

**RFQ NO.
20-1**

REQUEST FOR QUALIFICATIONS
FOR THE
ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

August 24, 2020 Draft

TABLE OF CONTENTS

	PAGE NUMBER
SECTION I.....	1
A. LEGAL NOTICE	1
B. REQUEST FOR QUALIFICATIONS- SCHEDULE	3
C. GENERAL INFORMATION	4
D. PURPOSE	6
E. DEFINITIONS	7
F. SCOPE OF WORK	8
G. PROJECT OVERVIEW	9
H. SELECTION PROCESS	10
I. APPEALS PROCEDURE	13
SECTION II	14
LETTER OF INTEREST AND STATEMENT OF QUALIFICATIONS	14
SECTION III	15
WRITTEN PROPOSAL AND ORAL PRESENTATION	15
SECTION IV 17	
EVALUATION CRITERIA/PROPOSAL RATING SHEET	17

THIS PAGE LEFT BLANK INTENTIONALLY

SECTION I

A. LEGAL NOTICE REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) desires that consultants qualified pursuant to law and regulations submit a Letter of Interest and Statement of Qualifications for professional services on the following project in Alachua County.

PROJECT NAME: Alachua Countywide Bicycle-Pedestrian Master Plan.

DESCRIPTION: Assist in this project by accomplishing the following tasks:

Task 1- Public Involvement;

Task 2- Data Collection, Mapping and Data Development;

Task 3- Data Analyses;

Task 4- Alachua Countywide Bicycle-Pedestrian Master Plan Facilities Needs Assessment; and

Task 5- Alachua Countywide Bicycle-Pedestrian Master Plan Prioritized Project Lists, Implementation Plan and Final Report.

QUALIFICATION REQUIREMENTS: Consultant must submit project experience demonstrating thorough knowledge of land use, environmental and transportation planning procedures and methods.

RESPONSE EVALUATION: All respondents will be evaluated in accordance with Section 287.055(4), Florida Statutes, and must be determined to be qualified to do business in Florida and qualified to perform the advertised work requirements.

LETTER OF INTEREST AND STATEMENT OF QUALIFICATIONS: Firms desiring consideration for this project must submit three (3) copies of their letter of interest and statement of qualifications to the requesting unit listed below. One of these copies must be a clean, single-side original in digital format that can be used to make additional copies and/or used for virtual meetings via communications media technology.

The letter of interest and statement of qualifications must demonstrate the expertise of the potential consultant, including its subconsultants, if any, to assist in the development of a bicycle-pedestrian master plan. Proposers shall provide a list of all communities that they have provided bicycle-pedestrian master plan consulting services. Proposers shall also demonstrate their experience in working to enhance bicycle networks, pedestrian networks and interconnectivity, including access to transit systems in growing mid-sized cities.

The letter of interest and statement of qualifications must, as a minimum, include the following information:

1. Name, address, contact person and phone number;

2. Listing of key staff and resumes;
3. Listing of any subconsultants anticipated to be used on this project;
4. An indication of the firm's potential (available staff resources) for additional work in the next 12 months;
5. Experience on similar type projects, including location, date completed, contact (reference) name and telephone number; and
6. Proof of professional liability insurance or letter of credit in accordance with Rule 14-75, Florida Administrative Code.

LETTER OF INTEREST AND STATEMENT OF QUALIFICATION DEADLINE: September 25, 2020 at 5:00 p.m. Eastern Daylight Savings Time. Late letters will be returned unopened with the notation, "This letter of interest and statement of qualifications was received after the delivery time designated for receipt and opening in the legal notice."

REQUESTING RESPONSE ADDRESS: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, ATTENTION: Scott R. Koons, AICP, 2009 NW 67th Place, Gainesville, FL 32653-1603.

Faxed and e-mailed responses will not be accepted.

SHORTLIST SELECTION PROCESS: From the letters of interest and statements of qualifications received, the Metropolitan Transportation Planning Organization's Technical Review Committee will shortlist a minimum of three (3) firms. The shortlist selection date is October 7, 2020.

NOTE: After completion of the shortlist process, at least three (3) firms will be requested to submit written proposals and make oral presentations. Consultant presentations will be made on November 30, 2020.

ESTIMATED PROJECT BUDGET FOR METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA TASKS: \$100,000.

The Metropolitan Transportation Planning Organization reserves the right to accept or reject any and all responses.

MINORITY BUSINESS ENTERPRISE AND DISADVANTAGED BUSINESS ENTERPRISE

Minority business enterprises and disadvantaged business enterprises are encouraged to apply.

B. REQUEST FOR QUALIFICATIONS- SCHEDULE

Letters of interest and statements of qualifications are due **September 25, 2020 at 5:00 p.m., Eastern Daylight Savings Time**, to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, 2009 NW 67th Place, Gainesville, FL.

In order to review the requirements of this Request for Qualifications and provide answers to questions from short-listed firms, a scope of services meeting will be held **October 19, 2020 at 10:00 a.m., Eastern Daylight Savings Time, via communications media technology. Attendance at this pre-proposal conference is mandatory.** Inquiries about this Request for Qualifications must be made at the scope of services meeting. Firms represented will have an opportunity to clarify any information contained in the request for qualifications at the scope of services meeting. No statements made during the meeting will be considered binding changes to this solicitation unless they are subsequently issued as written addenda to this solicitation.

For short-listed firms, written proposals are due **October 7, 2020 at 5:00 p.m., Eastern Daylight Savings Time**, to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, 2009 NW 67th Place, Gainesville, Florida.

Short-listed firm presentations will be made on **November 30, 2020 at 10:00 a.m., Eastern Daylight Savings Time**, via communications media technology.

The following is the anticipated schedule for selection of the firm to prepare the Alachua Countywide Bicycle-Pedestrian Master Plan Update. If there are changes to the meeting dates, each firm that submits a Letter of Interest and Statement of Qualifications will be notified.

Request for Qualifications Advertised	August 28, 2020 at 5:00 p.m. Eastern Standard Time
Letters of Interest and Statements of Qualifications due	September 25, 2020 at 5:00 p.m. Eastern Daylight Savings Time
Technical Review Committee Evaluates Letters of Interest and Statements of Qualifications and the Project Manager Identifies At Least Three Firms with the Highest Scores To Make Oral Presentations to the Technical Review Committee	October 7, 2020 at 10:00 a.m.
Scope of Services Meeting	October 19, 2020 at 10:00 a.m. Eastern Daylight Savings Time
Written Proposals Due	November 18, 2020 at 5:00 p.m. Eastern Daylight Savings Time
Consultant Oral Presentations to Technical Review Committee and Technical Review Committee Ranks Three Firms in Priority Order	November 30, 2020 at 10:00 a.m. Eastern Daylight Savings Time
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Meeting- Approves Consultant Contract	December 14, 2020 at 5:00 p.m. Eastern Daylight Savings Time
Consultant Begins Work	January 1, 2021

C. GENERAL INFORMATION

1. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) requires professional services for the Alachua Countywide Bicycle-Pedestrian Master Plan. This plan will serve as an update to the current Alachua Countywide Bicycle Master Plan planning document series and the initial Alachua Countywide pedestrian facility planning document. This multimodal planning document will address the safe mobility of bicyclists and pedestrians, including the provision of access to regional transit service, bicycle and pedestrian facility connectivity and roadway network integration.
2. The project, which shall be awarded to the selected consulting firm, is to assist the Metropolitan Transportation Planning Organization in updating its adopted Alachua Countywide Bicycle Master Plan documents and initiating Alachua Countywide pedestrian planning documentation by accomplishing the following tasks:
 - Task 1- Public Involvement;
 - Task 2- Data Review and Collection, Mapping and Data Development;
 - Task 3- Data Analysis;
 - Task 4- Alachua Countywide Bicycle-Pedestrian Master Plan Facilities Needs Assessment; and
 - Task 5- Alachua Countywide Bicycle-Pedestrian Master Plan Prioritized Project Lists, Implementation Plan and Final Report.
3. Consultant services will begin January 1, 2021 (upon written notice from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Executive Director) and will be completed by December 31, 2021.
4. The Project Manager for Exhibit A- Scope of Services Alachua Countywide Bicycle-Pedestrian Master Plan is:

Mr. Scott R. Koons, AICP, Executive Director
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
2009 N.W. 67th Place
Gainesville, FL 32653-1603

352.955.2200, Extension 101 koons@ncfrpc.org
5. The proposed method of compensation is a fixed fee.
6. The issuance of this request for qualifications constitutes an invitation to present proposals from qualified and experienced proposers. The Metropolitan Transportation Planning Organization reserves the right to determine, in its sole discretion, whether any aspect of the statement of proposal satisfactorily meets the criteria established in this request for qualifications, the right to seek clarification from any proposer or proposers submitting proposals, the right to solicit proposals with any proposers submitting a response, and the right to reject any or all responses with or without cause. The Metropolitan Transportation Planning Organization also reserves the right to modify the scope to be considered for this project. In the event that this request for qualifications is withdrawn by the Metropolitan Transportation Planning Organization, or that the Metropolitan Transportation Planning Organization does not proceed for any reason, including but not limited to the failure to occur of any of those findings or events set forth herein, the Metropolitan Transportation Planning Organization shall have no liability to any proposer for any costs or expenses incurred in connection with the preparation and submittal of this request for qualifications or otherwise.

7. All proposers are hereby placed on formal notice that neither the Metropolitan Transportation Planning Organization, nor any employees of the North Central Florida Regional Planning Council, are to be lobbied either individually or collectively concerning this project.

Proposers and their agents who intend to submit a proposal for these services are hereby placed on formal notice that they are not to contact members of the Metropolitan Transportation Planning Organization, nor staff members of the North Central Florida Regional Planning Council, outside of regular public meetings for such purposes as holding meetings of introduction, meetings related to the selection process, outside of those specifically scheduled by the Metropolitan Transportation Planning Organization for negotiations, dinners, lunches or any other actions that may be interpreted as potentially influencing the results of this process. Failure to comply with this requirement shall result in immediate disqualification of such firm by the Metropolitan Transportation Planning Organization from further consideration of this proposal.

8. As required by Section 287.113, (2) (a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal or a contract to provide any goods or services to a public entity.
9. Each proposer shall be responsible for reading and completely understanding the requirements contained herein. The deadline for submission of letters of interest, statements of qualifications and proposals will be strictly adhered to. Late letters of interest, statements of qualifications and proposals will be returned unopened with the notation, "This material was received after the delivery time designated for receipt and opening in the legal notice."
10. Inquiries about this Request for Qualifications must be made in person at the scope of services meeting. Inquiries received by telephone, mail, facsimile or electronic communications will not be responded to by the Metropolitan Transportation Planning Organization.
11. Proposers responding to this request shall bear all costs and expenses associated with its preparation. No claims shall be submitted to the Metropolitan Transportation Planning Organization for preparation or presentation of proposals.
12. The criteria for evaluation of proposals is provided in Section IV (Evaluation Criteria/Proposal Rating Sheet). Only these criteria will be used to determine the best response.
13. Awards shall be made to the proposer whose qualifications and response shall be determined to be most advantageous to the Metropolitan Transportation Planning Organization.
14. The Metropolitan Transportation Planning Organization may unilaterally cancel any contract arising from the selected consultant's refusal to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes which are made or received by the consultant in conjunction with the contract.
15. The Metropolitan Transportation Planning Organization, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Statutes 252) and the regulations of the U.S. Department of Commerce (15 Code of Federal Regulations, Part 8) issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit proposals in response to this invitation. Further, the Metropolitan Transportation Planning Organization will not discriminate against proposers on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity in consideration for an award.

D. PURPOSE

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area requires professional services for the development of the Alachua Countywide Bicycle-Pedestrian Master Plan.

E. DEFINITIONS

Fixed Fee: A firm fixed price not subject to adjustment due to the actual cost experience of the consultant in the performance of the contract.

Letter of Interest and Statement of Qualifications: The advertisement for services will require interested consultants to submit a letter of interest and statement of qualifications. The content criteria for the letter of interest and statement of qualifications is listed in Section II.

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area: The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) voting members include the Mayor and six Commissioners of the City of Gainesville and all five Alachua County Commissioners.

Project Manager: This is a person who is responsible for the general administration of the project and who coordinates activities between the consultant and the Metropolitan Transportation Planning Organization ensuring that the consultant provides the specified services at a satisfactory level of quality, in accordance with the terms and conditions of the contract. Additionally, the Project Manager will initiate necessary actions as a result of the consultant's non-compliance with the terms and conditions of the contract.

Shortlist: This consists of no less than three (3) consultants chosen by the Technical Review Committee. These consultants will be required to submit written proposals and present oral proposals for the required work in order to be considered for final selection.

Technical Review Committee: A Technical Review Committee will be assigned the responsibility to evaluate the letters of interest and statements of qualifications and make shortlist selections. This Committee will also be assigned the responsibility to evaluate the written and oral proposals submitted by the shortlisted consultants and rank the firms in priority order.

F. SCOPE OF WORK

For a detailed description of the required consultant services for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, refer to Exhibit "A", Scope of Services Alachua Countywide Bicycle-Pedestrian Master Plan.

G. PROJECT OVERVIEW

The selected consulting firm will assist the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) preparing the Alachua Countywide Bicycle-Pedestrian Master Plan by accomplishing the following tasks:

Task 1- Public Involvement;

Task 2- Data Review and Collection, Mapping and Data Development;

Task 3- Data Analysis;

Task 4- Alachua Countywide Bicycle-Pedestrian Master Plan Facilities Needs Assessment; and

Task 5- Alachua Countywide Bicycle-Pedestrian Master Plan Prioritized Project Lists, Implementation Plan and Final Report.

H. SELECTION PROCESS

TECHNICAL REVIEW COMMITTEE

The Executive Director of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) will appoint a Technical Review Committee to evaluate proposals. The members of this Committee will include two representatives from the Metropolitan Transportation Planning Organization staff, one representative from the City of Gainesville Mobility Department, one representative from the Alachua County Department of Growth Management and one representative from the University of Florida Planning, Design and Construction Division.

SHORTLIST SELECTION

The letters of interest and statements of qualifications will be mailed to the Technical Review Committee and scored using the shortlist consideration factors discussed later in this section. Each member of the Technical Review Committee must base their evaluation on the same criteria. The Technical Review Committee members shall provide objective evaluations from a solely technical standpoint.

When each evaluator has completed, signed and dated the evaluation of each letter of interest and statement of qualifications, the scores sheet will be transmitted to the Project Manager. These scores will be used to establish the rank order of each reviewer for the selection of the consultant. The rank order score of reviewers will be combined to determine the final rank score for the shortlist selection of the consultant.

All individual evaluations shall be signed and dated by the evaluator. The Technical Review Committee will shortlist no less than three (3) consultants.

SHORTLIST SCORING FACTORS

1. The distribution of work among the competing consultants and the utilization of new consultants (for previous consultants assign less points and for new consultants assign more points) (0 to 25 points).
2. An indication of the firm's potential (available staff resources) for additional work in the next 12 months (0 to 25 points).
3. Balancing the needs of the project to the abilities of the consultants (0 to 50 points).

SHORTLIST NOTIFICATION

The Metropolitan Transportation Planning Organization's Project Manager will contact each firm that submitted a letter of interest and statement of qualifications to inform them of which consultants were shortlisted.

PREPARATION OF REQUESTS FOR PROPOSALS PACKAGE

The Metropolitan Transportation Planning Organization's Project Manager will prepare the Request for Proposal package to be provided to the shortlisted consultants.

SCOPE OF SERVICES MEETING

The purpose of the scope of services meeting is to provide a forum for all concerned parties to discuss the proposed project, answer questions on the scope of services, method of compensation, instructions for submitting proposals and other relevant issues. Since the Request for Proposal package is the working document on which a scope of services meeting is based, the shortlisted consultants shall be furnished a copy of the Request for Proposal at least seventy-two (72) hours prior to the scope of services meeting.

The scope of services meeting shall be attended by representatives of the shortlisted consultants and subconsultants, other functional area representatives (as necessary) and moderated by the Project Manager. The Project Manager will explain and answer questions to clarify project objectives, contractual requirements, method of compensation and selection procedures. Attendance at the scope of services meeting is mandatory. Failure to attend the scope of services meeting will disqualify a consultant. No questions concerning the Request for Proposal will be considered after the scope of services meeting.

Following the scope of services meeting, the Project Manager will update the scope of services as necessary. The updated scope of services will be made available to each shortlisted consultant and each member of the Technical Review Committee within thirteen (15) calendar days following the scope of services meeting.

TECHNICAL REVIEW CRITERIA

The criteria used in the evaluation of proposals and presentations are identified in Section IV. Each Technical Review Committee member will assign points to the proposals using the criteria listed in Section IV (Evaluation Criteria/Proposal Rating Sheet). Technical Review Committee members will ensure that each proposal has been rated fairly, impartially and comprehensively.

Each member of the Technical Review Committee must base their evaluation on the same criteria. The Technical Review Committee members shall provide objective evaluations from a solely technical standpoint. The assignment of points must be done individually by each reviewer and not as a consensus of the Committee. Committee members will not discuss the presentations before or after points are assigned.

When each reviewer has completed their evaluation of each proposal, the total raw score will be calculated for each reviewer. The total raw scores of each reviewer will be used to establish the rank order of each reviewer. The rank order score of all reviewers will be combined to determine the final rank score. All individual evaluations shall be signed and dated by the reviewer.

RANKING OF SHORTLISTED CONSULTANTS

The Technical Review Committee shall make the final selection based upon the rank order score. The Technical Review Committee shall select in order of preference the firms deemed to be the most highly qualified to perform the required services. Immediately after the selection, the shortlisted consultants shall be notified of the selection results.

NEGOTIATING CONTRACT FEES

Upon the ranking of the shortlisted consultants, the Metropolitan Transportation Planning Organization Project Manager will begin negotiations with the number one ranked consultant. The negotiations for work effort shall focus on the technical proposal for the purpose of clarifying and resolving any differences concerning the scope of the project and the level of effort necessary to accomplish the project. The objective of work effort negotiations is to ensure that estimated work effort is fair and reasonable.

Should the Metropolitan Transportation Planning Organization Project Manager be unable to negotiate an agreement, the Metropolitan Transportation Planning Organization Project Manager will terminate negotiations with the consultant documenting the reason for rejection and initiate the aforementioned procedure with the consultant previously ranked second by the Technical Review Committee.

Should the Metropolitan Transportation Planning Organization Project Manager be unable to negotiate an agreement with the second ranked consultant, the aforementioned procedure will be initiated with the third ranked consultant. Should the Metropolitan Transportation Planning Organization Project Manager be unable to negotiate a satisfactory agreement with any of the selected consultants, the Metropolitan Transportation Planning Organization Project Manager shall initiate a new selection process.

I. APPEALS PROCEDURE

The appeals procedure will be as provided for in Section 120.53(5) and Section 120.57, Florida Statutes. Failure to file a protest within the time prescribed in Section 120.53(5), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

1. On the first business day following the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) Technical Review Committee making the final decision, staff of the Metropolitan Transportation Planning Organization will notify each firm submitting a proposal, by certified United States mail or express delivery, of the Metropolitan Transportation Planning Organization Technical Review Committee's final decision.
2. Any person adversely affected by the intended decision to award a contract or to reject all proposals shall file a notice of protest in writing to the Metropolitan Transportation Planning Organization within seventy-two (72) hours after receipt of the notice of intended decision is given.
3. Thereafter, any person or entity which has filed a notice of protest to the final decision of the Metropolitan Transportation Planning Organization Technical Review Committee, shall file a formal written protest and a bond within ten (10) days after filing the notice of protest. The formal written protest must be in a form substantially similar to the form set out in Rule 28-110.004(2), Florida Administrative Code and must state with particularity the facts and law upon which the protest to the final decision is based. The bond must be in a form substantially similar to the form set out in Rule 28-110.005(2), Florida Administrative Code.
4. All notices of protest and formal written protest must be filed with the Metropolitan Transportation Planning Organization, 2009 NW 67th Place, Gainesville, FL 32653-1603. Filing is completed upon delivery and receipt by the Metropolitan Transportation Planning Organization. A protest is not timely filed unless both the notice of protest and the formal protest are received within the required time limits. "Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to protest the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
5. A protest is not timely filed unless both the notice of protest and the formal protest are received within the required time limits.
6. A written notice of protest which is filed by 5:00 p.m. on the date on which the seventy-two (72) hours expires shall be timely.

In computing the time in which to file a notice of protest or formal protest, the day of the event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday or a holiday. When the period of time prescribed is less than seven (7) days, intermediate Saturdays, Sundays and holidays when the office of the Metropolitan Transportation Planning Organization are closed shall be excluded from the computation.

The Metropolitan Transportation Planning Organization reserves the right to waive any informality in any proposal, to reject any or all proposals in whole or in part, with or without cause, and/or to accept the proposal that in its judgment will be in the best interest of the Metropolitan Transportation Planning Organization.

SECTION II

LETTER OF INTEREST AND STATEMENT OF QUALIFICATIONS

Firms desiring consideration for this project must submit three (3) copies of their letter of interest and statement of qualifications. One of these copies must be a clean, single-side original that can be used to make additional copies.

The letter of interest and statement of qualifications must demonstrate the expertise of the potential consultant, including its subconsultants, if any, to assist in the development of a multimodal (automotive, bicycle, pedestrian and transit) long-range transportation plan. Proposers shall provide a list of all communities that they have provided long-range transportation plan update consulting services. Proposers shall also demonstrate their experience in working to enhance transit systems and in growing mid-sized cities.

The letter of interest and statement of qualifications must, as a minimum, include the following information:

1. Name, address, contact person and phone number;
2. Listing of key staff and resumes;
3. Listing of any subconsultants anticipated to be used on this project;
4. An indication of the firm's potential (available manpower) for additional work in the next eighteen (18) months;
5. Experience on similar type projects, including location, date completed, contact (reference) name and telephone number; and
6. Proof of professional liability insurance or letter of credit in accordance with Rule 14-75, Florida Administrative Code.

SECTION III

WRITTEN PROPOSAL AND ORAL PRESENTATION

It is the responsibility of the proposer to prepare the written proposal as clearly as possible in order to avoid any misinterpretation of the information presented. Proposals will be reviewed and evaluated solely on the basis of the information contained therein. *Modifications or changes cannot be made to the proposals after they are submitted.*

INSTRUCTIONS FOR WRITTEN PROPOSALS

The following information will be submitted in the written proposal.

1. The shortlisted consultants will use simplified proposal formats and packaging for the proposal and will restrict the content of the proposal to a demonstration of an awareness of project issues, explanation of the proposed approach to the project and plans for the staffing of the project.
2. There is a limit of twenty (20) single sided, letter sized pages, exclusive of resumes, staffing charts and required forms for written proposals. Font size shall be twelve (12) point. The length of resumes will also be limited to two (2) pages per person.
3. Number all pages of the written proposal, including any attachments.
4. Faxed and emailed written proposals will not be accepted.
5. The shortlisted consultants will submit as part of the written proposal a summary staff hour estimate.
6. The shortlisted consultants will submit all of the forms contained in Exhibit B Required Forms Alachua Countywide Bicycle-Pedestrian Master Plan.
7. The shortlisted consultants will submit eight (8) copies of the written proposal to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's (Metropolitan Transportation Planning Organization) Project Manager. One of these copies must be a clean, single-side original in digital format that can be used to make additional copies and/or used for virtual meetings via communications media technology.
8. Written proposals, and requisite copies, must be received by 5:00 p.m. Eastern Daylight Savings Time, November 18, 2020 at the office of the Metropolitan Transportation Planning Organization. All proposals must be sent to the attention of:

Mr. Scott R. Koons, AICP, Executive Director
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
2009 N.W. 67th Place
Gainesville, FL 32653-1603

9. All proposals shall be signed by an authorized corporate officer, principal or partner (as applicable).

INSTRUCTIONS FOR ORAL PRESENTATIONS

The following information will be addressed in the oral presentation.

1. The shortlisted consultants will make their presentations project specific. The presentations will demonstrate an awareness of project issues, explain the proposed approach to the project and discuss plans for the staffing of the project.
2. Any printed and/or digital handouts to be submitted at the Oral Presentation will be restricted to copies of visual aids used in the presentation.
3. There will be a maximum of five (5) participants.
4. The time limit will be twenty (20) minutes for a formal presentation, fifteen (15) minutes for questions and answers and ten (10) minutes for setup and takedown.
5. Videos may not be used in the presentation. However, any other media may be used.
6. The order of presentations shall be by random drawing at the scope of services meeting.

SECTION IV

EVALUATION CRITERIA/PROPOSAL RATING SHEET

Each member of the Technical Review Committee must base their evaluation on the same criteria so that value uniformity can be established. The following considerations will be used. The evaluation criteria, including their relative importance, will be provided to the shortlisted consultants in the Request for Proposal.

1. Awareness of Project Issues: (0 to 35 points) - Includes the consultant's understanding of the scope of services and of any unique issues involved in the project.
2. Proposed Approach to Project: (0 to 30 points) - Includes the consultant's approach to the project, unique concepts, proposed quality review schedule, the reasonableness of the proposed schedule based on the quantity of personnel available and whether the individual tasks are staged properly and in proper sequence.
3. Proposed Project Staffing: (0 to 25 points) - Includes the consultant's staffing quality and availability, experience on similar projects, proposed subconsultants, interrelationship between the consultant and any proposed subconsultants.
4. Other Considerations: (0 to 10 points) - Communication ability, use of specialized equipment, commitment to satisfy the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's (Metropolitan Transportation Planning Organization) needs and past performance on similar projects.

The Technical Review Committee members shall provide objective evaluations from a solely technical standpoint. The Committee is not allowed to discuss the presentations before points are assigned. The assignment of points must be done individually by each reviewer and not as a consensus of the Committee.

When each evaluator has completed the evaluation of each proposal, the raw scores will be transmitted to the Project Manager, who will calculate the total score of each reviewer. These scores will be used to establish the rank order of each reviewer for the selection of the consultant. The rank order score of reviewers will be combined to determine the final rank score for the selection of the consultant. All individual evaluations shall be signed and dated by the evaluator.

THIS PAGE LEFT BLANK INTENTIONALLY