



MEETING NOTICE & AGENDA

Please be advised that the River to Sea Transportation Planning Organization (R2CTPO) **CONSULTANT SELECTION COMMITTEE** for Bicycle/Pedestrian Feasibility Study Continuing Services will be meeting on:

DATE: **Wednesday, August 30, 2017**
TIME: **9:00 a.m.**
PLACE: River to Sea TPO Conference Room
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, Florida 32114

The purpose of this meeting is to evaluate and rank short-listed consulting firms based on project approach, understanding of requested services, demonstrated project management experience and related planning experience and technical skills. Each consulting firm will deliver a presentation and participate in a Q&A session. Consulting firms will be presenting in alphabetical order and will have five (5) minutes to set up and five (5) minutes to break down. The schedule is as follows:

England-Thims & Miller, Inc. (8:55 am setup)

9:00 am to 9:20 am **Presentation**
9:20 am to 9:40 am **Q&A**

HDR Engineering, Inc. (9:45 am setup)

9:50 am to 10:10 am **Presentation**
10:10 am to 10:30 am **Q&A**

Lassiter Transportation Group, Inc. (10:35 am setup)

10:40 am to 11:00 am **Presentation**
11:00 am to 11:20 am **Q&A**

RS&H, Inc. (11:25 am setup)

11:30 am to 11:50 am **Presentation**
11:50 am to 12:10 pm **Q&A**

Traffic Engineering Data Solutions, Inc. (12:15 pm setup)

12:20 pm to 12:40 pm **Presentation**
12:40 pm to 1:00 pm **Q&A**

Beverly Beach
Bunnell
Daytona Beach
Daytona Beach Shores

DeBary
DeLand
Deltona
Edgewater

Flagler Beach
Flagler County
Holly Hill
Lake Helen

New Smyrna Beach
Oak Hill
Orange City
Ormond Beach

Palm Coast
Pierson
Ponce Inlet
Port Orange

South Daytona
Volusia County

The format and requirements are as follows:

Presentations (20 minutes): The **Consulting Firms Project Manager & Key Staff** shall demonstrate how they will approach work tasks in the RFP proposed scope of services. The **Consultant(s)** should:

- Provide their project approach
- Demonstrate the firm's understanding of the objectives and staffs' knowledge and related experience
- Discuss the efficient use of manpower, materials and methods to minimize project costs
- Provide a matrix showing allocation of staff by position and task
- Briefly discuss the firm's technological capabilities in areas such as visualization, GIS and applicable technical skills

Q&A (20 minutes):

This will include a Q&A session of firm's past work, capabilities and project approach. At the conclusion of the Q&A, the Selection Committee will consider and weigh the following areas in their selection process:

- PROJECT APPROACH/INNOVATIVE CONCEPTS (0-25 total points)
- UNDERSTANDING OF REQUESTED SERVICES (0-20 total points)
- DEMONSTRATED PROJECT MANAGEMENT EXPERIENCE (0-25 total points)
- RELATED PLANNING EXPERIENCE AND TECHNICAL SKILLS (0-30 total points)

The Selection Committee will consider the firm's original proposal and any additional information acquired during the presentations and Q&A. After the Q&A, the Selection Committee will evaluate and rank each firm. Lunch will be provided to the Selection Committee.

Selection Committee Members

- Becky Mendez (TCC representative)
- Amir Asgarinik (FDOT, District 5 advisor)
- Stephan Harris (TPO Staff)
- Aarti Sharma (TPO Staff)
- Jason McGuirk (TPO Board member)

Note: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416 at least five (5) working days prior to the meeting date.

If any person decides to appeal a decision made by the committee with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.r2ctpo.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, 386-226-0422, pblankenship@r2ctpo.org.

