

# REQUEST FOR PROPOSALS

## On-Call GENERAL PLANNING & COMMUNITY DEVELOPMENT Consulting Services

for the Region 2000 Local Government Council  
and the Central Virginia Metropolitan Planning Organization

**Issue Date:** April 2, 2018

### 1. Purpose

The purpose of this Request for Proposal (RFP) is to establish a contract for on-call professional consulting services for the Region 2000 Local Government Council and the Central Virginia MPO (Council). The Council is seeking proposals from planning and engineering consulting firms to supplement in-house planning staff on a limited basis.

### 2. Background

The Council serves as the Planning District Commission for the counties of Amherst, Appomattox, Bedford and Campbell, the towns of Altavista, Amherst, Appomattox, Bedford, and Brookneal, and the city of Lynchburg. The Council is a political subdivision of the Commonwealth of Virginia and is designated as Planning District Commission 11.

The Council provides staff support to the Central Virginia Metropolitan Planning Organization (CVMPO) as well as undertakes rural transportation planning activities. In anticipation of Council needs for general planning assistance services, this RFP is issued for providing on-call professional planning assistance services and other professional services as may be identified.

### 3. Scope of Services

The following generally highlights the services the consulting firm may be requested to perform:

- 3.1. Development or update of comprehensive plans, master plans, neighborhood plans, downtown and commercial district plans, park and open space plans, and other related plans.
- 3.2. Work related to zoning ordinances, overlay districts, and sign ordinances.
- 3.3. Historic preservation planning, design guidelines, and façade improvement plans.
- 3.4. Grant applications, grants management, facilitation and visioning, public involvement, and project management.
- 3.5. Staff training on any of the above or related topics.
- 3.6. Other related services.

### 4. Proposal Requirements and Instructions

- 4.1. Questions concerning this RFP shall be directed in writing to W. Scott Smith, Transportation Planning Director, Region 2000 Local Government Council, 828 Main Street, 12th Floor, Lynchburg, VA 24504 or by email [ssmith@region2000.org](mailto:ssmith@region2000.org), no later than April 16, 2018 by 4:00

- p.m. (Eastern). Any addenda to the RFP will be posted to the Council's website, <http://www.localgovernmentcouncil.org>, by April 20, 2018.
- 4.2. One manually signed original, four printed copies, and one electronic copy (PDF) of the proposal shall be submitted. **Proposals are due on May 4, 2018 by 4:00 p.m. (Eastern).** Proposals received after this date and time will not be considered.
  - 4.3. Proposals shall be prepared clearly, simply and economically, providing a straightforward, concise description of the firm's capabilities for satisfying the RFP requirements.
  - 4.4. Proposals shall consist of the following information in the stated order and format:
    - 4.4.1. Title Page
    - 4.4.2. Table of Contents
    - 4.4.3. Letter of Transmittal, including authorizing representative's signature and contact information.
    - 4.4.4. Offeror's response to each evaluation criteria as organized in the evaluation section of this RFP. Each evaluation criteria response should start on a new page
    - 4.4.5. Identify specifically any proprietary information contained in the proposal. Firms may not claim their entire proposal, and judgment in regard to such claim shall be made in accordance with the provision of the Virginia Public Procurement Act.
  - 4.5. All offerors shall abide by all applicable state and federal laws.
  - 4.6. The Council, the CVMPO, and its member jurisdictions do not discriminate against small, minority- or women- owned businesses.
  - 4.7. Successful offerors and all associated sub consultants providing transportation-related services will be required to undergo review and approval through VDOT's pre-award evaluation process.
  - 4.8. The Council, CVMPO and contracted consultants are subject to compliance with the following Commonwealth of Virginia / VDOT compliance requirements: The Commonwealth of Virginia and 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](http://www.virginiadot.org/business/resources/SB_Title_VI_webpage_061115.pdf).
  - 4.9. 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.dmbc.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.

## **5. Evaluation Criteria**

Proposals will be evaluated using the following criteria:

- 5.1. Understanding of the scope of work.
- 5.2. Capability of the firm to perform the work, including:
  - 5.2.1. Firm's recent five years' experience/history in providing the requested services, including on call services.
  - 5.2.2. Key personnel who will perform the work, their qualifications, and relevant experience.
  - 5.2.3. Evidence of delivering projects within the stated time and budget.
- 5.3. Demonstrated ability to undergo review and approval through VDOT's pre-award compliance requirements.
- 5.4. Participation of DBE firms.
- 5.5. References for similar type activities, including on call services.

## **6. Evaluation and Award of Contract**

- 6.1. A selection committee will consider the responding firms' suitability to provide the required services.
- 6.2. After evaluation of the Proposals received, the Council shall engage in individual discussions and interviews with two or more proposers 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. Proposers may also alternate concepts or methodology. 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 Section 2.2-4342, Code of Virginia, as revised.
- 6.3. At the interview stage the firm will be asked to provide contracted rates for staff.
- 6.4. At the conclusion of the informal interviews and on the basis of evaluation factors set forth in this RFP and the information provided and developed in the selection process to this point, the selection committee shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the Council can be negotiated, the award shall 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 fee. Should the Council determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract

may be negotiated and awarded to that Proposer.

## **7. Fees**

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required for any particular project identified for this on call contract, the estimated man-hours required for each level/discipline and the typical labor rates for the various skill levels required for the work. The Memorandum of Understanding (task order) for a particular project, prepared by the Council, will document the scope of work, the lump sum fee, and the negotiated acceptable labor rates for the various levels/disciplines. These rates will be used for any hourly rate work of the firm that is authorized by the Council.

## **8. Reservation of Rights**

The Council reserves the right to award in part or whole, to one or more vendors, or to reject any or all proposals, whichever is deemed to be in its best interest.

## **9. Contract Period**

The term of the contract is five years.

## **10. Cooperative Procurement**

This solicitation is being conducted on behalf of other public bodies under the provisions of § 2.2-4304 of the Virginia Public Procurement Act as a "Cooperative Procurement," which provides that a public body may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement is being conducted on behalf of other public bodies. If authorized by the Consultant, the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at contract prices in accordance with the terms of the contract.