

RFP 2022-04 Traffic Signal Retiming

RFP 2022-04 Traffic Signal Retiming Schedule

ACTION

COMPLETION/DUE DATE

Issue RFP	Thursday, May 19, 2022
Deadline for Submitting Questions	Thursday, June 2, 2022 at 12:00 p.m.
Proposals Due	Thursday, June 9, 2022 at 12:00 p.m.
Committee Proposal Review (Shortlist)	Thursday, June 23, 2022 at 1:00 p.m.
Evaluation of Top 5 Ranked Firms (Final Selection)	Tuesday, July 12, 2022 at 1:00 p.m.
Board Approval of Award	Wednesday July 27, 2022

METROPLAN ORLANDO
2022-04 Traffic Signal Retiming
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RFP 2022-04 Traffic Signal Retiming

Section I

Scope of Work

EXHIBIT A

SCOPE OF WORK

METROPLAN ORLANDO - TRAFFIC SIGNAL RETIMING CONTRACT

I GENERAL REQUIREMENTS

The purpose of this contract is to provide MetroPlan Orlando with professional services for conducting needed corridor retiming efforts. The developed timing plans will be implemented directly in the field by the CONSULTANT, unless directed by the MetroPlan Orlando Project Manager or an authorized representative of the Maintaining Agency.

A major objective of this contract is to improve safety and efficiency along the corridors as expeditiously as possible while maintaining a high degree of thoroughness and professionalism. The CONSULTANT shall be aware that multiple Work Orders may be open concurrently.

The CONSULTANT shall ensure that all tasks and studies requiring field activities are conducted professionally and in a manner that utilizes accepted safety methods and practices. The safety of the traveling public and the CONSULTANT'S field staff shall be an essential goal of each field study activity.

Acronyms:	CADD	Computer Aided Design and Drafting
	FDOT	Florida Department of Transportation
	FHWA	Federal Highway Administration
	IMSA	International Municipal Signal Association
	MUTCD	Manual on Uniform Traffic Control Devices
	MUTS	Manual on Uniform Traffic Studies
	TMC	Turning Movement Counts
	TSMO	Transportation Systems Management and Operations

Personnel

The CONSULTANT's work shall be performed and/or directed by the key personnel identified in the technical/fee proposal by the CONSULTANT. Any changes in the indicated personnel or the CONSULTANT's office in charge of the work as identified in the CONSULTANT's proposal shall be subject to review and approval by MetroPlan Orlando.

Subcontracting

Should the CONSULTANT require the services of a specialist for specialty work, the CONSULTANT is authorized to subcontract these services under the provisions of the Standard Consultant Agreement. Firms selected for subcontracts must be approved in writing and be an FDOT-qualified firm prior to the CONSULTANT authorizing any such work. The CONSULTANT shall be fully responsible for the satisfactory performance, conclusions and recommendations of all subcontracted work.

Issuance of Work Orders

Authorization to perform one or more of the tasks described in this scope of services shall be

conveyed to the CONSULTANT through a written work order or a verbal work order (followed by a faxed written or e-mailed work order) issued by the MetroPlan Orlando Project Manager. The work order shall specify the task to be conducted with a brief description; the location and project limits of each area; the desired tasks within the composite task; the date on which each task is to be completed and submitted to MetroPlan Orlando; and the total price to be paid to the consultant for each task type or additive. Each work order issued by the MetroPlan Orlando Project Manager shall serve as formal notice to proceed, effective on the date of the work order or on a subsequent date, if specified.

Preliminary Report

All tasks requiring a report shall have a preliminary report submitted to the Project Manager and Maintaining Agency prior to the submittal of the Final Report. The Project Manager and Maintaining Agency shall review and comment upon the Preliminary Report and return comments to the CONSULTANT. The Final Report will reflect the comments of the Project Manager and Maintaining Agency.

Final Report

All final reports submitted to the Project Manager and Maintaining Agency shall be signed, sealed, and dated by a Florida Registered Professional Engineer of the CONSULTANT (including all subcontracted work). Final documentation shall be submitted to the Project Manager and Maintaining Agency in electronic format, including an electronic copy of the final report in Adobe Acrobat PDF format, and any associated CADD files in DGN format, Synchro Files, and Spreadsheets.

MetroPlan Staff Participation

As a value-added service, the CONSULTANT will be required to provide an opportunity (annually, upon request) for MetroPlan Orlando and/or maintaining agency staff to join CONSULTANT staff on a “ride along” during the field reviews as a way to expand the knowledge base of MetroPlan Orlando staff - with respect to signal timing, modeling, data collection, and field studies - and to enhance the quality of the retiming program through shared knowledge of best practices.

II STUDY TYPE

This scope of work contains one (1) study type for which the CONSULTANT will be issued work orders. The study type and the work tasks associated are shown below:

Study Type I - Arterial Retiming

- Task 1 - System Operation Review and Traffic Signal Equipment Inventory
- Task 2 - Analysis, Implementation and Documentation
- Task 3 - 8-Hour Turning Movement Count (with pedestrians, bicycles and trucks)
- Task 4 - 6-Hour Turning Movement Count (with pedestrians, bicycles and trucks)
- Task 5 - 4-Hour Turning Movement Count (with pedestrians, bicycles and trucks)
- Task 6 - 24-Hour Traffic Count (Intersection)
- Task 7 - 7-Day Continuous Traffic Count (Both Directions)
- Task 8 - Public Presentation (OPTIONAL)
- Task 9 - Miscellaneous Items

III DESCRIPTION OF STUDY TASKS

This section describes the study type included in this scope, the work required in each task and the task product(s). Also, the unit of payment for each work task is defined for the purpose of payment, and the period of performance typically expressed as a function of the number of units to be studied by the CONSULTANT. Payment for a supplemental work task is in addition to the payment for the study type.

STUDY TYPE I: ARTERIAL RETIMING

1. Purpose

This is intended to provide MetroPlan Orlando with specialized expertise in the retiming of arterials in Osceola, Orange and Seminole Counties upon request by members of the MetroPlan Orlando TSMO Advisory Committee or their representatives.

2. Basis of Payment

Payment is based upon the unit price for each arterial system (assuming a minimum of three intersections in the system) plus an additive for each additional intersection within that arterial/network. The established unit price for each system will be considered full compensation for all work required to perform this study. An additional established fee will be earned for each additive or supplemental work task if authorized by the Project Manager.

3. Period of Performance

The normal period allowed for the completion of an arterial retiming study is six (6) weeks (for a system of three intersections). For each additional signalized intersection an additional one (1) week of study time will be authorized. If multiple corridors are issued on a single work order, completion dates shall be specified on the task work order.

4. Scope of Work

This section specifies the work task to be performed by the CONSULTANT and the responsibilities of the CONSULTANT and MetroPlan Orlando.

Task 1: SYSTEM OPERATION REVIEW AND TRAFFIC SIGNAL EQUIPMENT INVENTORY (IMSA Level II certification required to complete this task)

Review and document the type, age, condition, capability of the equipment, and existing timing plan at each intersection within the arterial, existing phasing, number of lanes and lane assignments, and the coordinating medium on an agency of FDOT inspection form. Report to the Project Manager and Maintaining Agency any deficiencies noted upon discovery.

Task Products:

- Traffic signal equipment inventory.
- Existing traffic signal timing/phasing plan

- Sketch of lane configurations.

Subtask 1A: Additive Intersection

Additional intersection for same route and/or study.

Task 2: ANALYSIS, IMPLEMENTATION AND DOCUMENTATION (IMSA Level II certification required to complete this task)

Determine the optimum system timing pattern(s) for the optimum cycle length during different times of the day/week. When a system analysis is performed, the necessary settings to be developed will include but not limited to the following:

- | | | |
|--------------------|---------------|------------|
| • Cycle Length | • Splits | • Offsets |
| • Force-offs | • Permissives | • TOD Plan |
| • Day-of-Week Plan | | |

These parameters will be developed for the following timing plan periods:

- Day Plan: Inbound & Outbound Peak Hour(s) and Off-Peak Hour(s)
- Week Plan: Day plan to be implemented for each day of the week
OR
Weekend Plan: Plan to be implemented for each day of the weekend

For the purpose of this task, the following definitions apply:

A traffic control timing pattern is a set of cycle length(s), splits and offsets for a section.

A section is a portion of a traffic control system which can be controlled by a single set of timing parameters.

An analysis shall consist of at least the following steps:

1. Analyze and design local intersection timings for each intersection. Local timings to include all clearance intervals (yellow, all-red, and pedestrian clearance intervals).
2. Analyze and design coordinated intersection (system) timings with Synchro (or a similar design tool/software that is approved by MetroPlan Orlando and the Maintaining Agency with Existing Phasing).
3. Analyze the impact of introducing a leading pedestrian interval (LPI) -duration to be determined using procedures as defined in the MUTCD or FDOT Traffic Engineering Manual, per the preference of the maintaining agency - at each intersection within the study segment. The impact on delay and/or travel time along the corridor should be documented for use by the MetroPlan Orlando Project Manager and for consideration by the maintaining agency, if requested by the maintaining agency.
4. Recommend four-section head mode of operation by time of day, including protected, protected/permissive, or permissive, if requested by the maintaining agency.

The CONSULTANT is responsible for selecting all input values required for the analysis. The CONSULTANT must use their own computer for all analyses to be performed under this study (the software used must be approved by the Project Manager and Maintaining Agency), and submit electronic files of all input/output timing development runs and data files (i.e., initial and final runs), along with any link/node diagrams. The format of the timing charts will be approved by MetroPlan Orlando and the appropriate Maintaining Agency.

All traffic count data required for the purpose of this study will either be provided by MetroPlan Orlando, the maintaining agency, or will be obtained by the CONSULTANT under additional tasks (i.e. Task 3 - Task 6).

The CONSULTANT will obtain from the Maintaining Agency existing controller timings.

The CONSULTANT shall provide the Project Manager and Maintaining Agency electronic copies of the documentation for each of the timing patterns in an acceptable format. The report shall contain, but not limited to the following information:

1. Executive Summary
2. Optimum controller and coordination timing that can be implemented on existing hardware.
3. Master Clock Chart (Hardwire, TBC, UTCS, CLS)
4. Link/node diagrams
5. Data files in electronic format
6. Arterial analysis and documentation.

After acceptance of the initial timings and patterns by the Project Manager and Maintaining Agency this task includes entering the intersection, system timings, developed by the CONSULTANT into the controller units, coordination units and master units by an IMSA - Level II signal technician. The CONSULTANT shall notify the Maintaining Agency prior to implementation and request their authorization during the implementation.

The CONSULTANT shall also perform fine tuning of implemented timing(s) for each arterial based on field observation of the traffic operation during all developed peak hour patterns. The traffic engineer will observe the operation of the arterial for each timing pattern. *The traffic engineer shall be available to investigate and fine-tune any adjustments for a period of 30 days after the submittal of the final report.*

Should an existing controller, coordination unit, or master unit be inoperable or additional hardware or cabinet modifications be required at an intersection, the CONSULTANT will give verbal notification of the problem to the Project Manager and Maintaining Agency within the same day. Documentation in the report regarding the nature, extent and probable solution(s) to the problem(s) will be submitted to the Project Manager and Maintaining Agency within one week.

The CONSULTANT shall provide the Project Manager and Maintaining Agency electronic copies of the final documentation for each of the timing patterns in an acceptable format. The report shall contain, but is not limited to the following information:

1. Final Implemented Timings

2. Day Plans
3. Week Plan

At the completion of the study, the CONSULTANT shall submit to the Project Manager and Maintaining Agency copies of a report (in an acceptable electronic format) containing the following information:

1. Study Summary
2. Equipment Inventory
3. Final Intersection and System Timings
4. A table summarizing intersection delay (as reflected in Synchro), with and without LPI applied, as appropriate.
5. Recommendations for other intersection/arterial improvements, where Applicable, including four-section head mode operation by time of day.
6. 24-hour, 7-day counts arrayed in an acceptable format.
7. 8-hour turning movement count arrayed in an acceptable format.

Task Product:

- Final report that is signed, sealed and dated by a professional engineer.

Subtask 2A: Additive Intersection

Additional intersection for System Timing Plan for same route and/or study.

Subtask 2B: Additive Plan (Weekend)

Additional System Timing Plan for same route and/or study on a weekend day (Saturday or Sunday), as determined by the Project Manager and Maintaining Agency.

Subtask 2C: Additive Intersection (Weekend)

Additional intersection for a Weekend System Timing Plan for same route and/or study.

Task 3: 8-HOUR TURNING MOVEMENT COUNT/PEDESTRIANS AND BICYCLES

An 8-Hour TMC shall be taken for those hours encompassing the morning, midday peak and afternoon traffic periods and/or peak periods during which warranting volumes exist in an off-peak period. Each period shall normally consist of a minimum of eight (8) consecutive 15-minute intervals (2 hours) during each period which yields the highest total volume of vehicles entering the intersection. Note that the 2-hour period could begin on any quarter hour. For example, the afternoon peak could be from 4:45 PM to 6:45 PM. Vehicles must be counted by personnel or other approved automated equipment as directed by the Project Manager and Maintaining Agency. They may use tally sheets or turning movement counter boards (mechanical/electronic) and must separately record the number of pedestrians and bicycles. The need for additional personnel to count traffic may be authorized as a supplemental (Task 3A).

A sketch of sufficient detail shall be made to show the approach lanes, left and right turn lanes, and whether there is a median or other type of separation. The traffic signal head arrangement

and pedestrian features should be shown. The sketch should show whether the intersection is a "T" or a "Plus" type intersection, any offset, and the approximate skew if one exists. North shall be at the top of the page.

Task Products:

- 8-hour TMC providing hourly volume summaries.
- 8-hour TMC providing 15-minute volume summaries.
- 8-hour truck volume summaries.
- 8-hour pedestrian movement counts providing hourly summaries.
- Sketch of lane configurations.

If this data is provided as a separate document, it should include a title page, location map, the data presented on standard FDOT forms or as approved by the Project Manager, and any narrative necessary for the understanding or interpretation of the data.

Subtask 3A: Additive - Additional Person

One or more additional persons may be authorized by the Project Manager for the conduct of a TMC on an as needed basis.

Task 4: 6-HOUR TURNING MOVEMENT COUNT/PEDESTRIANS AND BICYCLES

A 6-Hour TMC shall be taken for those hours encompassing peak periods determined by the Project Manager and/or Maintaining Agency. Each period shall normally consist of a minimum of eight (8) consecutive 15-minute intervals (2 hours) during each period which yields the highest total volume of vehicles entering the intersection. Note that the 2-hour period could begin on any quarter hour. For example, the afternoon peak could be from 4:45 PM to 6:45 PM. Vehicles must be counted by personnel or other approved automated equipment as directed by the Project Manager and Maintaining Agency. They may use tally sheets or turning movement counter boards (mechanical/electronic) and must separately record the number of pedestrians and bicycles. The need for additional personnel to count traffic may be authorized as a supplemental (Task 4A).

A sketch of sufficient detail shall be made to show the approach lanes, left and right turn lanes, and whether there is a median or other type of separation. The traffic signal head arrangement and pedestrian features should be shown. The sketch should show whether the intersection is a "T" or a "Plus" type intersection, any offset, and the approximate skew if one exists. North shall be at the top of the page.

Task Products:

- 6-hour TMC providing hourly volume summaries.
- 6-hour TMC providing 15-minute volume summaries.
- 6-hour truck volume summaries.
- 6-hour pedestrian movement counts providing hourly summaries.
- Sketch of lane configurations.

If this data is provided as a separate document, it should include a title page, location map,

the data presented on standard FDOT forms or as approved by the Project Manager, and any narrative necessary for the understanding or interpretation of the data.

Subtask 4A: Additive - Additional Person

One or more additional persons may be authorized by the Project Manager for the conduct of a TMC on an as needed basis.

Task 5: 4-HOUR TURNING MOVEMENT COUNT/PEDESTRIANS AND BICYCLES (OPTIONAL)

To be determined by the Project Manager or Maintaining Agency, a 4-Hour TMC shall be taken for a period of 4 hours encompassing the peak periods as determined by the Project Manager, which warranting volumes exist. Each period shall normally consist of a minimum of eight (8) consecutive 15-minute intervals (2 hours) during each period which yields the highest total volume of vehicles entering the intersection. Note that the 2-hour period could begin on any quarter hour. For example, the afternoon peak could be from 4:45 PM to 6:45 PM. Vehicles must be counted by personnel or other approved automated equipment. They may use tally sheets or turning movement counter boards (mechanical/electronic) and must separately record the number of pedestrians and bicycles. The need for additional personnel to count traffic may be authorized as a supplemental (Task 5A).

A sketch of sufficient detail shall be made to show the approach lanes, left and right turn lanes, and whether there is a median or other type of separation. The traffic signal head arrangement and pedestrian features should be shown. The sketch should show whether the intersection is a "T" or a "Plus" type intersection, any offset, and the approximate skew if one exists. North shall be at the top of the page.

Task Products:

- 4-hour TMC providing hourly volume summaries.
- 4-hour TMC providing 15-minute volume summaries.
- 4-hour truck volume summaries.
- 4-hour pedestrian movement counts providing hourly summaries.
- Sketch of lane configurations.

If this data is provided as a separate document, it should include a title page, location map, the data presented on standard FDOT forms or as approved by the Project Manager, and any narrative necessary for the understanding or interpretation of the data.

Subtask 5A: Additive - Additional Person

One or more additional persons may be authorized by the Project Manager for the conduct of a TMC on an as needed basis.

Task 6: 24-HOUR TRAFFIC COUNT (Intersection)

The CONSULTANT shall collect traffic count data on each approach to the intersection for a minimum period of 24 hours during typical weekday traffic conditions. In conducting the counts, the CONSULTANT shall utilize an automatic traffic counter which produces a written record of

the traffic volumes and the time of day, either directly or through subsequent interconnection and processing with external electronic hardware. The count data shall be presented in an acceptable tabular form showing 15-minute interval volumes and hourly summaries.

Task Product:

- 24-hour approach volume counts.

If this data is provided as a separate document it should include a title page, location map, the data presented on standard FDOT forms or as approved by the Project Manager, and any narrative necessary for the understanding or interpretation of the data.

Subtask 6A: Additive - 24-Hour Traffic Count (Additional Approach)

When an intersection has more than 4 approaches or when there are adjacent legs or driveway openings that should be counted with the regular intersection the Project Manager may authorize the CONSULTANT to collect hourly traffic count data on one or more additional approaches to an intersection for a minimum period of 24 hours. In conducting these supplemental counts, the CONSULTANT shall utilize an automatic traffic counter which produces a written record of the traffic volume and the time of day as defined in Task 5 above.

Task 7: 7-DAY CONTINUOUS TRAFFIC COUNT

A count station is 1 location, 2 directions, or in the case of one-way pairs, 1 count for each direction.

To determine the volume of traffic utilizing a road, the Project Manager may authorize the collection of seven-day continuous traffic counts at select stations. In conducting the counts, the CONSULTANT shall utilize an automatic traffic counter which produces a written record of the traffic volume and the time of day, either directly or through subsequent interconnection and processing with external electronic hardware. From the count data, an acceptable tabular presentation of directional traffic volumes shall be developed showing 15-minute interval volumes and hourly summaries over the 7 consecutive day period. A graphical presentation shall be developed showing hourly interval volumes over the 7 consecutive day period. The 7-day period shall not include a holiday unless otherwise directed by the Project Manager and Maintaining Agency.

Task Product:

- 7-day graphs and tables.

If this data is provided as a separate document it should include a title page, location map, the data presented on standard FDOT forms or as approved by the Project Manager, and any narrative necessary for the understanding or interpretation of the data.

Subtask 7A: ADDITIVE (Additional Count Stations)

Additional 7-Day Continuous Traffic Count Stations requested for the same route and or study.

Task 8: PUBLIC PRESENTATION (OPTIONAL)

To be determined by the Project Manager and Maintaining Agency, the CONSULTANT shall prepare and present a PowerPoint (or approved alternative) presentation to summarize the scope of the project and steps taken to perform the retiming effort. The presentation shall summarize the improvements and show benefits in the forms of reduced delay to the corridor, improved end-to-end travel times along a corridor, increased crossing times for pedestrians, and/or other operational or safety benefits.

Task 9: MISCELLANEOUS ITEMS

This task shall involve items that are generally difficult to anticipate at the initiation of a work order. Compensation for tasks issued under this item shall be negotiated on a case by case basis. Work Orders to be issued under this task may include but are not limited to updating system retiming plans.

RFP 2022-04 Traffic Signal Retiming

Section II

Proposal Response Instructions



RFP 2022-04: Traffic Signal Retiming

Proposal Response Instructions

Due Dates:

1. Proposals must be received no later than **12:00 p.m., Thursday, June 9, 2022**
2. Questions about this RFP must be received by **12:00 p.m., Thursday, June 2, 2022**
 - a. Must be in writing
 - i. Email to RFP@metroplanorlando.org
 - ii. Mail to Director of Finance & Administration, MetroPlan Orlando, 250 South Orange Avenue, Suite 200, Orlando, FL 32801
 - b. All questions and responses will be posted on the MetroPlan Orlando website within two (2) business days of receipt

Submittal Requirements:

1. Entire proposal package must be sealed and submitted to:
Director of Finance and Administration
MetroPlan Orlando
250 South Orange Avenue, Suite 200
Orlando, Florida 32801
2. Identified as the Technical Proposal, and bearing on the outside the following:

Proposal For: 2022-04 Traffic Signal Retiming
Submitted To: MetroPlan Orlando
Submitted By: Proposer's Name
Proposer's Address
City, State, Zip Code
Proposer's Phone Number
Proposer's Contact Number and E-Mail Address
Date Submitted
3. Contain seven (7) proposals
4. Include one (1) separately sealed envelope with one (1) set of DBE forms
5. Include one (1) PDF color copy of the entire proposal on CD or DVD or USB drive (including DBE forms)
 - A separate PDF file should be created for each document type (i.e. Proposal.pdf, DBE forms.pdf)
 - PDFs must be printable

Required Contents/ Structure of Proposal:

1. Proposal Cover – Must contain the following contact information:
 - Clearly state “RFP 2022-04: Traffic Signal Retiming”
 - Company name
 - Address
 - Contact name
 - SAM.GOV Unique Entity ID
 - Email address
 - Phone number
 - Fax number

2. **25 page limit** inclusive of items 3 – 5 below (Cover pages, table of contents, and dividers – if included – do not count as a page; two-sided pages count as two pages; pages larger than letter size count as two pages)
3. Include a signed transmittal letter by an officer of the company with authority to enter into a contract should they receive the proposal award
4. Include organization chart & biographies of key personnel of the project team (Resumes in an appendix do not count in 25 page limit)
5. Scope/Evaluation Criteria – The proposers should address the details of the scope and evaluation criteria, however, there is not a required format provided it is within the 25 page limit. Please use font size 11 or higher.

Separately Sealed Required Items & Only one copy required (Not part of the 25 page proposal document)

1. DBE Forms (Required whether or not DBE certified)
 - a. DBE Participation Statement Form 375-030-21 (Located in Forms section of this document)
 - b. Bid Opportunity List Form 275-030-10 (Located in Forms section of this document)
 - c. Copy of the UCP certification certificates -if certified*

*Located at <https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/>

2. Conflict of Interest Form (Located in Forms section of this document)

Other Proposal Information:

MetroPlan Orlando reserves the right to accept or reject any and all proposals without cause, to waive technicalities, and/or whose award will, in the sole opinion of MetroPlan Orlando, be in the best interest of and most advantageous to MetroPlan Orlando.

Evaluation criteria to shortlist this RFP will be the following:

Proposed Evaluation Criteria	Possible Points
Management Provide overview of the continuing services contract team, capabilities and general approach for meeting the goals of the scope of work; Team Organization chart of individuals expected to work on the contract including sub consultants and associated project duties.	35
Experience on Similar Projects Describe experience with similar retiming projects. Indicate the role played in the project (data collection, development of timings, modeling, implementation, etc.); application of innovative ideas or approach toward developing and implementing timings along a corridor.	35
Retiming Approach Describe the process you would follow to complete a retiming project. Include data collection and implementation approach.	30
Total	100

After initial scoring by the committee, short-listed proposers will be contacted to provide oral presentations. The scheduled date for the final selection meeting is Tuesday, July 12, 2022 at 1:00 pm. All proposers should be prepared to present on the final selection meeting date should they be short-listed.

Important information regarding this RFP will be posted on the MetroPlan Orlando website within the Consultant Services page (<https://metroplanorlando.org/about-us/doing-business-with-us/>)

Disadvantaged business programs

THIS RFP WILL USE FHWA FUNDS

*****NOTE: All contractors MUST be registered with My Florida Marketplace and MUST submit bid opportunity list (BOL) information and payment information including DBE payments to the FDOT Equal Opportunity Compliance System (EOC) or other program as designated by FDOT. If work is determined by Task Work Order (TWO), BOL and payment information must be submitted at the TWO level.*****

DBE REQUIREMENTS WHEN FEDERAL HIGHWAY (FHWA) FUNDS ARE INVOLVED

Disadvantaged business enterprises are encouraged to respond to this Request for Proposals/Quotes. MetroPlan Orlando has two different DBE/MBE programs. For contracts using Federal Highway Administration (FHWA) planning funds, the Florida Department of Transportation (FDOT) DBE policy must be followed. The FDOT DBE Plan can be found at:

<https://www.fdot.gov/equalopportunity/dbe-plan?msclkid=3ac6ee58cd4e11ec86fc6a11552e8e53>

(Control click on this link to see a copy of the FDOT DBE plan.)

For more information on the Florida Department of Transportation (FDOT) DBE program and how to become UCP-Certified (Florida Unified Certification Program), visit the FDOT's DBE website at:

<https://www.fdot.gov/equalopportunity/dbecertification.shtm>

(Control click on this link to see a copy of the FDOT DBE plan.)

1. All proposals with PL (or other FHWA) funds as the payment source will not have DBE as part of the evaluation scoring process, i.e. evaluation and award will be race and revenue neutral. The evaluation scoring sheets should not have points on it.
2. The DBE goal is 10.65% for FHWA funds and 11.31% for FTA funds. This goal changes annually in October as set by FDOT.
3. All proposals require the following forms submitted in a separate envelope (i.e., not bound in the proposal book or document)
 - DBE Participation Statement Form 375-030-21 (located in Forms section of this document)
 - Bid Opportunity List Form 275-030-10 (located in Forms section of this document)
 - If a firm is a DBE, a copy of the UCP certification certificates

**NOTE – ONLY UCP DBE certifications are accepted for FHWA funded contracts. Certifications by local governments who are not UCP certifying members are not acceptable on these contracts.*

Required Contract Language:

MetroPlan Orlando shall include the DBE Program language provided below in all contract agreements with their primes.

Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the statements in Paragraph (1) and (2) which follow. These statements shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.

1. *Policy: It is the policy of MetroPlan Orlando that disadvantaged businesses, as defined by **49 Code of Federal Regulations, Part 26**, shall have an opportunity to participate in the performance of MetroPlan Orlando contracts in a non-discriminatory environment. The objectives of the Disadvantaged Business Enterprise program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.*
2. *MetroPlan Orlando, its contractors, suppliers, and consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of MetroPlan Orlando in a non-discriminatory environment.*

MetroPlan Orlando shall require its contractors, suppliers, and consultants to not discriminate on the basis of race, color, national origin, religion, gender, age, or disability in the award and performance of its contracts/subcontracts.

*This policy covers in part the applicable Federal regulations and the applicable statutory references contained therein for the **Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.***

It is understood and agreed that if the Consultant at any time learns that the certification it provided MetroPlan Orlando in compliance with 49 CFR, Section 23.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to MetroPlan Orlando. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned Federal Regulation.

Required USDOT assisted contract language

CONTRACT ASSURANCE

The Organization will ensure that the following clause is placed in every USDOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

PROMPT PAYMENT

The Organization will ensure that the following requirements will be placed in every USDOT-assisted contract and subcontract:

(A) Every contract let by the MPO for the performance of work shall contain a provision requiring the prime contractor, before receipt of any progress payment under the provisions of such contract, to certify that the prime contractor has disbursed to all subcontractors and suppliers having an interest in the contract their pro

rata shares of the payment out of previous progress payments received by the prime contractor for all work completed and materials furnished in the previous period, less any retainage withheld by the prime contractor pursuant to an agreement with a subcontractor, as approved by the MPO for payment. The MPO shall not make any such progress payment before receipt of such certification, unless the contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the MPO and the affected subcontractors and suppliers.

(B) Every contract let by the MPO for the performance of work shall contain a provision requiring the prime Contractor, within 30 days of receipt of the final progress payment or any other payments received thereafter except the final payment, to pay all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment for all work completed and materials furnished, unless the Contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the MPO and the affected subcontractors or suppliers within such 30-day period.

Each invoice on a contract with DBE participation will be required to be submitted on our standard invoice format requiring DBE breakout and the above Prompt Payment statement attached to it.

Confidentiality of Proposals

Proprietary Information:

“In accordance with Chapter 119 of the Florida Statutes (Public Records Act), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Requests for Proposals and the responses thereto are in the public domain. However, the proposers are requested to **identify specifically** any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.”

Please note that Sections 119.07(3)(m) of the Florida Statutes address in part the issue of the public nature of sealed bids or proposals as well as the non-public nature of certain trade secrets. The proposal submitted by your company may contain **areas**, which are designated “**confidential**” or “**exempt from disclosure**”. If your proposal contains such information you are required to advise MetroPlan Orlando with specificity the applicable law making those provisions exempt from disclosure in accordance with the Public Records Law. **A generic notation that information is “confidential” will not suffice.**

Failure to provide the Department of Finance and Administration with a detailed explanation and justification including statutory cites and specific reference to your bid package detailing what provisions, if any, you believe are exempt from disclosure, may result in your proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.

Travel Reimbursement

All travel must be approved in advance by MetroPlan Orlando and follow the guidelines and reimbursement schedule set in the MetroPlan Orlando travel policies and procedures document. <https://metroplanorlando.org/wp-content/uploads/Travel-Policy-2019.pdf>. Invoices that include travel must include a State of Florida Voucher for Reimbursement of Travel Expenses form properly completed along with appropriate receipts attached.

RFP 2022-04 Traffic Signal Retiming

FORMS

MetroPlan Orlando
Conflict of Interest Statement
RFP NO. _____

STATE OF FLORIDA)
)
COUNTY OF _____)

Before me, the undersigned authority, personally appeared _____,
(affiant's name)
who was duly sworn, deposes, and states:

1. I am the _____ of _____
(affiant's title) (firm name)

with a local office in _____
(local office address)

and principal office in _____.
(principal office address)

2. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
3. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting bids for the same project.
4. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
6. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of MetroPlan Orlando.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an official position with MetroPlan Orlando.

MetroPlan Orlando
Conflict of Interest Statement
RFP NO. _____

9. The following known business/family relationships exist between an employee of the above mentioned firm and a MetroPlan Orlando employee or board member. The relationships below are for informational purposes only and do not pose a conflict of interest based upon the statements above nor do the relationships violate Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, or the Internal Operating Procedures of MetroPlan Orlando.

Proposing Entities Employee Name	Employee's Title	Name of MetroPlan Employee or Board Member	Description of Relationship

In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify MetroPlan Orlando in writing.

DATED this _____ day of _____, 20_____.

Printed Name of Affiant

Signature of Affiant

Title

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known_____ OR Produced identification_____

Notary Public - State of_____ My commission expires: _____

(Printed typed or stamped commissioned name of notary public)

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). If yes, percentage of fees to DBE consultant: _____ %

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 sub-consultants are as follows:

DBE Consultant/Sub-Consultant	Type of Work/Commodity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: _____

Title: _____

Date: _____

BID OPPORTUNITY LIST

Please complete and submit in a separate envelope than your proposal

MetroPlan Orlando
250 S Orange Ave, Ste 200
Orlando, FL 32801
Email: RFP@metroplanorlando.com
Telephone: (407) 481-5672 x310
Fax: (407) 481-5680

49 CFR Part 26.11 requires the Florida Department of Transportation to develop and maintain a "bid opportunity list." The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and materials supplies on DOT-assisted projects, including both DBEs and non-DBEs. For consulting companies this list must include all subconsultants contacting you and expressing an interest in teaming with you on a specific DOT assisted project. Prime contractors and consultants must provide information for Nos. 1, 2, 3 and 4 and should provide any information they have available on Numbers 5, 6, 7, and 8 for themselves, and their subcontractors and subconsultants.

Prime Contractor/Consultant: _____
Address: _____
Phone: _____ Federal Tax ID Number: _____
Bid/Proposal Number: _____ Quote Submitted MM/YY: _____
DBE Designation: Annual Gross Receipts:
Year Firm Established _____

Sub Contractor/Consultant: _____
Address: _____
Phone: _____ Federal Tax ID Number: _____
DBE Designation: Annual Gross Receipts:
Sub Type: Year Firm Established: _____

Sub Contractor/Consultant: _____
Address: _____
Phone: _____ Federal Tax ID Number: _____
DBE Designation: Annual Gross Receipts:
Sub Type: Year Firm Established: _____

Sub Contractor/Consultant: _____
Address: _____
Phone: _____ Federal Tax ID Number: _____
DBE Designation: Annual Gross Receipts:
Sub Type: Year Firm Established: _____

BID OPPORTUNITY LIST

Page 2 for _____
Bid/Proposal# _____

Sub Contractor/Consultant: _____
Address: _____
Phone: _____ Federal Tax ID Number: _____
DBE Designation: Annual Gross Receipts:
Sub Type: Year Firm Established: _____

Sub Contractor/Consultant: _____
Address: _____
Phone: _____ Federal Tax ID Number: _____
DBE Designation: Annual Gross Receipts:
Sub Type: Year Firm Established: _____

Sub Contractor/Consultant: _____
Address: _____
Phone: _____ Federal Tax ID Number: _____
DBE Designation: Annual Gross Receipts:
Sub Type: Year Firm Established: _____

Sub Contractor/Consultant: _____
Address: _____
Phone: _____ Federal Tax ID Number: _____
DBE Designation: Annual Gross Receipts:
Sub Type: Year Firm Established: _____

Sub Contractor/Consultant: _____
Address: _____
Phone: _____ Federal Tax ID Number: _____
DBE Designation: Annual Gross Receipts:
Sub Type: Year Firm Established: _____

Sub Contractor/Consultant: _____
Address: _____
Phone: _____ Federal Tax ID Number: _____
DBE Designation: Annual Gross Receipts:
Sub Type: Year Firm Established: _____