

Hillsborough MPO General Planning Consultant Selection 2015

Oral Presentation Information Sheet

Logistics

- Each team will make a 45 minute maximum oral presentation followed by up to 15 minutes of Q&A.
- Key personnel are expected to make your presentation, but there is no limit to the number of presenters or number of team members in attendance.
- One flash drive of presentation and 10 color hard copies of your presentation will be due to Lisa Silva at the MPO office before noon June 22, 18th floor. MPO Staff will use the flash drive to preload and test that the PowerPoint is working prior to the presentations on June 23rd and 24th. The hard copies will be provided to the selection panel.
- Each team will identify, on a checklist to be provided by the MPO, the optional services they propose to provide as a GPC. This will be provided to the selection panel. Please return the completed checklist to Lisa Silva with your presentation by noon June 22.
- All presentations will be in the MPO Boardroom, at 601 E. Kennedy Blvd, 18th floor. The boardroom will not be available for rehearsals prior to presentations.
- There are nine members on the selection panel (City of Tampa-1, Hillsborough County -1, HART-1, MPO-4, Plant City – 1 and Planning Commission-1).
- Although not encouraged, you may leave behind copies of brief marketing materials from your team.

Schedule of Presentations (revised at June 3rd Information meeting)

June 23rd

8:00 a.m.	Atkins
9:15	Cambridge Systematics
10:30	DKS
1:00 p.m.	Gannett Fleming
2:15	Renaissance
3:30	Kittelson

June 24th

8:00 a.m.	HDR
9:15.	Kimley Horn
10:30	Sprinkle
1:00 p.m.	Stantec
2:15	Tindale-Oliver
3:30	URS

Presentation topics to be covered

If selected, your team may be presenting transportation plans, projects, studies and recommendations to a wide variety of audiences on behalf of the MPO and its member agencies. Please demonstrate how you present your work, by giving examples from presentations you have prepared for previous clients.

Present projects demonstrating the team's experience in:

- Core required planning services
- Optional services

Note, the panel will be looking for:

- Your team members' roles in the projects presented, as an indication of their expertise and experience.
- Familiarity with local context
- Understanding of the MPO and its UPWP and processes
- Unique expertise areas
- Innovative or exemplary projects

Please also address Project/Team Management, describing:

- Your process and steps to ensure meeting client expectations from the beginning to the end of a work order
- How you would handle turnover of key staff
- Your history of working with your sub-consultants
- How would you handle any real or perceived conflicts of interest between the MPO and other public or private sector clients
- If key personnel are not local, how you will respond to time-sensitive requests

Selection Timeline

- Ten proposed finalists will be notified by Friday, June 25th.
- The recommendation of ten finalists will be presented to the MPO Policy Committee on July 28th, 9 AM, MPO Boardroom, 18th floor.
- The MPO board will make the final selection as part of its regular meeting on August 4, 9AM BOCC Boardroom 2nd floor.
- Finalists wishing to begin the contract legal review process may review the MPO's standard agreement after the June 25th announcement.

Consultant Name: _____

GPC 2015 Optional Services Checklist

Please indicate which optional services you propose offering.

Return to Lisa Silva by noon Monday, June 22, 2015.

- Intelligent Transportation Systems
- Congestion Management Process
- Crash mitigation planning
- Intersection, traffic operations & access management
- Traffic circulation
- Security & Resilience
- Complete Streets
- Bicycle & Pedestrian
- Off-road trails
- Fixed guideway transit
- Bus transit
- Flexible, on-demand transit
- Water transit
- Automated vehicles & related technologies
- Transportation Demand Management
- Transportation Disadvantaged
- Intermodal freight & goods movement
- Truck routes
- Freight rail
- Aviation
- Port
- Transportation Improvement Project Prioritization
- Traffic counts & data collection
- Bicycle/Ped data collection
- Q/LOS analysis
- Transportation performance measures
- Socioeconomic data collection & forecasting
- Air quality analysis/forecasting
- Greenhouse gas reduction
- ETDM support
- Database programming
- Regional travel demand modeling (TBRPM) and related data collection
- Operational modeling (e.g. VISSIM, Synchro) and related data collection
- Revenue estimating/forecasting, bonding and financial planning
- Transportation and land use coordination & planning
- GIS data & analysis
- Graphic design
- Social media
- Public opinion research
- Meeting facilitation
- Web application development
- Foreign language translation

HILLSBOROUGH COUNTY MPO GPC SELECTION
ORAL PRESENTATION EVALUATION

SAMPLE

Consultant: _____

Instructions: This evaluation form will be completed for each firm's oral presentation. Each firm's scores will be totaled and the reviewer's name and date entered. This form will be used to summarize each reviewer's scores onto a summary form.

SCORE

1. **PROJECTS DEMONSTRATING EXPERIENCE IN:** (0-40)

- Experience of Team with Core categories, including staff responsible and their role
- Understanding MPO process, products, and needs
- Innovative or exemplary ideas and projects
- Optional Services, special or unusual expertise areas
- Familiarity with local context

2. **PROJECT/TEAM MANAGEMENT:** (0-30)

- Process and steps to ensure meeting client expectations from beginning to end of work order
- Ability to handle turnover of key staff, conflicts of interest between MPO and public or private sector clients.
- Location/availability of key staff, responsiveness to time-sensitive requests
- Effectiveness of team and relationship between prime consultant and sub-consultants

3. **PRESENTATION:** (0-20)

- Oral presentation skills of key staff/team
- Effectiveness of visual aids (i.e. graphics, writing, appropriate for audience, etc.)
- Ability to relate and to communicate technical information to all audiences (i.e. general public, elected officials, agency partners)
- Ability to elicit feedback and respond to input

4. **RESPONSE TO QUESTIONS:** (0-10)

For Information Only

TOTAL SCORE _____
(possible 100)

The following space should be used to supply any major comments which the reviewer considers relevant to the firm's overall score.

Prepared by: _____

Date: _____

**MPO GPC 2015 PROCUREMENT INFORMATION MEETING
JUNE 3, 2015**

Questions and Answers:

1. What are the scoring criteria?

Answer: They are located on the last page and the staff has the option to “tweak” them if they see fit.

2. If you use less than the 45 minute oral presentation, can the minutes be used for Q&A?

Answer: Yes.

3. Is the score from the Letter of Interest cumulative with the score from the oral presentations?

Answer: No – teams have been shortlisted and scores for oral presentations will not be added to scores for Letters of Interest.

4. Will the questions be the same for each consultant?

Answer: No, it depends on what teams present.

5. Will the panel that hears oral presentations be the same panel that reviewed the letters?

Answer: Yes, that is our intent.

6. NOTE: a revised presentation schedule below and posted on the MPO website.

Schedule of Presentations (was alphabetical-revised at June 3rd Information meeting)

<i>June 23rd</i>		<i>June 24th</i>	
8:00 a.m.	Atkins	8:00 a.m.	HDR
9:15	Cambridge Systematics	9:15	Kimley Horn
10:30	DKS	10:30	Sprinkle
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7. Are the oral presentations open to the public?

Answer: Yes, all are open due to the Sunshine Law.

8. Regarding the checklist for Optional Services, will teams be limited to this?

Answer: No, it is guidance to assist the MPO in matching your strengths to potential task assignments. We are therefore asking Teams to reconfirm the optional services indicated in their Letter of Interest.

9. So if the MPO has several teams that can provide the same optional service, how will you assign work?

Answer: In the same manner that is used now. If we have a number of teams/firms equally qualified in providing an optional service, we may ask them to come in and explain how they would approach a task.