

# **REQUEST FOR QUALIFICATIONS AND PROPOSAL FOR A REGIONAL BICYCLE / PEDESTRIAN PLAN**

## **Introduction**

The Dixie Metropolitan Planning Organization (MPO) (in collaboration with participant cities, Southern Utah Bicycle Alliance, and the Utah Department of Transportation) is soliciting Requests for Qualifications and Proposal from qualified consultants to create a Regional Bicycle / Pedestrian Transportation Plan to be included in the Dixie 2015-2040 Regional Transportation Plan. The MPO's intent is to identify projects and policies in the region that will create a transportation network conducive to cycling and walking

## **Project Characteristics**

This project consists of identifying and evaluating existing conditions for biking and walking within the MPO planning boundary, and identifying projects to complete the network and fill the needs of various types of users. The MPO Planning Boundary includes the communities of Ivins, Santa Clara, St. George, Washington, Hurricane, LaVerkin, Toquerville, and Leeds.

Appendix A of this document is Dixie MPO's desired scope of work.

Dixie MPO will provide the project management for the Regional Bicycle / Pedestrian Transportation Plan and all major decisions will be made by the MPO.

## **General Requirements of Proposals**

All proposals should include the following elements:

1. A statement of qualifications of the proposing firm, including: (1) the experience of the firm in related projects, including a listing of points of contact and phone numbers for previously completed projects, (2) a description of the experience and technical competence of specific staff members to be assigned to the project, (3) a full description of the background of the project manager with a specific commitment of time.
2. A work program describing the steps to be completed in executing the scope of work.
3. A schedule with calendar time required to complete each work element and a completion date for major milestones in the project including necessary presentations to a steering committee.
4. In a separate sealed envelope, provide one copy of an estimate of costs. The Dixie MPO reserves the right, at its discretion, to enter into a final contract for fewer tasks as described in this RFP. The final scope and costs of the awarded contract will be negotiated with the selected contractor based upon the final scope and the provided hourly rates and costs per task. Cost structure for services shall include:
  - Total cost
  - Costs per task and subtask
  - Man hours, itemized to include category, estimated hours, rate per hour, and total costs
  - Supplies and materials
  - Travel
  - Sub-contractor(s), (if necessary)

Proposals must meet the following requirements:

1. Six copies of the proposal must be provided for the review process.
2. Proposals should be no longer than 5 pages, exclusive of resumes.
3. A duly authorized official of the proposer must sign proposals.

4. This project is funded by the Dixie MPO, all Proposers will be required to sign the following certificates: Affirmative Action and Disadvantaged Business Enterprise Statement (Attachment 1), Certification Regarding Debarment and Suspension, and Other Ineligibility and Voluntary Exclusion from Transactions Financed in Part by the U.S. Government (Attachment 2), and Certification of Restrictions on Lobbying (Attachment 3).
5. In connection with this proposal, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take affirmative action to ensure applicants are employed, and employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but is not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and training including apprenticeship.
6. In connection with this proposal, Dixie MPO's Disadvantaged Business Enterprise (DBE) program will apply. The selected contractor will be required to provide for full and fair utilization of DBEs and use its best efforts to ensure DBEs an equitable opportunity to compete for any subcontract work.

Contractors agree to abide by the following statement of obligation:

- a. **Policy:** It is the policy of the U.S. Department of Transportation (DOT) that DBEs as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 23 apply to this agreement.
- b. **DBE Obligation:** Dixie MPO or its contractor agrees to ensure DBEs as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, Dixie MPO and its sub recipients, contractors, and subcontractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure DBEs have the maximum opportunity to compete for and perform contracts. Dixie MPO and its contractors shall not discriminate on the basis of race, color, religion, sex, or national origin in the award and performance of DOT assisted contracts.
- c. Dixie MPO's DBE Plan will be incorporated by reference in the contract with the selected firm. This program shall be treated as a legal obligation and failure to carry out the DBE program requirements shall be treated as a violation of this financial agreement, and may result in termination of the agreement or contract, or such remedy as Dixie MPO deems appropriate.

Included, as Appendix B, is a copy of the forms for reporting DBE utilization.

For clarification of task descriptions and work program items, contact Myron Lee at [mlee@fivecounty.utah.gov](mailto:mlee@fivecounty.utah.gov). Telephone requests for clarification are discouraged.

Proposals must be submitted to the Dixie MPO offices at 1070 W. 1600 South, St. George, Utah 84770 by noon on Tuesday, July 29, 2014.

Dixie MPO reserves the right to accept or reject proposals including the right to reject all proposals and re-solicit, if deemed necessary. Selection of a firm is also dependent on the negotiation of a mutually acceptable contract with the successful proposer.

**Selection Process**

A Selection Committee will review the proposals, which are received in response to this request. Following the review of the proposals, a firm to conduct the study will be selected. Subsequent to approval, the selected firm will be notified and negotiations for a contract for the project will begin.

**Selection Criteria**

The Selection Committee in choosing a firm to assist in the study will use the following criteria:

1. Experience: (20 points) Firms will be evaluated according to their current and past experience and the individuals assigned to this project. Experience will cover current and past efforts and their quality in creating regional Bicycle and Pedestrian Plans.
2. Qualifications of Staff Assigned: (30 points) The professional qualifications and time availability of the staff assigned to manage and conduct the study will be reviewed.
3. Approach: (35 points) The proposal will be reviewed for completeness, organization, innovation, and soundness of the technical approach to the project.
4. Project Management: (15 points) A statement of schedule and major milestones will be reviewed along with the experience and reliability in performing and managing similar work in past projects.

The following **schedule** will govern consultant selection:

Advertisement of RFQ / RFP	July 19, 2014
Statements of Qualification and Proposals due	Noon MDT on July 29, 2014
Selection Committee to review proposals	July 30, 2014
Contract Execution / Project Initiation	August 7, 2014

**Project Funding**

The project will need to be completed within the available funding. The budget for these tasks is to be no more than \$20,000 (we are seeking “best value” proposals from consultants).

## APPENDIX A

### DIXIE REGIONAL BICYCLE / PEDESTRIAN TRANSPORTATION PLAN

#### SCOPE OF WORK

##### Project Overview

The purpose of the Dixie MPO Bicycle/Pedestrian Plan is to identify projects and policies in the MPO region (including the cities of Ivins, Santa Clara, St. George, Washington, Hurricane, LaVerkin, Toquerville, and Leeds) that will create a transportation network that is more conducive to cycling and walking. The process to develop the plan will include the following components:

##### Scope Elements and Deliverables

- a. Identify and Evaluate Existing Conditions (trails, routes, and sidewalks that facilitate home to work or school trips) in coordination with individual cities.
  - b. Evaluate Bicycle and Pedestrian Networks separately. Bicycle Network to include both on- and off-street routes that facilitate commuting from home to work or school.
  - c. Consider and define different types of users. For example, avid road cyclists vs. cyclists willing, but concerned about safety.
  - d. Identify planning, programs and policies that cities in the region are currently employing for active transportation (encouraging biking and walking trips).
  - e. Rank existing facilities for regional significance, accessibility, level of service etc.
  - f. Identify gaps in the network.
  - g. Focus on evaluating the bicycle/pedestrian network for transportation, connecting points of origin and destination.
  - h. Identify projects that would also be considered SRTS (Safe Routes to School) projects.
2. Identify projects to complete the network and fill the needs of various types of users.
- a. Projects will include such treatments as: sidewalks, bike lanes, intersection and crossing treatments, multi-use paths.
  - b. Create a planning-level cost estimate and assign costs to projects.
  - c. Identify potential funding sources.
  - d. Identify potential policies and programs that cities could adopt to make biking and walking trips safer and more feasible for work and school commuters.
  - e. Deliver a written plan and a regional GIS map that can be incorporated within the County GIS system.

**APPENDIX B**  
**DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION**

DISADVANTAGED BUSINESS ENTERPRISES (DBEs)

The Dixie MPO and the Utah Department of Transportation (UDOT) shall not discriminate in the administration of its Disadvantaged Business Enterprise Program, or the requirements of 49 CFR Part 26. Dixie MPO will take necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Department of Transportation (DOT) assisted contracts.

It is each Contractor's responsibility to read, understand, and comply with 49 CFR Part 26.

**THE DBE GOAL for this PROJECT IS – RACE NEUTRAL.**

**DBE INSTRUCTIONS TO CONTRACTORS**

Contractors are required to complete and return Attachments 1, and 1-A which obligates the Contractor to assert a good faith effort to attain the specified goal (RACE NEUTRAL) for DBE participation.

**ATTACHMENT 1  
AFFIRMATIVE ACTION AND DISADVANTAGED  
BUSINESS ENTERPRISE STATEMENT**

The undersigned states on behalf of the bidder/Proposer\_\_\_\_\_:

A. The Bidder/Proposer has given or will give, prior to the commencement of an approved Dixie MPO project, notice to all pertinent personnel, i.e., managers, supervisors, employees, unions, sub-contractors, etc. of the contractor's EEO and DBE policies and procedures and its intent and effort to realize such procedures in connection with the EEO and DBE requirements that Dixie MPO is required to follow as a Federal Highway Administration Grantee.

B. Bidder/Proposer designates –

Name\_\_\_\_\_

Title\_\_\_\_\_

as the person assigned the responsibility for securing compliance with and reporting progress to the Bidders/Proposers and Dixie MPO's office of EEO on all affirmative action efforts initiated and taken.

C. Bidder/Proposer will cooperate fully with Dixie MPO and ensure equal employment opportunity to the maximum extent possible during the term of this contract. Dixie MPO will further be kept fully informed of any refusals by unions or others to cooperate with Dixie MPO 's and the contractor's EEO and DBE requirements.

D. Bidder/Proposer agrees to make every reasonable good faith effort to utilize disadvantaged and women business enterprises in the performance of this contract. Bidder/Proposer will take affirmative steps to meet the DBE contract goal set for this bid.

Company Name:\_\_\_\_\_

Address:\_\_\_\_\_

Signed:\_\_\_\_\_

Title:\_\_\_\_\_

Phone Number:\_\_\_\_\_

**ATTACHMENT 1-A  
DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION FORM**

**DBE PROJECT GOAL: RACE NEUTRAL**

The Bidder/Proposer must check the appropriate box, provide the information requested, and sign this form certifying to the accuracy of the information provided, and submit this form with its bid. Failure to complete and submit this form may result in rejection of the bid/proposal as nonresponsive.

- Bidder/Proposer will meet the DBE goal for this contract. If awarded this contract, bidder/proposer will subcontract with the DBEs listed below, which will be performing a total of \_\_\_\_\_ percent (\_\_\_\_\_% ) of the total dollar amount of the contract work.

Bidders/Proposers shall submit and attach evidence with this form that the DBEs being submitted for work on this project are presently certified by the Utah Department of Transportation (UDOT). The DBE Letters of Intent are included with this DBE Participation Form.

DBE Name & Address	Description of Work	\$ Amount of Participation	% of Total Price
_____	_____	\$ _____	_____ %
_____	_____	\$ _____	_____ %
_____	_____	\$ _____	_____ %
_____	_____	\$ _____	_____ %

(attach additional sheets if necessary)

- Bidder/Proposer does not meet the DBE goal for this contract. **Bidder/Proposer certifies that it has made good faith efforts** in accordance with the bid/proposal instructions to meet the DBE goal, but, despite those efforts, has been unable to meet the goal. The Good Faith Efforts Documentation Form is attached to this DBE Participation Form.
- Bidder/Proposer *does not* meet the DBE goal for this contract. **Bidder/Proposer certifies that there exists no opportunity for subcontracting as part of this project.** It is the general practice of Bidder/Proposer's firm to perform all work of this nature solely with its own work force and to do otherwise would constitute a violation of industry standards.

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

**ATTACHMENT 2**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER  
INELIGIBILITY AND VOLUNTARY EXCLUSION FROM TRANSACTIONS  
FINANCED IN PART BY THE U.S. GOVERNMENT**

I, \_\_\_\_\_  
(Name of Certifying Officer) (Title of Certifying Officer)

hereby certify that neither \_\_\_\_\_, nor its principals:  
(Name of Contractor)

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal department or agency or from participation in \_\_\_\_\_ with the Dixie Metropolitan Planning Organization.  
(Contract Number and/or Name)
2. Have not within a three-year period preceding this submittal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this bid/proposal had one or more public transactions (Federal, state, or local) terminated for cause or default.

I hereby certify and affirm the truthfulness and accuracy of the above statement, and I understand that the provisions of 31 United States Code (U.S.C.) 3801 etseq., (Administrative Remedies For False Claims and Statements) are applicable hereto.

\_\_\_\_\_  
(Name of Contractor)

Address and Phone Number of  
Contractor:

\_\_\_\_\_  
(Signature of Certifying Officer)

(Note: The above certification merely certifies that a Proposer/Bidder or their sub-contractors are not declared by the Federal Government or have not voluntarily declared themselves debarred, suspended, or declared ineligible from doing transactions with the Federal Government or any of its agencies.)

**ATTACHMENT 3**

**CERTIFICATION OF  
RESTRICTIONS ON LOBBYING**

I, \_\_\_\_\_, hereby certify  
(Name and Title of Company Official)

on behalf of \_\_\_\_\_ that:  
(Name of Company)

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Title of Authorized Official)