



*Communities working together to
meet Chittenden County's transportation needs*

CHITTENDEN COUNTY METROPOLITAN PLANNING
ORGANIZATION

Chittenden County Metropolitan Transportation Plan: Scenario Planning Tasks

Request for Qualifications

April 2, 2008

**Qualifications Due
4:30 PM, Friday, April 25, 2008**

CCMPO
30 Kimball Ave, Suite 206, South Burlington, Vermont 05403
(802) 660-4071 / (802) 660-4079 Fax
www.ccmppo.org / pkeating@ccmpo.org

TABLE OF CONTENTS

1. Background	1
2. Scope of Work and Budget	1
3. Post Selection Meeting	3
4. Standards and Deliverables.....	3
5. Proposal Requirements.....	3
6. Consultant Evaluation and Selection	5
7. Additional Information.....	6

1. BACKGROUND

The CCMPO is responsible for long range transportation planning in the Greater Burlington Vermont metropolitan area. The current plan, *2025 Chittenden County Metropolitan Transportation Plan* (MTP) was adopted in January 2005. Federal law requires that the Plan be updated no less than every five years.

The CCMPO intends to use a scenario planning approach for this MTP update. Scenario planning relies on substantial public outreach early in the planning process to assist planners in understanding the region's broad range of concerns and aspirations for the future.

The CCMPO has developed a robust transportation demand model which we expect to be employed extensively in scenario analysis. Our sister organization, the Chittenden County Regional Planning Commission (CCRPC), will also play a role in our MTP. Their participation will focus on the analysis of existing conditions, as well as population and employment forecasts. CCRPC staff expertise in visualization and GIS tools, will also factor into visioning, public outreach, and scenario development.

The CCMPO seeks consultant services to assist with and conduct a community visioning exercise; followed by assistance with scenario development and consensus building on the selected scenarios. Given that funding is constrained and no one scenario can be truly certain, the final MTP recommendations should be reasonable, prudent and comprehensive enough to be effective under a variety of possible futures.

Qualified consultants will define a detailed plan of action for the work tasks outlined in Section 2. The qualifications should indicate a demonstrated understanding of the goals and objectives of the project; identify past experience related to the proposed work; and note related education and experience of key personnel. More detailed proposal submittal requirements are listed on page 3.

CCMPO staff understands the challenges inherent in this work plan. We are therefore interested in, and very much encourage, creative approaches to this undertaking that may differ from the tasks and process identified here.

2. SCOPE OF WORK

Task 1: Developing a community vision: The current MTP relied on extensive early outreach to develop a transportation vision for the region. The elements of that vision, however, were focused broadly on transportation, its function, characteristics and respect for the environment. With this exercise, we'd like to develop a more comprehensive vision, encompassing the environment, economy, development, population characteristics, and land use; and subsequently define the transportation strategies to help achieve that vision. The regional vision will look out fifty, rather than the twenty to twenty-five year time horizons common to most long range transportation plans.

Like any metropolitan area, Chittenden County is comprised of a variety towns, cities, village centers and neighborhoods, interspersed with sparsely settled areas. Some of these have a stronger sense of place than others. While, local elected officials may understand the benefit of a regional vision, they have a direct responsibility to their own, more narrowly focused, municipal constituents' needs and desires. Without a strong regional sense or history of regional decision-

making, blending seemingly disparate views from smaller municipalities into a larger regional vision for Chittenden County is a significant challenge.

The CCMPO intends to build the regional vision from the bottom up, relying on both broad and targeted public outreach.

The selected consultant will assist CCMPO staff in the conduct of this exercise, including:

- Proposing a visioning methodology that looks out 50 years
- Conducting outreach events for the general public
- Conducting events for targeted audiences (eg., local and regional planners, local elected officials, Lake Champlain Regional Chamber of Commerce, and other advocacy groups)
- Developing a report on the visioning process and its conclusions that includes a proposed vision statement and associated MTP goals.

Task 2: Creating a framework for scenario planning: The CCMPO hosted a FHWA Scenario Planning workshop with CCMPO staff, board members and planning partners in November 2007. FHWA's intent was to encourage our consideration of scenario planning in our MTP process. Hearing of the experiences from peer regions and FHWA staff piqued our interest and the final consensus of workshop attendees and CCMPO staff was to use this technique for our MTP update.

This task will require the development of a limited number of possible scenarios (estimated at three to five) for future development of the Chittenden County region. We also need to develop a process for 1) reaching consensus on which scenarios to analyze, and 2) subsequently selecting the elements of a preferred scenario (which may include a variety elements from the original scenarios).

In addition to presenting different perspectives on how the region might develop, we expect there will be interest in scenarios considering a range of future external influences that may occur in the MTP timeframe (50 years), including, for example:

- direct influences on transportation such as fuel pricing, energy sources, government funding and policy, ITS developments, and TDM efforts
- economic circumstances that could affect freight movement
- demographic changes including life expectancy, household size and composition, workforce participation, and elderly mobility
- environmental issues including global warming impacts and air quality non-attainment implications

The scenarios will reflect the regional vision, and present forecasts of land use development and trip-making characteristics that can be input to the CCMPO transportation demand model. While we anticipate that scenario development and preferred scenario selection will primarily be undertaken by staff and the MTP Advisory Committee, we will continue to engage and encourage public involvement.

The selected consultant will assist CCMPO staff in the conduct of this exercise, including:

- proposing a methodology for scenario development and achieving consensus
- researching external influences
- crafting scenarios
- continued public outreach efforts

CCMPO

- guiding the advisory committee in scenario development and preferred scenario selection
- developing a report on the scenario planning process and its results

The anticipated budget for this work is \$75,000.

3. POST SELECTION MEETING

We anticipate that the submitted qualifications will not clearly establish all related tasks and their respective responsible parties. Therefore, closely following consultant selection, CCMPO, CCRPC, Vermont Agency of Transportation (VTTrans) and Chittenden County Transportation Authority (CCTA) staff will meet with the selected consultant to:

- Revise, as needed, the final scope of work,
- determine modeling and visualization data needs, and
- more precisely define:
 - i. work tasks
 - ii. party responsibilities, and
 - iii. project schedule

4. STANDARDS & DELIVERABLES

- All documents should be provided in both hard copy (paper) and digital format (MS Word, MS PowerPoint). Data should be provided in MS compatible formats (Excel or Access). All copies of draft and final reports shall be double-sided.
- All data, databases, reports, designs and materials, in digital and hard copy format created under this project shall be transferred to the CCMPO upon completion of the project and become the property of the CCMPO.
- The consultant will provide fifteen (15) copies of draft and final documents. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed. In addition, one unbound camera-ready copy of both the draft and final reports will be provided to the CCMPO. Original copies of the draft and final reports must be submitted to the CCMPO.
- The consultant will provide written monthly progress reports to the CCMPO project manager.

PROJECT TIMELINE: All visioning and scenario planning tasks will be completed within nine months of notice to proceed. Final reports will be completed no later than one month later.

5. PROPOSAL REQUIREMENTS

All consultants or consultant teams will be required to prepare a Statement of Qualifications and a Cost Proposal as part of this submission. In order to be considered responsive to this RFQ, submittals must conform to the following requirements. The consultant shall:

- Submit **seven (7)** copies of the firm's qualifications (see requirements below). These must not have acetate or plastic covers. Number all pages consecutively. Qualifications should not exceed 25 pages in length.

CCMPO

- Submit **one (1)** copy of the Cost Proposal (see requirements below) in a sealed, separate package.
- Submit **one (1)** copy of the required Financial Forms (see requirements below) in a sealed, separate package.

- Clearly indicate the following on the outside of each submittal:
 1. Project name (Chittenden County MTP Scenario Planning Tasks);
 2. Contents (Qualifications, Cost Proposal or Financial Information); and
 3. Name and address of the prime consultant.

Submissions must be received by **4:30 pm Friday, April 25, 2008** at:

Chittenden County Metropolitan Planning Organization

30 Kimball Ave, Suite 206

South Burlington, VT 05403

ATTN: Peter Keating

If any of the above requirements are not met, the Statement of Qualifications may not be considered.

Statement of Qualifications Requirements

Proposals should demonstrate that the firm understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications to supply the required services must be clearly demonstrated. In order to assist in the evaluation process, please include the following information in the Statement of Qualifications:

I. Cover Letter**II. Project Abstract**

This section should state the firm's understanding of the nature of the work and approach to be taken. This section would address project objectives, scope of work, the proposed approach, and any other pertinent elements.

III. Introduction to the Consultant Firm(s)

Firms shall provide the following information. (Similar information must be provided for each sub-consultant or each member of a joint venture):

- a) Firm name and business address, including telephone number and email contact.
- b) Year established. Include former firm names and year established, if applicable.

Identify the state in which the firm was organized or incorporated.

- c) Type of ownership, and name and location of parent company and subsidiaries, if any.
- d) Indication of whether the firm is licensed to do business in the State of Vermont which is a requirement of the project.
- e) Number of full-time employees. Part-time employees or consultants routinely engaged by the Respondent may be included if clearly identified as such.

IV. Methodology

This section should include a detailed description of the firm's approach to the project. Each of the considerations listed in the scope of work should be addressed although creative alternative approaches are encouraged.

V. Qualifications and Experience of the Consultant Firm(s)

Please describe **recent** experience relevant to this project. Particular emphasis should be placed on projects managed by the key personnel to be assigned to this project. If the respondent anticipates the use of sub-consultants, or the use of staff and/or sub-consultants based overseas, the respondent shall identify:

- a) The role and extent to which these parties will participate in the project;
- b) The means by which the consultant will oversee the work of these parties; and,
- c) The experience and credentials of these parties relevant to this project.

References: Please submit names, addresses, and phone numbers of at least three references familiar with the consultant's ability, experience, and reliability in the performance and management of projects of a similar nature.

VI. Qualifications and Experience of Key Staff

Identify key individuals to be assigned to this project and include the function and/or responsibility of each of the identified individuals. Experience summaries of these key individuals shall be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals may also be included as an appendix.

Cost Proposal Requirements

The selected consultant will be reimbursed on a time and materials basis.

The Cost Proposal should include the following, listing the prime consultant and any sub-consultants separately:

- I. Hourly rate schedule.
- II. Overhead rate and fee.
- III. Hours and cost by task.
- IV. Total project cost.

Financial Forms

- I. Provide with this submittal a complete copy of VAOT Form AF38 . One copy of this financial information for each firm designated as a sub-consultant in the prime consultant proposal shall be submitted with the prime consultant's proposal in a separate sealed envelope.
- II. Provide with this submittal a completed copy of Standard Form 330 (Architect-Engineer and Related Services Questionnaire).
- III. The consultant will be required to carry insurance for the term of the contract. Proof of insurance should be included with the financial forms package.

Copies of the financial forms are available for download from the CCMPO website at <http://www.ccmpto.org/consultants/rfps.html>, or you may contact Bernie Ferenc at 802-660-4071 Ext. 10 or bferenc@ccmpto.org for paper copies.

6. CONSULTANT EVALUATION AND SELECTION

The Statement of Qualifications will be evaluated by a CCMPO subcommittee and staff and ranked first. The evaluation criteria, with corresponding weight factors, are the following:

CCMPO

- Qualifications of the firm and personnel (including any subcontractors) to be assigned to this project and their experience completing similar projects. (35 Pts.)
- Clarity of the proposal and creativity/thoroughness in addressing the tasks in the scope of work. (35 Pts.)
- Demonstration of overall project understanding. (15 Pts.)
- Completeness of submitted proposal with all elements required by the RFP (10 Pts.)
- Demonstration of effort to solicit/include DBEs (5 Pts.)

The cost proposal will next be reviewed for consistency and in light of the evaluation of the technical proposal, with attention to allocation of budget by task and personnel.

The CCMPO reserves the right to seek clarification of any proposal submitted.

Based on the review of the Statement of Qualifications, the CCMPO proposal evaluation subcommittee will make a recommendation on a preferred consultant to the CCMPO's Transportation Advisory Committee (TAC). The TAC is responsible for the consultant selection decision.

The CCMPO reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel in part or in its entirety this RFQ if it is in the best interests of the CCMPO. This solicitation of qualifications in no way obligates the CCMPO to award a contract.

If deemed necessary, a short list of qualified consultants may be selected from those who submitted qualifications for follow-up interviews. Interviews will be conducted by the evaluation committee described above. Each consultant will be permitted approximately 20 minutes to make an oral presentation with a question and answer session to follow not to exceed 40 minutes. The consultant may wish to focus on an explanation/justification of their proposed methodology and scope. Interviews, if requested, will take place at the CCMPO offices.

7. ADDITIONAL INFORMATION

The CCMPO TAC reserves the right to award the contract to the most qualified bidder, not necessarily the lowest bidder. This solicitation in no way obligates the CCMPO to award a contract.

The consultant will submit monthly invoices accompanied by brief, written progress reports.

Ten percent of total contract cost will be withheld as retainage pending project completion.

All submittals become the property of the CCMPO upon submission. The cost of preparing, submitting, and presenting qualifications lies solely with the proposer.

Questions regarding this RFQ should be directed to Peter Keating, CCMPO at (802) 660-4071 ext. 14 or pkeating@ccmpo.org. CCMPO will maintain a list of questions and answers linked to the CCMPO RFP website (<http://www.ccmpo.org/consultants/rfps.html>). *Questions will be accepted until April 18, 2008 to ensure that all parties have adequate time to review the answers.*