

VOLUSIA TPO

Technical Assistance to Small Communities Continuing Services Contract

I. PURPOSE

The Volusia TPO requires the professional services of a Consulting Firm (hereby known as the CONSULTANT) to support its planning staff in providing assistance to the smaller communities (defined as Beverly Beach, Flagler Beach, Lake Helen, Oak Hill, and Pierson). Under direction of VTPO staff the CONSULTANT will assist smaller communities in developing project applications for the VTPO's Annual Call for Projects, coordinating with FDOT and TPO staff in identifying and developing the necessary information (i.e. permits, LAP checklist, etc.) to move the project forward once the project is placed in the TPO's listing of Priority Projects and guiding the smaller communities through the FDOT programming process.

This scope of work contains three basic activities that the CONSULTANT must address:

- Initial consultation meeting with each of the small communities to discuss local issues and identify possible projects suitable for the VTPO Project Priority Process;
- Provide assistance in completing the VTPO Application Process for the Project Priority List Annual Call for Projects; and
- Once a project is programmed, the CONSULTANT will work with the local community to ensure that all FDOT forms, processes, and necessary certificates have been completed/filed so that the project may be successfully implemented.

Each of the above noted tasks will be subject to oversight by the VTPO Project Manager who will also attend the consultation meeting with the local government and the CONSULTANT and will review and comment on any and all Project Priority applications submitted by the CONSULTANT on behalf of the local government.

Task 1 –

Fee Proposal

The CONSULTANT will prepare a *Fee Proposal* for the initial Consultation meeting. The *Fee Proposal* should take into account the CONSULTANT'S time and effort.

Deliverable

At a minimum, three (3) copies of the *Fee Proposal* will need to be produced for each consultation meeting. TPO staff will review the *Fee Proposal* to ensure the reasonableness of the costs.

Task 2 –

Cost Estimate Project Application

Upon completion of the Consultation Meeting the CONSULTANT will submit a cost estimate for the completion and filing of Project Priority Application(s) for projects identified through the Consultation Meeting.

The TPO Project Manager will review the cost estimate for reasonableness, provide comments, and provide the necessary approvals before the CONSULTANT may proceed.

Deliverable

At a minimum, 3 copies of the Project Application(s) shall be provided to the TPO Project Manager, the local government on whose behalf the application is being submitted, and for the members of the TIP Review Subcommittee.

Task 3 –

Fee Proposal for Application Follow-up Process

The CONSULTANT will prepare a *Fee Proposal Estimate* to assess the cost(s) of assisting the local government in ensuring that all necessary paperwork, forms, and certifications have been completed once the project has been identified for programming.

Deliverable

Prepare project scope, schedule, and cost estimate and assist in completing documents needed for a successful intake meeting with FDOT staff.

Volusia Transportation Planning Organization

Request for Proposals:

General Planning Consultant – Technical Assistance To Small Communities (FY 2010/11 - 11/12 UPWP Task # 5.07)

Notice is hereby given that the Volusia Transportation Planning Organization (VTPO) is soliciting **Proposals** from those qualified consultant(s) interested in submitting a **Proposal for a Continuing Services Contract for assisting small local governments with the project priority process and the FDOT work program process**. Consultant(s) must possess knowledge of the VTPO Project Priority Application Process and familiarity with FDOT programs and processes. This is a continuing services contract for a period of 1 year with the potential for an annual contract renewal for up to three years. A detailed Scope of Services and Schedule can be found on the VTPO's website at www.volusiatpo.org.

Firms wishing to be considered **must** submit a Proposal of no more than four (4) pages in length. The Proposal of Interest **must** include the following information:

- The firm's name, address, phone number, and e-mail address;
- The names and qualifications of key staff members;
- The names and qualifications of sub-contractors (if any);
- A listing a previous work products in this field; and
- A listing of professional references.

Responses **must** be addressed to Karl D. Welzenbach, Executive Director of the Volusia Transportation Planning Organization and received on, or before, Friday, February 17, 2011 by 12:00 p.m. (noon) at the following address:

Indigo Professional Centre
2570 W. International Speedway Blvd.
Suite 100
Daytona Beach, 32114-8145
Phone: (386) 226-0422
Fax: (386) 226-0428

Any Proposal that does not contain **ALL** of the above information **WILL NOT BE CONSIDERED**. Upon receipt of sufficient Proposals the TPO Staff will hold a pre-bid Meeting to discuss and respond to any questions regarding the proposed scope of work.

Schedule of Activities for Technical Assistance to Small Communities
Continuing Services Contract

January 17, 2011

- Legal Ad appears in newspapers and on website

February 4, 2011 from 10:00 am – 12:00 pm (noon)

- Pre-bid meeting
- After this deadline, submit any questions you have regarding the Scope of Services in an e-mail to Karl Welzenbach (kwelzenbach@volusiatpo.org). Mr. Welzenbach will research your questions/comments and will provide responses (along with questions/comments) to all consulting firms having submitted a Proposal.

February 17, 2010 @ 12 pm (noon)

- Bid Proposals due

February 24, 2010 9:00 am to 12 pm (noon)

- Consultant Oral Presentations to *Selection Committee* at TPO Offices (this will include a Q&A session of your firm's past work and capabilities).
- *Selection Committee* selects consulting firm

March 7, 2011 (TPO Executive Committee Meeting)

- TPO Staff requests authorization to negotiate with selected consulting firm

March 21, 2011

- TPO Executive Director executes contract and issues notice to proceed