

Request for Proposals (RFP)

The West Piedmont Planning District Commission (WPPDC) and the Danville Metropolitan Planning Organization (MPO) are seeking proposals from qualified professional consulting firms interested in providing on-call professional services including, but not limited to, transportation, water, sewer, site preparation and architectural services. The WPPDC represents a four county area in the West Piedmont region of Virginia, including the cities of Danville and Martinsville; the counties of Franklin, Henry, Patrick, and Pittsylvania, and all the towns contained within their boundaries. The Danville MPO encompasses all of the City, and urbanized portions of Pittsylvania County.

To obtain a copy of the RFP for on call services, please visit the WPPDC website <http://www.wppdc.org> or call 276-638-3987. The deadline for receiving proposals is **Monday, October 16th @ 2:00 pm.**

The West Piedmont PDC/Danville MPO is an Equal Opportunity Employer and is committed to ensuring no person is excluded from participation in, or denied the benefits of its services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964.

Request for Proposals

**West Piedmont Planning District Commission &
the Danville Metropolitan Planning Organization (MPO)
On-Call Consulting Services – RFP#: WPPDC 2017-001
September 15, 2017**

Background

The West Piedmont Planning District Commission (WPPDC) and the Danville Metropolitan Planning Organization (MPO), are seeking proposals from qualified professional firms interested in providing on-call professional consulting services including, but not limited to, transportation, water, sewer and site preparation and architectural services. The WPPDC represents a four county area in the West Piedmont region of Virginia, including the cities of Danville and Martinsville; the counties of Franklin, Henry, Patrick, and Pittsylvania, and all the towns contained within their boundaries. The Danville MPO encompasses all of the City, and urbanized portions of Pittsylvania County.

Purpose

The WPPDC and Danville MPO propose to enter an on-call contract with a qualified consulting firm or firms to provide professional consulting services in support of adopted Rural Transportation & MPO Unified Planning Work Programs, among other civil-oriented services that could benefit the WPPDC and Danville MPO member localities. The aim of this RFP is to contract with one or more professional firms who will agree to provide these services in a timely manner. Comprehensive team submittals are encouraged, but not required.

WPPDC Right to Issue RFPs

The WPPDC and Danville MPO reserve the right, at their sole discretion, to issue RFP's for work related to these services, such as general planning, detailed engineering, other disciplines associated with member locality needs, and for other similar projects as the need may occur.

Statement of Needs

The purpose of this proposal is to aid WPPDC, Danville MPO and member jurisdiction/agency staff in completing various priority work program items. This assistance will be utilized only on an on-call, as-needed basis.

Scope of Services

The WPPDC and Danville MPO propose to establish an on call qualified consultant(s) to provide primarily professional planning, engineering and transportation consultant services to WPPDC, Danville MPO or its member jurisdictions (through WPPDC) in support of adopted Rural Transportation & MPO Unified Planning Work Programs; along with civil engineering design services, including but not limited to roadway design, bicycle and pedestrian projects, hydraulic analysis, storm water management, project management, right-of-way services, utility coordination, general surveying, and so on. The aim of this RFP is to contract with one or more professional firms who will agree to provide these services in a timely and cost effective manner. Responsive firms should respond to their ability to perform one or more specific services. Comprehensive team submittals are encouraged, but not required.

Specific services may include:

- MPO planning needs associated with metropolitan transportation planning and SAFETEA-LU and MAP-21 requirements;
- Traffic engineering analysis and studies;
- Transportation studies such as: corridor and sub-area studies, traffic signal timing, traffic control plans, traffic counts, traffic impact studies, project management, project planning, environmental analysis, and roadway & streetscape design;
- Travel demand modeling and traffic simulation;
- Traffic Data Collection;
- Storm water Management, including assistance in managing MS4 permitting for eligible localities, performing inspections of SWM basins as needed, development of BMPs and assistance with evaluation of TMDLs;
- Traffic Control Devices and Plans;
- Right-of-Way Acquisition Services;
- Bicycle and pedestrian planning and engineering;
- Transit & public mobility corridor and planning studies;
- Freight and Goods Movement Planning;
- Transportation financing and grant preparation;
- Contract Management;
- Program Planning and Support;
- Project Coordination;
- Hydraulics;
- Geotechnical Services;
- Project/Site Plan Review;
- Landscape Design;
- Grant writing and Administration;
- Materials Certification;
- Construction Engineering & Inspections;
- Underground Utility Locating & Designation;
- Public involvement and outreach.

Proposal Requirements

General Requirements:

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

One (1) original and seven (7) hard copies of the subject proposal shall be submitted in a sealed envelope or package clearly marked “WPPDC/Danville MPO On-call Consulting Services” by 2:00 p.m., **Monday, October 16, 2017**. Proposals shall be delivered to:

Mr. David R. Hoback, Executive Director
West Piedmont Planning District Commission
1100 Madison Street
PO Box 5268(Mailing Address)
Martinsville, VA 24115

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: dhoback@wppdc.org

A full copy of the subject RFP is available on the WPPDC website: wppdc.org or by calling the WPPDC office 276-638-3987.

WPPDC and the Danville MPO are not responsible for delays in the delivery of the proposals by the U.S. Postal Service, private couriers, or other methods of delivery. 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 WPPDC, Danville MPO and its member jurisdictions do not discriminate against small, minority- or women- owned businesses. Successful offerors and all associated sub consultants providing transportation-related services may be required to undergo review and approval through VDOT's pre-award evaluation process.

The WPPDC and Danville MPO and contracted consultant(s) are subject to compliance with the following Commonwealth of Virginia / VDOT compliance requirements: The Commonwealth of Virginia and Virginia Department of Transportation (VDOT) as recipients of Federal financial assistance are 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 any 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.

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 are 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 sub consultants. 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 be formatted in the order identified below and include, at a minimum, the following items:

1. A description of the specific services that the firm is able to provide assistance.
2. Information as to the offeror's background and experience relative to these services.
3. Description of what, if any, sub consultant and outside services are to be used.
4. Resumes and qualifications of those that will be assigned to the contract.
5. Name and experience record of the project manager.
6. Current and projected workload of the firm and the project manager.
7. Complete references for projects completed by the firm, which are similar to this project.
8. Evidence of past successful performance relative to ability to complete projects on schedule and within the estimated budget.
9. Notation of any experience working with the Virginia Department of Transportation (VDOT).
10. Notation of any experience working with Virginia storm water or TMDL requirements/regulations.
11. All retained firms for transportation services will be required to undergo a VDOT pre-award audit before performing any work under said contact.
12. Work proposals should include contracted rates for staff.
13. Any other information on services the proposer feels would be beneficial to the WPPDC, MPO, or membership localities.
14. Any other information the proposer feels will assist the Selection Committee in evaluating the proposals.

Proposals shall not exceed a total of twenty pages (10 pages front and back).

Proposers may also submit examples of relevant work recently completed by the firm(s).

EVALUATION AND AWARD OF CONTRACTS:

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

- 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 services proposed will be scored within this category.
- 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.
- 15 Points - Evidence of past successful performance relative to ability to complete projects on schedule and within the estimated budget.
- 10 Points - Firm's work plan and schedule for the project relative to the firm's existing workload.
- 10 Points – References for projects completed by the firm, which are similar to this project.
- 5 Points - Geographic location of the consultant's office where work will be performed in relation to the project location.
- 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 outlined in this request 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 WPPDC / MPO 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 selection committee shall rank, in the order of preference, the proposers whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted with the Proposers ranked first to establish an acceptable contract. If an agreement, satisfactory and advantageous to the WPPDC / 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. All firms/teams providing transportation-related services may be required to undergo a Virginia Department of Transportation pre-award audit.

A contract is expected to be awarded within 45 days of issuance of the RFP. The WPPDC / MPO reserve 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:

West Piedmont Planning District Commission and the Danville Metropolitan Planning Organization

Mr. David R. Hoback, Executive Director
West Piedmont Planning District Commission
1100 Madison Street
Martinsville, VA 24115
Telephone (276) 638-3987
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