



*Communities working together to
meet Chittenden County's transportation needs*

CHITTENDEN COUNTY METROPOLITAN PLANNING
ORGANIZATION

Chittenden County Metropolitan Transportation Plan Financial Element

Request for Proposals

November 17, 2006

**Proposals Due
4:30 PM, Friday, December 8, 2006**

CCMPO
30 Kimball Ave, Suite 206, South Burlington, Vermont 05403
(802) 660-4071 / (802) 660-4079 Fax
www.ccmpto.org / pkeating@ccmpto.org

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1. BACKGROUND

The CCMPO is in the process of updating its Metropolitan Transportation Plan (MTP) – the long range document identifying the region’s goals, strategies and projects needed to address future transportation needs. An integral component of that Plan is a financial analysis that will form the fiscal foundation of the MTP’s project and strategy recommendations. This analysis must identify funds “reasonably expected to be available” for future transportation investment.

The future estimate of funding resources is one part of the financial plan section of the MTP. In addition, the operating and maintenance needs of the current system – roads, bridges, bicycle and pedestrian infrastructure, inter-modal facilities, and transit assets and services – need to be accounted for and factored into the financial analysis. The costs of system maintenance/operations need to be set aside from the estimate of total future funds. The balance of funding will be applied to committed projects (those identified in the CCMPO’s Transportation Improvement Program(TIP)), and new projects and strategies.

The Code of Federal Regulations, in describing the elements of the Metropolitan Transportation Plan, describes the task like this: The MTP must include...

“A financial plan that demonstrates how the adopted transportation plan can be implemented, while operating and maintaining existing facilities and services. For the purpose of developing the transportation plan, the MPO, public transportation operator(s), and State shall cooperatively develop estimates of funds that will be available to support metropolitan transportation plan implementation, as required under Sec. 450.314(a)(1). All necessary financial resources from public and private sources that are reasonably expected to be made available to carry out the transportation plan shall be identified. The financial plan shall include recommendations on any additional financing strategies to fund projects and programs included in the metropolitan transportation plan. In the case of new funding sources, strategies for ensuring their availability shall be identified. In developing the financial plan, the MPO shall take into account all projects and strategies proposed for funding under title 23, U.S.C., title 49, U.S.C., Chapter 53, or with other Federal funds; State assistance; local sources; and private participation.”

(Source: Federal Register, volume 71, No. 111, dated Friday, June 9, 2006, proposed rules, page 33556)

As noted above, the federal regulations clearly identify the three parties that need to cooperatively develop this financial information – The state agency of transportation (VTrans), the transit provider (CCTA), and the MPO (CCMPO). Work under this RFP will be overseen by representatives of all three organizations.

2. SCOPE OF WORK

This work will be divided into two tasks:

- 1. An estimate of funds to be available for transportation purposes through the year 2030 from A) local, B) state, C) federal and D) as appropriate, private sources, and,**
- 2. The itemized funding levels required to maintain and operate the existing transportation facilities and services.**

TASK 1

For this task, the federal government provides guidance on how to calculate expected federal funding levels:

“States and MPOs may assume Federal funding based on a straight-lined extrapolation of historic increases in Federal authorizations for that State or MPO. Thus, if Federal authorizations for the State of Muldoon have increased, on average, 6 percent annually over the period FY 1999-2009, then the State of Muldoon may assume that its Federal funding in FY 2010 will be 6 percent higher than is authorized in SAFETEA-LU for FY 2009. Similarly, Muldoon may assume an additional 6 percent increase between FY 2010 and FY 2011, and so forth. While Muldoon may assume a lower rate of increase, it may not assume a higher rate of increase in Federal authorizations. FHWA and FTA recognize that Federal funding after FY 2009 is very uncertain, so we also encourage States and MPOs to consider more conservative estimates of future Federal funding when they develop metropolitan long-range transportation plans, TIPs, and STIPs.” (Source: email from Gloria Shepherd to FHWA Division Office staff dated 8/22/06)

Similar historic trends should be used to calculate expected funding levels from State of Vermont sources. Local level transportation funding, identified in municipal budgets, also needs to be forecasted into the future. A projection based on historic trends is recommended here as well.

The fiscal projections from all three sources must be clearly documented. Consultants are encouraged to recommend forecast methodologies in their proposals. However, before their use, the projection methods will be approved by the CCMPO project manager in consultation with VTrans and CCTA. Realizing the increased uncertainty of the reliability of projections as they move further out into the future, these may take the form of estimated ranges.

While the need to document estimated state and local funds is a federal requirement, this information is mostly provided as information only. The federal estimates, combined with an assumed 20 percent non-federal match, will be the basis of MTP project recommendations. State funds supporting local programs and local funds utilized for the local transportation system fall outside the CCMPO’s MTP areas of responsibility.

TASK 2

The CCMPO requires a cost accounting of the funds needed through 2030 to keep our existing transportation assets functioning. This accounting must assess the levels of investment needed,

“to ensure the preservation of the existing transportation system, including provisions for operational improvements, resurfacing, restoration, and rehabilitation of existing and future major roadways, as well as operations, maintenance, modernization, and rehabilitation of existing and future transit facilities.” (Source: Federal Register, volume 71, No. 111, dated Friday, June 9, 2006, proposed rules, page 33557)

As in task 1, the consultant should recommend appropriate methodologies. However, before their use, the methods to calculate the needed operations and maintenance costs must be approved by the CCMPO project manager in consultation with VTrans and CCTA. The cost estimates should be itemized by federal, state, and local sources.

The two tasks will be combined into a single narrative report that will form the financial plan of the 2030 MTP. This report should be no longer than 10 to 15 pages in length with supporting data and other documentation detailed in appropriate appendices.

A draft financial plan report will be presented to the CCMPO's MTP Advisory Committee. Comments from this meeting will be used to revise the financial plan draft report into a final report.

3. STANDARDS & DELIVERABLES

- All documents should be provided in both hard copy (paper) and digital format (MS Word, MS PowerPoint). Data should be provided in MS compatible formats (Excel or Access). All copies of draft and final reports shall be double-sided.
- All data, databases, reports, designs and materials, in digital and hard copy format created under this project shall be transferred to the CCMPO upon completion of the project and become the property of the CCMPO.
- The consultant will provide fifteen (15) copies of the draft and final documents. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed. In addition, one unbound camera-ready copy of both the draft and final reports will be provided to the CCMPO. Original copies of the draft and final reports must be submitted to the CCMPO.
- The consultant will provide written monthly progress reports to the CCMPO project manager.

PROJECT TIMELINE: The draft report and MTP Advisory Committee presentation will be completed within four months of notice to proceed. The final report will be completed no later than one month later.

4. PROPOSAL REQUIREMENTS

All consultants or consultant teams will be required to prepare a Technical Proposal and a Cost Proposal as part of this submission. In order to be considered responsive to this RFP, each proposal must conform to the following requirements. The consultant shall:

- Submit **four (4)** copies of the Technical Proposal (see requirements below). The Technical Proposal must not have acetate or plastic covers. Number all pages consecutively. Technical proposals should not exceed 25 pages in length.
- Submit **one (1)** copy of the Cost Proposal (see requirements below) in a sealed, separate package.
- Submit **one (1)** copy of the required Financial Forms (see requirements below) in a sealed, separate package.
- Clearly indicate the following on the outside of each Technical Proposal and the two sealed packages:
 1. Project name (Chittenden County MTP Financial Element);
 2. Contents (Technical Proposal, Cost Proposal or Financial Information); and
 3. Name and address of the prime consultant.

Submissions must be received by **4:30 pm Friday, December 8, 2006** at:

Chittenden County Metropolitan Planning Organization
30 Kimball Ave, Suite 206
South Burlington, VT 05403
ATTN: Peter Keating

If any of the above requirements are not met, the proposal may not be considered.

Technical Proposal Requirements

The Technical Proposal should demonstrate that the Proposer understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications of the Proposer to supply the required services must be demonstrated. In order to assist in the evaluation process, please include the following information in the technical proposal:

I. Cover Letter

II. Project Abstract

This section should state the Proposer's understanding of the nature of the work and approach to be taken. This section would address project objectives, scope of work, the proposed approach, and any other pertinent elements.

III. Introduction to the Consultant Firm(s)

Proposers shall provide the following information relative to their firms. Similar information must be provided for each sub-consultant or each member of a joint venture.

- a) Firm name and business address, including telephone number and email contact.
- b) Year established. Include former firm names and year established, if applicable. Identify the state in which the firm was organized or incorporated.
- c) Type of ownership, and name and location of parent company and subsidiaries, if any.
- d) Indication of whether the firm is licensed to do business in the State of Vermont which is a requirement of the project.
- e) Number of full-time employees. Part-time employees or consultants routinely engaged by the Respondent may be included if clearly identified as such.

IV. Methodology

This section should include a detailed description of the proposed approach to the project. Each of the considerations listed in the scope of work must be addressed.

V. Work plan

This section will include a description of tasks, products, milestones, and time tables. A detailed timetable should accompany the work description showing the expected sequence of tasks and resource requirements for both the consultant and CCMPO staff.

VI. Qualifications and Experience of the Consultant Firm(s)

Proposers shall describe **recent** experience relevant to the project. Particular emphasis should be placed on projects managed by the key personnel to be assigned to this project. If the respondent anticipates the use of sub-consultants, or the use of staff and/or sub-consultants based overseas, the respondent shall identify:

- a) The role and extent to which these parties will participate in the project;
- b) The means by which the consultant will oversee the work of these parties; and,
- c) The experience and credentials of these parties relevant to this project.

References: The respondent shall submit names, addresses, and phone numbers of at least three references familiar with the consultant's ability, experience, and reliability in the performance and management of projects of a similar nature.

VII. Qualifications and Experience of Key Staff

Proposers shall identify key individuals assigned to this project and include the function and/or responsibility of each of the identified individuals. Experience summaries of these key individuals shall be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals may also be included as an appendix.

Cost Proposal Requirements

The consultant will be reimbursed on a time and materials basis.

The Cost Proposal should include the following, listing the prime consultant and any sub-consultants separately:

- I. Hourly rate schedule.
- II. Overhead rate and fee.
- III. Hours and cost by task.
- IV. Total project cost.

Financial Forms

- I. Provide with this submittal a complete copy of VAOT Form AF38 (Revised 7/15/99). One copy of this financial information for each firm designated as a sub-consultant in the prime consultant proposal shall be submitted with the prime consultant's proposal in a separate sealed envelope.
- II. Provide with this submittal a completed copy of Standard Form 330 (Architect-Engineer and Related Services Questionnaire).
- III. The consultant will be required to carry insurance for the term of the contract. Proof of insurance should be included with the financial forms package.

Copies of the financial forms are available for download from the CCMPO website at <http://www.ccmpto.org/consultants/rfps.html>, or you may contact Bernie Ferenc at 802-660-4071 Ext. 10 or bferenc@ccmpto.org for paper copies.

5. CONSULTANT EVALUATION AND SELECTION

The technical proposal will be evaluated by a CCMPO subcommittee and staff and ranked first. The technical proposal evaluation criteria, with corresponding weight factors, are the following:

- Qualifications of the firm and personnel (including any subcontractors) to be assigned to this project and their experience completing similar projects. (35 Pts.)

- Clarity of the proposal and creativity/thoroughness in addressing the tasks in the scope of work. (35 Pts.)
- Demonstration of overall project understanding. (15 Pts.)
- Completeness of submitted proposal with all elements required by the RFP (10 Pts.)
- Demonstration of effort to solicit/include DBEs (5 Pts.)

The cost proposal will next be reviewed for consistency and in light of the evaluation of the technical proposal, with attention to allocation of budget by task and personnel.

The CCMPO reserves the right to seek clarification of any proposal submitted.

The CCMPO proposal evaluation subcommittee will make a recommendation on a preferred consultant to the CCMPO's Technical Advisory Committee (TAC). The TAC is responsible for the consultant selection decision.

The CCMPO reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel in part or in its entirety this RFP if it is in the best interests of the CCMPO. This solicitation of proposals in no way obligates the CCMPO to award a contract.

If deemed necessary, a short list of qualified consultants may be selected from those who submitted proposals for follow-up interviews. Interviews will be conducted by the proposal evaluation committee described above. Each consultant will be permitted approximately 20 minutes to make an oral presentation with a question and answer session to follow not to exceed 40 minutes. The consultant may wish to focus on an explanation/justification of survey methodology. Interviews, if requested, will take place at the CCMPO offices.

6. ADDITIONAL INFORMATION

The CCMPO TAC reserves the right to award the contract to the most qualified bidder, not necessarily the lowest bidder. This solicitation in no way obligates the CCMPO to award a contract.

The consultant will submit monthly invoices accompanied by brief, written progress reports.

Ten percent of total contract cost will be withheld as retainage pending project completion.

All proposals become the property of the CCMPO upon submission. The cost of preparing, submitting, and presenting a proposal lies solely with the proposer.

Questions regarding this RFP should be directed to Peter Keating, CCMPO at (802) 660-4071 ext. 14 or pkeating@ccmpo.org. CCMPO will maintain a list of questions and answers linked to the CCMPO RFP website (<http://www.ccmpo.org/consultants/rfps.html>). *Questions will be accepted until December 1, 2006 to ensure that all parties have adequate time to review the answers.*