

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION (TPO)

REQUEST FOR PROPOSAL (RFP)

2040 LONG RANGE TRANSPORTATION PLAN

ADDRESS:

Volusia Transportation Planning Organization
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, Florida 32114

TELEPHONE:

(386) 226-0422

One (1) original, five (5) hard copies, and one (1) CD containing the proposal in Adobe Acrobat Portable Document Format (.PDF) must be received by the Volusia TPO no later than 12 Noon E.S.T. on July 22, 2013. Proposals received after this date and time will not be considered.

REQUEST FOR PROPOSAL (RFP)

2040 LONG RANGE TRANSPORTATION PLAN

SECTION 1: INTRODUCTION

Purpose

The purpose of this Request for Proposal (RFP) is to solicit responses from qualified consulting firms interested in the respective services, as described herein the proposal for the purposes of conducting the 2040 Long-Range Transportation Plan (LRTP), as referenced in Task 3.09, 2040 Long Range Transportation Plan, in the Volusia TPO FY 2012/13 and FY 2013/14 Unified Planning Work Program (UPWP). The firm selected will be expected to have experience and expertise in long range transportation planning, including traffic modeling, public involvement, level of service analysis, development impact review, and a clear understanding of the MPO planning process and Federal and State requirements.

Federal Metropolitan Planning laws and regulations (23 U.S.C134 and 23 CFR450) and State Metropolitan Planning law (Section 339.175, F.S.), establish the framework and provide guidance in the preparation of Long-Range Transportation Plans by the Metropolitan Planning Organizations (MPOs). The plan will be developed in a manner that meets federal and state LRTP requirements.

A detailed description of proposed services is provided under the Scope of Services section.

Background

The Volusia Transportation Planning Organization (TPO) is an independent organization responsible for the planning and programming of all federal and state transportation funds for all of Volusia County and for the cities of Flagler Beach and Beverly Beach in Flagler County. The TPO is currently completing a reapportionment effort responding to changes in urbanized area boundaries as a result of the 2010 census. It is important to recognize that the metropolitan planning area as well as the composition of the TPO Board will be changing as a result of reapportionment. Given these changes, all activities should be developed with consideration for the expanded metropolitan planning area boundary.

The TPO is the primary forum within which local governments and citizens voice concerns, identify priorities, and plan for improvements to all modes of transportation – roadway, public transportation, and bicycle and pedestrian facilities. The TPO Board is comprised of elected officials representing various local area governments and appointed members representing transportation authorities serving the area. The TPO Board is supported by several advisory committees that include technical staff as well as citizen representatives that review information and make recommendations to the TPO Board. The TPO currently operates under signed joint

participation and interlocal agreements with all member governments. Together, the Board and committees are responsible for working together to improve the safety and efficiency of the transportation system in the area served by the TPO.

SECTION 2: GENERAL INFORMATION, TERMS AND CONDITIONS

Schedule

June 3, 2013

- RFP is posted on the TPO website www.volusiatpo.org and Legal Ad is sent the press
- E-mail sent to consultants

June 14, 2013 (@ 10 A.M.)

- A pre-submittal meeting will take place at **10:00 a.m. on June 14, 2013** at the VTPO office located at 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, FL 32114.

June 21, 2013

- Questions about the RFP & Scope of Services may be submitted **by e-mail** on or before **June 21, 2013**, to Lois Bollenback at lbollenback@volusiatpo.org and copied to jparlow@volusiatpo.org. Responses to questions will be posted on the TPO's website at www.volusiatpo.org by **June 28, 2013**

July 22, 2013 (@12:00 NOON)

- To be considered responsive, applicants must submit their proposal to the VTPO **no later than July 22, 2013 at 12:00 noon**

July 30, 2013 (@ 1 P.M.)

- **Selection Committee** meets and selects short-listed firms. This will be based on qualifications, experience and capabilities submitted in the proposals and evaluation criteria set forth in the RFP.

August 1, 2013

- **Selection Committee** notifies short-listed firms.

August 19, 2013 (@ 1:00 P.M.)

- Oral presentations will be given to the **Selection Committee** by the short-listed firms at the VTPO office. **Selection Committee** will rank short-listed firms based on qualifications, experience, capabilities, project approach and oral presentations.

August 27, 2013

- The Executive Director of the VTPO presents the recommendations of the **Selection Committee** to the VTPO Board. The VTPO Board authorizes the Executive Director to enter into contract negotiations with the top ranked firm or as directed.

Proposal Closing Date and Time

One (1) original, five (5) hard copies, and one (1) CD containing the proposal in .PDF format must be received by the Volusia TPO **no later than July 22, 2013 at 12:00.** Proposals received after this date and time will not be considered.

Delivery of Proposals

All proposals shall be sealed and delivered or mailed to (fax and email submissions will not be accepted) post mark is **NOT** considered date of receipt):

**Volusia Transportation Planning Organization
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, Florida 32114**

Mark package(s) as follows:

2040 LRTP PROPOSAL - c/o Lois Bollenback

Note: Please ensure that if a third party carrier (Federal Express, UPS, USPS, etc.) is used, they are properly instructed to deliver the proposal only to the Volusia TPO at the above address. To be considered, a proposal must be accepted at the TPO office no later than the RFP closing date and time. If the proposal is delivered anywhere else, it may not reach the TPO office in time.

Questions Concerning RFP/No Contact Provision

Respondents are hereby notified not to contact any member of the Selection Committee, or any member of the Volusia Transportation Planning Organization committees or staff, except as provided herein regarding this proposal until such time as a contract has been awarded. All inquiries pertaining to this RFP should be directed to the designated TPO staff liaison. Failure to abide by this condition of the RFP may be cause for the rejection of the firm’s proposal.

Clarification and Addenda to RFP

It is incumbent upon each respondent to carefully examine these specifications, terms and conditions. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information shall be made in writing via email through the designated TPO staff liaison. The TPO shall not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

If it becomes necessary to revise or amend any part of this RFP, a good faith attempt will be made to notify all prospective respondents. All addendums will be posted on the TPO’s website at www.volusiatpo.org.

SECTION 3: PROPOSALS

Each firm shall submit a **written proposal** describing how the firm will fulfill the requirements of the Scope of Services. The consulting team should identify relevant transportation planning experience and describe related work products. The proposal should include sufficient information to enable the Selection Committee to fully evaluate the capabilities of the firm and the proposed approach to providing the specified services. The written proposal shall utilize the following format and address in detail the items included in the Scope of Services.

The original proposal must be signed by an official authorized to legally bind the respondent to its provisions and shall contain a statement that the proposal shall remain valid for at least ninety (90) calendar days from the proposal closing date.

Proposal should be formatted as 8-1/2" by 11" pages (electronic and hard copy); maps and other graphic information may be included as 11" by 17" formatted pages. Terms and conditions differing from those in this RFP shall be cause for disqualification of the Proposal.

INFORMATION

Respondents must provide the following information:

1. The firm's name, address, phone number and e-mail address and indication as to whether the prime firm and/or sub-consultants are disadvantaged business enterprises (DBE) and/or minority business enterprises (MBE).
2. Names and qualifications of the project manager and key staff members/consultants/subcontractors who would be involved in the project.
3. A detailed description of four (4) previous work products related to activities detailed in the 2040 LRTP scope of services. Please include an explanation of how these work products were successful and/or are being effectively utilized.
4. Four (4) professional references and contact information (email and phone number) for each one
5. Primary contact person(s), phone number and e-mail address

CERTIFICATIONS/STATEMENTS

The following certifications/statements **must** be included:

1. DBE Participation Statement
2. Truth-In-Negotiations Certificate.
3. Non-Collusion Proposal Certification
4. Certification of Eligibility
5. Certification Regarding Lobbying
6. Debarment and Suspension Certification
7. E-Verify

Disclosure of Proposal Content

All proposals shall be held confidential to the extent permitted by law from parties other than the TPO until the recommendation for award is made. The TPO is governed by the Public Records Law, Chapter 119, Florida Statutes.

Respondent's Responsibility

A respondent, by submitting a proposal, represents that:

1. The respondent is familiar with the local conditions under which this contract must be performed. The respondent possesses the capabilities, resources and personnel necessary to provide efficient and successful service to the TPO and;
2. It is understood and the respondent agrees that the respondent shall be solely responsible for all services provided. Notwithstanding the details presented in the RFP, it is the responsibility of the respondent to verify the completeness of the requirements and its suitability to meet the intent of this RFP.

SECTION 4: CONSULTANT SELECTION PROCESS

In order to be considered for this work, the Consultant(s) must meet the following conditions at a minimum:

1. The Consultant(s) must have relevant transportation planning experience.
2. The Consultant(s) must have the hardware, software and trained technicians necessary to perform the elements described in the scope of services in an accurate and timely manner. The Consultant(s) must have the ability to use the most recent version of the modeling software as used by the Florida Department of Transportation District 5 (CFRPM). The Consultant(s) must have the hardware and software necessary to produce geographic information system (GIS) mapping in printed and digital format. Any digital data, maps, text and plans shall be functional with the existing hardware and software systems used by the Volusia TPO (currently ESRI ArcGIS, Microsoft Office, Adobe Creative Suite, and others).
3. The consulting team must include qualified professional transportation planners. Inclusion of professional transportation engineer is desirable but not mandatory.

Selection Committee Review and Short-listing Process

A pre-submittal meeting will take place at 10:00 a.m. on **June 14, 2013** at the VTPO office located at

2570 W. International Speedway Blvd., Suite 100, Daytona Beach, FL 32114.

Respondents must submit **One (1) original, five (5) hard copies, and one (1) CD** of their proposal to the VTPO **no later than July 22, 2013 at 12:00 noon**

The Selection Committee will review all proposals submitted according to the requirements of this RFP and meet on **July 29, 2013** to develop a short-list of respondents for further consideration. **Short-listed firms** will be notified on **August 1, 2013**.

The **Selection Committee** shall consider and weigh the following areas in their selection process.

1)	<i>Qualifications, professional background and experience of firm's staff members who would be directly assigned to the team. Performance record of project team working together; and sub consultants</i>	0-15
2)	<i>Technical skills; including using the most current version of the Central Florida Regional Planning Model (CFRPM)</i>	0-15
3)	<i>Project approach and innovative approaches to tasks as outlined in the Scope of Services.</i>	0-15
4)	<i>Understanding of county, regional, transportation and policy issues and challenges. Experience with Federal and Florida Statutes (including MAP-21 process/requirements)</i>	0-15
5)	<i>Experience performing planning studies such as; Efficient Transportation Decision Making (ETDM); sociocultural effects, level of service (LOS) determinations (including bicycle and pedestrian LOS analyses); financial plans, needs plans, access management studies; bicycle/pedestrian plans and other studies supporting multi-modal project planning.</i>	0-15
6)	<i>Experience in the coordination of civic input and innovative methods of engaging the public in providing transportation services.</i>	0-15
7)	<i>Quality assessment and quality control mechanisms</i>	0-10

Oral Presentations/Interviews

The short listed firms shall be invited for Oral Interviews and be asked to give an Oral Presentation. This will include a Q&A session of the firm’s past work, capabilities and project approach. Short-listed firms will be given up to thirty (30) minutes for their presentation and up to twenty (20) minutes to answer questions from the Selection Committee. The firms Project Manager and other key staff and subconsultants must be present at the oral presentations. Oral presentations will occur on **August 19, 2013** (starting at 1 p.m.) and will be scheduled in alphabetical order.

At the conclusion of the presentations the Selection Committee shall discuss the overall merits of each proposer and conduct a final evaluation. Each voting member will be required to consider the proposer’s original proposal and any additional information acquired during the presentations/interviews. Final recommendations will be made and then be presented, by the TPO Executive Director, to the TPO Board.

Americans with Disabilities Act

In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons with disabilities needing special accommodations to participate should contact the TPO staff office no later than 48 hours prior to any meeting at (386) 226-0422 for assistance.

SECTION 5: FINAL SELECTION AND CONTRACT NEGOTIATIONS

The Volusia TPO will enter into contract negotiations with the highest-ranked proposer, and if negotiations are successful, the Volusia TPO will attempt to enter into a contract with the proposer. If contract negotiations are not successful, the TPO will repeat the process with the next highest ranked proposer until a contract agreement has been reached. It is the TPO’s intent to commence final contract negotiations with the respondent(s) deemed most advantageous to the TPO in accordance with the evaluation criteria specified elsewhere in this RFP.

The Volusia TPO reserves the right to award the contract to up to the respondent that it deems to offer the best overall proposal. The TPO has the sole discretion, and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in its best interests to do so.

The selection process and potential contract resulting from this process will obligate the successful proposer to comply with all local, state and applicable federal funding requirements. Relevant State policies and procedures will at a minimum meet the intent of Section 287.055, Florida Statutes, Section 337.105, Florida Statutes and Chapter 14-75, Florida Administrative Code

Length of Contract

The contract will be for a period of up to three years and/or by the adoption of the 2040 LRTP. The adoption of the 2040 LRTP must occur by September 2015.

Professional Services Agreement Contract

The content of this RFP and all provisions of the successful proposal deemed pertinent by the TPO may be incorporated into a professional services agreement and become legally binding.

CONSULTANT ELIGIBILITY:

It is a basic tenet of the VTPO's contracting program that contracts are procured in a fair, open, and competitive manner. The VTPO requires that Consultants representing the VTPO be free of conflicting professional or personal interests.

Nondiscrimination: The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment

FORMS

DBE PARTICIPATION STATEMENT

Note: The Consultant is required to complete the following information and submit this form with the technical proposal.

Project Description: _____

Consultant Name: _____

This consultant (is____) (is not____) a Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): _____ %

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE subconsultants are as follows:

DBE Subconsultant	Type of Work/Commodity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By _____
Date _____

Non-Collusion Proposal Certification

By submission of this proposal, each Proposal and each person signing on behalf of any Proposer certifies, and in the case of a joint proposal, each party certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

- 1) The prices in the Proposal have been arrived at independently without collusion, consultation, communication or agreement, with any other Proposer or with any other competitor for the purpose of restricting competition as to any other matter relating to such prices.

- 2) Unless otherwise required by law, the prices which have been noted in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor and,

- 3) No attempt has been made or will be made by the Proposer to induce any other person, partnership, or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

Firm/Consultant (Proposer) Name: _____

Typed Name and Title of Authorized Official: _____

Authorized Signature: _____

Date: _____

Certification of Eligibility

_____ hereby certifies that it is not included on the lists of persons or firms currently debarred for any reason, including but not limited to violations of various public contracts incorporating labor standards provisions, maintained by the United States Comptroller General, the United States Department of Transportation, the Florida Department of Transportation, the Volusia Transportation Planning Organization, Volusia County or any other transportation agency of any state.

Firm/Consultant (Proposer) Name: _____

Typed Name and Title of Authorized Official: _____

Authorized Signature: _____

Date: _____

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

The Contractor, _____ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understand and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Firm/Consultant (Proposer) Name: _____

Typed Name and Title of Authorized Official: _____

Authorized Signature: _____

Date: _____

DEBARMENT AND SUSPENSION CERTIFICATION

As required by U.S. Regulations on Government wide Debarment and Suspension (Non procurement) at 49 CRF 29.510

- (1) The (Name of Proposer) _____ hereby certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
 - (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state, or local) terminated for cause or default.

- (2) The (Name of Proposer) _____ also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S. DOT.

Firm/Consultant (Proposer) Name: _____

Name and Title of Authorized Official: _____

Authorized Signature: _____

Date: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

E-VERIFY

Contract No:

Financial Project No(s):

Project Description:

Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security’s E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

- 1. all persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and**
- 2. all persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the Department.**

Company/Firm: _____

Authorized Signature: _____

Title: _____ **Date:** _____