

REQUEST FOR PROPOSALS (RFP)
for
Region-Specific Success Factors
for the
Implementation of Transit-Oriented Development (TOD) Projects
and
Transit Revitalization Investment Districts (TRID)

Issued by
Southwestern Pennsylvania Corporation

On Behalf of
Southwestern Pennsylvania Commission
Regional Enterprise Tower
425 Sixth Avenue, Suite 2500
Pittsburgh, PA 15219-1852
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May 30, 2008

COMPLIANCE WITH REGULATIONS

The Southwestern Pennsylvania Corporation, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration of an award.

SOUTHWESTERN PENNSYLVANIA CORPORATION REQUEST FOR PROPOSALS (RFP)

Region-Specific Success Factors for the Implementation of Transit-Oriented Development (TOD) Projects and Transit Revitalization Investment Districts (TRID)

1.0 Introduction

The Southwestern Pennsylvania Commission is designated under federal and state law as the Metropolitan Planning Organization for a 10-county region. SPC's member counties are Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland. Among other functions, SPC is responsible for regional transportation planning and programming. As part of its efforts to carry out that responsibility, SPC has conducted planning projects as tools for in-house programs as well as project implementation. SPC and its planning partners are conducting a project to examine and identify Region-Specific Success Factors for the Implementation of Transit-Oriented Development (TOD) Projects and Transit Revitalization Investment Districts (TRID) in order to identify some of the most promising sites for future TOD/TRID within the region. The planning partners are interested in finding out what works (and what doesn't) here – at home – and in creating an as detailed as possible road map to future successful development in support of public transit solutions to the region's transportation and land use challenges.

The Southwestern Pennsylvania Corporation is the administrative arm of the Commission. On behalf of the Commission, the Corporation is requesting proposals for this project. The Scope of Services for the project is included as Appendix A.

1.1 Background

The Safe, Accountable, Flexible and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) encourages regional planning that links transportation and land use decision-making. Pennsylvania recently enacted legislation for the formation of Transportation Revitalization and Investment Districts (TRID) which focuses on a multi-jurisdictional approach to planning among public transportation providers, school districts, municipalities, and counties. The Regional Strategic Vision for Public Transportation Serving Southwestern Pennsylvania includes a Toolbox for Transit Oriented Development (TOD) and Pennsylvania's Transportation Funding and Reform Commission final report encourages the coordination of development decisions with public transportation planning across jurisdictions. Members of SPC's Transit Operators Committee have requested additional assistance from SPC in multi-municipal and multi-county public transportation planning. The July 2005 federal Planning Certification Review of Southwestern Pennsylvania's transportation planning process recommended that SPC take a more active role in fostering regionalism among its members and to continue its practice of cooperatively sharing technical tools and products with county planning offices, public transportation providers, local municipalities, developers and others.

The objective of this project is to advance best practices for integrating public transportation and development planning in multi-jurisdictional, multi-agency settings within the region.

1.2 Additional Resources

Resources – including but not limited to – the following, will be available through SPC and the partnering agencies, to assist the successful bidder in understanding transportation and land-use issues relating to the study area.

2035 Transportation and Development Plan for Southwestern Pennsylvania – Southwestern Pennsylvania Commission – June 2007

A Toolbox for Transit-Oriented Communities in Southwestern Pennsylvania – Regional Transit Operators/Southwestern Pennsylvania Commission – May 2006

A Regional Strategic Vision for Public Transportation Serving Southwestern Pennsylvania – Port Authority of Allegheny County / Southwestern Pennsylvania Commission – March, 2006

1.3 Participating Agencies

SPC will administer the consultant contract for the study, and will be responsible for managing day-to-day consultant activity on behalf of its study partners. For the purpose of this project, the partners include:

- Southwestern Pennsylvania Commission (lead agency)
- Beaver County Transit Authority
- Butler Transit Authority
- Fayette Area Coordinated Transportation
- Greene County Transportation
- Indiana County Transit Authority
- Mid County Transit Authority
- Mid-Mon Valley Transit Authority
- Port Authority of Allegheny County
- WashingtonRIDES
- The City of Washington/GG&C Bus Company
- Westmoreland County Transit Authority
- Airport Corridor TMA
- Pittsburgh Downtown Partnership TMA
- Oakland TMA

Agencies providing funding support for this project include:

- Pennsylvania Department of Transportation
- Pennsylvania Department of Community and Economic Development
- Federal Transit Administration

- Federal Highway Administration

1.4 Request for Proposals

The Request for Proposals for the Region-Specific Success Factors for the Implementation of Transit-Oriented Development (TOD) Projects and Transit Revitalization Investment Districts (TRID) project may be downloaded from the SPC Website (www.spcregion.org) on or after June 18, 2008. Alternately, a printed version of the RFP may be obtained from SPC on or after June 18, 2008, by written, email or fax request to:

Region-Specific TOD/TRID Success Factors
Southwestern Pennsylvania Corporation
Regional Enterprise Tower
425 Sixth Avenue, Suite 2500
Pittsburgh, PA 15219-1852
Fax: 412-391-9160.

All technical and procedural questions must be submitted in writing. No answers will be given over the phone. If questions result in amendments to the RFP, an Addendum to the RFP will be sent to each organization that requested the RFP.

Technical questions should be addressed to:

Tom Klevan, Project Manager
E-mail: tklevan@spcregion.org
Fax (412) 391-9160

Procedural questions should be addressed to:

Vince Massaro, Finance Director
412-391-5590 Ext. 326
Fax (412) 391-9160

The deadline for technical and procedural questions is 4 PM, prevailing time, Friday, July 11, 2008.

Consultants are invited to submit Technical and Price Proposals in response to this RFP by 2 PM Friday, July 18, 2008. Consultants may form teams with other Consultants in order to meet the required Scope of Work.

2.0 Required Qualifications

The successful Consultant should exhibit demonstrated expertise and experience in:

- Transit oriented development projects in Southwestern Pennsylvania
- The Commonwealth of Pennsylvania Act 238 – Transit Revitalization Investment District

(TRID) Act of 2004

- Southwestern Pennsylvania municipal planning practices and procedures
- Southwestern Pennsylvania municipal zoning codes, practices and procedures
- Real estate development in Southwestern Pennsylvania
- Transit planning and operational practices
- Transit operations in Southwestern Pennsylvania

3.0 Selection Process

A Proposal Evaluation Committee will review each proposal submitted and, at its discretion, will recommend a firm to the Southwestern Pennsylvania Corporation. Negotiations and award of the contract will be to the firm or firms that provide the best proposal for SPC, all things considered. SPC reserves the right to reject all proposals.

Criteria have been established to guide the evaluation of each consultant proposal. The top ranked firms with the highest numerical scores after evaluation may be asked to make oral presentations to the Proposal Evaluation Committee.

If needed, presentations are tentatively scheduled for Wednesday, July 30, 2008. If oral presentations are required, each firm's project manager must take part in the presentation.

Technical proposals, including oral presentations, will be evaluated on the basis of the following criteria:

A. Qualifications (Weight 30%)

This project is highly technical work, involving a wide range of disciplines and skills. Therefore, the consultant must demonstrate the ability to satisfactorily perform the work described in the Scope of Services. Proposals should include the following:

- A summary description of the firm's work history for projects of similar scale and complexity.
- A description of the study team including an organization chart and work experience of the professional staff to be assigned, including resumes that demonstrate relevant experience.
- A full description of the role of all sub-consultants.
- The names and addresses of clients for whom similar work has been performed by the firm and principal members of the study team.

B. Quality of Work Plan (Weight 30%)

The proposal must demonstrate a sound organization and efficient approach to meet the work objectives:

- Provide detailed task descriptions of how your firm/team would complete the

Scope of Work defined in the RFP. Include special data needs, special methods of analysis, graphics, milestones and products and procedures.

- Include a time schedule.

C. Understanding of Objectives and Scope (Weight 20%)

- In describing the essential content and methodology, the proposal must demonstrate a thorough understanding of project requirements.

D. Application of Innovative Techniques (Weight 10%)

- The activities contained in the Scope of Services are one approach to meeting the study objectives. Proposers may develop alternative approaches and / or offer suggestions for enhancing specific tasks for the overall work program.

E. DBE Utilization (Weight 10%)

- SPC has a DBE Goal for this project of 9.5%. All proposing firms must show a good faith effort of achieving this goal.

The Proposal Evaluation Committee will evaluate and rate the Technical Proposals, resulting in a rank ordering of the proposals on technical merit. The Proposal Evaluation Committee is expected to include representatives from the following agencies.

- Southwestern Pennsylvania Commission (lead agency)
- Members of SPC's Transit Operators Committee
- Representatives from municipal planning agencies
- Representatives from the real estate development community
- One of more of the study funders

4.0 DBE Goals

SPC has a Disadvantaged Business Enterprise (DBE) goal of 9.5 percent. Consultants are strongly urged to make a good faith effort to achieve this goal. Any DBE firm proposed for the project, whether the lead firm, or a sub-consultant, must be DBE-certified prior to the contract award. SPC recognizes DBE certification by the Pennsylvania Department of Transportation. Certified DBE firms can be found at: www.paucp.com

Valid proof of DBE Certification shall be included with the proposal. Any proposed DBE firm which is not certified by PennDOT at the time of proposal submission must indicate the status of its application and the basis for expecting that certification will be received by the time of contract award.

5.0 Lobbying

It is the policy of the SPC that no Federal appropriated funds have been paid or will be paid, by

or on behalf of the selected contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If non-federal funds are used by any of the firms conducting this study to support lobbying activities, submission of Standard form-LLL, "Disclosure Form to Report Lobbying: is required.

The SPC expects its contractors and subcontractors to fully comply with 49 CFR Part 20 as stated. In addition, the SPC will include in all its contracts with contractors and/or subcontractors the requirements of 49 CFR Part 20. Each contractor will be required to complete a certification statement regarding its lobbying efforts.

6.0 Negotiations

SPC will enter into negotiations, on price and other matters, with the Consultant whose technical proposal receives the highest rating. If unable to successfully conclude a contract with that firm, SPC will break off negotiations and enter into negotiations with the next highest rated firm. This process will continue until a contract is successfully negotiated.

7.0 Technical Proposal

Proposers must submit 10 copies of a technical proposal package that contains the following sections.

Letter of Commitment. The Letter of Commitment, addressed to Mr. Thomas Klevan, Project Manager, should identify the lead firm and contact person, and other firms (if any) included on the team. The letter must identify the proposed project manager and other key staff of the team, and commit them for the duration of the project if the team is selected. A Letter of Commitment should be included for each additional firm (if any) that is a member of the team. The letter must also state that the proposal shall remain in effect and will not be withdrawn for 90 days from the due date at SPC. Letters of Commitment should be signed by the duly authorized official of the appropriate firm.

Scope of Work. The proposal must include a statement that briefly summarizes the team's understanding of the work to be accomplished and the products to be delivered with specific reference to the Scope of Work included as Appendix A. The statement should also indicate that the sub-consultants have a clear understanding of the work that they will be performing.

Work Plan. This section of the proposal should describe how the team proposes to accomplish the work. It should address the methodology, techniques and management approach that will be used. This section must include task and subtask descriptions, work schedules, time lines and completion times. Proposal should provide estimates of the

level of effort for each task, showing time required for each person. Proposal should also include any unique or innovative methods, technology or concepts that the team will be employing.

Qualifications / Experience Record. This section of the proposal should describe how the lead firm and any subcontracting firms are qualified to conduct the project, and should summarize the experience of the lead firm and any subcontracting firms on similar projects. Proposals should include a current Federal Standard Form (SF) 254, Architect - Engineer and Related Services Questionnaire for each firm. If the firm does not have a current SF 254, the information contained in the SF 254 may be presented in an alternate format.

Key Staff. Resumes for the proposed project manager and other key members of the team must be provided in the proposal. Proposers must also include an organizational chart of the team listing the specific responsibilities of each key staff member.

DBE Compliance. Proposals must describe how SPCs Disadvantaged Business Enterprise (DBE) goal of 9.5% will be accomplished. Included with this RFP is a copy of SPC's Consultant DBE Commitment Form. A copy of this form must be completed and returned with the proposal.

8.0 Price Proposal

One separately bound Price Proposal must be submitted in a sealed envelope, separate from the Technical Proposal. The envelope shall be marked with "Region-Specific TOD/TRID Success Factors" and clearly identify the proposing firm or partnership.

The price proposal must include signed duplicates of the Letters of Commitment. The total proposed price for completion of the project should be clearly identified in the price proposal. In addition, the price shall be presented by its components to include the following for each firm and major project task / subtask:

Labor Hours and Direct Labor Cost - Specifically for Key Staff and by labor category for other staff.

Labor Overhead

Detailed Breakdown of Direct Expenses – including: Travel, Printing, Mailing, Telecommunications, Other

Sub-consultant Costs

Profit

Total Price

Breakdowns of price for sub-consultants shall be provided to the same level of detail as the lead firm.

The Price Proposal should clearly show the level of effort and cost for each task and subtask proposed in the Work Plan. Separate tables should be included for each sub-consultant.

9.0 Insurance

The Consultant shall procure, before work is commenced, and maintain at its own cost and expense, during the entire period of the performance of this project, the following types of insurance with insurance companies authorized to operate in Pennsylvania and with companies acceptable to SPC:

A. **Workers' Compensation and Employer's Liability**

- (1) Workers' Compensation - Statutory
- (2) Employer's Liability in an amount not less than:
 - \$1,000,000 Each Occurrence
 - \$500,000 Disease - Policy Limit
 - \$100,000 Disease - Each Employee

Note: Coverage shall be provided in accordance with the laws of the Commonwealth of Pennsylvania and the laws of each other jurisdiction as may apply.

B. **Commercial General Liability**

In an amount not less than:

- \$2,000,000 General Aggregate
- \$1,000,000 Personal and Advertising Injury
- \$1,000,000 Each occurrence

C. **Business Automobile Liability**

With a Combined Single Limit not less than:

- \$1,000,000 Each Accident

D. **Professional Liability**

In an amount not less than:

- \$1,000,000 Each Claim
- \$1,000,000 Aggregate

E. **Valuable Papers**

Coverage in an amount sufficient to assure restoration of any plans, drawings, field notes, records, or other similar data relating to work produced in this project in the event of their loss or destruction.

F. **Approval**

Consultant shall not commence work until it has forwarded to the SPC, for review and approval, certificates of the insurance required. SPC shall be given a minimum of thirty days notice in the event of change or cancellation of any of the insurance required.

G. Consultant shall indemnify, save harmless, and defend SPC and all its officers, agents and employees, from and against any and all claims, loss or damage,

charge or expense, including all costs of suits and reasonable attorneys' fees, to which it or any of them may be put or subjected by reason of any damage, loss, or injury to persons, including accidental death, or property damage caused by or resulting from the actions or inactions of Consultant, its employees, and/or agents, in the performance of the project. Consultant shall comply with applicable laws, ordinances, and regulations in the performance of the work hereunder.

10.0 Form of Contract

SPC anticipates that this procurement will result in a cost plus fixed fee contract. The consulting fee shall be paid upon satisfactory completion of each work task in the work plan and delivery of all products. Total reimbursements will not exceed the amount specified in the contract. SPC anticipates negotiating a schedule of progress payments.

11.0 Completion

The work covered by this procurement, including acceptable delivery of all products, shall be completed on or before June 30, 2009.

12.0 Due Date / Instructions for Submission

Ten copies of the Technical Proposal and one copy of the Price Proposal must be received by SPC at the address below no later than 2:00 PM, prevailing time, on Friday, July 18, 2008. Proposals not received by that time and date will not be considered, and will be returned, unopened, to the proposing firm.

Region-Specific TOD/TRID Success Factors
Southwestern Pennsylvania Corporation
Regional Enterprise Tower
425 Sixth Avenue, Suite 2500
Pittsburgh, PA 15219-1819

13.0 Federal and State Interest

A portion of the funding for this project is provided from state sources through the Pennsylvania Department of Transportation (PennDOT) and the Federal Department of Transportation sources through the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA). Any contract awarded pursuant to this Request for Proposals will contain provisions required by PennDOT, FTA and/or FHWA, as appropriate.