

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES FOR EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION 2045 LONG RANGE TRANSPORTATION PLAN

The Eastern Shore Metropolitan Planning Organization (ESMPO) will be developing the 2045 Long Range Transportation Plan (LRTP) which will serve as the official, adopted plan for the Metropolitan Planning Area (MPA) and will direct transportation decision-making for the Urbanized Area (UZA). Federal regulations require that long range transportation plans be updated every five (5) years in order for an MPO to maintain its eligibility to receive federal transportation funds.

The ESMPO is responsible for carrying out the metropolitan transportation planning process for the Cities of Fairhope, Daphne, Spanish Fort, the Town of Loxley, and portions of Baldwin County. This responsibility includes preparing and presenting necessary documents, plans, data and resolutions to the ESMPO Policy Board so informed decisions can be made on transportation planning matters and to the Technical Advisory Committee, Citizen Advisory Committee, and Bicycle and Pedestrian Advisory Committee so they may offer informed recommendations to the Policy Board.

As administrator of the Eastern Shore MPO, the Baldwin County Commission (BCC) is seeking to identify and select an outside, independent organization to develop the LRTP in partnership with the ESMPO, City of Fairhope, the City of Daphne, the City of Spanish Fort, the Town of Loxley, Baldwin County, the Alabama Department of Transportation, the Federal Transit Administration and the Federal Highway Administration. The remainder of this document provides additional information as to the scope of work and the specifics needed to develop a proposal in the format preferred by the BCC.

PRIME SERVICE PROVIDER RESPONSIBILITIES

Service provider will assume responsibility for delivery of services and application performance, regardless whether or not the Service provider subcontracts any of these services. The Service provider will be the sole point of contact regarding contractual matters, including performance of services and the payment of any and all charges resulting from contract obligations. Service provider will be totally responsible for all obligations outlined under this RFP.

HOLD HARMLESS PROVISION

The service provider shall at all times indemnify and hold harmless the County and its departments, their County Commissioners, officers and employees, against all liability, claim of liability, loss, cost or damage, including death, and loss of services, on account of any injury to persons or property, occurring from any cause whatsoever in the work involved in the contract, and will, at his expense, defend on behalf of the County and its departments, their officers and employees, either or all, any suit brought against them or any suit arising from any such cause.

SERVICE PROVIDER QUALIFICATIONS

All bidders, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular and without limitation, all bidders must be licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within

Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders should be prepared to timely submit to the County non-confidential evidence or documentation demonstrating the fact that they are presently licensed and permitted under Alabama law. Such non-confidential evidence or documentation is encouraged to be submitted with the Bid Package.

All vendors, contractors and the grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents will be included with award documents. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at www.baldwincountyal.gov

All bidders must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.

GENERAL SUBMISSION INFORMATION

Baldwin County intends to award a contract to a qualified consultant for the services. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested.

PREPARATION COST

The County shall be not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

EXAMINATION OF PROPOSALS

Proposers should carefully examine the entire RFP, and addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

CONFIDENTIALITY

The content of all proposals will be kept confidential until the selection of the Consultant is publicly announced. At that time, the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

LATE SUBMISSIONS

Proposals not received prior to the Date and Time specified in this document will not be considered and will be returned unopened after recommendation of award.

REJECTION OF PROPOSALS

The County reserves the right to reject any and all proposals if determined to be in the best interest of the County.

SCOPE OF WORK

The 2045 LRTP shall consider all modes of transportation and have a base year of 2015. Development of the LRTP requires a thorough knowledge of transportation planning practices with demonstrated knowledge and experience using CUBE Voyager software. Three rounds of public involvement meetings will be required, each comprising a mid-day and evening session at separate locations.

The Scope of Work shall include, but is not limited to, the following tasks:

- Task 1: Review of Socioeconomic Data
- Task 2: Public Involvement Meetings
- Task 3: Forecast Future Socioeconomic Data
- Task 4: Prepare Base Year, 2 Interim Years, and Horizon Year Model
- Task 5: Trip Generation
- Task 6: Network/Model Calibration
- Task 7: Network/Model Validation
- Task 8: Construct Plan Network
- Task 9: Test Future
- Task 10: Draft Plan Report – *NLT January 17, 2020*
- Task 11: Final Plan Report – *NLT June 1, 2020*

SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA

Please note that the consultant selected to complete this study must be included on the Alabama Department of Transportation's list of pre-qualified firms interested in providing services. Please limit proposals to ten (10) pages, not including (1) a two-page maximum Letter of Transmittal, (2) Table of Contents and (3) up to fifteen (15) pages for Appendices. Consultants interested in performing the work will be considered based on their submittal of the following:

1. Statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made.
2. Statement of specific experience in the fields that the proposed services are requested and specific work of similar nature which the proposed staff for requested services was in responsible charge. Proposed staff names and specific individual experience are to be provided. Names and contact information for all LRTP clients from the last five (5) years.
3. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed in the proposed services.
4. List of qualified personnel in other disciplines required for the proposed services, both in-house and those to be acquired outside the firm.
5. Statement as to whether or not the firm is operating on a sound financial basis.
6. Statement of the firm's overhead or administrative cost, expressed as a percentage of direct labor for the last fiscal year.
7. Statement of labor additive or fringe benefits, expressed as a percentage of direct labor for the last fiscal year.

8. Estimated man-days by professional, sub-professional, and other.
9. Statement of billing rates for professional, sub-professional, and others.
10. Statement of where work will actually be accomplished.
11. Statement of whether or not and when a site visit has been made prior to submittal of interest.
12. Statement of last fiscal year firm was audited by a state or federal agency. If no audit has been made, a statement to this effect should be submitted.
13. Proposed approach to the scope of services and the proposed procedures for accomplishing each task in the work scope.
14. Estimated time to perform the work (entire project and by major task/benchmark) and ability of the firm to meet established schedules.
15. Estimated cost for the project, broken down in two ways:
 - A. By Major Project Task
 - B. By Man-Day Fee
16. Other information significant to a complete understanding of the proposed approach to this project.

TECHNICAL AND CONTRACTUAL CONTACTS

Any questions concerning technical specifications, contractual terms & conditions and/or proposal format should be directed to:

Sarah Hart Sislak
1100 Fairhope Avenue
Fairhope, AL 36532
251-990-4643
shart@baldwincountyal.gov

Wanda Gautney
312 Courthouse Square, Suite 15
Bay Minette, AL 36507
(251) 580-2520
wgautney@baldwincountyal.gov

PROPOSALS SUBMISSION

Five (5) copies are to be submitted no later than **2:00 P.M. CST on Thursday, June 6, 2019.**

Wanda Gautney, Purchasing Director
Baldwin County Commission
312 Courthouse Square, Suite 15
Bay Minette, AL 36507

In addition, an electronic copy (PDF) is to be simultaneously submitted to the following recipients:

wgautney@baldwincountyal.gov
shart@baldwincountyal.gov

Please do not send any materials via fax.

After the submittal date, the Baldwin County Commission may request interviews, to be conducted in person, from the firms determined to be most qualified to perform the work based on the proposal package (including letter of interest and qualifications) submitted. These interviews are tentatively scheduled for **Tuesday, June 25, 2019.**

RFP Response Form

ESMPO 2045 LONG RANGE TRANSPORTATION PLAN

Date: _____

Out of State Yes or No If yes, _____
Certification of Authority Registration Number

Company Name: _____

Address: _____

Name of Company Representative: _____

Position: _____

Phone: _____

Fax: _____

Email: _____