

River to Sea Transportation Planning Organization (R2CTPO)
REGIONAL TRAILS CORRIDOR ASSESSMENT (RTCA)
Notice to Shortlisted Firms

The *RTCA Selection Committee* met on May 16, 2014 and reviewed the submitted proposals scoring each firm based on the criteria set forth in the RFP. The following firms are invited to come and present to the committee on **May 29, 2014**, in the River to Sea TPO Conference room. The TPO conference room computer is available for use. It is connected to the projector and has Microsoft Office; Adobe products installed on it as well as google earth and internet connections. Handouts etc. are acceptable.

The *RTCA Selection Committee* members include; *Jim Smith (TCC Representative)*, *Lois Bollenback (TPO Executive Director)*, *Jean Parlow (TPO Staff)*, *Stephan Harris (TPO Staff)* and *Deborah Tyrone (FDOT District 5) Advisory*

The schedule is as follows (note: firms will be presenting in alphabetic order and will have five minutes to set up and five minutes to break down)

Kimley-Horn (8:55 setup)

9:00 to 9:15 Presentation

9:15 to 9:30 Q&A

Littlejohn Engineering Associates (9:40 setup)

9:45 to 10:00 Presentation

10:00 to 10:15 Q&A

RS&H (10:25 setup)

10:30 to 10:45 Presentation

10:45 to 11:00 Q&A

The format and requirements are as follows:

Presentations (15 minutes): The **Firms Project Manager & key staff** shall present the following.

Firms are asked to demonstrate how they will approach work tasks in the proposed scope of services in the RFP.

The **Consultant(s)** should:

- ✓ Provide their project approach and a detailed schedule.
- ✓ 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 (15 minutes):

This will include a Q&A session of firm's past work, capabilities and project approach. At the conclusion of the presentations, the Selection Committee shall discuss the overall merits of each proposer and conduct a final recommendation based on the evaluation criteria noted in the RFP.

- *PROJECT APPROACH/INNOVATIVE CONCEPTS*
- *UNDERSTANDING OF REQUESTED SERVICES*
- *DEMONSTRATED PROJECT MANAGEMENT EXPERIENCE*
- *RELATED PLANNING EXPERIENCE AND TECHNICAL SKILLS*

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.