



Tampa Bay Area Regional Transit Authority (TBARTA) Professional Planning Services Request for Proposal TBARTA RFP 2017-06

I. Overview

The Tampa Bay Area Regional Transit Authority (TBARTA) is requesting submission of proposals from qualified planning firms to provide services, on an as-needed basis, for professional planning, project management and administrative services for the fiscal year beginning October 1, 2017, and ending September 30, 2018.

II. About TBARTA

Created in 2007 pursuant to Chapter 343, Part IV, Florida Statutes, TBARTA is an Independent Special District of the State of Florida and subject to the provisions of Chapter 189, Florida Statutes (Uniform Special District Accountability of 1989). Compliance with governance of TBARTA is being assessed primarily in accordance with Chapters 343 and 189, Florida Statutes, although it will include other applicable statutes. As an agency of the state, TBARTA is not subject to taxation.

i. Additional information:

- TBARTA's revenues are provided via Joint Participation Agreements (grants) through the Florida Department of Transportation, Federal grant agreements through the Federal Transit Administration (FTA), and unencumbered local funding from the TBARTA member counties. Federal and State grant funding is designated for programs and projects. TBARTA currently has three federally funded grants, and six state funded grants. TBARTA's budget for FY2017-2018 is \$2.59 million.
- TBARTA is on the federal fiscal year of October 1-September 30.

III. Firm Requirements

The proposing firm is to provide information verifying the following:

- Confirm that the firm and all assigned key professional staff are legally authorized to work in the United States.
- Confirm that the firm utilizes the U.S. Department of Homeland's Security E-Verify system to verify the employment eligibility of all new employees hired by the firm during the term of the agreement; and expressly requires any subcontractors performing work or providing services pursuant to the agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the agreement term.

- Provision of a minimum of \$1M in professional liability insurance.
- Confirm that the Proposer has no contractual obligations, litigation, or other business considerations which will impair, limit or in any way prevent the Proposer from providing the services for TBARTA required by this RFP.
- Firm acknowledges and agrees to abide by the specific requirements of Florida's Public Records Law, Chapter 119, Florida Statutes.
- Provide at least three (3) references of work performed for other government agencies.

IV. Scope of Services

TBARTA is requesting proposals from qualified professional planning firms to provide professional planning services for the fiscal year beginning October 1, 2017, and ending September 30, 2018:

- i.* The proposal must demonstrate the proposing firm's qualifications, competence, and capacity to undertake and accomplish the following:
 - Provide highly competent professional guidance and assistance, as needed, for projects where technical expertise in transportation and transit planning is required.
 - Assist TBARTA staff and consultants with the preparation of agenda packets and meeting details, as well as coordinating the updates of annual regional priority projects and other planning documents, as needed, for TBARTA MPOs CCC Board and committees.
 - Follow-up on agenda items (e.g., preparation of letters, resolutions, etc.) to include, but not limited to, preparation of resolutions, transmittals, and submittal letters and contact with other agencies.
 - Staff, attend and represent TBARTA at Board and committee meetings and meetings of other entities as required, and prepare meeting summaries as requested.
 - Develop, review, comment, and direct (as requested) the development of agency activities such as the Commuter Assistance Program, myRIDE (One Call-One Click) program, Regional School Commute Program, OneBusAway, etc.
 - Assist with maintaining up-to-date distribution lists and distribution of agendas electronically.
 - When requested, provide presentations on behalf of TBARTA to various committees and working groups, including the development and creation of presentation materials.
 - Assist with meeting follow-up (e.g., preparation of letters, resolutions, etc.) to include, but not limited to, preparation of resolutions, transmittals, and submittal letters and contact with other agencies.
 - Notify and assist the Executive Director in the review and comment of partner documents including LRTPs, TDPs, Work Programs, and other planning studies.
 - Coordination with FDOT Central and District Offices, and additional organizations for regional priority projects, multi-use trail planning, and funding.
 - Implement public participation strategies in collaboration with TBARTA, committees, partner agencies, and other regional stakeholders, and ensure that the public involvement process is thoroughly followed throughout development of regional planning projects.

- Assist with updating existing, supporting, and future regional roadways for the regional roadway network and consolidate all comments, coordinate supporting mapping.
- Assist with annual updates to regional corridors, priorities, and projects.

IV. Equal Opportunity and Disadvantaged Business Enterprise (DBE) Program Statement:

TBARTA does not discriminate on any basis, as required by 49 USC 5332 (which prohibits discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity), Title VI of the Civil Rights Act of 1964, as amended 42 USC 2000d to 2000d-4, and Title 49 CFR, Part 21. The MPO ensures, in accordance with 49 CFR Part 26, that certified FDOT Disadvantaged Business Enterprise Program (DBE) participants have an equal opportunity to receive and participate in FDOT assisted contracts.

V. Submittals

Submitted proposals should be mailed or emailed to the address listed below no later than 5:00 pm on Wednesday, September 13, 2017. TBARTA is not responsible for submittals not delivered past the stated deadline, and reserves the right to reject and retain any or all proposals submitted.

The following material is required to be received by the time and date stated above for a proposing firm to be considered:

- Title Page: Title page showing the RFP's subject; the firm's name; the name, address, and telephone number of a contact person; and date of proposal.
- Transmittal Letter: A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for 45 days.
- A dollar cost bid, including hourly rate(s), with a not-to-exceed of \$50,000.

V. Selection Process:

A selection committee team consisting of TBARTA staff will review proposals received by the deadline date, and the selected firm will be notified by e-mail by 10:00 a.m., September 14, 2017. The selection committee reserves the right to ask for oral presentations from the selected firm. Firms will be ranked based upon their understanding of requested services, project approach, technical strength, unique concepts, experience, quality control methods and DBE status.

Scoring and Categories:

- Availability and capacity to perform work with limited oversight (Max: 30);
- Experience of staff on comparable projects (Max: 25);
- Demonstrated expertise in transportation and transit planning concepts and processes (Max: 40);
- Cost effectiveness of proposal (Max: 5)

The period of performance under this contract will be for one year following issuance of the Notice to Proceed by TBARTA.

For questions or additional information please contact:

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