

February 6, 2012

The Broward Metropolitan Planning Organization (“MPO”) hereby requests a cost proposal from your organization, as a Continuing Contractor of the MPO, (“Consultant”) to conduct the Hollywood / Pines Boulevard Corridor Congestion Management Process / Livability Planning Project.

Scope of Services

The MPO seeks a firm to perform the tasks as outlined in the Scope of Services (Attachment 1).

Deliverables should address a variety of projects and strategies since the Congestion Management process deals with current and short-term transportation conditions, while the MPO’s Long Range Transportation Plan looks 20 years into the future. Short-term strategies and congestion management improvements should address safety and mobility issues, transit service, transit access projects such as community shuttles, transit transfer improvements, bicycle and pedestrian projects and land use and development code changes. Greater emphasis should be placed on areas around Mobility Hubs and along premium transit corridors. Mid- to long-term recommendations on alternatives/projects, such as premium transit service, are more capital intensive and require additional analyses and focus on the travel benefits for transit.

For the purpose of the combined Congestion Management/Livability Planning effort, the initiative will be referred to as a project rather than a study. The Congestion Management/Livability Planning (CM/LP) Project (“Project”) goes beyond just the study of an area. The successful completion of the Project includes the implementation of the strategies and recommendations.

Terms and Conditions for Responses to this Request for Proposals

By submitting a response to this Request for Proposal, the Consultant acknowledges that it has reviewed and agrees to the terms and conditions herein, and further acknowledges that any resulting contract will be subject to the terms and conditions set forth in the existing Continuing Contract between the MPO and the Consultant.

1. *Submittal constitutes offer.* Submittal of a response to this Request for Proposal constitutes a binding offer by the submitter to perform the Scope of Services for the price stated in the response.
2. *Oral representations.* The MPO anticipates entering into a Work Authorization Agreement (“Agreement”) with the successful Consultant that incorporates the terms of the Continuing

Contract between the MPO and the Consultant. No verbal agreement or conversation with any officer, agent, or employee of the MPO, either before or after execution of the Agreement, shall affect or modify any of the terms or obligations contained in the Agreement. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon the MPO or the Consultant.

3. *Compliance with applicable law.* Successful Submitters are required to comply with all provisions of federal, state, county and local laws, ordinances, rules and regulations that are applicable to the Scope of Services being requested herein. Lack of knowledge of the Consultant shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effects thereof.
4. The terms, conditions and provisions of this Request shall be included and incorporated in the final Work Authorization Agreement between the MPO and the successful Consultant. The order of precedence will be the Work Authorization Agreement, the Continuing Contract, this Request for Proposals, the Consultant's response and general law. Any and all legal action necessary to interpret or enforce the Work Authorization Agreement shall be governed by the laws of Florida. The venue shall be Broward County, Florida.
5. *Reservation of Rights.* The MPO reserves the exclusive rights to:
 - (a) Waive any deficiency or irregularity in its selection process;
 - (b) Accept or reject any or all proposals, in part or in whole;
 - (c) Request additional information as appropriate;
 - (d) Modify the Scope of Services; and,
 - (e) Reject any or all submittals if found by the MPO not to be in the best interest of the MPO.
6. By submitting a Proposal for the Scope of Services, all Consultants acknowledge and agree that no enforceable Agreement arises until the MPO signs the Work Authorization Agreement, that no action shall lie to require the MPO to sign such Agreement at any time, and that each Submitter waives all claims to damages, lost profits, costs, expenses, reasonable attorney's fees, etc., as a result of the MPO not signing such Work Authorization Agreement.
7. In addition to submission of a cost proposal for the requested services, Consultants are permitted to supply additional information that will assist the MPO in understanding the Consultant's capabilities.

Special Notes:

SELECTION PROCESS:

The selection process will follow the procedures of the Broward Metropolitan Planning Organization Procurement Code. The selection shall be made from the lowest cost, most responsive and responsible proposal.

RESPONSE PROCEDURE:

Consultant's Proposal shall not be more than FIFTEEN (15) pages in length. The Proposal must be written in font type: Arial, font size 12 and page margins are restricted to minimum of one (1) inch on all sides. Additionally, the consultant should include the following documents, which DO NOT count towards the FIFTEEN (15) page maximum in the Proposal:

- ONE (1) page Organizational chart showing the personnel organizational structures designed to assume the tasks specified in the scope of services
- ONE (1) page Staffing employee matrix to show the proposed function(s) of each person on the staffing chart. NOTE: Please indicate additional or new staff beyond the General Planning Services (GPS) roster.
- Project Budget with breakdown of tasks based on personnel according to the rates in the GPS proposal.

SUBMITTAL OF WRITTEN QUESTIONS:

Please direct any questions regarding this Request for Proposal to Roger Del Rio (delrior@browardmpo.org) by February 10, 2012. The Broward MPO will provide the compiled responses to all GPS firms by February 13, 2012.

DEADLINE:

The deadline for delivery of Proposals is 5:00 PM, February 24, 2012.
Deliver the Proposal in the form of SEVEN (7) hard copies and ONE (1) CD to:

Roger Del Rio
Broward Metropolitan Planning Organization
100 West Cypress Creek Road
Suite 850
Fort Lauderdale, FL 33309-2112

Phone: 954.876.0033

The CD should contain the Proposal electronically in a standalone file. The file size cannot exceed FOUR (4) MB and must be submitted in Adobe PDF format (uncompressed).

Consultant Selection Process

CALENDAR

RFP Release	February 6
Last Day for Submittal of Written Questions	February 10
Responses Due	February 24
Distribution of Proposals to Selection Committee	February 27
Evaluation and Ranking of Short Listed Firms	February 29
Presentation from Short Listed Firms (Optional)	March 14
Presentation of Selected Consultant Proposal	
TCC Meeting	March 26
CIR Meeting	March 27
BMPO Meeting	April 12
Execution of Agreement	