

Request for Proposals

**Winchester Frederick (WinFred) Metropolitan Planning Organization
USDOT TIGER 3 Discretionary Grant Application Preparation
September 7, 2011**

The Northern Shenandoah Valley Regional Commission, on behalf of the Winchester-Frederick County Metropolitan Planning Organization (WinFred MPO), is seeking proposals from qualified professional firms to prepare one or more TIGER 3 Discretionary Grant Application to USDOT. The MPO encompasses all of the City of Winchester, urbanized parts of Frederick County and the Town of Stephens City, Virginia.

Ten (10) copies of the proposal shall be submitted in a sealed envelope or package clearly marked “WinFred MPO Tiger 3 Application Preparation” by 2:00 p.m., Tuesday, [September 20, 2011](#). Proposals should be delivered to:

Ms. Martha Shickle, Executive Director
Northern Shenandoah Valley Regional Commission
Until September 14, 2011
103 East Sixth Street
Front Royal, Virginia 22630

After September 14, 2011
Ms. Martha Shickle, Executive Director
Northern Shenandoah Valley Regional Commission
400E Kendrick Lane
Front Royal, Virginia 22630

In addition to the hard copy proposals noted above, one (1) full-color, digital copy in .pdf file format should also be submitted by the application deadline to the following email: shicklem@shentel.net

To obtain a copy of the RFP or to inquire about the project, contact Ms. Martha Shickle, Executive Director at 540.636.8800.

Questions regarding this RFP will be answered up to 2:00 p.m., Monday, [September 19, 2011](#) and all questions and answers will be detailed and shared with all applicants by 12:00 noon on Tuesday, [September 20, 2011](#).

Full copies of the RFP are available at the NSVRC and WinFred MPO websites:

<http://www.lfpdc7.state.va.us/>
<http://www.winfredmpo.org/>

Northern Shenandoah Valley Regional Commission is an Equal Opportunity Employer.

Request for Proposals

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Background

The Winchester Frederick County Metropolitan Planning Organization (WinFred MPO) is made up of the City of Winchester, Town of Stephens City, and the urbanized portion of Frederick County, Virginia. The MPO has a focus on providing safe, modern and efficient transportation for the citizens of the region. The MPO's member jurisdictions have identified a number of priority multimodal transportation projects in the MPO by way of the 2030 Transportation Plan, 2035 draft vision plan and Constrained Long Range Transportation Plan that are worthy candidates for USDOT Discretionary grant program submission. The NSVRC provides administrative support to the MPO.

Purpose

The WinFred MPO is requesting technical assistance for the preparation of application(s) to the USDOT TIGER 3 Discretionary Grant Program. The aim of this RFP is to contract with a professional firm who will agree to provide these services in a timely manner.

NSVRC Right to Issue RFPs

The NSVRC reserves the right, at its sole discretion, to issue RFP's for work related to this project, such as detailed engineering, for other disciplines associated with this project, and for other similar projects as the need may occur.

Statement of Needs

The purpose of this proposal is to aid the WinFred MPO and jurisdiction/agency staff in preparing the application(s) within the short application window. USDOT Discretionary grant programs, such as Tiger 3, are opportunities for regions in obtaining design and construction funding for regional priority projects.

The intent is to prepare and submit up to two separate applications on behalf of the WinFred MPO and member jurisdictions. The two separate projects adopted for submittal are:

PROJECT/APPLICATION #1:

Tevis Street/Hope Drive re-alignment and extension from Pleasant Valley Road over I-81 to US 522 including re-decking of the US 17/US 50 bridge over I-81.

PROJECT/APPLICATION #2

Route 37 / Crosspointe Boulevard extension from I-81 / Tasker Road to US 522

Completed applications will be submitted to US DOT by agency staff after review and comment from staff, MPO Policy Board, MPO Project Steering Committee and/or the MPO Technical Advisory Committee.

Scope of Services

The selected firm shall furnish all expertise, labor and resources, in accordance with the requirements of the project, to provide complete services necessary for the preparation of a USDOT TIGER 3 Discretionary Grant Program Application(s). This is an MPO funded project that will be completed by combining the efforts of MPO Staff, MPO jurisdiction and agency staff, and the chosen consultant. Specific services will include:

1. Consult with MPO and member jurisdiction staff to collect required application information based on requirements set forth in USDOT notice of funding availability and USDOT Tiger 3 application resources. It is expected that these meetings can be conducted via web or teleconference. No in-person meetings are expected at this time.
2. Separate applications will be prepared for each project submittal and RFP response should be specific to tasks associated with each project.
3. Provide recommendations for enhancing strength of applications by including project scope revisions not previously identified by staff.
4. Application should include identification of project segments based on their ability to be broken out as projects of independent utility and feasibility of stand-alone implementation.
5. Consultant shall assist MPO in preparing required pre-application which is required to be submitted to DOT by MPO Staff on or before 5:00 p.m. October 3, 2011.
6. Preparation of draft applications in a timely manner to accommodate review by staff, jurisdictions, MPO technical advisory, MPO steering committee and/or MPO policy board. Draft applications are to be supplied to the MPO by October 21, 2011 in order to accommodate any needed revisions. MPO will supply any comments on necessary revisions to consultant on draft applications by October 25, 2011.
7. Consultant shall submit final versions of project applications to MPO by 5:00 p.m. on October 28, 2011
8. MPO staff will be responsible for final submittal to USDOT by 5:00 p.m. on October 31, 2011.

Proposal Requirements

General Requirements:

To be considered for selection, offerors must submit a complete response to the Request for Proposals for each application. Failure to submit all information requested may result in the rejection of the incomplete proposal. A committee consisting of MPO officials will review the proposals, and the committee will invite the most qualified firms for telephone or in-person interviews.

Proposals shall be signed by all authorized representative of the firm making the proposal. Each copy of the proposal shall be bound in a single volume not exceeding 10 pages, not including cover pages and up to 5 single page examples of relevant work products . All documentation submitted with the proposal should be bound in that single volume.

Ten (10) copies of each proposal shall be submitted in a sealed envelope or package clearly marked "WinFred Tiger 3 Application Preparation" by 2:00 p.m., Tuesday, September, 20, 2011. Proposals should be delivered to:

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In addition to the hard copy proposals noted above, one (1) full-color, digital copy in .pdf file format should also be submitted by the application deadline to the following email: shicklem@shentel.net

Questions in writing regarding this RFP will be answered up to 2:00 p.m., Monday, [September 19, 2011](#) and all questions and answers will be detailed and shared in writing with all applicants by 12:00 noon on [Tuesday, September 20, 2011](#).

The MPO is not responsible for delays in the delivery of the proposals by the US Postal Service, private couriers, or the inter-office mail system. It is the sole responsibility of the offeror to ensure that its proposal reaches the designated location by the designated date and hour. No proposals received after the prescribed date and hour will be considered.

All offerors shall abide by all applicable State and federal laws. The NSVRC, MPO and its member jurisdictions do not discriminate against small, minority or women owned businesses.

The NSVRC and Winchester Frederick MPO and consultants are subject to compliance with the following Commonwealth/VDOT compliance requirements: The Commonwealth of Virginia, Department of Transportation (VDOT) as a recipient of Federal financial assistance is required to comply with Title VI of the Civil Rights Act of 1964 (Title VI), as amended, and related nondiscrimination authorities. Title VI prohibits agencies receiving federal funds from discrimination against anyone or group in the United States on the grounds of race, color, national origin, sex, age, religion or disability. The Civil Rights Restoration Act of 1987 defined the word "program" to make clear that discrimination is prohibited throughout an entire agency if any part of the agency receives federal financial assistance, rather than just the particular programs or activities that receive the funds. Consulting firms selected to contract and/or subcontract with VDOT are required to comply with Title VI in order for the Department to meet Title VI obligations. The Department evaluates a firm's compliance by having the firm submit a completed VDOT Title VI Evaluation Report form (EEO-D2) for review. Firms are required to complete and submit an EEO-D2 within 10 workdays of notification of selection if they do not have a current Title VI Evaluation Report on file with the Department. For more information on Title VI compliance visit this link [http://www.virginiadot.org/business/resources/SB Title VI webpage 061115.pdf](http://www.virginiadot.org/business/resources/SB_Title_VI_webpage_061115.pdf) .

It is the policy of the Virginia Department of Transportation that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26 shall have the maximum opportunity to

participate in the performance of federally funded consultant contracts. A list of Virginia Department of Minority Business Enterprise certified DBE firms is maintained on their web site (<http://www.dmb.e.state.va.us/>) under the DBE Directory of Certified Vendors. Consultants are encouraged to take all necessary and reasonable steps to ensure that DBE firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider DBE firms as potential subconsultants. The consultant is encouraged to contact DBE firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a DBE firm whereby the DBE firm promises not to provide services to other consultants is prohibited. The Department believes that these services support 10% DBE participation. The Department does not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Specific Proposal Requirements

Proposals should be as thorough and detailed as possible so that the Selection Committee may properly evaluate the capabilities of the respective firms to provide the required services. Proposals shall include, at a minimum, the following items:

1. Separate responses shall be submitted for each project application to be prepared.
2. A description of the proposed work program for the project and a planned schedule for the project tasks to be completed.
3. Information as to the offeror's background and experience relative to this project
4. Description of what, if any, subconsultant and outside services are to be used.
5. Resumes and qualifications of those that will be assigned to the project.
6. Name and experience record of the project manager.
7. Current and projected workload of the firm and the project manager.
8. Complete references for projects completed by the firm, which are similar to this project.
9. Evidence of past successful performance relative to ability to complete projects on schedule and within the estimated budget.
10. Proposed timeline for the projects.
11. Notation of any experience working with the Virginia Department of Transportation (VDOT)
12. Any other information the proposer feels will assist the Selection Committee in evaluating the proposals.
13. ***Work proposals should include itemized cost proposals for each application prepared and budget proposals shall not exceed \$5,000***

Proposers may also submit examples of similar work recently completed by the firm.

EVALUATION AND AWARD OF CONTRACTS:

A. Evaluation Criteria: Proposals shall be evaluated using the following criteria:

1. 30 Points - Expertise, experience, and qualifications of the firm's personnel in each discipline that may provide services relevant to the RFP. In addition, the expertise, experience, and qualifications of any special consultants proposed will be scored within this category.
2. 25 Points - Expertise and past experience of the firm in providing services on other contracts or on projects of similar size, scope and features as those required for the Scope of Services

on this RFP.

3. 15 Points - Evidence of past successful performance relative to ability to complete projects on schedule and within the estimated budget.
4. 10 Points - Firm's work plan and schedule for the project relative to the firm's existing workload.
5. 10 Points – References for projects completed by the firm, which are similar to this project.
6. 5 Points - Geographic location of the A/E's office where work will be performed in relation to the project location.
7. 5 Points - Size of the firm relative to the size of the project.

Generally, the selection committee will consider the firm's overall suitability to provide the services for the study within the time, budget and operational constraints that may be present, and the comments and/or recommendations of the firm's previous clients, references and others. All respondents must demonstrate financial responsibility as evidenced by the firm carrying Professional Liability Insurance.

- B. **AWARD OF CONTRACT:** The NSVRC intends to engage in individual discussions and interviews with a limited number of offerors deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Proprietary information from competing proposers (including any data on estimated man-hours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by §2.2-4342, Code of Virginia, as revised. At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the Agency shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted with the Proposer ranked first to establish an acceptable contract. If an agreement, satisfactory and advantageous to the MPO can be negotiated with conditions considered fair and reasonable, then a contract award will be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable price.

A contract is expected to be awarded within 21 days. The NSVRC reserves the right to reject any and all proposals, and to waive formalities. Firms will not be compensated for time spent preparing responses to this RFP.

Issued by:

Northern Shenandoah Valley Regional Commission on behalf of Winchester Frederick County Metropolitan Planning Organization

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