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REQUEST FOR QUALIFICATIONS FOR TRANSPORTATION CONSULTANT

JANUARY 23, 2012

I. INTRODUCTION

The City of Central (“Central”) incorporated on July 11, 2005, is a municipality with an area of approximately sixty-six (66) square miles situated between the Amite and Comite Rivers in East Baton Rouge Parish, Louisiana. Central has significant traffic congestion and needs to improve current traffic flow and safety for drivers and pedestrians and plan for future development.

Central seeks a Transportation Consultant with expertise in transportation planning and travel demand modeling to coordinate with Central’s Master Plan Consultant to finalize the Transportation Element of Central’s Comprehensive Master Plan (“Plan”). The Transportation Element will be developed to support the Land Use Plan adopted in September 2010, to ensure that the Land Use Plan and Transportation Element work together to meet the Plan’s goals and objectives including regional mobility goals without dictating or subordinating future land use and development goals in Central.

Firms interested in responding to this Request for Qualifications (“RFQ”) will be provided with an electronic copy of Central’s Land Use Plan showing future land use, community input, comprehensive plan goals and objectives, and other pertinent information. The Land Use Plan, including proposed roadways is available on Central’s website, www.centralgov.com under City Documents. Transportation Consultants will be able to utilize the Travel Demand Model from the Capital Region Planning Commission (“CRPC”) to perform a sensitivity analysis to compare the network Measures of Effectiveness (“MOE”).

Central reserves the right to modify or discontinue this RFQ at any time without any obligation to any Respondent. All costs of preparation of Statements of Qualifications shall be borne by Respondents. Central will not reimburse any expense incurred by any Respondent prior to the term of the contract.

II. SCOPE OF PROJECT

The Transportation Element (“Project”) will be a compilation of goals, objectives and policies to guide future development of various modes of transportation including highways, transportation systems for commerce, persons with disabilities, bicycles, walking and access to air travel.

Transportation Consultant will be required to:

- review existing inventory of roadways throughout Central, current Transportation Improvement Program (“TIP”) for the Baton Rouge Metropolitan Planning Area prepared by the CRPC and any proposed Capital Improvement Programs (“CIP”) within Central;

- identify all planned and programmed roadway projects for the years 2012-2022 and key transit and bicycle/pedestrian interfaces;
- make recommendations for typical cross section signage streetscape space requirements, access management and bicycle and pedestrian connectivity along greenways to meet Smart Growth standards for transportation choices and the Complete Streets Policy adopted by the Louisiana Department of Transportation and Development (“DOTD”);
- coordinate with Master Plan Consultant to develop future transportation options to support the proposed future land use throughout Central including special consideration for the development of the roadway features of the City Center;
- recommend improvements for integration into the major street plan with projects currently listed in the TIP and CIPs with enhancement transportation projects that could be funded through grants including, but not limited to, DOTD’s Transportation Enhancement Program;
- deliver a completed Transportation Element to serve as a long-term guide for the planning, funding, construction, and maintenance of the roadway network within Central. The Transportation Element will focus on developing a recommended future major street plan including new and proposed arterials, collectors, and local roads;
- provide a detailed analysis of potential funding resources and strategies for Plan implementation including: (1) Federal, State, Parish, and local public funding programs and potentials, (2) incentives to stimulate private (developer) participation in roadway funding and financing and (3) cost-sharing/financing options where appropriate;
- include projections of future daily traffic counts with each option and proposed roadway improvement; and
- make any public presentations as requested and provide information to be posted for the public on Central’s website.

III. SUBMISSION OF STATEMENT OF QUALIFICATIONS

Respondents must deliver seven (7) copies of the Statement of Qualifications and an electronic copy on a CD-ROM in PDF to 13421 Hooper Road, Suite 9, Central, LA 70818-2900, in a sealed envelope or package plainly marked “ATTN: TRANSPORTATION CONSULTANT QUALIFICATIONS” on or before **4:00 p.m. CST on February 23, 2012.**

IV. FORMAT FOR STATEMENT OF QUALIFICATIONS

Statement of Qualifications must be bound and printed on 8.5” x 11” paper. Additionally, an electronic copy on a CD-ROM in PDF shall be submitted.

The Statement of Qualifications shall be organized in the following manner:

A. Cover Letter Executive Summary—Identification of Respondent

1. Statement of firm background, including firm history, number of employees, and number of years in business;

2. Name of a single key contact person and contact information including telephone number(s) and e-mail address(es); and
3. Statement of firm philosophy and/or general approach.

B. Qualifications and Experience

1. Describe Respondent's relevant experience with projects having a similar scope of services over the past five (5) years most similar to the scope of this Project.
2. For each project listed as relevant experience within the past five (5) years, provide a listing in table format of project references including project name, client contact and phone number, brief description of project, and number of employees.
3. Explain Respondent's proposed staffing plan including proposed project manager and key functional and technical team members and their roles in this Project and the resume' of each listed individual.
4. Describe how Respondent will manage this Project and include a listing of the resources Respondent will have available for use during this Project.
5. Describe Respondent's understanding of this Project and estimate the time necessary to complete this Project as described in the RFQ.

C. Resumés

1. Provide resumés of key individuals who will be responsible for providing services and describe their roles and relevant experience including professional qualifications, experience in the public sector and/or municipal transportation planning, number of years of relevant experience, and number of years individual has worked with firm.
2. Describe procedure for replacing key individuals.

D. Information Technology Resources and Equipment

1. List information technology resources and equipment including software and hardware which will be available for provision of services.
2. Explain Respondent's ability to access additional resources.

E. References

Provide contact information for at least three (3) references related to the projects listed as similar.

V. SAMPLE WORK

Provide at least one (1) complete transportation plan in digital format only.

VI. EVALUATION OF QUALIFICATIONS

Central may award a contract to the Respondent deemed to be the most advantageous to Central. The following are the evaluation criteria Central will consider in evaluating Statements of Qualifications:

Evaluation Criteria – Qualifications, Experience & Resources	Maximum Points
Relevant Experience	40
Staff Resources	20
Other Resources	15
Estimated Project Time	15
Compliance with RFQ	10

VII. QUESTIONS AND COMMUNICATIONS RELATED TO RFQ

To ensure a fair and objective evaluation of all Statements of Qualifications, Respondents **SHALL NOT** initiate contact or communications with any elected or appointed official of Central, Central's employees or firms performing services for Central regarding this RFQ until after the award of contract(s) or until this RFQ has been cancelled.

Questions concerning any portion of this RFQ shall be submitted via email to CentralRFP@gmail.com no later than 4:00 p.m. CST on February 13, 2012. All inquiries, together with responses thereto, will be posted on www.centralgov.com under City Documents on or before February 16, 2012 unless deadlines are extended.

VIII. NO CONFLICT OF INTEREST

Respondent shall not have a real or perceived conflict of interest. A conflict of interest includes:

- Respondent or owner of Respondent is an immediate family member of an employee or elected official of Central.
- Respondent or an owner of Respondent has a business relationship with an employee or elected official of Central.

Respondents must complete and submit the Declaration of No Conflict of Interest Form attached as Exhibit A with Statement of Qualifications.

IX. SCHEDULE

Central reserves the right to modify the following schedule. Any modifications to the schedule will be posted on Central's website, www.centralgov.com.

Activity	Description	Date	Calendar Days
Issuance of RFQ	RFQ advertisement in Central's official journal, on Central's website and other publications begins	1/23/2012	Day 1
RFQ Question Deadline	Respondents submit questions to CentralRFP@gmail.com	2/13/2012	Day 22
Central's Deadline to Respond to Questions	Central posts questions and responses on Central's website	2/16/2012	Day 25
Statements of Qualifications Due	Respondents submit Statements of Qualifications	2/23/2012 at 4:00 p.m. CST	Day 32
Statements of Qualifications Opening	Opening of Statements of Qualifications and Distribution to Reviewers	2/24/2012 at 10:00 a.m. CST	Day 33
Committee Meeting		Week of 2/27/2012	
Committee Meeting		Week of 3/5/2012	
Council Meeting		3/13/2012	Day 51

EXHIBIT A

Declaration of No Conflict of Interest

_____ (“Respondent”) declares that Respondent has no Conflict of Interest with the City of Central, Louisiana (“Central”) for the services contemplated being delivered as Transportation Consultant to Central.

- No individual with an ownership interest in any entity to perform compensated services is an immediate family member of any employee or elected official of Central.
- No entity or any individual with an ownership interest in any entity to perform compensated services has a business relationship with any employee or elected official of Central.

If during this selection process, Respondent discovers a conflict of interest, Respondent agrees to immediately disclose such information in writing to Central.

Signature

Date

Printed Name

Disclosure and Request for Waiver

(If not applicable, enter “N/A” in the line below)

_____ (“Respondent”) declares that we may have a real or perceived Conflict of Interest with the City of Central, Louisiana (“Central”) for the services contemplated being delivered by Transportation Consultant to Central. Respondent requests Central to grant a waiver for this situation. (Insert explanation of situation—add extra page if necessary)

Signature

Date

Printed Name