

**EXHIBIT 2**

**RFP NO. 13-2**

**REQUEST FOR QUALIFICATIONS**

**FOR THE**

**GAINESVILLE URBANIZED AREA**

**YEAR 2040 LONG RANGE TRANSPORTATION PLAN UPDATE**

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area**

**February 4, 2013**



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## **SECTION I**

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

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 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:** Gainesville Urbanized Area Year 2040 Long Range Transportation Plan Update.

**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 Review and Verification;

Task 4- Model Update and Validation;

Task 5- Year 2040 Transportation Needs Plan and Cost Feasible Plan; and

Task 6- Required Documents.

**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, 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 that can be used to make additional copies. 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 30 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: March 15, 2013 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: Mr. Marlie Sanderson, AICP, 2009 NW 67th Place, Gainesville, FL 32653-1603. Telephone 352.955.2200 extension 103.

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 for the Gainesville Urbanized Area's Technical Review Committee will shortlist a minimum of three (3) firms. The shortlist selection date is March 27, 2013.

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 June 26, 2013.

ESTIMATED PROJECT BUDGET FOR METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA TASKS: \$400,000.

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

MINORITY BUSINESS ENTERPRISE (MBE) AND DISADVANTAGED BUSINESS ENTERPRISE (DBE)

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 **March 15, 2013 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 **April 10, 2013 at 1:30 p.m., Eastern Daylight Savings Time, in the North Central Florida Regional Planning Council Charles F. Justice Conference Room, 2009 NW 67th Place, Gainesville, FL. Attendance at this pre-proposal conference is mandatory.** Inquiries about this Request for Qualifications must be made in person 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 **June 14, 2013 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 **June 26, 2013 at 1:30 p.m., Eastern Daylight Savings Time**, in the North Central Florida Regional Planning Council Charles F. Justice Conference Room, 2009 NW 67th Place, Gainesville, FL.

The following is the anticipated schedule for selection of the firm to prepare the Gainesville Urbanized Area Year 2040 Long Range Transportation 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	February 15, 2013 at 5:00 p.m. Eastern Standard Time
Letters of Interest and Statements of Qualifications due	March 15, 2013 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	March 27, 2013
Scope of Services Meeting	April 10, 2013 at 1:30 p.m. Eastern Daylight Savings Time
Written Proposals Due	June 14, 2013 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	June 26, 2013 at 1:30 p.m. Eastern Daylight Savings Time
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Meeting- Approves Consultant Contract	August 5, 2013 at 3:00 p.m. Eastern Daylight Savings Time
Consultant Begins Work	October 1, 2013



### **C. GENERAL INFORMATION**

1. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area requires professional services for the Gainesville Urbanized Area Year 2040 Long Range Transportation Plan Update.
2. The project, which shall be awarded to the selected consulting firm, is to assist the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in updating its adopted Year 2035 Long Range Transportation Plan to the Year 2040 by accomplishing the following tasks:
  - Task 1- Public Involvement;
  - Task 2- Data Collection, Mapping and Data Development;
  - Task 3- Data Review and Verification
  - Task 4- Model Update and Validation;
  - Task 4- Goals, Objectives and Evaluation Criteria;
  - Task 5- Year 2040 Transportation Needs Plan and Cost Feasible Plan; and
  - Task 6- Required Documents.
3. Consultant services will begin October 1, 2013 (upon written notice from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Executive Director) and will be completed by December 31, 2015.
4. The Project Manager for Exhibit A- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Scope of Services is:

Mr. Marlie Sanderson, AICP, Director of Transportation Planning  
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area  
2009 N.W. 67th Place  
Gainesville, FL 32653-1603

352.955.2200, Extension 103 sanderson@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 for the Gainesville Urbanized Area 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 proposal, 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 for the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area, or that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area, 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 for the Gainesville Urbanized Area, 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 the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area.
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 the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area.
14. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area, 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 for the Gainesville Urbanized Area 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 Gainesville Urbanized Area Year 2040 Long Range Transportation Plan Update.

## **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 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 for the Gainesville Urbanized Area 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 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.

## **G. PROJECT OVERVIEW**

The selected consulting firm will assist the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area in updating its adopted Year 2035 Long Range Transportation Plan to the Year 2040 by accomplishing the following tasks:

Task 1- Public Involvement;

Task 2- Data Collection, Mapping and Data Development;

Task 3- Data Review and Verification

Task 4- Model Update and Validation;

Task 4- Goals, Objectives and Evaluation Criteria;

Task 5- Year 2040 Transportation Needs Plan and Cost Feasible Plan; and

Task 6- Required Documents.

## **H. SELECTION PROCESS**

### **TECHNICAL REVIEW COMMITTEE**

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Executive Director will appoint a Technical Review Committee to evaluate proposals. The members of this Committee will include two representatives from the Florida Department of Transportation District 2 staff, two representatives from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff, one representative from the City of Gainesville Public Works Department, one representative from the Alachua County Public Works Department and one representative from the University of Florida.

### **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 mailed 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 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 30 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 for the Gainesville Urbanized Area'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 for the Gainesville Urbanized Area'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 one week 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 fifteen (15) calendar days following the scope of services meeting.

## **TECHNICAL REVIEW CRITERIA**

The criteria used in the evaluation of proposals and presentations is 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 for the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area Project Manager be unable to negotiate an agreement, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area Project Manager be unable to negotiate a satisfactory agreement with any of the selected consultants, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 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 Technical Review Committee making the final decision, staff of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will notify each firm submitting a proposal, by certified United States mail or express delivery, of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area, 2009 NW 67th Place, Gainesville, FL 32653-1603. Filing is completed upon delivery and receipt by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. 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 for the Gainesville Urbanized Area are closed shall be excluded from the computation.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 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 for the Gainesville Urbanized Area.

## **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, 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 30 months;
5. Experience on similar type projects, including location, date completed, contact (reference) name and phone number; and
6. Proof of professional liability insurance or letter of credit in accordance with Rule 14-75, Florida Administrative Code.

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### **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 20 single sided, letter sized pages, exclusive of resumes, staffing charts and required forms for written proposals. Font size shall be 12 point. The length of resumes will also be limited to two pages per person.
3. Number all pages of the written proposal, including any attachments.
4. Faxed and e-mailed 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.
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 Project Manager. One of these copies must be a clean, single sided original that can be used to make additional copies.
8. Written proposals, and requisite copies, must be received by 5:00 p.m. Eastern Daylight Savings Time, June 14, 2013 at the office of the Metropolitan Transportation Planning Organization. All proposals must be sent to the attention of:  
  
Mr. Marlie Sanderson, AICP, Director of Transportation Planning  
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 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 participants.
4. The time limit will be 20 minutes for a formal presentation, 15 minutes for questions and answers and 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 30 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 30 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 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.

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**APPENDIX A**

**SCOPE OF SERVICES**

(to be included later)

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**APPENDIX B**  
**REQUIRED FORMS**

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**BID OPPORTUNITY LIST FOR PROFESSIONAL CONSULTANT SERVICES  
AND CONTRACTUAL SERVICES**

Prime Contractor/Prime Consultant: \_\_\_\_\_

Address/Phone Number: \_\_\_\_\_

Procurement Number/Advertisement Number: \_\_\_\_\_

49 Code of Federal Regulations Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on Florida Department of Transportation-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on Florida Department of Transportation-assisted projects, including both Disadvantaged Business Enterprises (DBE) and non-Disadvantaged Business Enterprises (non-DBE). For consulting companies, this list must include all subconsultants contacting you and expressing an interest in teaming with you on a specific Florida Department of Transportation-assisted project. Prime contractors and consultants must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, 7 and 8 for themselves, and their subcontractors and subconsultants.

1. Federal Tax ID Number: \_\_\_\_\_

2. Firm Name: \_\_\_\_\_

3. Phone: \_\_\_\_\_

4. Address: \_\_\_\_\_

\_\_\_\_\_

5. Year Firm Established: \_\_\_\_\_

6. ☐ DBE

☐ Non-DBE

7. ☐ Subcontractor

☐ Subconsultant

8. Annual Gross Receipts

☐ Less than \$1 million

☐ Between \$1 - \$5 million

☐ Between \$5 - \$10 million

☐ Between \$10 - \$15 million

☐ More than \$15 million

1. Federal Tax ID Number: \_\_\_\_\_

2. Firm Name: \_\_\_\_\_

3. Phone: \_\_\_\_\_

4. Address: \_\_\_\_\_

\_\_\_\_\_

5. Year Firm Established: \_\_\_\_\_

6. ☐ DBE

☐ Non-DBE

7. ☐ Subcontractor

☐ Subconsultant

8. Annual Gross Receipts

☐ Less than \$1 million

☐ Between \$1 - \$5 million

☐ Between \$5 - \$10 million

☐ Between \$10 - \$15 million

☐ More than \$15 million

1. Federal Tax ID Number: \_\_\_\_\_

2. Firm Name: \_\_\_\_\_

3. Phone: \_\_\_\_\_

4. Address: \_\_\_\_\_

\_\_\_\_\_

5. Year Firm Established: \_\_\_\_\_

6. ☐ DBE

☐ Non-DBE

7. ☐ Subcontractor

☐ Subconsultant

8. Annual Gross Receipts

☐ Less than \$1 million

☐ Between \$1 - \$5 million

☐ Between \$5 - \$10 million

☐ Between \$10 - \$15 million

☐ More than \$15 million

1. Federal Tax ID Number: \_\_\_\_\_

2. Firm Name: \_\_\_\_\_

3. Phone: \_\_\_\_\_

4. Address: \_\_\_\_\_

\_\_\_\_\_

5. Year Firm Established: \_\_\_\_\_

6. ☐ DBE

☐ Non-DBE

7. ☐ Subcontractor

☐ Subconsultant

8. Annual Gross Receipts

☐ Less than \$1 million

☐ Between \$1 - \$5 million

☐ Between \$5 - \$10 million

☐ Between \$10 - \$15 million

☐ More than \$15 million

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR:

WRITTEN PROPOSAL

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**CONFLICT OF INTEREST CERTIFICATION  
FOR CONSULTANT/CONTRACTOR**

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval or recommendation on any contract if I have a conflict of interest or a potential of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair and impartial decisions when performing work for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area should avoid any conduct (whether in the context of business, financial or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I realize that violation of the above mentioned standards could result in the termination of my work for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

Contract No./Project Description(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Each undersigned individual hereby attests that he/she has no conflicts of interest related to the contract(s) identified above.

Printed Names	Signatures	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS**

(Compliance with 49CFR, Section 29.510)  
(Appendix B Certification]

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature

Title: \_\_\_\_\_

**Instructions for Certification**

1. By signing and submitting this certification with the proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted. If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms 'covered transaction', 'debarred', 'suspended', 'ineligible', 'lower tier covered transaction', 'participant', 'person', 'primary covered transaction', 'principal', 'proposal', and 'voluntarily excluded', as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Appendix B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

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CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES  
ON FEDERAL-AID CONTRACTS  
**(Compliance with 49CFR, Section 20.100 (b))**

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant:

By: \_\_\_\_\_ Date: \_\_\_\_\_ Authorized Signature

Title: \_\_\_\_\_

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## TRUTH-IN-NEGOTIATION CERTIFICATION

For any lump-sum or cost-plus-a fixed-fee professional service contract over \$60,000, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area requires the Consultant to execute this certificate and include it with the submittal of the Written Proposal.

The Consultant hereby certifies that the covenants and warrants, wage rates and other factual unit costs supporting the compensation for this project's contract will be accurate, complete and current at the time of contracting.

The Consultant further agrees that the original contract price, and additions thereto, shall be adjusted to exclude any significant sums by which the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the contract. For purposes of this certificate, the end of the contract shall be deemed to be the date of final billing or acceptance of the work by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, whichever is later.

\_\_\_\_\_  
Name of Consultant

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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**DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION STATEMENT**

**Note:** The Consultant is required to complete the following information and submit this form with the written proposal.

Project Description: \_\_\_\_\_

Consultant Name: \_\_\_\_\_

This consultant (is\_\_\_) (is not\_\_\_) a Florida Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): \_\_\_\_\_%

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE sub-consultants are as follows:

DBE Sub-Consultants	Type of Work
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Date: \_\_\_\_\_

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SWORN STATEMENT PURSUANT TO SECTION 287.133c.(A),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC  
OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to  
(Print name of the public entity)

by \_\_\_\_\_ for \_\_\_\_\_  
(Print individual's name and title) (Print name of entity submitting sworn statement)

whose business address is:

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number is:

\_\_\_\_\_

(If the entity has no Federal Employer Identification Number, include the Social Security Number of the individual signing this sworn statement:

\_\_\_\_\_.)

2. I understand that a (public entity crime as defined in Paragraph 287.133a.(g), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods and services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand the convicted or conviction as defined in paragraph 287.133a.(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an affiliate as defined in paragraph 287.133a.(a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity who has been convicted of a public entity crime. The term (affiliate included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a person as defined in Paragraph 287.133a.(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term person includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate or the entity has been charged with an convicted of a public entity crime subsequent to July 1, 1989.

The entity this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division or Administrative Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH I (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

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Signature

Sworn to and subscribed before me this day of , 20 .

Personally known OR Produced Identification

Notary Public - State of Florida  
My commission expires: