



Hillsborough Metropolitan Planning Organization

601 E Kennedy Boulevard, 18th Floor, Tampa, Florida, 33602 • 813-272-5940 • hillsboroughmpo.org

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Hillsborough County

Beth Alden, AICP
Executive Director

Hillsborough County
Metropolitan Planning Organization
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<http://www.planhillsborough.org>
e-mail: transportation@plancom.org

MEMORANDUM

DATE: May 18, 2015

TO: General Planning Consultant (GPC) Selection Committee members

FROM: Beth Alden, AICP, Executive Director GA

RE: Selection process

First of all, I want to thank you for serving on the selection committee. Your expertise is invaluable to this process. The MPO explores a wide range of issues, in service to its board and member organizations; thus it is important for us to have a broad pool of talent available among our GPCs. Your expertise is essential in discerning the best qualified consultants in key specialty areas.

Second, I will not be participating in any of the Selection Committee's activities. My significant other is a traffic engineer, and his employer is competing as a sub-consultant. Because he is not an owner in the firm, the MPO Attorney advises that under Florida Statute, no conflict of interest is created. To be doubly sure of fairness, I have delegated all responsibility for coordinating the Selection Committee's activities to Principal Planner Lisa Silva, under the direction of MPO Assistant Executive Director Rich Clarendon. Further, any subsequent task work orders with his employer will be reviewed and authorized by Rich Clarendon rather than myself.

Lisa has put together a well-thought-out process which we hope will make your participation as streamlined as possible. We appreciate your time.

And as always, I'm available if you have questions.

GPC 2015 Letter of Response (LOR) Evaluation Instructions

	0	1	2	3	4	5	6	7	8	9
SELECTION PANEL: (Check or Highlight your name)	Example	Rich	Gena	Michele	Sarah	HART-Steve	HC-Williams	PC-Hudson	TPC-Zornitta	COT-Money

Please review the attached Letters of Response and return this form to Lisa Silva silval@plancom.org, with the bottom portion completed **5 PM Thursday, May 28th**. When scoring the Letters of Response, consider the criteria below using your personal judgment. When scoring 1-5, or 1-10 etc, 5 and 10 are the highest.

	1	2	3	4	5	6	7	8	9	10	11	12	13
TEAM	ADEAS-Q	ATKINS	Cambridge	DKS	Gannett Fleming	HDR	Kimley Horn	Kittelson	Rennai-ssance	Sprinkle	Stantec	Tindale Oliver	URS (AECOM)
Pre-Screen CRITERIA (by Lisa)													
Received by deadline (5 PM Friday, May 15 th)													
FDOT Qualified in Group 13													
*1. long range transportation systems planning (required)													
*2. subarea/corridor planning													
*3. public outreach/participation													
*4. document production													
Responsible Office for the Consultant Firm													
Contact Person for the Project, Email Address and Telephone Number													
Prime and/or Subconsultant(s) are DBE (P = Prime S=Sub B=Both)													
Shortlist Criteria for Selection Panel:													
Qualifications in the 4 required services (above*): team has a large talent pool and many satisfied clients (Score 1-10)													
If applicable, qualifications in the optional services (see ad): talent pool, many satisfied clients, and uniqueness/value of the optional expertise (Score 1-10)													
Key personnel: expertise and previous MPO/planning experience (Score 1-10)													
Approach for achieving client expectations: attention to scoping, staffing, monitoring resources, interacting about expectations, QC before delivery, and adequate resources to respond to client review of deliverables (Score 1-10)													
Presentation: letter is well organized, attractive, error-free, and key info is easy to find (Score 1-10)													
Team strength: previous successful projects among key personnel working for Prime and Subconsultant(s) (Score 1-5)													
TOTAL SCORES (possible 55 points)													
Other comments/notes (optional):													

**NOTICE TO PROFESSIONAL CONSULTANTS
HILLSBOROUGH METROPOLITAN
PLANNING ORGANIZATION (MPO)
AND
STATE OF FLORIDA
FLORIDA DEPARTMENT OF TRANSPORTATION
DISTRICT VII**

The Hillsborough County Metropolitan Planning Organization (MPO), in conjunction with the Florida Department of Transportation (FDOT), District VII, is reissuing its request seeking professional consultant services on the projects listed in this advertisement. The MPO request Letters of Response from Consultants for the General Planning Consultant (GPC) contract. By submitting a Letter of Response, the Consultant affirms that it is FDOT prequalified in the work category, Group 13-Planning. Any firm not prequalified by the FDOT and desiring consideration for these projects must obtain and submit a complete Request for Qualification Package, to the Procurement Office in Tallahassee, (850) 414-4477, by the advertised Letter of Response Deadline Date.

DESCRIPTION: General Transportation Planning Consultants

REQUESTED SERVICES:

Core required general planning services shall include all of the following:

- long range transportation systems planning
- subarea/corridor planning
- public outreach/participation
- document production

Optional services may include:

- 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

Consultants are encouraged to visit the MPO Unified Planning Work Program (UPWP) at http://www.planhillsborough.org/wp-content/uploads/2013/02/15_16_UPWP_FINAL.pdf for more information on the anticipated tasks and projects.

The services to be rendered by the Consultant(s) shall be for a period of 24 months (extendable by mutual agreement up to an additional 36 months) or until a total accumulated fee is reached, whichever occurs first.

SUBCONSULTANT OPPORTUNITY: Consultants who are not pre-qualified by the Florida Department of Transportation for lack of independent CPA Certified overhead audit may be utilized to provide services for these projects, providing that compensation to the subconsultant will not exceed \$250,000. Before work may commence, any such consultant utilized must also be technically qualified and approved by the MPO.

EQUAL OPPORTUNITY STATEMENT: The MPO in accordance with the provisions of Title VI of the Civil Rights Act of 1964, hereby notifies all firms and individuals that it will require affirmative efforts be made to ensure participation by minorities in any contract for consultant services. Disadvantaged business enterprises (DBE) will be afforded full opportunity to submit proposals in response to advertisements and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, family, or religious status in consideration for an award. The MPO has a DBE participation policy statement and participates in FDOT's statewide goal.

RESPONSE PROCEDURE: Qualified consultants who are interested in these projects are required to submit a Letter of Response to the MPO indicating their desire to be considered for this project. The letter must be no more than five (5) pages, one-sided and shall as a minimum, include the following information:

1. Consultant's Name and Address
2. Responsible Office for the Consultant Firm
3. Contact Person for the Project, Email Address and Telephone Number
4. Name(s) of Subconsultant(s) that may be used and brief indication of any previous joint projects
5. Indication as to whether the Prime and/or Subconsultant(s) are DBE
6. Statement regarding qualifications of the Prime consultant firm and any proposed Subconsultants in the required services, and, if applicable, optional services
7. Key personnel including areas of expertise and relevant past MPO/planning experience (do not include resumes)
8. Approach for achieving client expectations

THE CONSULTANT MUST BE ABLE TO MEET THE FOLLOWING CONDITION WHICH WILL BE PART OF THE CONTRACT BETWEEN THE MPO AND THE CONSULTANT:

No member, officer or employee of the Hillsborough County City-County Planning Commission or the Hillsborough MPO during his tenure or for two years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. Any firm which has a member, officer or employee that this provision speaks to, must demonstrate in its Letter of Response that this provision can be met by segregating the affected person from the project and from receiving any proceeds from the contract. For the purpose of the contract, an employee of the consultant includes any subconsultant, independent agent contracting with the consultant, or anyone having a service contract with the consultant.

FEDERAL DEBARMENT: By submitting a Letter of Response, the consultant certifies that no principal (which includes officers, directors or executives) is presently suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any Federal Department or Agency.

SELECTION PROCESS: The listed projects are covered by the selection process detailed in Rule Chapter 14-75, Florida Administrative Code. Some or all of the responding firms may be requested to provide oral technical proposals for the final ranking process. The schedule is listed below. All meetings are open to the public and will be held in at County Center, 601 East Kennedy Boulevard, 18th Floor, unless otherwise noted. The selected consultants contract and fees will be negotiated in accordance with Section 287.055, Florida Statutes. The Consultants that are included on the shortlist and those that are ultimately selected as well as any changes to the selection schedule will be

advertised only on the MPO's Webpage, at www.hillsboroughmpo.org. All questions about the GPC selection process or schedule shall be in writing and directed to Lisa Silva at SilvaL@plancom.org.

SELECTION SCHEDULE:

Letter of Response due, Friday, May 15th 5:00 PM

Shortlist announced on website and by email, Monday, June 1st 9:00 AM

Informational Meeting, Wednesday June 3rd 1:30 PM, (MPO Boardroom, 601 E. Kennedy Blvd, 18th Fl)

Oral presentations, Tuesday/Wednesday, June 23rd/June 24rd starting 8:00 AM (MPO Boardroom, 601 E. Kennedy Blvd, 18th Fl)

Staff presentation to Policy Committee, Tuesday, July 28th 9:00 AM (MPO Boardroom, 601 E. Kennedy Blvd, 18th Fl)

Consultant selection by MPO board, Tuesday, August 4th 9:00 AM (BOCC Boardroom, 601 E. Kennedy Blvd, 2nd Fl)

REQUESTING UNIT: Hillsborough Metropolitan Planning Organization for Transportation

LETTER OF RESPONSE ADDRESS:

Ten (10) Copies To:

Beth Alden, AICP, Executive Director

Hillsborough Metropolitan Planning Organization

601 E. Kennedy Blvd., 18th Floor

Tampa, Florida 33602-5117

LETTERS OF RESPONSE DEADLINE: 5:00 PM EST, Friday, May 15, 2015