRCC to all parties that display an interest in the project. For questions related to this RFP please contact:

**Jeff Bradtmiller**, Senior Transportation Planner

Northeastern Indiana Regional Coordinating Council Department of Transportation

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### Project Overview

The Northeastern Indiana Regional Coordinating Council (NIRCC) is requesting proposals from qualified individuals or firms ("Consultant") for the provision of (on-call) technical support with big data collection and analytical services for transportation planning purposes within the Northeast Indiana Region. The region includes the following ten counties, Adams, Allen, DeKalb, Huntington, LaGrange, Noble, Steuben, Wabash, Wells, and Whitley. The work will vary based on the project and will be identified on an as needed basis. The work may involve tasks including but not limited to:

- Gather and analyze current and/or historical population movement data to determine the origins and destinations of population traveling within, through, into, or out of an identified area.
- Gather and analyze current and/or historical population movement data to determine the origins and destinations of population traveling along a specified segment of a corridor.
- Gather and analyze current and/or historical freight movement data.
- Gather and analyze current and/or historical travel time data.

Data and analyses should include time of day and trip purpose (home based, non-home based, work, and non-work) when applicable. Products should include the data used for analysis, the resulting analyzed data in trip report and trip matrix format when applicable, analysis methodology, analysis report, and visualization tools when applicable.

Proposed contract time: One (1) year; and one (1) extension of up to one (1) year.

This process will be funded through the Northeastern Indiana Regional Coordinating Council utilizing federal funds from US Department of Transportation. NIRCC staff will assist and facilitate the development and completion of this project.

Proposals will be accepted from individuals, firms or other collaborative arrangements. If a collaborative arrangement is proposed, one firm or individual shall be identified as the lead agent. NIRCC will enter into a cost reimbursement type of contract for these services. The Statement of Qualifications must include sufficient information regarding qualifications to determine that the Consultant is qualified and experienced in similar type projects.

A "letter of interest" with specific email contact information from any individual or firm interested in submitting a proposal shall be provided to NIRCC. NIRCC will use contact information from the "letter of intent" to provide notification of any modifications to the RFP process should it be necessary.

Proposals should include the following information: a description of expertise, experience and resources directly relevant and available for the proposed project; a list of similar projects previously completed; a list of references; resumes of professional staff members that will work on the project; name of person to be in charge of project; description of scope of services to be provided; and name, title, address, and telephone number of individuals with the authority to negotiate and bind the proposer contractually, and who may be contacted during the period of evaluation. The proposal need not be accompanied by a certified check or other evidence of financial responsibility.

At a minimum, the proposal should have the following sections and information:

1. Cover Letter
2. Staffing
3. Work Plan and Approach
4. Experience and work samples, including past work on similar projects
5. Identify any subconsultants

### **Selection Process**

NIRCC will conduct a fair and impartial process for the selection of a contractor/consultant for this project. A selection committee assembled by NIRCC will review and evaluate the proposals based on the selection criteria listed below. Depending on the evaluation of the proposals, the selection committee may choose a single finalist and immediately begin contract negotiations.

Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award. If necessary, the selection committee will interview representatives from the consultant teams on the short list. The selection committee shall recommend the finalists to the NIRCC Executive Director, who will make the final determination. NIRCC reserves the right to request additional information following a review of the initial submission.

### **Evaluation Criteria**

Proposals will be evaluated based on the firm's responses to the requirements of this RFP. Evaluations will focus on relative strengths, weaknesses, deficiencies, and risks associated with each Proposal. Award will be made to the Proposer who, in NIRCC's sole judgment, is most responsive in meeting NIRCC's requirements associated with providing the Services. Interviews with firms are not anticipated but may be held at the option of the Selection Committee. NIRCC reserves the right to obtain clarification or additional information with any firm in regard to its proposal.

The Selection Committee will consider the response to this RFP, information gained while evaluating responses, and other relevant information to make its determination. In seeking the best and highest quality of services, the following criteria will be considered when evaluating proposals.

1. **Specialized Work Experience:** (35 points)  
Specialized experience in the type of work to be performed, specifically including previous work with large/regional groups to develop, coordinate and implement the processing of trip making data including freight transport.
2. **Qualifications and Experience:** (25 points)  
Qualifications and experience of key team members assigned to the project.
3. **Proposed Approach to Project:** (25 points)  
A demonstrated understanding of the project scope, approach, and methodology.
4. **Quality of Work:** (15 points)  
Examples of previous work are professional in appearance, clear, easily understood and exhibit an effective use of graphics and visual techniques.

### **Project Timeline**

RFP Release – September 22, 2023

Letter of Interest Due – October 6, 2023, by 4:00pm EDT

Proposal Due – October 27, 2023, by 4:00pm EDT

Consultant Selection – November 9, 2023

Contract Negotiation and Processing - November 16, 2023

Project Progress 25% Complete - March 30, 2024

Project Progress 50% Complete - June 30, 2024

Project Progress 75% Complete - September 30, 2024

Project Completion – December 30, 2024

### **Proposal Submission**

Proposal shall be delivered in a sealed envelope that is clearly marked on the outside “Big Data Analytics Project – RFP” and include the name and address of the prospective company. All items required for a responsive proposal shall be included. It is the sole responsibility of the company to ensure that the proposal is received no later than the established due date and time at the proper location. Proposals received after the due date and time will not be considered. Proposals submitted by facsimile or other electronic means will not be accepted. Please submit four (4) printed copies of your Proposal no later than 4:00 p.m., local time, October 27, 2023, by mail or other delivery to:

**NIRCC – Big Data Analytics RFP**  
**Attn. Jeff Bradtmiller**  
**200 East Berry Street, Suite 230**  
**Fort Wayne, IN 46802**

NIRCC reserves the right to reject any and/or all proposals. Additional information can be obtained by contacting Jeff Bradtmiller of the Northeastern Indiana Regional Coordinating Council at 260-449-3605 or via email at [jeff.bradtmiller@co.allen.in.us](mailto:jeff.bradtmiller@co.allen.in.us).

NIRCC reserves the right to modify the selection process or other aspects of this RFP at its sole discretion. All firms that request the RFP will be notified of modifications, as applicable. NIRCC reserves the right to accept a proposal even if it does not contain all the information in response to this Request for Proposals. NIRCC also reserves the right to reject, or request replacement of, individual team members or firms comprising a consultant team. Upon selection of a consultant for the project, negotiations will be undertaken regarding final project scope of work and fees. NIRCC reserves the right to terminate such negotiations and begin negotiations with the next ranked consultant.

### **Proposal Format**

Interested companies must submit at least four (4) bound original proposals. Proposals are limited to a maximum of six (6) single-sided numbered pages, not including staff resumes and other supporting documentation such as samples of previous work. The coversheet, blank pages or dividers do not count toward the page limit. Proposals shall be printed on eight and a half by eleven-inch (8-1/2" x 11") paper, although pages containing organizational charts, matrices, or diagrams may be printed on larger paper in order to preserve legibility. Type size shall be no smaller than eleven (11) points for narrative sections, but may be reduced for captions, footnotes, etc., as required, while maintaining legibility. Submissions that do not conform to the requirements listed herein may be removed from consideration at the sole discretion of NIRCC.

Proposals shall be arranged as follows:

#### **Coversheet: General Information**

- A. Describe your interest in this Project and the unique advantage your company and team bring.
- B. State any conflicts of interest your company or any key team member may have with this Project.
- C. Describe any unresolved claims, disputes, or current litigation with any other entity.
- D. Describe any claims, disputes, or litigation with any other entity that were decided, settled, or otherwise resolved within the past five (5) years.

#### **Qualifications and Experience of Company and Key Team Members in Providing Similar Services for Similar Projects**

- A. Provide a description of the company that will enter into the contract(s) with NIRCC, including origin, background, current size, financial capacity, available resources, general organization, and company headquarters. Identify the name and title of the person authorized to enter into the contract(s) with NIRCC.
- B. List a maximum of five (5) relevant, similar projects, either currently in progress or having been completed in the past five (5) years, containing work comparable to this specific Project.
- C. Identify all key team members who will be directly involved in providing Services, including any subcontractors, to be assigned specifically to this Project. Identify the individual who will be empowered to make decisions for and act on behalf of company (the "Project Manager"). Identify any member of the team that is certified as a minority, women, or small business company.
- D. Resumes may be submitted for each proposed key team member. Resumes will not be counted towards the page limit.

## Project Understanding, Methodology, and Approach

A. Discuss the company understanding of the Project objectives and describe the proposed project approach to deliver the Services in an effective, timely, economical, and professional manner. Outline the project plans, structure, and services to be provided and how and when the Services shall be provided. This description should fully and completely demonstrate the proposer's intended methods for servicing the requirements of all aspects of the Project set forth herein.

## **Ownership of Intellectual Property**

NIRCC shall have exclusive ownership of all intellectual property rights in all designs, plans, and specifications, documents, and other work product prepared by, for, or under the direction of the selected company pursuant to any contract under this RFP (collectively, the "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in NIRCC's name and shall be the sole and exclusive property of NIRCC, whether the work contemplated therein is performed. NIRCC will grant the company a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

## **Equal Opportunity-Title VI**

Northeastern Indiana Regional Coordinating Council, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21: Nondiscrimination in Federally-Assisted Programs of the Department of Transportation Issued Pursuant to Such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate against any respondent on the grounds of race, color, sex, sexual orientation, gender identity or national origin in consideration for an award.