



**Chittenden County
Metropolitan Planning
Organization**

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To: All Potential Offerors
From: David Roberts, Senior Transportation Planner
Date: April 19, 2006

Re: Chittenden County MPO Technical Assistance RFP

The Chittenden County Metropolitan Planning Organization (CCMPO) is seeking consultant services to perform planning and technical assistance projects for its member municipalities on an "as needed" basis.

Up to five consultants will be selected to perform all or part of several assistance requests submitted to the CCMPO staff by member jurisdictions throughout the year under a rate schedule contract. The contract will commence July 1, 2006 and extend through CCMPO's FY2009, ending on June 30, 2009. The rates proposed by the consultant will be in effect for the complete term of the contract.

You are invited to submit a proposal in response to this request.

Technical proposals and financial information in three (3) separate sealed envelopes, should be submitted no later than 1:00 p.m. on Wednesday, May 17, 2006 to:

David Roberts
Senior Transportation Planner
Chittenden County Metropolitan Planning Organization
30 Kimball Ave, Suite 206
South Burlington, Vermont 05403

Proposals submitted after the deadline will **not** be accepted.

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 RFP if it is in the best interests of the CCMPO. This solicitation of proposals in no way obligates the CCMPO to award a contract.

Questions regarding this RFP should be directed to David Roberts at (802) 660-4071 ext.16 or droboterts@ccmpto.org.

Sincerely,
David Roberts
Senior Transportation Planner

Enclosures: CCMPO Technical Assistance RFP dated April 19, 2006



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

**CHITTENDEN COUNTY METROPOLITAN PLANNING
ORGANIZATION**

Chittenden County Transportation Technical Assistance Program

Request for Proposals

April 19, 2006

**Proposals Due
1:00 PM, Wednesday, May 17, 2006**

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

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I. BACKGROUND

The Chittenden County Metropolitan Planning Organization (CCMPO) is seeking consultant services to perform planning and technical assistance projects for its member jurisdictions on an “as needed” basis.

Up to five consultants will be selected to perform all or part of several assistance requests submitted to the CCMPO staff by member jurisdictions throughout the year under a rate schedule contract. The contract will commence July 1, 2006 and extend through CCMPO’s FY2009, ending on June 30, 2009. The rates proposed by the consultant will be in effect for the complete term of the contract.

Tasks will be developed cooperatively for each project by the CCMPO program manager, a local representative, and the consultant. Typical tasks include gathering information, performing quantitative and qualitative analyses, proposing solutions, meeting and coordinating with CCMPO and local representatives, attending public meetings, and summarizing recommendations in plans, memorandums or brief reports.

The selected consultants will have expertise in one or more of the following disciplines: land surveying, transportation planning, engineering and design, urban design, landscape architecture, structural engineering, land use and community planning, and geographic information systems. In addition, the successful consultants must be familiar with state and federal environmental laws and regulations, and will have a demonstrated ability to conduct effective public meetings, hearings and outreach.

The proposed FY2007 Planning Assistance program budget includes approximately \$40,000 for transportation planning assistance consultant services. CCMPO expects a similar or slightly increased budget in future fiscal years.

II. PROGRAM DESCRIPTION

Member jurisdictions of the CCMPO submit requests throughout the year. The requests are prioritized by CCMPO staff and carried out accordingly. Generally, projects are small, focus on a specific location, can be completed within three-four months, and are located on locally owned facilities. In some cases, projects may be larger.

Potential projects expected over the course of the contract include, but are not limited to:

- Speed limit recommendations
- Intersection design alternatives
- Bridge inspections
- Intersection control warrants
- Signage recommendations
- Traffic calming designs
- Safety analyses
- Capacity analyses
- Pedestrian and bicycle facility alternatives analysis and sketch design

CCMPO will have up to five consultants under a rate schedule contract. When a planning assistance project is ready to start, the CCMPO program manager will contact the municipal client and determine which consultant is best suited for the project and capable of completing the project in the time required. The CCMPO program manager, consultant, and local representative will work cooperatively to develop the scope of work necessary to complete a project. In cases of larger projects, CCMPO may elect to solicit bids from consultants under the rate schedule contract before selecting the firm to complete the project.

III. PROPOSAL REQUIREMENTS

All consultants 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). 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 (Chittenden County Technical Assistance Program);
 2. Contents (Technical Proposal, Cost Proposal or Financial Information); and
 3. Name and address of the consultant.

Submissions must be received by **1:00 pm Wednesday, May 17, 2006** at:

David Roberts
Senior Transportation Planner
Chittenden County Metropolitan Planning Organization
30 Kimball Ave, Suite 206
South Burlington, VT 05403

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:

Consultants will be evaluated on technical expertise and past performance. To assist with the evaluation, please provide the following information:

I. Cover Letter

This section should provide a brief introduction along with an overview of the Proposer's understanding of the nature of the work and approach to be taken.

II. 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.
- f) A description of the firm's general qualifications, including experience with similar types of rate schedule contracts.
- g) A description of the specific skills and services the firm offers. (For example, traffic engineering, land surveying, landscape design, etc.)

III. 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. This section should include a discussion of the firm's ability to respond to requests in a timely manner.

IV. 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.

Cost Proposal Requirements

The cost proposal should present a table including hourly and overtime rates for all classifications of personnel who may be utilized under this contract. These rates shall be presented and broken down by direct labor costs per class of labor, overhead cost, and total cost. This cost proposal information shall be placed in a separate envelope and the contents clearly labeled as specified above.

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).

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

V. CONSULTANT EVALUATION AND SELECTION

The technical proposal will be evaluated by a CCMPO subcommittee and staff 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. (40 Pts.)
- Clarity of the proposal, skills available, and expertise with specific skills. (35 Pts.)
- Demonstration of overall project understanding and knowledge of the local area. (15 Pts.)
- Completeness of submitted proposal with all elements required by the RFP (10 Pts.)

Following the technical proposal evaluation, the cost proposal will next be reviewed for consistency and in light of the evaluation of the technical proposal.

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

The CCMPO proposal evaluation subcommittee will make a recommendation on preferred consultants to the CCMPO's Technical 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 RFP if it is in the best interests of the 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 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. Interviews, if requested, will take place at the CCMPO offices.

Disadvantaged Business Enterprise (DBE) Program

The Vermont Agency of Transportation sets an overall annual goal for DBE participation on federally funded contracts that is reviewed and revised each year, in accordance with the requirements of 49 CFR Section 26.45. For the specification of the overall annual DBE goal and an explanation of the goal-setting methodology, consultants are directed to the VTrans DBE webpage: <http://www.aot.state.vt.us/CivilRights/DBE.htm>. The CCMPO and its consultants, and any subconsultants, shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of this work.

VI. ADDITIONAL INFORMATION

The consultant will submit monthly invoices accompanied by brief, written progress reports when a technical assistance project is active.

As noted in the RFP introduction, CCMPO plans to extend the technical assistance contract with selected firms through FY2009 (June 30, 2009). However, CCMPO may elect to solicit additional technical assistance firms if the need arises prior to the expiration of this contract.

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 David Roberts, CCMPO at (802) 660-4071 ext. 16 or droberts@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 1:00 pm on May 9, 2006 to ensure that all parties have adequate time to review the answers.*