

RFP 2023-02 General Planning Consultant

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ACTION

COMPLETION/DUE DATE

Issue RFP

Thursday, April 6, 2023

Deadline for Submitting Questions

Wednesday, April 19, 2023 at 12:00 p.m.

Proposals Due

Wednesday, May 3, 2023 at 12:00 p.m.

Initial Proposal Review / Short-Listing

Thursday, June 1, 2023 at 9:00 a.m.

Consultant Presentations / Q & A

Thursday, June 22, 2023

Board Approval of Award

Wednesday, July 12, 2023 at 9:00 a.m.

METROPLAN ORLANDO
2023-02 General Planning Consultant
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RFP 2023-02 General Planning Consultant

Section I

Scope of Professional Services



RFP 2023-02: GENERAL PLANNING CONSULTANT

Scope of Professional Services

Purpose:

MetroPlan Orlando (MPO) requires the services of at least two (2) General Planning Consultant (GPC) teams to provide support for staff to accomplish various transportation planning functions relating to its Unified Planning Work Program (UPWP). Many of these tasks are required by the Bipartisan Infrastructure Law. The work involves providing assistance to staff on a work assignment basis in a variety of planning, technical, and graphical activities. The length of the contract is two (2) years with an option to extend by one (1) additional year, for a maximum of three (3) years.

The Consultant team(s) shall assist the staff by providing additional resources and expertise to accomplish negotiated task assignments authorized by the Manager of Transportation Planning. This scope outlines the general tasks that may be assigned to the Consultant team under one general planning consultant contract, but should not be considered exhaustive.

Firm Qualifications and Capabilities:

The selected Consultant team(s) shall have substantial prior experience in providing similar services to Metropolitan Planning Organizations. Personnel involved shall possess the necessary professional skills and qualifications (including any licenses) to perform the required services. All work to be performed must follow federal and state laws, procedures and guidelines; and the selected firms shall be responsible for knowledge of and the compliance with all federal and state regulations. Existing General Planning Consultant Contract (RFP 2022-01) holders are not eligible to submit as the prime or sub-consultant for a team.

Major Types of Work

- Transportation System Monitoring and Data Collection
- Safety and Public Health Planning
- Performance Based Planning and Transportation Improvement Program Support
- Long Range Transportation Planning
- Special Project and Corridor Planning
- Regional Multimodal Systems Planning
- Transportation Systems Management & Operations

Scope of Services:

As requested by MetroPlan Orlando, the Consultant team shall provide the following services, including, but not limited to:

- Long range transportation planning;
- Freight and intermodal planning;
- Public transportation planning;
- Active transportation planning;
- Safety and security planning;
- Travel demand, traffic & accessibility modeling;
- Mapping and graphics production;
- Development of project cost estimates;
- Development of project traffic & traffic operation studies;
- Planning and conceptual design of Complete Streets;
- Public involvement assistance including website development, newsletter production and other educational and informational materials, as necessary;
- Connected and autonomous vehicle analysis and preparation planning;
- Land use & urban design services;
- Health in all planning support;
- Data collection services and analysis;
- Development of preliminary right-of-way analysis;
- Congestion management analysis;
- Feasibility studies and analyses;
- Public participation and event support;
- Grant application preparation; and
- Provides administrative support to MetroPlan Orlando, as necessary.

This scope of services excludes work/activities relating to Local Agency Program (LAP) engineering support.

Task Work Order Assignment:

All services shall be performed under the direction and to the satisfaction of MetroPlan Orlando. The Consultant team(s) shall designate a project manager for the coordination of all services under the contract. For each proposed task, MetroPlan Orlando shall provide a scope and request a proposal defining the services to be provided, task manager (project manager for task work order) and staff to be assigned, projected schedule, and cost. No work shall be performed prior to approval of the proposal by MetroPlan Orlando. MetroPlan Orlando reserves the right to assign Task Work Order assignments to any of the Consultants the organization has under contract, or may chose the Consultant team based on a requested approach to services.

Project Cost Accounting:

The Consultant team(s) will be assigned work by task work order and each task work order will be assigned a single identification number for billing purposes. The Consultant team(s) shall provide MetroPlan Orlando each month with invoices identifying in detail the cost incurred for services performed and a detailed progress report for each specific task.

Calendar of Events:

Listed below are the important dates and times by which the actions noted must be completed. If the Department of Finance and Administration finds it necessary to change any of these dates or times, the change will be accomplished by addendum. All dates are subject to change.

Action:	Completion / Due Date
Issue RFP	Thursday, April 6, 2023
Deadline for Submitting Questions	Wednesday, April 19, 2023 by 12:00 p.m.
Proposals Due	Wednesday, May 3, 2023 by 12:00 p.m.
Initial Proposal Review / Short-Listing	Thursday, June 1, 2021 at 9:00 a.m.
Consultant Presentations / Q & A	Thursday, June 22, 2023
Board Approval of Award	July 12, 2023 at 9:00 a.m.
Contract Negotiations	To be determined.

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Section II

Proposal Response Instructions



RFP 2023-02: GENERAL PLANNING CONSULTANT

Proposal Response Instructions

Due Dates:

1. Proposals must be received no later than **12:00 p.m., Wednesday, May 3, 2023**
2. Questions about this RFP must be received by **12:00 p.m., Wednesday, April 19, 2023**
 - 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: 2023-02 General Planning Consultant
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 six (6) 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:

17-page limit inclusive of items 3 – 6 below (Front and back cover pages, table of contents, and dividers if included do not count as a page; two-sided pages count as two pages; page sizes specified below. Please use font size 11 or higher.

1. Proposal Cover (8.5"x 11") – MUST contain the following contact information:
 - Clearly state "RFP 2023-02: General Planning Consultant"
 - Company name
 - Address
 - Contact name
 - Email address
 - Phone number
 - SAM GOV Unique Entity ID
2. Table of Contents (8.5"x 11")

3. Letter of Interest: Up to five (5) pages (8.5"x 11") letter of interest. Proposers should respond to details of the scope, evaluation criteria, and how the consultant team can help support the MPO in achieving regional planning objectives over the next three to five years. Letter of Interest should be signed by an officer of the company with authority to enter into a contract should they receive the proposal award.
4. Project Descriptions: 10 project descriptions. One (1) page (8.5"x 11") per project. Each project description should provide a brief overview, demonstrate connection to RFP scope areas and evaluation criteria, discuss creative approaches, and include client references with contact information.
5. Organization Chart: One (1) page (8.5"x 11") organization chart identifying key personnel, roles and sub-consultants; if applicable.
6. Resource Matrix: One (1) page (8.5"x11" or 11"x17"; if 11"x17" use z-fold for physical submission) resource matrix including all proposed consultant staff. Resource Matrix should identify GPC Staff qualifications/experience in relationship to the Scope of Services and percent availability.
7. Resumes Appendix: Provide resumes for all staff identified in Resource Matrix. One (1) page maximum per person and four (4) persons to a page maximum; 8.5"x11". Resumes in appendix does not count in the 17 page limit.

SEPARATELY SEALED REQUIRED ITEMS & ONLY ONE COPY REQUIRED

(Not part of the 17 page proposal document)

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

2. Conflict of Interest Form*

*Located at <https://www.metroplanorlando.org/about-us/doing-business-with-us/>

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
Experience & Qualifications <ul style="list-style-type: none"> Project Manager's Experience Relating to Scoped Services Support Staff / Sub-consultant Ability and Experience 	35
Responsiveness to Scope <ul style="list-style-type: none"> Understanding of Scope and Planning Approach Clarity and Organization of Proposal 	30
Ability to Meet Organizations Needs <ul style="list-style-type: none"> Availability of Team Members Proven Ability to Provide Services on a Timely Basis 	20
Innovation and Creativity <ul style="list-style-type: none"> Innovative and Creative Response Identification of Opportunities within Anticipated Tasks 	15
Total	100

After initial scoring by the committee, short-listed proposers will be contacted to provide oral presentations. The date for the final selection meeting is tentatively scheduled for Thursday, June 1, 2023. Updated dates for the selection committee meetings will be provided on the MetroPlan Orlando website. 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>

(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 (form located on the MetroPlan Orlando Web site)
 - Bid Opportunity List Form 275-030-10 (form located on the MetroPlan Orlando Web site)
 - 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.

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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: _____
