

Notice of Bid/Request for Proposal

OTHER AGENCIES AND ORGANIZATIONS

HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION

NOTICE TO PROFESSIONAL CONSULTANTS HILLSBOROUGH METROPOLITAN PLANNING ORGANIZATION (MPO) AND STATE OF FLORIDA FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT VII

NOTICE TO PROFESSIONAL CONSULTANTS

HILLSBOROUGH METROPOLITAN

PLANNING ORGANIZATION (MPO)

AND

STATE OF FLORIDA

FLORIDA DEPARTMENT OF TRANSPORTATION

DISTRICT VII

The Hillsborough County Metropolitan Planning Organization (MPO), doing business as Hillsborough Transportation Planning Organization (TPO), in conjunction with the Florida Department of Transportation (FDOT), District VII, is reissuing its request seeking professional consultant services on the projects listed in this advertisement. The TPO request Letters of Response from Consultants for the General Planning Consultant (GPC) contract. By submitting a Letter of Response, the Consultant affirms that it is FDOT prequalified in the work category, Group 13-Planning. Any firm not prequalified by the FDOT and desiring consideration for these projects must obtain and submit a complete Request for Qualification Package, to the Procurement Office in Tallahassee, (850)414-4477, by the advertised Letter of Response Deadline Date.

DESCRIPTION: General Transportation Planning Consultants

REQUESTED SERVICES:

Core required general planning services shall include the following:

- Long range transportation systems planning
- Subarea/corridor planning
- Public outreach/participation
- Document Production

Optional planning services may include additional topics from the TPO work program:

MULTIMODAL PLANNING, including but not limited to:

Smart Cities Planning

- Congestion management & crash mitigation strategies
- Intelligent Transportation Systems
- Connected/Autonomous vehicles & related technologies
- Transportation Systems Management & Operations
- Traffic circulation, intersection & access management analyses
- Planning-level feasibility studies
- Road safety audits & field reviews

Security, Resilience & Emergency Preparedness Planning

- Vulnerability Assessments
- Mitigation strategies, analysis, & return on investment

Complete Streets & Non-Motorized Planning

- Bicycle & pedestrian facilities
- Off-road trails & side paths
- Context sensitive redesign & feasibility studies
- Micro-mobility

Intermodal/Freight & Goods Movement Planning

- Seaport, airport, freight rail & intermodal access
- Truck routes

- Freight activity centers & logistics zones

Transit & Transportation Demand Management Planning

- Bus service & facilities
- Fixed guideway transit
- Flexible, on-demand transit
- Water transit
- Carpools, vanpools, shared ride & mobility as a service
- Transit oriented development

Transportation Disadvantaged Planning

- Health impact analysis
- Transportation disadvantaged service plans & evaluations

SUB-AREA & FOCUSED ENVIRONMENTAL STUDIES, including but not limited to:

Efficient Transportation Decision Making support & early screening of NEPA alternatives

Environmental impact reduction (e.g. wildlife crossings, greenhouse gas, noise)

School area studies

Equity, Title VI & Environmental Justice analysis

DATA COLLECTION, MONITORING & OTHER TECHNICAL SUPPORT, including but not limited to:

Transportation performance measurement, target-setting & reporting (as defined by federal, state or TPO requirements), including:

- Safety, including fatal & serious injury crashes
- Travel time reliability data collection & analysis
- Pavement & bridge condition
- Transit assets

Traffic counts, Bicycle/Ped data including new or emerging data sources & means of collection

Multimodal Q/LOS, level of traffic stress analysis

Socioeconomic data collection & forecasting

Regional travel demand modeling (TBRPM) & related data collection

Operational modeling (e.g. VISSIM, Synchro) & related data collection

Air quality analysis/forecasting

Database programming

GIS data & analysis

Transportation & land use coordination & planning

Revenue & cost estimating/forecasting & financial planning

Transportation project prioritization

Shared data platforms

Graphic design

Foreign language translation

Meeting facilitation

Public opinion research

Social media & communications strategies

Web application development

Regional planning & coordination studies

Consultants are encouraged to visit the TPO Unified Planning Work Program (UPWP) at <https://planhillsborough.org/wp-content/uploads/2021/08/UPWP-FY23-FY-24-Adopted-with-revision-05-18-22-1.pdf> for more information on the anticipated tasks and projects.

The services to be rendered by the Consultant(s) shall be for a period of 24 months or until a total accumulated fee is reached, whichever occurs first.

SUBCONSULTANT OPPORTUNITY: Upon selection and prior to contracting with the TPO, Consultants must furnish executed sub-contracts with their subconsultants as part of their submittal package. Consultants who are not pre-qualified by the Florida Department of Transportation for lack of independent CPA Certified overhead audit may be utilized to provide services for these projects, providing that compensation to the subconsultant will not exceed

\$250,000. Before work may commence, any such consultant utilized must also be technically qualified and approved by the TPO.

COOPERATIVE PURCHASING: The TPO participates in Cooperative Purchasing. Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. Non-Customer purchases are independent of the agreement between Customer and Contractor, and Customer shall not be a party to any transaction between the Contractor and any other purchaser. State agencies wishing to make purchases from this agreement are required to follow the provisions of s. 287.04, F.S. This statute requires the Department of Management Services to determine that the requestor's use of the contract is cost-effective and in the best interest of the State.

EQUAL OPPORTUNITY STATEMENT: The TPO in accordance with the provisions of Title VI of the Civil Rights Act of 1964, hereby notifies all firms and individuals that it will require affirmative efforts be made to ensure participation by minorities in any contract for consultant services. Disadvantaged business enterprises (DBE) will be afforded full opportunity to submit proposals in response to advertisements and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, family, or religious status in consideration for an award. The TPO has a DBE participation policy statement and participates in FDOT's statewide goal.

DBE Utilization: FDOT began its DBE race neutral program January 1, 2000. Contract specific goals are not placed on Federal/State contracts; however, the Department has an overall 10.65% DBE goal it must achieve. In order to assist contractors in determining their DBE commitment level, the Department has reviewed the estimates for this letting.

As you prepare your bid, please monitor potential or anticipated DBE utilization for contracts. When the low bidder executes the contract with the Department, information will be requested of the contractor's DBE participation for the project. While the utilization is not mandatory in order to be awarded the project, continuing utilization of DBE firms on contracts supports the success of Florida's DBE Program and supports contractors' Equal Employment Opportunity and DBE Affirmative Action Programs.

Any project listed as 0% DBE availability does not mean that a DBE may not be used on that project. A 0% DBE availability may have been established due to any of the following reasons: limited identified subcontracting opportunities, minimal contract days, and/or small contract dollar amount. Contractors are encouraged to identify any opportunities to subcontract to DBE's.

Please contact the Equal Opportunity Office at (850)414-4747 if you have any questions regarding this information.

Bid Opportunity List: The Federal DBE Program requires States to maintain a database of all firms that are participating or attempting to participate on FDOT-assisted contracts. The list must include all firms that bid on prime contracts or bid or quote subcontracts on FDOT-assisted projects, including both DBE's and non-DBEs.

Please complete the Bidders Opportunity List form found here (Bid Opportunity List Form.docx) and submit to the betourneym@plancom.org within 3 business days of submission of the LOR for ALL subcontractors or sub-consultants.

RESPONSE PROCEDURE: Qualified consultants who are interested in these projects are required to submit an electronic Letter of Response to the TPO indicating their desire to be considered for this project. The letter must be no more than five (5) pages, one-sided and shall as a minimum, include the following information:

1. Consultant's Name and Address
2. Responsible Office for the Consultant Firm
3. Contact Person for the Project, Email Address and Telephone Number
4. Name(s) of Subconsultant(s) that may be used and brief indication of any previous joint projects
5. Statement regarding qualifications of the Prime consultant firm and any proposed Subconsultants in the required services, and, if applicable, optional services
6. Key personnel including areas of expertise and relevant past TPO/planning experience (do not include resumes)
7. Approach for achieving client expectations

THE CONSULTANT MUST BE ABLE TO MEET THE FOLLOWING CONDITION WHICH WILL BE PART OF THE CONTRACT BETWEEN THE TPO AND THE CONSULTANT:

No member, officer or employee of the Hillsborough County City-County Planning Commission or the Hillsborough TPO during his tenure or for two years thereafter shall have any interest, direct or indirect, in this contract or the

proceeds thereof. Any firm which has a member, officer or employee that this provision speaks to, must demonstrate in its Letter of Response that this provision can be met by segregating the affected person from the project and from receiving any proceeds from the contract. For the purpose of the contract, an employee of the consultant includes any subconsultant, independent agent contracting with the consultant, or anyone having a service contract with the consultant.

FEDERAL DEBARMENT: By submitting a Letter of Response, the consultant certifies that no principal (which includes officers, directors or executives) is presently suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any Federal Department or Agency.

SELECTION PROCESS: The listed projects are covered by the selection process detailed in Rule Chapter 14-75, Florida Administrative Code. The schedule is listed below. The selected consultants' contract and fees will be negotiated in accordance with Section 287.055, Florida Statutes. The Consultants that are ultimately selected as well as any changes to the selection schedule will be advertised only on the TPO's Webpage, at <http://www.planhillsborough.org/career-and-consultant-opportunities/>. All questions about the GPC selection process or schedule shall be in writing and directed to Meghan Betourney at Betourneym@plancom.org.

SELECTION SCHEDULE:

Letter of Response due, Monday, February 6, 2023, 5:00 p.m. EST

List of selected consultants announced on website and by email, Monday, February 27, 2023. 9:00 a.m. EST

Consultant selection by TPO board, Wednesday, March 8, 2023 (BOCC Boardroom, 601 E. Kennedy Blvd, 2nd Fl)

REQUESTING UNIT: Hillsborough Transportation Planning Organization

LETTER OF RESPONSE MAY BE ADDRESSED TO: Beth Alden, AICP, Executive Director, Hillsborough Transportation Planning Organization, 01 E. Kennedy Blvd., 18th Floor, Tampa, Florida 33602-5117

EMAIL LETTER OF RESPONSE TO:

BetourneyM@plancom.org. An email response that your LOR was received will be sent.

LETTERS OF RESPONSE DEADLINE: 5:00 p.m. EST, Monday, February 6, 2023