

**REQUEST FOR PROPOSALS
NOTICE TO PROFESSIONAL CONSULTANTS
PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION**

The Pinellas County Metropolitan Planning Organization (MPO) request that qualified consultants submit Proposals for consideration in the competitive selection of professional transportation planning services on the following project:

PROJECT: GENERAL PLANNING CONSULTANTS (GPC)

The MPO requires the services of one or more Consultants to provide production support to the MPO transportation planning activities set forth in the Unified Planning Work Program (UPWP). The MPO receives grant funding from the Federal Highway Administration, the Federal Transit Administration, the Florida Department of Transportation and the Florida Commission for the Transportation Disadvantaged. The length of contract is three years with three one-year options for renewals. The maximum contract value for each selected consultant is \$1.5 million. The work involves providing assistance to the MPO staff on a work assignment basis in a variety of technical, graphical, public involvement and product review activities. The Consultant(s) shall assist the MPO staff by providing additional resources to accomplish assignments authorized by the MPO. The Scope of Services outlines tasks that may be assigned to Consultant(s) under one or more general planning Consultant contracts. Consideration will be given to only those firms that have been prequalified by the FDOT to perform the indicated MAJOR Type(s) of Work.

MAJOR TYPE OF WORK: 13.3 Policy Planning
 13.4 Systems Planning
 13.5 Subarea/Corridor Planning
 13.6 Land Planning/Engineering
 13.7 Transportation Statistics

SCOPE OF SERVICES

- A. Public Participation (UPWP Task 2.1): Consultants will assist the MPO with public outreach activities. Work may include organizing and facilitating public workshops and meetings, identifying potential stakeholders, production of professional quality graphics, displays, publications and PowerPoint presentations and implementation of surveys and analysis of results. Consultants will assist MPO staff in complying with state and federal requirements by incorporating visualization techniques into their work products.

- B. Land Use and Socioeconomic Data Activities (UPWP Task 3.1): Work related to this task includes the monitoring of transportation-related socioeconomic, school enrollment and land use data variables on a continual basis to support the update and amendments to the MPO's Long Range Transportation Plan (LRTP) and local governments' comprehensive plans so that the Tampa Bay Regional Demand Model and other models developed for specific projects can project future travel demand conditions in the most accurate manner possible. Consultant resources may be utilized in soliciting and collecting data items through various sources; developing zonal data for the MPO's LRTP regional model validation; assisting FDOT in the development of a dynamic Tampa Bay Urban Land Use Allocation Model to be used in socioeconomic data development; and continuing to facilitate involvement of the Pinellas County School Board and Pinellas County Economic Development staff as well as municipal representatives in developing the aforementioned data.

- C. Transportation System Surveillance and Database Management (UPWP TASK 3.2): Work activity anticipated in this task includes all of the data collection, transportation system monitoring and transportation database management activities needed to support the MPO Program. Consultant resources may be used to assist the MPO in all aspects of its system monitoring activities including its ongoing efforts to refine socioeconomic data such as future employment, school enrollment, and seasonal population data. Consultant tasks may also include data collection to

assess the performance and operations of the transportation facilities and services, such as traffic counts using Survey Processing Software, accident data, vehicle occupancy data, trail usage surveys, and other related activities. The Consultant may be utilized to assist with some of the related tasks such as the implementation of the Congestion Management Process (CMP), Safety and annual Level of Service Reports.

- D. Financial Resource and Legislative Management (UPWP TASK 3.3): Work activity anticipated in this task includes the identification and evaluation of existing transportation funding sources to ensure availability of funds necessary for the development and implementation of both long and short-range transportation programs. Additional tasks may include, but are not limited to; analysis of legislative proposals; periodic reports to the MPO; developing position statements; and communications with state and federal legislators and regulatory officials.
- E. Congestion Management Process (UPWP TASK 4.1): Consultants may be used to assist the MPO with the update and implementation of the federal and state mandated CMP including the development of corridor plans for congested roadways/sub-areas, State of the System Report updates; review, evaluation, and refinement of performance measures; continuing monitoring and evaluation of the effectiveness of implemented strategies; assistance with the Regional CMP activities (and integration of congestion and concurrency management strategies through provision of technical support to local governments.)
- F. Miscellaneous Technical Studies (UPWP TASK 4.2): The activities associated with this task are included in the MPO's Unified Planning Work Program as studies that are prompted on short notice as the result of a special need identified during the course of carrying out the metropolitan planning program. Illustrative tasks may include special trip generation studies, technical support to other transportation agencies, review and analysis of other planning studies, etc.
- G. Transit Operations Planning (UPWP TASK 4.3): Consultants may be used to assist the MPO and the Pinellas Suncoast Transit Authority with transit operations planning activities including an update to the Ten-Year Transit Development Plan for the PSTA, assistance with transit corridor planning studies, development of service plans for new transit corridors and under performing routes, route analysis, assistance with promotional and public involvement activities, and implementation of transit-friendly design standards. Consultants may also be utilized to provide services to the FDOT District 7 Public Transportation Office and regional transit planning authorities in their efforts to develop and update public transportation programs and plans for Pinellas County, West Central Florida and the Tampa Bay region.
- H. Transportation Disadvantaged Planning (UPWP TASK 4.4): Consultant tasks may include evaluating services to the transportation disadvantaged population to ensure adequacy of service and compliance with applicable federal and state rules. Tasks may include, conducting the annual Community Transportation Coordinator evaluation, update of the TD Program Service Plan and Tri-County Access Plan, evaluating and implementing, where feasible, strategies to provide more cost-effective transportation services to the TD Program customers, including Medicaid consumers. Work may also include on-site TD, Job Access Reverse Commute and New Freedom program provider inspections.
- I. Pinellas Mobility Initiative Planning (UPWP TASK 4.5): Consultants may be used for premium transit planning activities associated with Federal Transit Administration Small Starts and New Starts initiatives. Premium transit may include Bus Rapid Transit and fixed guideway technologies. Tasks may include FTA grant application development, ridership forecasting, route and station planning, feasibility studies, technology analysis, capital resource assessment, operations and maintenance planning, etc.
- J. Bicycle and Pedestrian Planning Program (UPWP TASK 4.6): Consultant tasks may include planning efforts relative to trails, inter/intra-county transportation activities, bike amenities, cross streets, sidewalk and pedestrian improvements, enhanced bicycle amenities and implementation

of the MPO Bicycle and Pedestrian LRTP Policies. Consultant tasks may also include planning and implementation of education, safety and awareness strategies for bicyclist, pedestrians and motorists. Usage studies for off-road facilities may be conducted as well.

- K. Management and Operations Planning (UPWP TASK 4.7): Consultant tasks may include work associated with the Advanced Transportation Management System (ATMS) plan for Pinellas County that is consistent with federal Intelligent Transportation System requirements. Consultant resources may also be utilized to assist the MPO and its advisory committees in developing and implementing ITS strategies affecting various travel modes. Development of short-range transportation system management strategies.
- L. Transportation Demand Management Planning (UPWP TASK 4.8): Consultant tasks may include assisting the MPO in the implementation and integration of Transportation Demand Management (TDM) programs and strategies to discourage the use of single-occupant vehicle trips, encourage transportation alternatives (e.g., car pooling, riding the bus, telecommuting, bicycling, and walking), reduce congestion and improve air quality in Pinellas County.
- M. Local Government Comprehensive Plan Coordination, Technical Assistance and Livable Communities Planning (UPWP TASK 4.9): This task includes activities associated with the MPO's technical support to the local governments in the development and implementation of local comprehensive plans, concurrency management systems, livable communities initiatives, the Countywide Mobility Plan, etc. Consultant tasks may include the provision of data and technical support to local governments in carrying out their comprehensive planning responsibilities for transportation and other related elements. The consultant may also provide assistance, as requested, to local governments in the development of transportation concurrency strategies, review of traffic impact studies and livable community land development standards.
- N. Transportation Improvement Program Development and Maintenance (UPWP Task 5.1): This task involves the development of a Transportation Improvement Program (TIP) document that meets federal and state metropolitan planning requirements used in identifying federal, state, and locally funded transportation projects consistent with the MPO LRTP and ensuring that modifications and/or amendments to the adopted TIP will be coordinated with local Comprehensive Plans.
- O. Long Range Transportation Plan Maintenance and Update/ Air Quality Planning (UPWP Task 6.1) This task involves work with the ongoing maintenance and update of the LRTP in accordance with the federal and state requirements. Tasks may include both long-range and short-range strategies and actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. Those tasks may include travel demand modeling support for project development and environmental studies and update of travel demand models; technical support to conduct the Efficient Transportation Decision Making (ETDM) planning process and to evaluate potential sociocultural effects of projects including social, economic, land use, mobility, aesthetics, and relocation. Technical support may also include development of a fiscally constrained financial plan that demonstrates how the adopted transportation plan can be implemented by relating the cost/revenue information to year of expenditure, and highlighting the requirements for classification of major projects (regarding their monetary threshold and the development of a Project Management Plans). Support may also be sought to develop LRTP public participation outreach material. Technical support may include the compilation of all the information produced through the LRTP development and public involvement processes to draft the final report of the LRTP update for adoption and submittal to the state and federal agencies. This task also includes activities associated with county and region-wide air quality planning. Support may include review of the Pinellas County Emissions Inventory for ozone precursors and greenhouse gases in coordination with the Pinellas County Air Quality Division, Department of Environmental Management and the Florida Department of Environmental Protection. Monitor VMT and mobile source emissions;

trends on vehicle type, fuel usage, and air toxics in coordination with the Pinellas County Division of Air Quality. Development of a conformity report.

- P. Regional Planning (UPWP Tasks 7.1 and 7.2) This task involves activities associated with regional transportation planning including work on the update or amendment of the West Central Florida MPOs Chairs Coordinating Committee regional long range transportation plan, transit plan, multi-use trail element, public participation plan, congestion management process, etc. The consultant may need to coordinate with staff from regional planning and transit agencies, Citrus County, the Polk County TPO and MPOs from Sarasota/Manatee, Pasco, Hernando and Hillsborough. This task may also involve the production of print materials for regional purposes, such as brochures, newsletters, summaries, etc.

This RFP will be conducted pursuant to the provisions of Section 287.055 F.S., and 49 USC Sections 5303, 5309, 5316 and 5317. State of Florida, Federal Highway Administration and Federal Transit Administration terms will be incorporated in to the GPC contracts with the MPO.

RESPONSE EVALUATION: All respondents will be evaluated in accordance with Section 287.055(4), F.S., and must be determined by the MPO and the FDOT as qualified to do business in Florida and qualified to perform the advertised work requirements.

Lobbying of MPO employees and elected officials regarding this RFP by any member of a Proposer's staff, or those people who are members of, or employed by, any legal entity affiliated with an organization that is responding to the RFP is strictly prohibited. Such actions may cause your proposal, or the proposal you are supporting, to be rejected.

SUBCONSULTANT OPPORTUNITY: Subconsultants that are not pre-qualified by the FDOT shall be subject to compensation restrictions as specified in Rule 14-75, F.A.C. Any such subconsultant utilized must be technically qualified by the FDOT before work may commence. Preference points will be given in the technical proposal evaluation for certified DBE consultants and non-DBE consultants who propose certified DBE subconsultants.

NOTIFICATION OF CRIME CONVICTION: Each applicant shall notify the FDOT within 30 days after a conviction of a contract crime applicable to it or any officers, directors, executive, shareholders active in management, employees, or agents of its affiliates. Under Section 337.164, F.S., the privilege of conducting business with the FDOT shall be denied to applicants so convicted until such applicant is properly reinstated pursuant to Section 337.165, F.S., and Rule 14-75, F.A.C.

FEDERAL DEBARMENT: By signing and submitting a Letter of Response, the consultant certifies that no principal (which includes officers, directors, or executives) is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any federal department or agency.

EQUAL OPPORTUNITY AND DISADVANTAGED BUSINESS ENTERPRISE PROGRAM STATEMENT: The MPO does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, as amended 42 USC 2000d to 2000d-4, and Title 49 CFR, Part 21, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992. No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any MPO program or activity. In addition, no person shall be discriminated on the basis of sexual orientation, in accordance with Pinellas County Code Chapter 70, as amended. The MPO ensures, in accordance with 49 CFR Part 26, that certified FDOT Disadvantaged Business Enterprise Program (DBE) participants have an equal opportunity to receive and participate in DOT assisted contracts. More information on the MPO's DBE Program may be found at www.pinellascounty.org

TO RESPOND: Firms, qualified to conduct business in the State of Florida, are asked to submit five

copies of the Proposal to the MPO office and copy to the FDOT office by 4:30 p.m. EST, Friday, July 9, 2010. The outside of the envelope containing the Proposal must be marked **"PROPOSAL TO PROVIDE GENERAL PLANNING CONSULTANT SERVICES TO THE PINELLAS COUNTY MPO"**. The MPO will accept no responsibility for proposals not so marked. Proposals are to remain in effect for 90 calendar days from the date of submission. The MPO reserves the right to reject any and all proposals.

Requests for clarification of the requirements or inquiries about information contained in the RFP package must be submitted to Linda Manoleros at Imanoleros@pinellascounty.org by 4:30 p.m. EST, June 25, 2010. Responses to all questions will be posted at one time by 4:30 p.m., June 29, 2010, on the MPO GPC RFP webpage at www.pinellascounty.org/mpo/gpcrfp.htm.

The complete Request for Proposals (RFP) packet can be obtained from the MPO website, www.pinellascounty.org/mpo/gpcrfp.htm or from the address listed below.

Mail five copies to the MPO:

Linda Manoleros
Pinellas County Metropolitan Planning Organization
600 Cleveland St., Suite 750
Clearwater, FL 33755

E-MAIL: Imanoleros@pinellascounty.org
PHONE: (727) 464-8200

Mail one copy to FDOT:

The Florida Department of Transportation, District 7
Attn: Brian Beaty, MS 7-500
Government Liaison
11201 North McKinley Drive
Tampa, FL 33612

SELECTION PROCESS: From the received Proposals, a Selection Committee consisting of MPO and FDOT staff shall develop a shortlist of qualified firms. Shortlisted firms will be notified by e-mail by 4:30 p.m., August 4, 2010. The selection committee reserves the right to ask for oral presentations from shortlisted firms. Firms will be ranked based upon their understanding of requested services, project approach, technical strength, unique concepts, experience, quality control methods and DBE status. The committee will present their selection to the MPO Board for their approval at September 8, 2010, meeting.

SCHEDULE: The proposed schedule for this RFP is as follows:

RFP issued	June 11
Questions/Clarifications received by 4:30 p.m.	June 25
Response to questions posted	June 29
RFP Proposals due to MPO by 4:30 p.m.	July 9
Selection Committee meets to shortlist RFPs	August 3 tentative
Shortlisted firms notified by email	August 4 tentative
Section Committee meets, presentations may be asked for	August 17 tentative
Recommendation submitted to MPO Board	September 9
Contract Executed and Notice to Proceed	October 13

The MPO reserves the right to change the above schedule as necessary. Any changes will be posted on the RFP website.