



Tampa Bay Area Regional Transit Authority (TBARTA) Staff Services Request for Quotes

I. Overview

The Tampa Bay Area Regional Transit Authority (TBARTA) is requesting proposals from qualified firms to provide short-term staff services to augment meeting and administrative coordination for the TBARTA Metropolitan Planning Organizations (MPOs) Chairs Coordinating Committee (CCC) during the period starting November 16, 2018 and ending February 1, 2018.

II. About TBARTA

The West Central Florida MPOs Chairs Coordinating Committee (CCC) was established in 1993 by statute to coordinate projects deemed regionally significant, review regionally significant land use decisions, review all proposed regionally significant projects affecting more than one MPO, and institute a conflict resolution process throughout the West Central Florida region.

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.

Over the past several years, the CCC and TBARTA have integrated their planning for the region more closely, and effective July 1, 2016, the CCC was merged into TBARTA. The CCC is now referred to as the TBARTA MPOs CCC. On April 11, 2016, Florida Governor Rick Scott signed into law House Bill 7061 which contained the legislative language merging the CCC into TBARTA.

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.
- 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.

IV. Scope of Services

- i.* Quotes must demonstrate the proposing firm's qualifications, competence, and capacity to undertake and accomplish the following:

Task 1. Support for Staff Coordination Activities

- Assist in the continued coordination and planning efforts for Florida's Gulf Coast Trail Alliance
- Assist in the preparation of materials for Board and committee packets.
- Follow-up on agenda items including contact with other agencies as needed and directed.
- Assist management of agency in planning and commuter service activities as needed.
- Assist in agency communications, via web, social media, print collateral and press/media.
- Assist in the training of TBARTA staff.
- Provide research, analysis and compilation of information and data.
- Develop reports, documents, marketing materials, maps, presentations.

Task 2. Coordination with Other Agencies

- Respond to inquiries from other agencies regarding TBARTA activities, etc.
- Notify and assist the Executive Director in the review and comment of partner documents including LRTPs, TDPs, Work Programs, etc.

Task 3. Support for Staff Directors Coordination Team, TRIP Working Group and Regional Multi-Use Trail Committee

- Arrange for meeting venues, audiovisual equipment, etc. as needed.
- Prepare & distribute agendas and attachments for review and discussion at monthly meetings.
- Staff meetings.
- Prepare meeting summaries.
- Follow-up on agenda items including contact with other agencies as needed and directed.

Task 4. Support for meetings of the CCC Board

- Prepare agendas and meeting packets.
- Maintain up to date distribution lists and distribute agendas electronically.
- Arrange for meeting venues, audiovisual equipment and web conferencing as needed.
- Staff meetings.
- Prepare meeting summaries.
- Meeting follow-up (e.g., preparation of letters, resolutions, etc.).
- Post all public meeting related materials on CCC page of TBARTA website.

Task 5. Coordination with Other Agencies

- Monitor the update schedule for regional documents.

- Notify Directors of the need to prepare drafts; distribute drafts for interagency review; compile comments and track responses to comments. Transmit/distribute final documents as required.

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.

V. Response Instructions

Submitted quotes should be emailed to the address listed below no later than 5:00 pm on Tuesday, November 13, 2018. TBARTA is not responsible for responses delivered past the stated deadline and reserves the right to reject and retain any or all 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 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 firm'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 quotation for services listed above, including hourly rate(s), not-to-exceed \$3,000.

V. Selection Process:

TBARTA staff will evaluate quotes received by the deadline date and select the firm that provides the best value, according to the criteria listed below. Firms will be notified by e-mail of the decision by 3:00 p.m., November 14, 2018.

Scoring and Categories:

- Availability and capacity to perform work with limited oversight (Max: 500);
- Experience of staff on comparable projects (Max: 250);
- Cost effectiveness of proposal (Max: 250)

For questions or additional information please contact:

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