

Request for Qualifications

for

KILLEEN – TEMPLE METROPOLITAN PLANNING ORGANIZATION

Proposal Description
General Planning Services

*Central Texas Council of Governments
2180 North Main Street
Belton, Texas 76513
(254) 770-2381*

ISSUE DATE: March 17, 2015

RESPONSE DEADLINE: April 28, 2015 4:00 P.M. CST

**KILLEEN – TEMPLE
METROPOLITAN PLANNING ORGANIZATION
Request for Qualifications
Instructions**

The Central Texas Council of Governments (CTCOG) on behalf of the Killeen – Temple Metropolitan Planning Organization, Belton, Texas is soliciting proposals for:

General Planning Services

General Information

The Killeen – Temple Metropolitan Planning Organization hereinafter referred to as KTMPO serves as the planning organization for the federally designated Transportation Management Area located in the Central Texas area. The KTMPO boundary covers all of Bell County and parts of Lampasas and Coryell Counties along with portions of Fort Hood. The Central Texas Council of Governments (CTCOG) serves as the lead agency staff for the KTMPO Transportation Planning Policy Board.

KTMPO is issuing a Request for Qualifications (RFQ) for General Planning Services. The RFQ is available on the KTMPO website at www.ktmipo.org and describes detailed activities which need to be completed for a responsive submittal. Questions about the RFQ may be sent via fax to: Mark Collier, (254) 770-2360 or email to: mark.collier@ctcog.org. Questions regarding the RFQ must be received by close of business on April 10, 2015. The final Q&A document will be posted on the KTMPO website by close of business on April 15, 2015.

One original of the project response must be received at the CTCOG **by 4:00 p.m. CST on April 28, 2015.** Email submissions are acceptable and must be received by the same deadline.

Submission of Proposals

By Mail

Central Texas Council of Governments
Attention: Mark Collier
P.O. Box 729
Belton, Texas 76513

Hand Delivery

Central Texas Council of Governments
Attention: Mark Collier
2180 North Main
Belton, Texas 76513

By Email

mark.collier@ctcog.org

Proposals submitted must be marked: "Confidential – General Planning Services".

Part I

Proposal Selection Process

The proposals will be evaluated by KTMPO staff. However, the KTMPO reserves the right to select an independent review team for the purpose of RFQ evaluation should the need arise. The following considerations apply to the selection process:

- A.** All proposals considered must be received on time and be responsive to the RFQ instructions.
- B.** KTMPO staff will base their selection(s) on demonstrated competence, knowledge, qualifications and reasonableness of the proposed fee.
- C.** Paper responses must be on 8 ½" x 11", 8 ½" x 14" or 11" x 17" only.
- D.** Electronic responses must be formatted for 8 ½" x 11", 8 ½" x 14" or 11" x 17" output only.
- E.** It is the policy of KTMPO to encourage vendors that are certified as Historically Underutilized Business (HUB), Disadvantaged Business Enterprise (DBE) or Minority Business Enterprise (MBE). However, the selection process will follow the weighted scoring criteria as exhibited in this RFQ.
- F.** All respondents will be notified in a timely manner of final selections.

Part I

Bid Evaluation Criteria

The review and selection process will include the following criteria and value system:

<u>Criteria</u>	<u>Value</u>
Demonstrated Competence	25
Knowledge	25
Qualifications	25
Reasonableness of Proposed Fee	25

Demonstrated Competence:

This criteria examines the demonstrated ability of the bidder to deliver quality products/services.

Knowledge:

This criteria examines the extent to which the proposer is familiar with the subject matter content of this RFQ.

Qualifications:

This criteria examines the specific proposer's educational and work experience in the consulting industry.

Reasonableness of Proposed Fee:

This criteria examines the reasonableness of the cost being proposed.

Part II

RFQ Conditions

1. KTMPO reserves the right to accept or reject any or all proposals submitted.
2. This RFQ does not commit KTMPO to pay any cost incurred prior to the execution of any contract. All contracts are contingent upon availability of federal funding.
3. The intent of this RFQ is to identify the various contract alternatives, demonstrated competence, knowledge, qualifications and reasonableness of fees. KTMPO is under no legal requirement to execute a contract from any response submitted. A negotiated contract may occur for a period of one year with the option to renew annually for up to 4 additional years based on performance and availability of funding.
4. Respondent agencies shall not make contact with, or make offers of gratuities or favors, to any officer, employee or member of the KTMPO. Questions should be directed only to the RFQ contact person. Violation of this instruction may result in immediate rejection of the proposal submitted.
5. All Responses received and their accompanying attachments will become property of KTMPO after submission and materials will not be returned.
6. The contents of a successful proposal may become contractual obligations, if a contract is awarded. Failure of the bidder to accept those obligations may result in the cancellation of the bid for selection. The contents and requirements of this RFQ may be incorporated into any legally binding and duly negotiated contract between KTMPO and the selected vendor(s).
7. KTMPO reserves the right to select and/or contract with more than one vendor from the bids submitted.

Part III

Order of Submission

All Responses submitted **must** be in the following order (please do not attach Parts I thru III):

- **Exhibit A** - Proposal Summary Form.
- **Exhibit B** – Description of Project
- **Exhibit C** – Budget Form
- **Exhibit D** - Certification Form

Exhibit A

KTMPO

PROPOSAL SUMMARY FORM

FOR

GENERAL PLANNING SERVICES

Company Name

Company Address, City, State & Zip Code

Contact Name

Phone Number

Contact Email Address

Authorized Signature

Printed Name

Date

Exhibit B

Killeen – Temple Metropolitan Planning Organization General Planning Services

It is the intent of this RFQ to solicit consultant(s) to perform general transportation planning services. KTMPO requires the services of one or more firms to provide production support to the MPO's transportation planning activities currently or to be set forth in the Unified Planning Work Program (UPWP). The work involves providing assistance to KTMPO staff on a work assignment basis in a variety of technical, graphical, planning, and product review activities. The consultant(s) shall assist MPO staff by providing additional resources to accomplish assignments authorized by the MPO. The Scope of Services outlines tasks that may be assigned to the consultant(s) under one or more contracts.

The consultant(s) shall function as an extension of KTMPO staff resources by providing qualified technical and professional personnel to perform duties and responsibilities assigned under the terms of the agreement.

KTMPO shall request consultant services on an as-needed basis. There is no guarantee that any or all of the services described in the agreement will be assigned during the term of this agreement. The MPO, at its option, may elect to have any of the services set forth herein performed by other consultants or MPO staff.

Scope of Services may include, but are not limited to the following types of work:

1. Travel Demand Model Development and Support
2. Develop Regional Land Use and Development Plan
3. Transportation Management Area Research and Support Services
4. Air Quality/Non-Attainment Area Research and Support Services
5. Congestion Management Support Services
6. Performance Measure Research, Development and Support Services

Specification for Work:

All plans, studies, reports and documents shall be prepared to meet state and federal requirements as applicable. Work products shall be accurate, legible, complete, and furnished in media acceptable to the MPO. Electronic files shall be delivered in formats compatible with the MPO's computer systems and software.

Current KTMPO plans are posted under the "planning" link at www.ktmpo.org.

Please respond to each of the following questions (limit to 10 pages total for Exhibit B):

1. Experience and knowledge relating to MPO General Planning Services as stated in Scope of Services?
2. Quality of work on similar or related projects previously undertaken?
3. Qualifications and experience of staff and sub-consultant staff?
4. Familiarity with KTMPO area or similar region?
5. Projected workload that will potentially run concurrent with these projects that could affect the firm's ability to adequately staff these projects?
6. If your business is a Historically Underutilized Business or Disadvantaged Business Enterprise, please provide the appropriate HUB and/or DBE certification?

Exhibit C
Budget Summary

Please provide your firm's schedule of fees for services. The "Scope of Services" listed in Exhibit B is an example of future services that KTMPO may need.

Note: Potential vendors will be identified from this solicitation. Each particular task will be negotiated on an as needed basis from the vendor pool selected in this solicitation.

Exhibit D

DEBARMENT CERTIFICATION

(1) I, _____certify to the best of my knowledge and belief, that the company represented below and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency:
- b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public* transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity* with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d) Have not within a three-year period preceding this application/proposal had one or more public transactions* terminated for cause or default.

(2) If your company is unable to certify to any of the statements in this certification, it is required that you provide an explanation to this certification.

* Federal, state or local

Company Legal Name

Name of Authorized Representative

Title

Signature

Date