



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

CHITTENDEN COUNTY METROPOLITAN PLANNING
ORGANIZATION

Hinesburg Public Transportation Plan

Request for Proposals

August 6, 2007

**Proposals Due
1:00 PM, Friday, August 31, 2007**

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

TABLE OF CONTENTS

| | |
|---|---|
| 1. Background | 1 |
| 2. Project Goal..... | 1 |
| 3. Scope of Work..... | 1 |
| 4. Standards and Deliverables | 2 |
| 5. Proposal Requirements..... | 2 |
| 6. Consultant Evaluation and Selection..... | 4 |
| 7. Additional Information..... | 5 |

1. BACKGROUND

The Chittenden County Metropolitan Planning Organization (CCMPO), on behalf of the Town of Hinesburg, seeks proposals from qualified applicants to undertake a public transportation plan.

Hinesburg's quest for public transportation has been underway for over a year and has included discussions with an extensive array of interested parties including: Addison County Transit Resources (ACTR), Special Service Transportation Agency (SSTA), Chittenden County Transportation Authority (CCTA), Chittenden County Metropolitan Planning Organization (CCMPO), On-The-Go Transportation, Vermont Council on Rural Development (VCRD), VTrans, MORF Transit, Riders of Vermont (RoVer), the Champlain Valley Agency on Aging, American Cancer Society, Fletcher Allen Dialysis Department, Hinesburg Resource Center, Lund Family Center, Champlain Islanders Developing Essential Resources (CIDER), local employers, neighboring towns (Bristol, Monkton, and Starksboro), local officials, and local schools and churches. Meeting discussion topics were comprehensive and varied, including: potential routes, rideshare programs, vanpools, fixed route transit providers, on-demand transit providers, volunteer driver programs, service charges, and potential funding sources.

A survey was also sent to all Hinesburg residents asking them about their transportation views. Results clearly showed that there was a need for such services as well as a desire for a place to centralize information about available transportation options.

With encouragement from VTrans, the Town decided to apply for a Federal United We Ride grant to better define and begin funding Hinesburg transit service through some combination of existing providers, both public and private, and via a volunteer driver program.

2. PROJECT GOAL

Through an examination and analysis of available and expected transportation providers and resources, devise and assist with implementing a coordinated operations plan that will result in public transportation services for Hinesburg residents and employers.

3. SCOPE OF WORK

Working closely with town officials, and consulting as needed with stakeholders (see list above) and Town residents, the selected consultant will first develop a step-by-step plan that achieves coordinated public transit services in Hinesburg connecting to in-town and regional destinations. Plan content will include the following:

- Recommend service types, including, but not limited to: fixed route, demand response, and volunteer drivers
- Identify the service provider(s)
- A detailed description of how service will be coordinated between providers
- Service frequencies
- Trip origins and destinations
- Costs – capital and operations
- Funding sources for the service proposals
- Identify marketing/outreach efforts
- Implementation sequence – identifying each step from concept to commencement of services

Secondly, the consultant will serve as a part-time coordinator to assist the Town with implementation of the plan's recommended transit services. Tasks associated with this project phase include:

- Coordinate transit services with the provider(s) identified in the plan
- Conduct marketing and outreach to publicize new and existing services
- Evaluate and resolve inefficiencies within coordinated transit operations
- Pursue additional funding sources to sustain newly implemented transit program

4. STANDARDS & DELIVERABLES

- All documents should be provided in both hard copy (paper) and digital format (MS Word). 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 and the Town of Hinesburg upon completion of the project.
- The consultant will provide fifteen (15) copies of the 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 Town and CCMPO. Original copies of the draft and final reports must be submitted to the Town and CCMPO.
- The consultant will provide written monthly progress reports to the CCMPO project manager.

PROJECT TIMELINE: A draft transit plan will be completed by November 1, 2007, and the final plan by December 1, 2007. The implementation tasks need to be completed by December 31, 2007; therefore implementation work should begin prior to plan completion.

PROJECT BUDGET: \$30,000

5. PROPOSAL REQUIREMENTS

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

- Submit **six (6)** copies of the Technical Proposal (see requirements below). The Technical Proposal must not have acetate or plastic covers. Number all pages consecutively.
- 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 Technical Proposal and the two sealed packages:
 1. Project name (Hinesburg Transportation Plan);
 2. Contents (Technical Proposal, Cost Proposal or Financial Information); and
 3. Name and address of the prime consultant.

Submissions must be received by **1:00 pm Friday, August 31, 2007** 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 proposal may not be considered.

Technical Proposal Requirements

The Technical Proposal should demonstrate that the Proposer 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 of the Proposer to supply the required services must be demonstrated. In order to assist in the evaluation process, please include the following information in the technical proposal:

I. Cover Letter

II. Project Abstract

This section should demonstrate that the Proposer understands 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)

Proposers shall provide the following information relative to their firms. 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 proposed approach to the project. Each element of the scope of work must be addressed.

V. Work plan

This section will include a description of tasks, products, milestones, and time tables. A detailed timetable should accompany the work description showing the expected sequence of tasks and resource requirements for both the consultant, CCMPO and Town staff.

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

Proposers shall describe **recent** experience relevant to the 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: The respondent shall 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.

VII. Qualifications and Experience of Key Staff

Proposers shall identify key individuals 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 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 (Revised 6/30/04). 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.

Comment [bd1]: Newest version was updated 6/30/04

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 technical proposal will be evaluated by CCMPO, VTrans, and Town staff (the proposal evaluation committee) and ranked first. The technical proposal evaluation criteria, with corresponding weight factors, are the following:

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

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 and Town reserve the right to seek clarification of any proposal submitted.

The proposal evaluation committee will make a recommendation on a preferred consultant to the Town. The Town will be responsible for the consultant selection decision.

The CCMPO and Town reserve 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 RFP if it is in the best interests of the Town and CCMPO. This solicitation of proposals 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 proposals for follow-up interviews. Interviews will be conducted by the proposal evaluation committee. 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. Interviews, if requested, will take place at the Town offices.

If follow-up interviews are not needed, expect a notice to proceed by September 14, 2007.

7. ADDITIONAL INFORMATION

The Town 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 proposals become the property of the CCMPO upon submission. The cost of preparing, submitting, and presenting a proposal lies solely with the Proposer.

Questions regarding this RFP 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 August 24, 2007 to ensure that all parties have adequate time to review the answers.*