



# RFP 2022-01: GENERAL PLANNING CONSULTANT

## Proposal Response Instructions

### Due Dates:

1. Proposals must be received no later than **12:00 p.m., Wednesday, September 22, 2021**
2. Questions about this RFP must be received by **12:00 p.m., Wednesday, September 8, 2021**
  - a. Must be in writing
    - i. Email to [RFP@metroplanorlando.org](mailto:RFP@metroplanorlando.org)
    - ii. Mail to Director of Finance & Administration, MetroPlan Orlando, 250 South Orange Avenue, Suite 200, Orlando, FL 32801
  - b. All questions and responses will be posted on the MetroPlan Orlando website within two (2) business days of receipt

### Submittal Requirements:

1. Entire proposal package must be sealed and submitted to:  
Director of Finance and Administration  
MetroPlan Orlando  
250 South Orange Avenue, Suite 200  
Orlando, Florida 32801
2. Contain six (6) proposals
3. Include one (1) separately sealed envelope with one (1) set of DBE forms
4. Include one (1) PDF color copy of the entire proposal on CD or DVD or USB drive (including DBE forms)
  - A separate PDF file should be created for each document type (i.e. Proposal.pdf, DBE forms.pdf)
  - PDFs must be printable

### Required Contents / Structure of Proposal:

17-page limit inclusive of items 3 – 6 below (Front and back cover pages, table of contents, and dividers if included do not count as a page; two-sided pages count as two pages; page sizes specified below. Please use font size 11 or higher.

1. Proposal Cover (8.5”x 11”) – **MUST** contain the following contact information:
  - Clearly state “RFP 2022-01: General Planning Consultant”
  - Company name
  - Address
  - Contact name
  - Email address
  - Phone number
  - Fax number
2. Table of Contents (8.5”x 11”)
3. Letter of Interest: Up to five (5) pages (8.5”x 11”) letter of interest. Proposers should respond to details of the scope, evaluation criteria, and how the consultant team can help support the MPO in achieving regional planning objectives over the next three to five years. Letter of Interest should be signed by an officer of the company with authority to enter into a contract should they receive the proposal award.
4. Project Descriptions: 10 project descriptions. One (1) page (8.5”x 11”) per project. Each project description should provide a brief overview, demonstrate connection to RFP scope areas and evaluation criteria, discuss creative approaches, and include client references with contact information.
5. Organization Chart: One (1) page (8.5”x 11”) organization chart identifying key personnel, roles and sub-consultants; if applicable.

6. Resource Matrix: One (1) page (8.5"x11" or 11"x17"; if 11"x17" use z-fold for physical submission) resource matrix including all proposed consultant staff. Resource Matrix should identify GPC Staff qualifications/experience in relationship to the Scope of Services and percent availability.
7. Resumes Appendix: Provide resumes for all staff identified in Resource Matrix. One (1) page maximum per person and four (4) persons to a page maximum; 8.5"x11". Resumes in appendix does not count in the 17 page limit.

**SEPARATELY SEALED REQUIRED ITEMS & ONLY ONE COPY REQUIRED**

(Not part of the 17 page proposal document)

1. DBE Forms (Required whether or not DBE certified)
  - a. DBE Participation Statement Form 375-030-21\*
  - b. Bid Opportunity List Form 275-030-10\*
  - c. Copy of the UCP certification certificates -if certified

2. Conflict of Interest Form\*

\*Located at <https://www.metroplanorlando.org/about-us/doing-business-with-us/>

**Other Proposal Information:**

MetroPlan Orlando reserves the right to accept or reject any and all proposals without cause, to waive technicalities, and/or whose award will, in the sole opinion of MetroPlan Orlando, be in the best interest of and most advantageous to MetroPlan Orlando.

**Evaluation criteria to shortlist this RFP will be the following:**

Proposed Evaluation Criteria	Possible Points
<b>Experience &amp; Qualifications</b> <ul style="list-style-type: none"> <li>• Project Manager’s Experience Relating to Scoped Services</li> <li>• Support Staff / Sub-consultant Ability and Experience</li> </ul>	25
<b>Responsiveness to Scope</b> <ul style="list-style-type: none"> <li>• Understanding of Scope and Planning Approach</li> <li>• Clarity and Organization of Proposal</li> </ul>	25
<b>Ability to Meet Organizations Needs</b> <ul style="list-style-type: none"> <li>• Availability of Team Members</li> <li>• Proven Ability to Provide Services on a Timely Basis</li> </ul>	20
<b>Innovation and Creativity</b> <ul style="list-style-type: none"> <li>• Innovative and Creative Response</li> <li>• Identification of Opportunities within Anticipated Tasks</li> </ul>	30
<b>Total</b>	<b>100</b>

After initial scoring by the committee, short-listed proposers will be contacted to provide oral presentations. The date for the final selection meeting is tentatively scheduled for Wednesday, October 20, 2021. Updated dates for the selection committee meetings will be provided on the MetroPlan Orlando website. All proposers should be prepared to present on the final selection meeting date should they be short-listed. Important information regarding this RFP will be posted on the MetroPlan Orlando website within the Consultant Services page (<https://metroplanorlando.org/about-us/doing-business-with-us/>)

## Disadvantaged Business Programs:

### THIS RFP WILL USE FHWA FUNDS

#### DBE REQUIREMENTS WHEN FEDERAL HIGHWAY (FHWA) FUNDS ARE INVOLVED

Disadvantaged business enterprises are encouraged to respond to this Request for Proposals/Quotes. MetroPlan Orlando has two different DBE/MBE programs. For contracts using Federal Highway Administration (FHWA) planning funds, the Florida Department of Transportation (FDOT) DBE policy must be followed. The FDOT DBE Plan can be found at:

<https://www.fdot.gov/equalopportunity/dbe-plan>

(Control click on this link to see a copy of the FDOT DBE plan.)

For more information on the Florida Department of Transportation (FDOT) DBE program and how to become UCP-Certified (Florida Unified Certification Program), visit the FDOT's DBE website at

<https://www.fdot.gov/equalopportunity/dbecertification.shtm>

(Control click on this link to see a copy of the FDOT DBE plan.)

1. All proposals with PL (or other FHWA) funds as the payment source will not have DBE as part of the evaluation scoring process, i.e. evaluation and award will be race and revenue neutral. The evaluation scoring sheets should not have points on it.
2. The DBE goal is 10.65% for FHWA funds and 11.31% for FTA funds. This goal changes annually in October as set by FDOT.
3. All proposals require the following forms submitted in a separate envelope (i.e., not bound in the proposal book or document)
  - DBE Participation Statement Form 375-030-21 (form located on the MetroPlan Orlando Web site)
  - Bid Opportunity List Form 275-030-10 (form located on the MetroPlan Orlando Web site)
  - If a firm is a DBE, a copy of the UCP certification certificates  
\*NOTE – ONLY UCP DBE certifications are accepted for FHWA funded contracts.  
Certifications by local governments who are not UCP certifying members are not acceptable on these contracts.

## Required Contract Language:

MetroPlan Orlando shall include the DBE Program language provided below in all contract agreements with their primes.

*Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the statements in Paragraph (1) and (2) which follow. These statements shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.*

1. *Policy: It is the policy of MetroPlan Orlando that disadvantaged businesses, as defined by **49 Code of Federal Regulations, Part 26**, shall have an opportunity to participate in the performance of MetroPlan Orlando contracts in a non-discriminatory environment. The objectives of the Disadvantaged Business Enterprise program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist*

*in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.*

2. *MetroPlan Orlando, its contractors, suppliers, and consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of MetroPlan Orlando in a non-discriminatory environment.*

*MetroPlan Orlando shall require its contractors, suppliers, and consultants to not discriminate on the basis of race, color, national origin, religion, gender, age, or disability in the award and performance of its contracts/subcontracts.*

*This policy covers in part the applicable Federal regulations and the applicable statutory references contained therein for the **Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.***

*It is understood and agreed that if the Consultant at any time learns that the certification it provided MetroPlan Orlando in compliance with 49 CFR, Section 23.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to MetroPlan Orlando. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned Federal Regulation.*

#### **Required USDOT assisted contract language**

#### **CONTRACT ASSURANCE**

The Organization will ensure that the following clause is placed in every USDOT-assisted contract and subcontract:

*The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carryout these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.*

#### **PROMPT PAYMENT**

The Organization will ensure that the following requirements will be placed in every USDOT-assisted contract and subcontract:

*(A) Every contract let by the MPO for the performance of work shall contain a provision requiring the prime contractor, before receipt of any progress payment under the provisions of such contract, to certify that the prime contractor has disbursed to all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment out of previous progress payments received by the prime contractor for all work completed and materials furnished in the previous period, less any retainage withheld by the prime contractor pursuant to an agreement with a subcontractor, as approved by the MPO for payment. The MPO shall not make any such progress payment before receipt of such certification, unless the contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the MPO and the affected subcontractors and suppliers.*

*(B) Every contract let by the MPO for the performance of work shall contain a provision requiring the prime Contractor, within 30 days of receipt of the final progress payment or any other payments received thereafter except the final payment, to pay all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment for all work completed and materials furnished, unless the Contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the MPO and the affected subcontractors or suppliers within such 30-day period.*

Each invoice on a contract with DBE participation will be required to be submitted on our standard invoice format requiring DBE breakout and the above Prompt Payment statement attached to it.

### **Confidentiality of Proposals**

#### **Proprietary Information:**

“In accordance with Chapter 119 of the Florida Statutes (Public Records Act), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Requests for Proposals and the responses thereto are in the public domain. However, the proposers are requested to **identify specifically** any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.”

Please note that Sections 119.07(3)(m) of the Florida Statutes address in part the issue of the public nature of sealed bids or proposals as well as the non-public nature of certain trade secrets. The proposal submitted by your company may contain **areas**, which are designated “**confidential**” or “**exempt from disclosure**”. If your proposal contains such information you are required to advise MetroPlan Orlando with **specificity** the applicable law making those provisions exempt from disclosure in accordance with the Public Records Law. **A generic notation that information is “confidential” will not suffice.** Failure to provide the Department of Finance and Administration with a detailed explanation and justification including statutory cites and specific reference to your bid package detailing what provisions, if any, you believe are exempt from disclosure, may result in your proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.