Request for Qualifications for On-Call Planning Consulting Services

1. Solicitation, Offer and Award

1.1 Purpose of Procurement

The Roaring Fork Transportation Authority ("RFTA") is soliciting Statements of Qualifications (SOQ) from firms or teams capable of providing RFTA with a wide range of on-call planning consulting services generally relating to:

- Planning and Implementation of Transportation Plans, Programs and Planning Projects
- General expert advice, opinions and recommendations of a planning nature

If the Proposer is a team, the team must be led by a firm that has the managerial and technical resources to communicate and coordinate directly with RFTA and manage the work of the entire team, including all task orders issued by RFTA.

The requested services will be conducted in accordance with generally accepted standards and as defined within the Scope of Services (Part II of this RFQ). This solicitation does not commit RFTA to award a contract, or pay any cost incurred in preparation of the SOQ, or to produce or contract for services.

1.2 Award

RFTA reserves the right to award a contract without regard to potential future similar projects. RFTA may competitively procure any project when it is deemed to be in its best interest to do so. Selection for this award would not bar the selected firm or any team member firm from proposing on any of RFTA's other projects; however, the selected firm and team member firms could be restricted from proposing on projects directly resulting from any work performed under the contract resulting from this RFQ.

1.3 Type and Term of Contract

The successful proposer will be required to execute a professional services contract with RFTA. The term of the contract will be for a period of twelve (12) months with the option to renew the contract for up to four (4) additional twelve month periods. Any contract award made as a result of this solicitation shall bind the Proposer to all of the terms, conditions, and specifications set forth in this solicitation.

The contract will be a Professional Services (Consulting) contract, with indefinite delivery and indefinite quantities, managed by task order. The number of task orders that may be issued under the contract is limited only by the total dollar amount of the contract. The cumulative amount of all task orders under the contract shall not exceed the total negotiated contract amount.

Task orders may or may not be funded with federal grant funds. Task orders that are funded with federal grant funds shall be subject to federal contracting requirements and shall be limited to projects and services that are directly in support of, directly connected to, directly related to, or lead to construction, alteration, or repair of real property.

Time is of the essence in the performance of the services outlined in this solicitation and the attached contract. The contract will require the Consultant to begin performance under the Contract on the date of contract execution, or as soon thereafter as is practical.

1.4 Solicitation Schedule

1.5 Restrictions on Communications with RFTA during Solicitation, Offer & Award Period

1.6 Deadline for Submission of Statements of /Late Submissions

1.7 Format of Submissions

1.8 Method of Delivery/Location for Submission

1.9 Pre-Proposal Meeting

1.10 Amendments to Solicitation (Addenda)/Postponement of Submission Deadline

1.11 Modification of Statements of Qualification

1.12 Conditional Statements of Qualification

1.13 Withdrawal of Statements of Qualification

1.14Single Response to Solicitation

If only one SOQ is received in response to this solicitation, an evaluation of the single respondent's SOQ will be performed. If the single respondent is determined to be qualified, then a price proposal will be requested. A cost analysis, evaluation, and/or audit of the price proposal may be performed by RFTA in order to determine if the proposal price is fair and reasonable. If RFTA determines that a cost analysis is required, the single respondent must be prepared to provide, upon request, detailed summaries of estimated costs (i.e., labor, equipment, supplies, overhead costs, profit, etc.) and documentation supporting all cost elements.

1.15 Confidential/Proprietary Information

1.16 Reserved Rights

RFTA reserves the right to reject any and all SOQs or any portion of a specific SOQ for any reason. RFTA also reserves the right to award a single or multiple contracts as a result of this solicitation; however, issuance of this RFQ and receipt of SOQs does not commit RFTA to award a contract or contracts.

RFTA has the sole right to select the successful submission for contract award; to reject any SOQ as unsatisfactory or non-responsive due to non-conformance with the requirements of this RFQ; to cancel the solicitation and to advertise for new SOQs or not to award a contract as a result of this RFQ.

RFTA reserves the right to accept any submittal deemed to be in the best interest of RFTA and to waive any irregularities that do not prejudice other Proposers. RFTA further reserves the right to negotiate with any source whatsoever. A contract will be negotiated with the Proposer whose SOQ is considered by RFTA in its sole discretion to be most advantageous to RFTA.

RFTA further reserves the right to retain all SOQs submitted and to use any ideas or concepts in any SOQ for any purpose regardless of whether that SOQ is selected for contract award.

SOQs shall be submitted to RFTA on the most favorable of terms possible from the standpoint of quality and technical capability. No Proposer shall have any cause of action against RFTA arising out of the methods by which SOQs are evaluated.

1.17 Equipment

1.18 Personnel

The Proposer represents that he/she has, or will secure at his/her own expense, all personnel required in performing the services under the contract. Such personnel shall not be employees of or have any contractual relationship with RFTA. All the services required hereunder will be performed by the Proposer or under his/her supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or licensed, if applicable, under state and local law to perform such services. None of the work or services covered by this contract shall be sub-contracted without prior written approval by RFTA.

1.19 Knowledge of Conditions

1.20 Tax Exempt

1.21 Prime Consultant Responsibilities

The Consultant will be required to assume responsibility for all services required by the contract regardless of who provides them. Further, RFTA will consider the Consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

1.22 Conflicts of Interest

1.23 Contractual Relationships

RFTA intends to execute a Professional Services Contract for the provision of the required services with the successful Proposer (Consultant). The Consultant's contractual responsibility must solely rest with one firm or legal entity, which shall not be a subsidiary or affiliate with limited resources.

RFTA will not be a party to agreements between the Consultant and/or any subcontractors it may choose to employ during fulfillment of the contract; however, the Consultant shall execute fair and reasonable agreements with its subcontractors (if any) and shall provide RFTA with copies of said agreements not later than five (5) business days prior to their execution.

1.24 Responsibility for Compliance with Legal Requirements

1.25 Protests

1.26 Information Required from the Proposer

Cover Sheet

Cover Letter

Proposer Questionnaire

Acknowledgement of Addenda to RFQ

Federal Standard Form 330 (Architect-Engineer Qualifications)

Approach to Management

References/List of Relevant Work

Conflict of Interest Statement

Debarment & Suspension

DBE

Corporate Certification of Illegal Aliens

Certification Regarding Lobbying.

1.27 Proposal Evaluation and Consultant Selection

Standards for Award

Evaluation and Award Process

Evaluation Criteria

PART II – Scope of Services

2.1 Organizational Background & Summary

2.2 Purpose of the Procurement

In accordance with the provisions of 40 U.S.C. § 1102, 49 U.S.C. § 5325b and C.R.S. § 24-30 part 14, C.R.S. 12-25-102, C.R.S. 12-25-202 and C.R.S. 12-25-302, the types of services to be provided by the selected Consultant shall be limited to the following:

A. Practice of architecture, as defined in section 12-25-302(6), C.R.S.;

B. Practice of engineering, as defined in section 12-25-102(10), C.R.S.;

C. Practice of professional land surveying, as defined in 12-25-202(6), C.R.S.;

D. Practice of landscape architecture, as defined in 24-30-1402(4), C.R.S.;

E. Practice of industrial hygiene, as defined in 24-30-1402(3.5), C.R.S.;

F. Professional services of a planning nature that are associated with research, planning, development, design, and implementation

G. Other professional services of an planning nature, or incidental services, which members of the planning, architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, and other related services.

2.3 Contract Information

The selected Consultant or Consultant Team shall provide On-Call Planning Consulting services to RFTA for a period of twelve (12) months with the option for RFTA to renew the contract annually for up to four (4) additional 12-month periods. The services to be provided to RFTA shall include a range of planning and transportation-related technical services. Consulting Teams should be led by the firm that

will be self-performing a majority of the work and that has the managerial and technical resources capable of leading the team to assist and advise RFTA and which will function as the prime consultant.

The contract will be a Professional Services (Consulting) contract, with indefinite delivery and indefinite quantities, managed by task orders. Task orders shall be entered into for individual projects under the contract. The number of task orders that may be issued under the contract is limited only by the total dollar amount of the contract. The cumulative amount of all task orders under the contract shall not exceed the total negotiated contract amount.

Task orders may or may not be funded with federal grant funds. Task orders that are funded with federal grant funds shall be subject to federal contracting requirements and shall be limited to projects and services that are directly in support of, directly connected to, directly related to, or lead to construction, alteration, or repair of real property.

Plans for most facilities/systems will be completed in accordance with Federal Transit Administration (FTA), Federal Highway Administration (FHWA) and/or Colorado Department of Transportation (CDOT)'s Plan Development Process as appropriate to the project. Otherwise, guidance will be provided for each Project Task Order.

2.4 Scope of Services

The entire range of services to be provided by the selected Contractor during the contract term is unknown by RFTA at the time of solicitation; however, the following list represents those services that are known or expected by RFTA to be required. The following list is not intended to be a comprehensive or exclusive list of all services to be provided during the contract term; however, Proposers should include subcontractors on their teams that can provide all of the listed services.

Proposers should be aware that while most work to be assigned by RFTA will be for planned projects, the selected Consultant or team must also have the capability of immediately responding to emergency requests by RFTA.

The services to be provided by the selected Contractor shall include performing all tasks associated with the research, planning, design, phasing and implementation of transportation facilities/systems for the following:

- Transit Operations/Optimization
- Transportation Demand Management Plan
- Active Transportation Planning
- Development and implementation of local transit systems
- Analysis, Development and Implementation of Intelligent Transportation Systems
- Transit Oriented Development Scoping, Feasibility and Implementation
- Master Planning for Administrative, Operations, and Maintenance Facilities
- Bus Boarding Area, Park and Ride, and Parking Master Planning
- Public-Private Partnerships Feasibility and Implementations

- Alternatives Analysis and Phasing of BRT, LRT and other mass transit options
- Organizational Capacity Assessment
- Incentivizing multimodal transportation and other goals through the entitlements process
- Transportation Modeling
- Transportation Surveys
- Transit System Financial Sustainability and Forecasting
- Railbanking, Rail ROW Preservation and Access Control Planning
- Estimation of lost fares generated by Fare-Free Service in various locations
- Property Tax Ballot Initiative Planning and Implementation
- General expert advice, opinions and recommendations of a planning nature
- Other improvements or combinations of improvements as required.

2.4.1 Specific Projects

At the time of this solicitation, RFTA knows of three (3) specific projects that the selected Consultant will perform through task orders. These projects are representative of the types of projects that the selected Consultant will be required to perform for RFTA; however, additional types of projects may also be required. Proposers should address how they would accomplish these specific projects in their SOQ. The three (3) projects are as follows:

Integrated Transportation System Plan

RFTA has experienced great success with the rollout of VelociRFTA, the country's first rural Bus Rapid Transit (BRT) system. Now, RFTA must build upon a foundation of 30 years of transit investments by creating an ITSP. The ITSP will guide development of a transportation network that integrates a variety of multimodal transportation options, such as walking, bicycling, paratransit, regional transit, local transit systems, fixed guideway options, park-n-rides, transit station/stop redevelopment, Transit Oriented Development (TOD), and bike share. The Plan will consider catalysts and establish triggers for optimizing, enhancing, or expanding service, and for transitioning to different modes, such as from BRT to fixed-guideway.

The ITSP is intended to be inclusive and comprehensive, analyzing the impacts of population and employment growth, and land use policies and development patterns. The ITSP will evaluate the cost-effectiveness of various multi-modal public transportation options, assess organizational capacity, and forecast the financing needed in order to accomplish the goals and objectives of the region. The ISTP should outline the roles and responsibilities of RFTA and its partners as they relate to the financing, development and implementation of transportation infrastructure and services. The ISTP should establish a decision-making framework for RFTA and its partners when it comes to reviewing proposed developments, transit projects and services and investment alternatives. RFTA intends to develop the ITSP by undertaking a thorough Board, organization, stakeholder and public engagement process. The ISP should cast a vision that engages, energizes, and empowers the Board, RFTA employees, stakeholders, and the public to shift the focus from "what is" to "what is possible."

Ultimately, the ITSP is intended to be a short and long-term, living, integrated, comprehensive vision and implementation plan for the region's public transportation system and investments. The ITSP should establish RFTA as the "Go To" and "Can Do" organization in the region for implementing multimodal transportation options that are safe, attractive, comfortable and workable, and helping to make the communities it serves more livable. The ITSP should demonstrate that RFTA is responsive and proactive, that it has the capacity to maintain the safety and quality of its services, equipment, infrastructure, and facilities, while also accommodating growth and development and in the future.

Without resources, plans are not implemented. The ITSP should inspire public and stakeholder confidence in RFTA and help create the community involvement, momentum, and support RFTA will need in order to achieve the region's short and long-range multi-modal goals and objectives.

Property Tax Ballot Initiative

RFTA has a fleet of 100 full-size buses, which have a manufacturer-recommended service life of 12 years/500,000 miles. RFTA usually keeps vehicles in service for a minimum of 15 years and 750,000-1,000,000 miles. Despite RFTA's efforts to extend the service life of vehicles through driver training, consistent maintenance, and engine and transmission replacement, RFTA will be challenged to replace vehicles in a timely manner without additional revenues.

The purpose of this project is to develop a plan to assess the feasibility and to implement a process to achieve a successful ballot initiative in 2017. RFTA estimates that a 1 mil property tax increase will provide enough funding to offset approximately 50% - 75% of the cost of long-term bus replacement.

Pitkin County Bus Management/Entrance to Aspen Alternatives Analysis and Phasing

RFTA began construction of the new Rubey Park Transportation Center in the spring of 2015. Rubey Park is the terminus of BRT and other transit routes, and the most heavily used boarding location in the RFTA region. This roughly $8 million project will increase the number of bus staging areas at Rubey Park to roughly 25, a 10% increase. Unfortunately, this expansion will barely meet current bus staging needs, and as ridership demand increases, space constraints and community concerns about bus-related noise, emissions and congestion will likely preclude additional staging options at Rubey Park.

The purpose of this study is to consider ways to streamline the circulation and staging of buses within the City of Aspen, while ensuring that Aspen aggressive transit ridership goals are attained. Potential Alternatives include the implementation of LRT or other transit options between Brush Creek Park and ride and Rubey Park.

2.4.2 Special Project Requirement

All work is to be performed under the direction and supervision, appropriate to the task, of a Colorado-Licensed Professional Transportation Planner, a Colorado-Licensed Professional Engineer, a Colorado-Licensed Architect, or, as appropriate, any combination of the foregoing.