



RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION
INFORMATION TECHNOLOGY (IT) CONTRACTUAL SERVICES
REQUEST FOR PROPOSAL (RFP)

ADDRESS:

River to Sea Transportation Planning Organization
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TELEPHONE:

(386) 226-0422 FAX: (386) 226-0428

Five (5) hard copies and one (1) electronic copy must be received by the River to Sea Transportation Planning Organization no later than 11:00 AM local time (EST) May 23, 2014. Proposals received after this date and time will not be considered.

River to Sea Transportation Planning Organization

Information Technology (IT) Contractual Services

REQUEST FOR PROPOSAL (RFP)

SECTION 1: INTRODUCTION

Purpose

The River to Sea Transportation Planning Organization (R2CTPO) is seeking the services of a professional firm for IT Services. The purpose of this Request for Proposal (RFP) is to solicit responses from qualified consulting firms interested in the respective services. The Firm must possess technical proficiency in all aspects of IT service. Details on the RFP and the proposed scope of services can be found on the TPO's website at www.r2ctpo.org.

Background

The R2CTPO is an independent organization responsible for the planning and programming of all federal and state transportation funds for the entirety of Volusia County and portions of Flagler County inclusive of the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell.

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 authority's serving the planning area.

The TPO Board is supported by several advisory committees that include technical staff as well as citizen representatives who review information and make recommendations to the Board. The organization has a small staff of transportation planning professionals that support, coordinate and complete the transportation planning activities undertaken by the TPO Board and committees. The TPO currently operates under signed joint participation and inter-local 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

May 9, 2014: Legal Ad appears in newspapers and on website www.r2ctpo.org and notification e-mail sent to firms.

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May 16, 2014: Questions about the Proposed Scope of Services may be submitted by e-mail on or before May 16, 2014 at 5:00 p.m., to Herb Seely at hseely@r2ctpo.org. Staff will research any questions and post responses on the website at www.r2ctpo.org on or before May 20, 2014.

May 20, 2014: Firms interested in responding to the RFP may attend a tour of the TPO facilities at 10:00 a.m. on May 20, 2014. Failure to be present is not cause for rejection of RFP.

May 23, 2014: To be considered responsive, applicants must submit five (5) hard copies and one (1) electronic copy, containing the proposal to the TPO no later than 11:00 a.m. local time (EST) on **May 23, 2014**.

May 27, 2014: The Selection Committee meets and selects short-listed firms. This will be based on the qualifications, experience, cost and capabilities submitted in the proposals and evaluation criteria set forth in the request for proposals. Selection Committee announces and notifies short-listed firms.

May 30, 2014: Oral presentations if needed will be given to the Selection Committee by the short-listed firms at the TPO office. This will include a Q&A session of the firm's past work, capabilities and project approach. The Selection Committee will rank short-listed firms based on qualifications, experience, capabilities, project approach, cost and oral presentations.

June 2, 2014: The Executive Director of the TPO will present the recommendations of the Selection Committee to the TPO Executive Committee. The TPO Executive Committee will authorize the Executive Director to enter into negotiations with the top ranked firm or as directed.

Questions Concerning RFP/No Contact Provision

Respondents are hereby notified not to contact any member of the Selection Committee, or any member of the River to Sea Transportation Planning Organization committees or staff in regard to their RFP, 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 in writing via email. Failure to abide by this condition of the RFP may be cause for the rejection of the firm's proposal.

Questions concerning any portion of this RFP shall be directed in writing via e-mail to the official point of contact for this RFP. Questions must be received no later than 5:00 p.m. on May 16, 2014.

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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 via email. All addenda will be posted on the TPO's website at www.r2ctpo.org.

Presentations by Respondents

The TPO, at its discretion, may ask any respondent to make an oral presentation and/or demonstration without charge. The TPO reserves the right to require any respondent to demonstrate to its satisfaction that the respondent has the fiscal and technical ability to perform the requested services. The demonstration must satisfy the TPO and they shall be the sole judges of compliance.

SECTION 3: PROPOSALS

Each firm shall submit a written proposal describing how the firm will fulfill the requirements detailed in the Proposed Scope of Services. The consulting team should identify relevant 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.

Proposal Closing Date and Time

Five (5) hard copies and one (1) electronic copy must be received by the R2CTPO no later than 11:00 a.m. local time (EST) on May 23, 2014. 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 e-mail submittals will not be accepted); postmark is NOT considered date of receipt:

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**River to Sea Transportation Planning Organization (TPO)
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, Florida 32114**

Mark package(s) as follows:

IT PROPOSAL

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 R2CTPO 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.

The 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. Terms and conditions differing from those in this RFP shall be cause for disqualification of the proposal.

The written proposal shall utilize the following format and address in detail the items included in the Scope of Services. Respondents must provide the following information:

1. The firm's name, address, phone number and e-mail address
2. Names and qualifications of the project manager and key staff members who will be involved in the project.
3. The respondent should list and describe up to three (3) examples of projects within the last three (3) years for which the respondent has provided the same or similar services to those being requested in the scope of services. Each example must include the name and address of the client for whom the work was completed and the name and telephone number of a contact person at the client's organization.
4. Provide three (3) professional references and contact information (email and phone numbers) for each one.
5. Primary contact person(s), phone number and e-mail address.
6. Any certifications held by the firm or a member of staff working on the project or any other pertinent information.
7. The following certifications/statements **must** be included:
 - a. DBE Participation Statement
 - b. Truth-In-Negotiations Certificate.
 - c. Non-Collusion Proposal Certification
 - d. Certification of Eligibility

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- e. Certification Regarding Lobbying
- f. Debarment and Suspension Certification
- g. 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, and Florida Statutes.

Respondent's Responsibility

A respondent, by submitting a proposal, represents that:

1. The respondent is familiar with the 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: FIRM SELECTION PROCESS

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

1. The firm must have relevant IT service experience.
2. The firm must have the hardware, software and trained technicians necessary to perform the scope of services in an accurate and timely manner.
3. The consulting team must include qualified professional IT personnel.

Selection Committee Review and Short-listing

The Selection Committee will review all proposals submitted according to the requirements of this RFP and meet on May 27, 2014 to develop a short-list of respondents for further consideration. Short-listed firms will be notified on this day.

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

- DEMONSTRATED IT MANAGEMENT EXPERIENCE (0-30 Total Points)
- UNDERSTANDING OF REQUESTED SERVICES (0-30 Total Points)
- RELATED EXPERIENCE AND TECHNICAL SKILLS (0-30 Total Points)
- COST OF THE SERVICE (0-10 Total Points)

Oral Presentations/Interviews

The short listed firms may be invited for Oral Interviews and may 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 fifteen (15) minutes for their presentation and up to fifteen (15) minutes to answer questions from the Selection Committee. The firms Project Manager and other key staff must be present at the oral presentations. Oral presentations, if needed, will occur on May 30, 2014 and may be scheduled in alphabetical order.

The Selection Committee shall discuss the overall merits of each proposer and conduct a final recommendation based on the evaluation criteria noted in the previous section. 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 Executive Committee.

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 R2CTPO will attempt to enter into negotiations with the highest-ranked proposer, and if negotiations are successful, the R2CTPO will attempt to enter into a contract with the firm.

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 TPO reserves the right, however, to conduct contract discussions with any respondent possessing a realistic possibility of contract award including request for additional information and request for "best and final" offers.

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The TPO is therefore not bound to accept a proposal on the basis of lowest price and further, 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 contracts resulting from this process will obligate the successful proposers to comply with all local, state and applicable federal funding requirements.

Length of Contract

This will be a three (3) year contract with the possibility of an extension.

Professional Services Agreement

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.

If the firm fails to properly perform the conditions of the agreement, in the sole opinion of the TPO, the TPO will communicate to the firm in writing the problem(s) that exists. The firm will have up to ten (10) calendar days to rectify the problem(s). If the same or other problems persist or recur the TPO may immediately cancel the agreement by advising the firm in writing.

Firm Eligibility

It is a basic tenet of the TPO's contracting program that contracts are procured in a fair, open, and competitive manner. The TPO requires that the firm representing the R2CTPO be free of conflicting professional or personal interests.

Nondiscrimination: The firm, 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.

Applicable Law: The laws of the State of Florida shall govern this Agreement.