

REQUEST FOR PROPOSALS
Lawrence-Douglas County Metropolitan Planning
Organization (L-DC MPO)
City of Lawrence, Kansas
Planning and Development Services Department

Section I – Proposal Information

Submit To Address: Lawrence - Douglas County Metropolitan Planning Organization (L-DC MPO) / Lawrence-Douglas County Planning & Development Services Department
6 East 6th Street
P.O. Box 708
Lawrence, KS 66044

Site Visit Requirements: On-site interviews may be required for selected firms as part of the selection process.

Contact: Todd Girdler, Senior Transportation Planner
(785) 832-3155 (785) 832-3160 (fax)
tgirdler@lawrenceks.org

Proposal Due Date & Time: October 28, 2011 at 5:00pm

Amendments: Amendments to this RFP needed to clarify the work sought by the MPO and City or to answer questions from firms working on proposals for this RFP may be made before the due date for proposals. Any such amendments will be posted on the MPO website at <http://www.lawrenceks.org/pds/MPO> and available for all potential vendors to view.

Basis of Award: The award of this contract will be based on a qualifications based selection process that may include in-person interviews followed by the successful negotiation of costs and fees. If the City cannot come to an agreement with the first choice firm on costs and fees then the City may choose to terminate those negotiations and begin negotiations with the second firm on the scoring list or terminate all negotiations and issue another RFP for these services at a later date.

Acceptance Time Period: The firm will be expected to return a signed contract within thirty days of receipt to the City.

Section II - Minimum Specifications

Project scope:

The City of Lawrence Planning & Development Services Department is proposing to contract with a qualified consulting firm for providing transportation planning staff with assistance and support to carry out the stakeholder and public participation process for the update of the Metropolitan Transportation Plan (MTP). The City is acting to contract for these services on behalf of the L-DC MPO.

Location:

Most of the work done under this contract will be performed at the consultant's office or in Lawrence or elsewhere in Douglas County, Kansas. The MPO staff may request site visits by the contractor to the MPO office to discuss this project. Consultant work will also be done at various meeting locations in Douglas County where public participation meetings and/or briefings are scheduled.

Performance Period:

The period covered by this contract will begin on the date that this contract is executed by the City and end on or before March 31, 2013.

Scope of Work:

The purpose of the work to be performed is to provide for the development of the MTP through an open and deliberative planning process involving a series of public involvement workshops and meetings; involvement with the MPO's Technical Advisory Committee; informational briefings and public hearings at MPO, city commission, and county commission meetings; and website updates. The public involvement process for the 2040 MTP must follow the Lawrence Douglas County MPO Public Participation Plan (PPP), while obtaining meaningful local involvement.

In order to provide a public input process that is meaningful and efficient the consultant will work in coordination with the MPO staff to complete an approved Public Involvement Plan for this MTP update. The plan will specify the necessary development of public surveys, stakeholder interviews, website development and other methods to collect comments about the region's transportation needs and issues. To ensure the timely completion of a high quality MTP document the stakeholder meetings will need to begin in the spring of 2012.

The consultant will schedule and arrange meetings for public involvement activities including the launching of the T-2040 MTP Update web site. A timeline of public involvement events scheduled will be created by the consultant, approved by the MPO, posted online, and made available at locations listed in the MPO's PPP. The consultant will ensure that MPO staff, T-2040 Advisory Committee, and the MPO Policy Board are kept up to date with regular compilations and summaries of public participation activities and meetings.

All these work elements will follow the approved Timeline for Completing the Next Required Update of the MTP.

Product Specifications:

The consultant will be responsible for the following items related to the project:

1. Scheduling and hosting all public involvement and public meetings about or for the public involvement process for the MTP update.
2. Developing the materials and content with coordination of MPO staff for the public involvement plan. This includes all print and online materials. The consultant will provide copies of all work, tables and spreadsheets in Microsoft Office compatible formats.
3. Writing and summarizing all public involvement comments collected from the web site, meetings, interviews and other methods used, through the T-2040 public involvement process. The consultant will submit drafts and reports and staff updates in a timely fashion.
4. The consultant will review the MPO Staff Draft of the T-2040 document prepared for TAC and MPO review and comment before the official public comment period begins. The consultant will be responsible for drafting the Public Participation portion of that draft document with MPO staff coordination and oversight.
5. The consultant will in cooperation with MPO staff review the TAC and MPO comments on the Staff Draft of the T-2040 document and review the MPO staff draft in preparing the Preliminary Public Hearing Draft which will be taken back to the TAC and MPO for approval to be posted for public comments.
6. The consultant will with MPO staff cooperation and supervision incorporate any and all TAC and MPO comments as appropriate into the draft T-2040 document and prepare the Final Public Hearing Draft of the T-2040 document to be posted for public comments. The consultant will post that document for public review and make that draft available at locations listed in the MPO's PPP. The consultant will work with the MPO staff to collect public comments on the draft T-2040 document and to answer questions pertaining to the public participation process as directed by the MPO staff.
7. The consultant will keep notes and records of public participation activities and meetings for this MTP update. Those records and other documents as needed will be used by the consultant to produce a report about the MTP Update's public participation process suitable for inclusion in the T-2040 document (possibly as part of the technical appendix).

Background:

The Lawrence-Douglas County Metropolitan Planning Organization has an adopted Metropolitan Transportation Plan, Transportation 2030-Lawrence/Douglas County-Long Range Transportation Plan. At the current time the MPO is required to update its MTP every five years and this update includes a public involvement process. Typically, the model update process begins about two years before the next MTP update is due. The next MTP update is due on or before March 26, 2013. The MPO is currently engaged in work to update its regional travel demand model and to review documents related to the MTP update (bikeway system map, transit coordination report, etc.). The MPO will program a large portion of its staff time and resources to updating the MTP text and related tables and graphics in 2012. The MPO will also be engaged in a public participation process for the MTP update starting in late 2011 and continuing through 2012.

Section III - Proposal Content**Copies to Submit:**

Submit five (5) printed copies of proposal. Submit electronic version of proposal (MS Word format and PDF). Rate and cost information shall be submitted in a separate sealed document.

Page Limits:

Written proposals will be limited to fifty pages total that includes resumes and other items requested in the proposal. References to other relevant studies can be noted with short summaries and links to the full document, but lengthy excerpts from large reports should be avoided. The rate and cost information will be submitted in a separate document not to exceed ten pages in length.

Proposal Requirements:

Work Team Qualifications and Experience: The consultant must be experienced in public involvement strategies and planning. Sufficient information shall be provided to indicate the consultant's qualifications, recent experience, and ability to perform work in a timely manner.

Project Organization and Approach: The consultant shall identify the key personnel associated with the project throughout its duration, including the Project Manager and key technical personnel. A brief experience resume must be provided for each person that details specific work experience related to projects of this nature. Also included shall be a description of the firm's current workload and availability to work on this project. The proposal shall describe the work each key person will perform. The project approach shall be detailed in the proposal to the extent possible and include any issues of concern to be considered and familiarity with transportation issues in the Lawrence-Douglas County metropolitan planning area.

Level of Effort: The proposal shall include hourly rate information, to include breakdown of direct and indirect costs. The proposal shall also include the total hours for this

project broken down into sub-tasks and staff assignments as noted in the proposal. The proposal shall include information about rates and hours and other costs in a fashion so that the MPO staff can clearly see the items that compose the total cost proposed for this project. This cost information shall be submitted in a separate sealed document.

Section IV - Evaluation Criteria

Selection Process:

Once the proposals are delivered to the City the MPO staff will review them and distribute copies to the selection team. This group will meet to review and rate the written proposals. From that selection team review the decision will be made about interviews. Interviews may be held or the selection team may choose a firm to enter negotiations with from a scoring of the written proposals alone. The selection team may conduct telephone interviews or request that on-site interviews be held. Depending on the number of proposals received and the selection team's review of the written proposals, a short list of firms to call in for interviews may be produced. The selection team may develop new questions for the short-listed firms to answer in their interviews or they may simply ask the firms to come in to make a presentation.

Applicants will be evaluated based upon the following four main criteria which will be scored using a ten-point scale and a fifth criteria which will be scored as neutral, positive or negative.

- **Related Project Experience (1-10 pts)** - previous work experience in the public participation/involvement process for MPO work products
- **Project Team(1-10 pts)** - qualifications of the consultant team
- **Project Approach(1-10 pts)** - method of approaching and carrying out the scope and specification for work tasks
- **Schedule(1-10 pts)** - schedule and work load factors including the ability to complete the work as requested in a timely fashion
- **Intangibles (•(neutral) + (positive) - (negative))** - 1. Knowledge of the structure of the L-DC MPO 2. Knowledge of transportation issues now being discussed by the MPO and its planning partners in the region

Other criteria as may be deemed appropriate by the selection committee may also be used. Applicants may be contacted for additional information if needed. Hourly rate information, to include breakdown of direct and indirect costs, shall be used to determine appropriate billing rates to assist in the negotiations of a contract. This cost information shall be submitted in a separate document.

Once the selection committee has reached a consensus about which firm they would like to enter into negotiations with first the MPO staff will recommend a consultant to the City Commission and MPO based upon the selection team's scoring of their written proposal and interview. The preferred firm will be chosen by the selection team based on this qualifications based method. After this qualifications based selection is made and the firms are ranked then the City and MPO staffs will review the rate and costs information submitted and begin negotiations with the first firm on the rankings list. If

negotiations with that firm are successful then the City will produce a contract for the consultant to review, sign, and return to the City. After the City Commission approves the contract the City and MPO staff will produce a purchase order and notify the consultant that they can start work on this project.

Section V - Equal Employment Opportunity Agreement

The contractor agrees that they shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The contractor shall in all solicitations or advertisements for employees include the phrase, "equal opportunity employer." The contractor agrees that if the contractor fails to comply with the manner in which the contractor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City.

Section VI – Budget and Funding Sources

This study is being financed through a Consolidated Planning Grant from Federal Transit Administration (FTA) Section 5303 and Federal Highway Administration (FHWA) PL funds. These funds are administered by the Kansas Department of Transportation (KDOT). Annual funding for this project is listed in the MPO's Unified Planning Work Program.

The maximum programmed budget for this work is \$20,000, programmed in 2011-2012. No additional City funds can be added to the budget for this contract.

Section VII – Evaluation Score Sheet

A sample score sheet for the selection team to use for scoring the written proposals and the consultant interviews is attached to the end of this RFP.

Section VIII – Disadvantaged Business Enterprise

The City of Lawrence is soliciting for these consultant services on behalf of the Lawrence-Douglas County MPO. The MPO encourages the use of Disadvantaged Business Enterprise (DBE) firms in this project.

CONTRACTOR ASSURANCE

Special Attachment No. 1

Sheet 1 of 4

KANSAS DEPARTMENT OF TRANSPORTATION

Special Attachment
To Contracts or Agreements Entered Into
By the Secretary of Transportation of the State of Kansas

NOTE: Whenever this Special Attachment conflicts with provisions of the Document to which it is attached, this Special Attachment shall govern.

THE CIVIL RIGHTS ACT OF 1964, and any amendments thereto,
REHABILITATION ACT OF 1973, and any amendments thereto,
AMERICANS WITH DISABILITIES ACT OF 1990, and any amendments thereto,
AGE DISCRIMINATION ACT OF 1975, and any amendments thereto,
EXECUTIVE ORDER 12898, FEDERAL ACTIONS TO ADDRESS ENVIRONMENTAL JUSTICE IN
MINORITY POPULATIONS AND LOW INCOME POPULATIONS (1994), and any amendments thereto,
49 C.F.R. Part 26.1 (DBE Program), and any amendments thereto

NOTIFICATION

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964 (78 State. 252), §504 of the Rehabilitation Act of 1973 (87 State. 3555) and the Americans with Disabilities Act of 1990 (42 USD 12101), the Age Discrimination Act of 1975 (42 USC 6101), the Regulations of the U.S. Department of Transportation (49 C.F.R., Part 21, 23, and 27), issued pursuant to such ACT, Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations (1994), and the DBE Program (49 C.F.R., Part 26.1), hereby notifies all contracting parties that, the contracting parties will affirmatively insure that this contract will be implemented without discrimination on the grounds of race, religion, color, gender, age, disability, national origin, or minority populations and low income populations as more specifically set out in the following nine "Nondiscrimination Clauses".

CLARIFICATION

Where the term "consultant" appears in the following seven "Nondiscrimination Clauses," the term "consultant" is understood to include all parties to contracts or agreements with the Secretary of Transportation of the State of Kansas.

Nondiscrimination Clauses

During the performance of this contract, the consultant, or the consultant's assignees and successors in interest (hereinafter referred to as the "Consultant"), agrees as follows:

(Revised 07-29-1999)

- (1) **Compliance with Regulations:** The consultant will comply with the Regulations of the Regulations of the U.S. Department of Transportation (Title 49, Code of Federal Regulations, Parts 21, 23, and 27, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** The consultant, with regard to the work performed by the consultant after award and prior to the completion of the contract work, will not discriminate on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The consultant will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, Including Procurements of Material and Equipment:** In all solicitations, either competitive bidding or negotiation made by the consultant for work to be performed under a subcontract including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by the consultant of the consultant's obligation under this contract and the Regulations relative to nondiscrimination on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations.
- (4) **Information and Reports:** The consultant will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and the Secretary and the Transportation of the State of Kansas will be permitted access to the consultant's books, records, accounts, other sources of information, and facilities as may be determined by the Secretary of Transportation of the State of Kansas to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to the Secretary of Transportation of the State of Kansas and shall set forth what efforts it has made to obtain the information.
- (5) **Employment:** The consultant will not discriminate against any employee or applicant for employment because of race, religion, color, gender, age, disability, or national origin.
- (6) **Sanctions for Noncompliance:** In the event of the consultant's noncompliance with the nondiscrimination provisions of this contract, the Secretary of Transportation of the State of Kansas shall impose such contract sanctions as the Secretary of Transportation of the

(Revised 07-29-1999)

State of Kansas may determine to be appropriate, including, but not limited to,

- (a) withholding of payments to the consultant under the contract until the contractor complies, and/or
- (b) cancellation, termination or suspension of the contract, in whole or in part.

(7) Disadvantaged Business Obligation

- (a) Disadvantaged Businesses are defined in the Regulations, shall have a level playing field to compete fairly for contracts financed in whole or in part with Federal funds under this contract.
- (b) All necessary and reasonable steps shall be taken accordance with the Regulations to ensure that Disadvantaged Businesses have equal opportunity to compete for and perform contracts. No person(s) shall be discriminated against on the basis of race, color, gender, or national origin in the award and performance of federally-assisted contracts.
- (c) The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of Federally-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

(8) Executive Order 12898

- (a) To the extent permitted by existing law, and whenever practical and appropriate, all necessary and reasonable steps shall be taken in accordance with Executive Order 12898 to collect, maintain, and analyze information on the race, color, national origin and income level of persons affected by programs, policies and activities of the Secretary of Transportation and use such information in complying with this Order.

- (9) Incorporation of Provisions: The consultant will include the provisions of paragraph (1) through (8) in every subcontract, including procurements of materials and lease of equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The consultant will take such action with respect to any subcontract or procurement as the Secretary of Transportation of the State of Kansas may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the consultant may request the State to enter into such litigation to protect the interests of the State.

(Revised 07-29-1999)

RFP SCORE SHEET

Firm	Related Project Experience (1-10)	Project Team (1-10)	Project Approach (1-10)	Schedule (1-10)	Intangibles*

*Two intangibles scored as:

• (neutral) + (positive) - (negative)

Intangibles include:

1. Knowledge of the structure of the L-DC MPO
2. Knowledge of transportation issues now being discussed by the MPO and its planning partners in the region

TOTAL SCORES:

Firm	Score		Firm	Score

Note – total number of possible points: 40 + intangibles