



VOLUSIA TPO CORRIDOR IMPROVEMENT PROGRAM (CIP)
REGIONAL TRAILS CORRIDOR ASSESSMENT
REQUEST FOR PROPOSAL (RFP)

ADDRESS:

Volusia Transportation Planning Organization
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, Florida 32114

TELEPHONE:

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

One (1) original, five (5) hard copies, and one (1) CD containing the proposal in Adobe Acrobat Portable Document Format (.pdf) must be received by the Volusia TPO no later than 5:00 p.m. local time (EST) May 12, 2014. Proposals received after this date and time will not be considered.

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

REQUEST FOR PROPOSAL (RFP)

SECTION 1: INTRODUCTION

Purpose

The Volusia Transportation Planning Organization (TPO) is seeking the professional services of a Consultant to assist in identifying and evaluating issues and opportunities for completing the regional trails network within the TPO planning area. The assessment will serve to help improve the safety, mobility and connectivity of the regional trails network. The purpose of this Request for Proposal (RFP) is to solicit responses from qualified consulting firms interested in the respective services, as described herein and referenced in its Unified Planning Work Program (UPWP) Task 3.04 Corridor Improvement Programs and Studies.

The Consultant must possess technical proficiency in all aspects of bicycle and pedestrian planning and design in developing accurate design, construction, right-of-way (level C) planning cost estimates and production or design schedules for the TPO's Bicycle/Pedestrian/Trail program. The work performed under this Scope of Services must meet the same procedures currently used by the Florida Department of Transportation (FDOT) to evaluate Transportation Alternatives (TA) and similarly funded projects.

<http://www.dot.state.fl.us/emo/enhance/enhance.shtm>

All assignments must be completed in accordance with TPO policies, procedures, guidelines and rules. Federal guidelines and manuals may be required as supplemental documents. All work must be accomplished according to professionally acceptable engineering and planning judgment and practices.

A detailed list of services is provided under *Exhibit A: Proposed Scope of Services*.

Background

The Volusia TPO is an independent organization responsible for the planning and programming of all federal and state transportation funds for the entirety of Volusia County and the cities of Flagler Beach and Beverly Beach in Flagler County. The TPO is currently completing a reapportionment effort resulting from changes to urbanized area boundaries as a result of the 2010 census. It is important to recognize that the planning area as well as the composition of the TPO Board will be changing as a result of reapportionment. Given these changes, all activities should be developed with consideration for the expanded planning boundary. The Volusia TPO is expected to change its name to the River to Sea Transportation Planning Organization.

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

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 authorities serving the 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

April 11, 2014: Legal Ad appears in newspapers and on website www.volusiatpo.org and notification e-mail sent to consultants.

April 25, 2014: Questions about the Proposed Scope of Services may be submitted by e-mail on or before April 25, 2014, to Jean Parlow at jparlow@volusiatpo.org. TPO staff will research any questions and post responses on the website at www.volusiatpo.org on or before April 29, 2014.

May 12, 2014: To be considered responsive, applicants must submit one (1) original, five (5) hard copies, and one (1) CD containing the proposal in Adobe Acrobat Portable Document Format (.pdf) format to the TPO no later than 5:00 p.m. local time (EST) on **May 12, 2014**.

May 16, 2014: The Selection Committee meets and selects short-listed firms. This will be based on the qualifications, experience 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 29, 2014: Oral presentations 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 and oral presentations.

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

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 Volusia Transportation Planning Organization committees or staff, 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. 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 April 25, 2014.

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.volusiatpo.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

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

detailed in the Proposed Scope of Services. The consulting team should identify relevant transportation planning 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

One (1) original, five (5) hard copies, and one (1) CD containing the proposal in Adobe Acrobat Portable Document Format (.pdf) must be received by the Volusia TPO no later than 5:00 p.m. local time (EST) on May 12, 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:

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

Mark package(s) as follows:

CIP RTCA-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 Volusia TPO 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 original 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 (electronic and hard copy); maps and other graphic information may be included as 11" by 17" formatted 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 and indication as to

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

whether the prime firm and/or subconsultants are disadvantaged business enterprises (DBE) and/or minority business enterprises (MBE).

2. Names and qualifications of the project manager and key staff members/consultants/subcontractors who would be involved in the project.
3. The respondent should list and describe up to three (3) examples of projects completed 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. Each example should also include a description of the client's objectives addressed by the project. Examples of graphics, mapping or other work products may be included.
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. 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
 - 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 local 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.

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

SECTION 4: CONSULTANT SELECTION PROCESS

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

1. The Consultant(s) must have relevant transportation planning experience.
2. The Consultant(s) must have the hardware, software and trained technicians necessary to perform the elements described in the scope of services in an accurate and timely manner. The Consultant(s) must have the hardware and software necessary to produce geographic information system (GIS) mapping in printed and digital format. Any digital data, maps, text and plans shall be functional with the existing hardware and software systems used by the Volusia TPO (currently ESRI ArcGIS version 10.2.1, Microsoft Office, Adobe Creative Suite, and others).
3. The consulting team must include qualified professional transportation planners. Inclusion of professional transportation engineer is desirable but not mandatory.

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 16, 2014 to develop a short-list of respondents for further consideration. Short-listed firms will be notified on this day.

The Selection Committee shall 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)

Oral Presentations/Interviews

The short listed firms shall be invited for Oral Interviews and 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 and subconsultants must be present at the oral presentations. Oral presentations will occur on May 29, 2014 and will be scheduled in alphabetical order.

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

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

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.

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. Relevant state policies and procedures will at a minimum meet the intent of Section 287.055, Florida Statutes, Section 337.105, Florida Statutes and Chapter 14-75, Florida Administrative Code.

Length of Contract

The CONSULTANT will be required to complete their review in multiple areas within a short time period. The length of this Agreement shall be from the date of execution to September 30, 2014. The project may be extended by written authorization of the TPO's Executive Director only.

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

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 consultant(s) fails to properly perform the conditions of the agreement, in the sole opinion of the TPO, the TPO will communicate to the consultant(s) in writing the problem(s) that exists. The consultant(s) 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 consultant(s) in writing.

Consultant 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 Consultants representing the VTPO be free of conflicting professional or personal interests.

Nondiscrimination: The Consultant, 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. The parties to this contract shall be bound by all applicable sections in the Florida Department of Transportation - Local Agency Program (LAP) Agreement *FPN: 421725-2-28-01*.

Federal Requirements

All responses must meet the terms of Federal Aid Contracts:

- **Certification for Disclosure of Lobbying Activities** on Federal-Aid Projects
- **DBE Participation Statement** for all federally funded projects that are received from the FDOT, the Local Agency agrees to adopt the MBE/DBE Program and MBE/DBE goal that has been established by the FDOT. The Anticipated MBE/DBE Participation Statement and the Bid Opportunity List will be completed and forwarded to the FDOT for each contract that includes federal funds
- **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion** for Federal Aid Contracts

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

- **E-VERIFY:** Federal Law requires, as a condition of this contract: The Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant during the term of the contract; and shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

EXHIBIT A

Proposed Scope of Services

This exhibit forms an integral part of the Agreement which provides for services by the Consultant to prepare a *Regional Trails Corridor Assessment* for the Volusia Transportation Planning Organization (TPO).

I. PURPOSE

The TPO is seeking the professional services of a Consultant to assist in identifying and evaluating issues and opportunities for completing the regional trails network within the TPO planning area. The assessment will serve to help improve the safety, mobility and connectivity of the regional trails network. The purpose of this Request for Proposal (RFP) is to solicit responses from qualified consulting firms interested in the respective services, as described herein and referenced in its Unified Planning Work Program (UPWP) Task 3.04 Corridor Improvement Programs and Studies.

The Consultant must possess technical proficiency in all aspects of bicycle and pedestrian planning and design in developing accurate design, construction, right-of-way (level C) planning cost estimates and production or design schedules for the TPO's Bicycle/Pedestrian/Trail program. The work performed under this Scope of Services must meet the same procedures currently used by the Florida Department of Transportation (FDOT) to evaluate Transportation Alternatives (TA) and similarly funded projects.

<http://www.dot.state.fl.us/emo/enhance/enhance.shtm>

All assignments must be completed in accordance with TPO policies, procedures, guidelines and rules. Federal guidelines and manuals may be required as supplemental documents. All work must be accomplished according to professionally acceptable engineering and planning judgment and practices.

II. INTRODUCTION

The Volusia Transportation Planning Organization (TPO) is an independent organization responsible for the planning and programming of all federal and state transportation funds for all of Volusia County and for the cities of Flagler Beach and Beverly Beach in Flagler County. The TPO is currently completing a reapportionment effort resulting from changes to urbanized area boundaries as a result of the 2010 census. It is important to recognize that the planning area as well as the composition of the TPO Board will be changing as a result of reapportionment. Given these changes, all activities should be developed with consideration

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

for the expanded planning boundary. The Volusia TPO is expected to change its name to the River to Sea Transportation Planning Organization.

The TPO is currently completing an expansion of its Metropolitan Planning Area (MPA) and reapportionment of its membership. Given these changes, all activities should be developed with consideration for the expanded MPA boundary.

III. PROJECT OBJECTIVES

The Volusia Transportation Planning Organization (TPO) has in its Unified Planning Work Program (UPWP) *Task 3.04 Corridor Improvement Programs and Studies. The Corridor Improvement Program's (CIP)* overall objective is to help improve the safety, functionality and operational efficiency along specified corridors and create a secure and comfortable environment for all users of the system. The TPO recognizes the importance of providing safe, efficient and accessible facilities as part of an integrated multi-modal transportation system. The assessment will explore options for identifying regional trail connections in the TPO planning area, examine the feasibility of potential trail alternatives (including use of existing trails), identify constraints or issues that will need to be addressed within the proposed alternatives, confirm trail design elements and agreements for potential state and federal funding for development of the trail, and provide the basis for implementation. The study will be conducted in coordination with adjacent counties to ensure that connections across jurisdictional lines are sound and consistent.

The assessment of the regional trail corridors within the TPO's planning area includes *(1) The Priority and Opportunity Land Trails of the Florida Greenways and Trails System (FGTS) Plan (2) The Regional Trail Network of the Central Florida MPO Alliance (3) Trails/Connections along SR 40 (4) A Northern Extension of the Coast to Coast Trail to New Smyrna Beach, and (5) The East Coast Greenway, both alternate and coastal routes.*

This will include the 1) identification of linkages to the regional transportation system; 2) identification of existing, proposed and planned segments; 3) delineation of gaps in the network; 4) identification of potential alignments and/or improvements required to functionally complete the trail within these gaps; and 5) identification of conflicts, obstacles and deficiencies within these gaps that must be addressed to functionally complete the regional trail network. The end product will be a comprehensive report that will be used for future planning, prioritization and trail development.

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

IV. PROJECT TASKS

Task 1: Document, Information Review and Assessment

Task 1.1: Review Existing Planning Documents and Previous Studies

The study will identify existing, programmed and proposed trail alignments for the identified trail corridors within the TPO planning area and connections to the regional trail system. Compile and review pertinent studies, plans, and analyses that have been completed and documented which identify connections/linkages to the regional trail network. Inventory includes, but is not limited to, alignments identified by local/county master plans, comprehensive plans, state, regional and countywide plans, reports, and assessments etc. The Consultant will consider established trail-related policies, minimum design standards for designation of a regional trail, programs, maps, and any other information that is relevant to doing an assessment and developing recommendations.

Task 1.2: Inventory

Document and identify the trail corridors and connections currently denoted in these documents and identify the alignments of each of the noted regionally significant trails within the TPO planning area. The Consultant should include identification of potential connections to existing or planned trails, recreation areas, and other destinations. Data collection sources may include, but are not limited to, aerial photos, plans, tables, GIS databases/shape files and maps and conceptual designs as appropriate. These maps and graphics may be required to illustrate background and baseline conditions, alternatives considered, comparison of alternatives, recommended results and special features of the trail corridors.

Task 1.3: Assessment of Existing Regional Trail System and Potential Connections

The assessment should address potential benefits related to development of the trail and associated amenities and ancillary uses to increase trail use, educational opportunities, and compatibility with surrounding land uses. The study will evaluate a broad range of potential trail alignments in order to provide guidance to appropriate agency staff and elected officials. The assessment will include:

- Identification of the regional trail segments that have funding and/or are programmed for funding, by phases (e.g. design, construction, etc.)
- Identification of segments that are not funded but are on a project priority list, and/or are identified in adopted regional, state, local priority lists.

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

- Identification of segments where the alignments have not been clearly identified and the gaps in the network.
 - Conduct a gaps assessment, by segment, for each of the identified trail corridors.
 - Included will be a review/compilation of all publicly accessible regional “trails” within the study area – that includes state (e.g. DEP), county, local and privately developed lands.
 - Coordinate with local, regional and state agencies and to perform analyses to evaluate the feasibility and impacts of various alternatives and alignments. Based upon the findings from previous tasks, the Consultant will consider and define alternatives for feasibility analysis and identify significant conflicts, obstacles and deficiencies within these gaps that must be addressed to functionally complete the trail.

Task 1.4: Development of *Alignment Implementation Map*

The Consultant will develop a GIS based database (*ArcGIS version 10.2.1*) that will provide an inventory of all items identified in Tasks 1 and 2, including, but not limited to the:

- Identification of existing and proposed facilities; funded and not funded.
- Identification of gaps identified in the alignment analysis and proposed alignments or alignment alternatives to complete the connections for regional trail network.

Task 2: Workshops with Stakeholders & Meetings

Task 2.1: Stakeholder Group Workshops

The Consultant will identify stakeholders along the proposed corridor and primary agency contacts for inclusion on the project’s contact list. This list will be amended throughout the study process and will include federal, state and local agencies, municipalities, property owners, trail advocacy groups, and other interested parties. The Consultant will conduct at least two workshops during the study, including one early in the process and one to present findings and obtain feedback prior to finalization of the report. The Consultant will prepare all necessary maps and reports for workshops and presentations.

Task 2.2: Meetings/Interviews

Coordination with local, county, and regional agencies will be required for the purpose of gathering information regarding local, statewide and regional issues, additional

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

details of studies/plans pertinent to the assessment of the regional corridors and will include:

- Identification of the corridor alignments.
- Identification of existing publicly accessible trails.
- Identification of gaps in the trail corridor.
- Identification of opportunities and constraints:
 - Determination of available right-of-way
 - Documentation and identification of obstacles that may impede the projects constructability and recommended solutions.
 - An estimate of related planning, right-of-way and construction costs (FDOT figures) with annual inflation factors for 2015 of 1.030, 2016 of 1.060 and 2017 of 1.091.
- Formulate and identify funding opportunities: this will include a discussion of public and private funding sources and innovative funding opportunities.

Task 2.3: Meetings/Briefings

The Consultant(s) will be required to attend and present to the TPO Board, Technical Coordinating Committee (TCC), Citizens Advisory Committee (CAC), Bicycle and Pedestrian Advisory Committee (BPAC) and other advisory committees as well as local governments and citizen organizations. (8 total presentations)

V. DELIVERABLES:

- ✚ A **contact list** of stakeholders that documents the contact list for the work effort involved in both Tasks 1 and 2.
- ✚ A **summary report** documenting all activities undertaken in Tasks 1 and 2 for each of the trails and noting the studies, plans, and analyses identified and reviewed for the assessments.
- ✚ **Alignment Implementation Map** in ArcGIS (version 10.2.1) format as well as in a web-based viewer format for use in Google maps. Graphics may also include figures for reports and handouts, presentation boards and slides.
- ✚ **Final Report** will include the processes, methodologies, input, analyses, and findings compiled into a comprehensive document. The Consultant will identify potential funding sources and programs for implementation of the trails, including public-private partnerships which may be pursued by the communities and agencies to complete the trail connections. It shall include recommended funding and implementation challenges, strategies and a summary of established policies and minimum design standards for designation of a

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

regional trail.

Microsoft Word (2010) and an Adobe PDF version of the draft report will be submitted to the TPO for review and comment. The report shall be finalized based on two rounds of comments.

Final report will include one (1) original, five (5) hard copies, and one (1) CD in Adobe Acrobat Portable Document Format (.pdf). ArcGIS (ver. 10.2.1) files will be included as well as viewer files for Google maps applications.

VI. PROJECT SCHEDULE

The services to be rendered by the Consultant may commence upon the execution of this Agreement and an issuance of a Notice to Proceed. The work will be guided by a detailed project schedule identifying major tasks, their duration and task relationships, prepared by the consultant and furnished to the TPO and identified as *Exhibit C: Project Schedule*.

The Consultant will be required to complete their review in multiple areas within a short time period. The length of this Agreement shall be from the date of execution to September 30, 2014. The project may be extended by written authorization only.

VII. LABOR-HOUR ESTIMATES

The Consultant shall prepare a detailed project schedule using a labor-hour estimate worksheet and identified as *Exhibit B: Labor-Hour Estimates*.

VIII. PROJECT TEAM

The firms shall provide the project management methodology and approach as to how they will deliver a quality product for this project. The Consultant's work shall be performed and directed by key personnel identified in the proposal prepared and submitted by the consultant. Any changes in the indicated personnel shall be subject to review and the approval by the TPO.

The Consultant will assign a Project Manager and the TPO will assign a Project Manager and TPO Staff Bike/Ped/Trail Advisor to coordinate on all feedback and the approval process of deliverables.

IX. REPORTING

Progress Reports will be prepared by the Consultant to document progress, problems encountered and their proposed solutions adherence to schedules, percentage of completion,

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

and planned activities for the next month. Invoices will be based upon the Consultant's reporting of hours worked on each Task detailed in *Exhibit B: Labor-Hour Estimates*.

All material designed as part of this project must be created in a Microsoft Word, Excel and or ArcView GIS format that will allow future modification by the TPO staff. In addition, the TPO will assume ownership of all materials generated as part of this project.

X. RESPONSIBILITIES

A. Responsibilities of the TPO

The TPO shall:

- The TPO Project Manager will provide direction, approve project invoices, and respond to any contract issues or clarifications that may arise; and
- Review all materials and documents submitted by the Consultant as specified herein, and provide written comments allowing two revision cycles for each deliverable; and
- Provide the necessary documentation and internal data required for the completion of this contract. This information will be provided in a timely manner in accordance with the project schedule.

B. Responsibilities of Consultant

The Consultant shall:

- Perform all tasks set out in the Scope of Services using professionally acceptable engineering and planning judgment and practices accepted in the industry for similar projects.
- Designate a Project Manager for the project who will arrange interviews, preside over project meetings and ensure the timely completion of deliverables as well as address any concerns and issues that may arise during the course of this study.
- Develop a GIS database in ArcGIS and provide a web-based viewer of the database to be used in Google maps.
- Document the processes and techniques used by all involved participants in the project.
- Make presentations with the applicable graphics to the stakeholders group, the TPO Board and advisory committees as defined in Task 2.
- Provide the required documentation and source data utilized in the completion of this contract. This information will be provided in a timely manner in accordance

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

with the project schedule and will be in a common business format as prescribed in the scope.

XI. METHOD OF COMPENSATION

Payment shall be made in accordance with *Exhibit D: Method of Compensation* of the *Professional Services Agreement*.

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

FORMS

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

375-030-21
PROCUREMENT
10/01

DBE PARTICIPATION STATEMENT

Note: The Consultant is required to complete the following information and submit this form with the technical proposal.

Project Description: _____

Consultant Name: _____

This consultant (is____) (is not____) a Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): _____%

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE subconsultants are as follows:

DBE Subconsultant	Type of Work/Commodity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By _____
Date _____

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

TRUTH-IN-NEGOTIATIONS CERTIFICATE

STATE OF FLORIDA, COUNTY OF VOLUSIA

Before me, the undersigned authority, personally appeared Affiant, _____, who being first duly sworn, deposes and says:

1. That the undersigned firm is furnishing this Truth-in-Negotiation Certification pursuant to Section 287.055(5)(a) of the Florida Statutes for the undersigned firm to receive an agreement for professional services with the Volusia Transportation Planning Organization.
2. That the undersigned firm is a corporation which engages in furnishing professional engineering and/or planning services and is entering into an agreement with the Volusia Transportation Planning Organization to provide professional Continuing General Planning Consulting Services.
3. That the undersigned firm will furnish the Volusia Transportation Planning Organization a detailed analysis of the cost of the professional services that will be required to perform various tasks as each work order is proposed.
4. That the wage rates and other factual unit costs supporting the compensation for this project's agreement will be accurate, complete and current at the time the undersigned firm and the Volusia Transportation Planning Organization enters into the agreement for professional continuing general planning consulting services and at the time of execution of each work order.
5. The undersigned firm agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Volusia Transportation Planning Organization determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the agreement. For the purpose of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Volusia Transportation Planning Organization, whichever is later.

Name of Firm/Consultant: _____

By: _____
Authorized Signature Date

Title: _____

Attest: _____ (Seal)

Notary: The foregoing instrument was acknowledged before me by _____ who has produced _____ as identification or is personally known to me. WITNESS my hand and official seal in the State last aforesaid this _____ day of _____, 2014.

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

Non-Collusion Proposal Certification

By submission of this proposal, each Proposal and each person signing on behalf of any Proposer certifies, and in the case of a joint proposal, each party certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

- 1) The prices in the Proposal have been arrived at independently without collusion, consultation, communication or agreement, with any other Proposer or with any other competitor for the purpose of restricting competition as to any other matter relating to such prices.

- 2) Unless otherwise required by law, the prices which have been noted in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor and,

- 3) No attempt has been made or will be made by the Proposer to induce any other person, partnership, or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

Firm/Consultant (Proposer) Name: _____

Typed Name and Title of Authorized Official: _____

Authorized Signature: _____

Date: _____

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

Certification of Eligibility

_____ hereby certifies that it is not included on the lists of persons or firms currently debarred for any reason, including but not limited to violations of various public contracts incorporating labor standards provisions, maintained by the United States Comptroller General, the United States Department of Transportation, the Florida Department of Transportation, the Volusia Transportation Planning Organization, Volusia County or any other transportation agency of any state.

Firm/Consultant (Proposer) Name: _____

Typed Name and Title of Authorized Official: _____

Authorized Signature: _____

Date: _____

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

The Contractor, _____ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understand and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Firm/Consultant (Proposer) Name: _____

Typed Name and Title of Authorized Official: _____

Authorized Signature: _____

Date: _____

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

DEBARMENT AND SUSPENSION CERTIFICATION

As required by U.S. Regulations on Government wide Debarment and Suspension (Non procurement) at 49 CRF 29.510

(1) The (Name of Proposer) _____ hereby certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state, or local) terminated for cause or default.

(2) The (Name of Proposer) _____ also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S. DOT.

Firm/Consultant (Proposer) Name: _____

Name and Title of Authorized Official: _____

Authorized Signature: _____

Date: _____

Volusia TPO Corridor Improvement Program (CIP)

Regional Trails Corridor Assessment

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

E-VERIFY

Contract No:

Financial Project No(s):

Project Description:

Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

- 1. all persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and**
- 2. all persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the Department.**

Company/Firm: _____

Authorized Signature: _____

Title: _____ **Date:** _____