

Work Type Definition and Submittal Requirements

7.1 Planning

Work Type Definition

Pages 1-3 detail the work type definition. In order to become *pre-qualified* for this work type, please see the “Work Type Submittal Requirements” on pages 4-5.

I. Description

Planning efforts are diverse in nature and frequently necessitate the input/assistance of firms who bring highly specialized expertise to the planning team. Planning applies multi-disciplinary approaches to the identification and analysis of transportation systems and facilities in order to:

- Understand current and future transportation system performance and needs,
- Identify alternative means to address needs/concerns and evaluate the implications of those choices,
- Identify recommended and/or necessary actions to achieve desired future outcomes, and
- Facilitate the involvement of and consensus among stakeholders and transportation partners.

Planning projects are categorized by level and include the following Project Types:

- A. Level 1 (State-wide) projects are subject to intense scrutiny due to the highly public, visible nature of the work, and the involvement of various public entities. These projects encompass the following:
 1. Planning work with the capacity to substantially affect state-wide policy, priorities, and/or investments, including policy planning, studies, research, benefit/cost and other economic analyses, performance assessment, stakeholder involvement, etc. on issues of state-wide concern or precedent.
 2. Development of methodologies, performance measures, and other defining practices, and includes ancillary activities such as training for their dissemination.
 3. Planning specific to state-wide integration of modal and intermodal transportation issues and needs (freight-oriented highway, water, rail, and aeronautics; transit and other scheduled carrier passenger services; non-motorized travel and telework options).
- B. Level 2 (Regional and Corridor) Projects are in areas or topics for which there are multiple interests and necessitates involvement of firms in public involvement and consensus building encompass the following:
 1. Planning work that will help to identify future needs and shape future investments at the corridor, subarea, and district levels.
 2. District long-range plans, location studies, sub-area studies, concept level corridor planning, scoping level environmental studies, and other work that may lead to the identification of specific projects, but that does not routinely provide advanced project detail or design.
 3. Planning for defined corridor segments or subareas, including capacity studies, concept level design, benefit/cost and other economic analyses, land use and circulation plans, access management plans and related work such as official mapping. These efforts can include environmental review and limited preliminary engineering. Corridor-specific and subarea planning can include traffic operations analysis, suggestion for conceptual geometric modifications for congestion and/or safety improvement as well as planning for ITS applications for congestion, safety, security, modal, and other purposes. Integration of modal and intermodal considerations at the corridor level or subarea level is included.

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4. Extensive involvement with local government, the public, and other stakeholders and transportation partners.
 5. Case studies and/or development of templates for replicable efforts. Training that improves MnDOT's and/or transportation partners' Class 2 planning capabilities is included.
- C. Level 3 (Transportation Data and Statistics) work is commonly a necessary and integral element of Level 1 and Level 2 planning projects. It provides the analytical base for other aspects of transportation planning and for MnDOT decisions. Training that improves MnDOT's and/or transportation partners' Class 3 planning capabilities is included. These projects encompass the following:
1. Planning, research, and study that provide data, modeling, and analysis needed to address planning, design, and operational needs.
 2. Operational and forecasting models;
 3. Origin-destination (OD) studies;
 4. Traffic counts;
 5. Application of ITS data and transportation statistics including flows, mode splits, safety, facility condition, etc.; including operational and/or geometric modifications for operational improvement.
 6. Work required to monitor and understand system trends and performance and to project future conditions and implications.

Pre-qualification in each level of Planning is afforded in two types of Level of Service:

- A. Full Service means that the firm has employees with significant experience and offers full service capabilities to lead, manage, and perform the level of work for which they are pre-qualified.
- B. Limited Service means that the firm has limited service capacity and offers assistance for the level of work for which they are pre-qualified, either a) to other firms or directly to MnDOT, or b) by providing specialty/niche planning expertise.

II. Standards and Specifications

Standards and specifications required for a project under this work type may include the following:

- A. All work completed for Level 1 and 2 projects must be consistent with applicable federal and state laws, rules, and guidance regarding transportation planning. Level 3 project work must be consistent with recognized professional standards for similar work.

III. Provided by MnDOT

Information to be supplied by MnDOT for a project under this work type may include the following:

- A. Guidance and direction from project manager, and, as appropriate, a project management team, policy advisory committee, and/or technical advisory committee; commonly includes significant interaction/involvement with the public and other potentially affected stakeholders.

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IV. Provided by Consultant

Deliverables to be supplied by the consultant for a project may include the following:

- A. Planning outputs range from data collection and analysis, to development of plans, reports, memoranda, to the creation and conduct of interactive decision-making processes that acceptably a) define matters of study, b) identify alternatives and options to address or resolve concerns, c) identify the implications of alternative choices, and d) facilitate consensus about the nature of an issue and of selected, preferred, or recommended course(s) of action. Deliverables may include, but are not limited to, the following:
1. Level 1
 - a. Statewide Transportation Plan
 - b. Freight Flow Study
 - c. State Aviation System Plan
 - d. Travel Time Reliability Methodology
 - e. Benefit-cost Analysis Protocol
 2. Level 2
 - a. District Long Range Plan
 - b. IRC Corridor Management Plan
 - c. Access Management Plan
 - d. Transit Operations Plan
 - e. River Crossing Scoping Study
 - f. Physical impact analyses
 3. Level 3
 - a. Origin-Destination Study
 - b. Safety Improvements Analysis
 - c. Travel Demand Modeling
 - d. Traffic Simulation Modeling
 - e. Crash Analysis
- B. In some instances, MnDOT will require that planning firms be capable of acting in the role of project/team leader, and be able to provide all capabilities required for project completion, either within the firm or with subcontractors. In other instances, a planning firm's work will be under the direction of MnDOT staff or others and will provide a specific contribution to a project that is not overall under the firm's direction. It is not unusual for planning projects to require capabilities in more than one planning level.

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A consultant firm becomes pre-qualified based on the qualifications of the personnel that are employed by the firm.

Key Personnel Requirements	
Minimum Number of Staff:	<ul style="list-style-type: none"> Full Service Firms: Three or more qualified professionals Limited Service Firms: One qualified professional For any project, the appropriate minimum will depend on the complexity of the project and the number of staff and array of planning and related disciplines needed for timely and satisfactory completion.
Professional Certification/Licensure:	None specifically required
Work Type Submittal Requirements*	
<p>I. Resume and Relevant Project Experience Form (Form PQ1)</p> <p><i>Submit in Word format</i></p>	<p>A. Complete Parts 1, 1A, and 2 of Form PQ1</p> <p>Part 1: Fill out general information and names of personnel. Firm must specify the level(s) of planning work for which it is seeking pre-qualification, as well as whether it represents itself as having Full Service capabilities or Limited Service capabilities.</p> <p>Part 1A: Must demonstrate satisfactory experience for the level for which pre-qualification is sought. Experience requirements for Full Service and Limited Service Firms by level are listed below.</p> <p>Limited Service Firm</p> <p>Level 1: Minimum of 1 project within last 6 years Level 2: Minimum of 2 projects within last 4 years Level 3: Minimum of 2 projects within last 2 years</p> <p>Full Service Firm</p> <p>Level 1: Minimum of 1 project within last 6 years Level 2: Minimum of 3 projects within last 4 years Level 3: Minimum of 3 projects within last 2 years</p> <p>Both Limited and Full Service firms must identify and demonstrate capability to create, analyze, manipulate, and display information using Geographic Information Systems (GIS), utilize spreadsheet and database programs, and to conduct public involvement for the level(s) for which pre-qualification is sought. Include contact information for each project listed. In addition, Full Service Firms must demonstrate satisfactory experience in oversight of subcontractors' services.</p> <p>Part 2: Project Examples listed must correlate to those described below in "Project Example Requirements."</p>

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	Part 3: Not Applicable
II. Project Example Requirements <i>Submit in PDF format</i>	A. One project example (such as a final report) is required to be submitted for each level for which pre-qualification is applied. The project example(s) must be clear enough to allow for evaluation. If the deliverables for a project used as an example was not a final report, an example must be provided that shows the level of detail and quality that can be expected, such as spreadsheet and GIS applications.
III. Proof of Professional Certification/Licensure <i>Submit in PDF format</i>	A. None specifically required. However, the firm should provide any staff certifications that may be pertinent for the aspects of planning work for which the firm seeks to be qualified. B. For non-regulated disciplines, staffs' relevant academic credentials or training should be identified.
*Work Type Submittal Instructions:	
Create a CD or flash drive that includes the following individual files or folders in this order:	
I. Resume and Relevant Project Experience Form (Form PQ1)	
II. Project Example Requirements (this should be a folder that includes individual files clearly named according to Part 2 of the PQ1)	
III. Proof of Professional Certification/Licensure	
Each file should be saved in the format identified above. Submit 5 copies of the CD or flash drive.	