

# RIVER TO SEA

## TRANSPORTATION PLANNING ORGANIZATION (R2CTPO)

### RFP - TRANSIT PLANNING SERVICES - GENERAL CONSULTING

#### Notice to Shortlisted Firms

The Selection Committee met on February 12, 2016 and reviewed the submitted proposals scoring each firm based on the criteria set forth in the RFP. The four firms with the highest total averaged scores were shortlisted. The firms of **England-Thims&Miller (ETM), Inc.**, **Parsons Brinkerhoff, Inc.**, **Tindale-Oliver & Associates, Inc.**, and **Vanasse Hangen Brustlin (VHB), Inc.** are invited for the interview process. The above mentioned firms are expected to give an oral presentation to the Selection Committee on **February 29, 2016** in the River to Sea TPO Conference Room. The GPC Selection Committee members include Vince Wang (TPO Staff), Jean Parlow (TPO Staff), Heather Blanck (TCC Representative), Gene Ferguson (FDOT District 5 Representative - non-voting member) and Diane Poitras (FDOT District 5 Representative - non-voting member).

The schedule is as follows (note: firms will be presenting in alphabetic order):

**1:00 p.m. England-Thims&Miller (ETM), Inc. (12:50 setup)**

1:00 to 1:15 Presentation

1:15 to 1:30 Q&A

**1:50 p.m. Parsons Brinkerhoff, Inc. (1:40 setup)**

1:50 to 2:05 Presentation

2:05 to 2:20 Q&A

**2:40 p.m. Tindale-Oliver & Associates, Inc. (2:30 setup)**

2:40 to 2:55 Presentation

2:55 to 3:10 Q&A

**3:30 p.m. Vanasse Hangen Brustlin (VHB), Inc. (3:20 setup)**

3:30 to 3:45 Presentation

3:45 to 4:00 Q&A

The format of the interview consists of a **Presentation session and a Q&A session (approximately 30 minutes in total)**, and requirements are as follows:

- 1. Presentations (15 minutes):** The Project Manager and key staff shall be here to present the following:
  - Consultant(s) should demonstrate the firm's understanding of the objectives, and discuss the efficient use of manpower and materials, methods to minimize project costs, and innovative approaches for providing the services outlined in the scope of services.
    - **Rate Plan:** Please include a preferred a *rate plan that includes rates of personnel by classification*. The rates and fees shall be supplied in hourly format that will ultimately be used during contract negotiations to calculate or determine compensation for authorized work orders.
  - Consultant(s) should discuss quality control techniques/procedures for assuring quality work products in a timely manner.

- Consultant(s) should identify the availability & accessibility staff resources.
- Consultant(s) should discuss their experience and ability to implement innovative outreach/ public involvement and planning programs and activities.
- Consultant(s) should briefly discuss the firm's technological capabilities in areas such as graphic design, GIS mapping, traffic modeling, or other applicable areas necessary to complete the project elements in the scope of services. Examples of graphics, mapping or other work products should be included.

**2. Q&A (15 minutes):** This will include a Q&A session of the firm's past work, capabilities and project approach.

After the Q&A session 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 in March of 2016 and then be presented by the TPO Executive Director to the TPO Executive Committee.