RFQ NO.
20-1

REQUEST FOR QUALIFICATIONS

FOR THE

ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

August 24, 2020

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SECTION I

A. LEGAL NOTICE
REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) desires that consultants qualified pursuant to law and regulations submit a Letter of Interest and Statement of Qualifications for professional services on the following project in Alachua County.

PROJECT NAME: Alachua Countywide Bicycle-Pedestrian Master Plan.

DESCRIPTION: Assist in this project by accomplishing the following tasks:

Task 1- Public Involvement;

Task 2- Data Collection, Mapping and Data Development;

Task 3- Data Analyses;

Task 4- Alachua Countywide Bicycle-Pedestrian Master Plan Facilities Needs Assessment; and

Task 5- Alachua Countywide Bicycle-Pedestrian Master Plan Prioritized Project Lists, Implementation Plan and Final Report.

QUALIFICATION REQUIREMENTS: Consultant must submit project experience demonstrating thorough knowledge of land use, environmental and transportation planning procedures and methods.

RESPONSE EVALUATION: All respondents will be evaluated in accordance with Section 287.055(4), Florida Statutes, and must be determined to be qualified to do business in Florida and qualified to perform the advertised work requirements.

LETTER OF INTEREST AND STATEMENT OF QUALIFICATIONS: Firms desiring consideration for this project must submit three (3) copies of their letter of interest and statement of qualifications to the requesting unit listed below. One of these copies must be a clean, single-side original in digital format that can be used to make additional copies and/or used for virtual meetings via communications media technology.

The letter of interest and statement of qualifications must demonstrate the expertise of the potential consultant, including its subconsultants, if any, to assist in the development of a bicycle-pedestrian master plan. Proposers shall provide a list of all communities that they have provided bicycle-pedestrian master plan consulting services. Proposers shall also demonstrate their experience in working to enhance bicycle networks, pedestrian networks and interconnectivity, including access to transit systems in growing mid-sized cities.

The letter of interest and statement of qualifications must, as a minimum, include the following information:

1. Name, address, contact person and phone number;

2. Listing of key staff and resumes;
3. Listing of any subconsultants anticipated to be used on this project;
4. An indication of the firm's potential (available staff resources) for additional work in the next 12 months;
5. Experience on similar type projects, including location, date completed, contact (reference) name and telephone number; and
6. Proof of professional liability insurance or letter of credit in accordance with Rule 14-75, Florida Administrative Code.

LETTER OF INTEREST AND STATEMENT OF QUALIFICATION DEADLINE: **September 25, 2020** at 5:00 p.m. Eastern Daylight Savings Time. Late letters will be returned unopened with the notation, "This letter of interest and statement of qualifications was received after the delivery time designated for receipt and opening in the legal notice."

REQUESTING RESPONSE ADDRESS: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, ATTENTION: Scott R, Koons, AICP, 2009 NW 67th Place, Gainesville, FL 32653-1603.

Faxed and e-mailed responses will not be accepted.

SHORTLIST SELECTION PROCESS: From the letters of interest and statements of qualifications received, the Metropolitan Transportation Planning Organization's Technical Review Committee will shortlist a minimum of three (3) firms. The shortlist selection date is October 7, 2020.

NOTE: After completion of the shortlist process, at least three (3) firms will be requested to submit written proposals and make oral presentations. Consultant presentations will be made on November 30, 2020.

ESTIMATED PROJECT BUDGET FOR METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION FOR THE GAINESVILLE URBANIZED AREA TASKS: $100,000.

The Metropolitan Transportation Planning Organization reserves the right to accept or reject any and all responses.

MINORITY BUSINESS ENTERPRISE AND DISADVANTAGED BUSINESS ENTERPRISE

Minority business enterprises and disadvantaged business enterprises are encouraged to apply.

B. REQUEST FOR QUALIFICATIONS- SCHEDULE

Letters of interest and statements of qualifications are due **September 25, 2020 at 5:00 p.m., Eastern Daylight Savings Time,** to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, 2009 NW 67th Place, Gainesville, FL.

In order to review the requirements of this Request for Qualifications and provide answers to questions from short-listed firms, a scope of services meeting will be held **October 19, 2020 at 10:00 a.m., Eastern Daylight Savings Time, via communications media technology. Attendance at this pre-proposal conference is mandatory**. Inquiries about this Request for Qualifications must be made at the scope of services meeting. Firms represented will have an opportunity to clarify any information contained in the request for qualifications at the scope of services meeting. No statements made during the meeting will be considered binding changes to this solicitation unless they are subsequently issued as written addenda to this solicitation.

For short-listed firms, written proposals are due **October 7, 2020 at 5:00 p.m., Eastern Daylight Savings Time,** to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, 2009 NW 67th Place, Gainesville, Florida.

Short-listed firm presentations will be made on **November 30, 2020 at 10:00 a.m., Eastern Daylight Savings Time,** via communications media technology.

The following is the anticipated schedule for selection of the firm to prepare the Alachua Countywide Bicycle-Pedestrian Master Plan Update. If there are changes to the meeting dates, each firm that submits a Letter of Interest and Statement of Qualifications will be notified.

Request for Qualifications Advertised	August 28, 2020 at 5:00 p.m. Eastern Standard Time
Letters of Interest and Statements of Qualifications due	September 25, 2020 at 5:00 p.m. Eastern Daylight Savings Time
Technical Review Committee Evaluates Letters of Interest and Statements of Qualifications and the Project Manager Identifies At Least Three Firms with the Highest Scores To Make Oral Presentations to the Technical Review Committee	October 7, 2020 at 10:00 a.m.
Scope of Services Meeting	October 19, 2020 at 10:00 a.m. Eastern Daylight Savings Time
Written Proposals Due	November 18, 2020 at 5:00 p.m. Eastern Daylight Savings Time
Consultant Oral Presentations to Technical Review Committee and Technical Review Committee Ranks Three Firms in Priority Order	November 30, 2020 at 10:00 a.m. Eastern Daylight Savings Time
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Meeting- Approves Consultant Contract	December 14, 2020 at 5:00 p.m. Eastern Daylight Savings Time
Consultant Begins Work	January 1, 2021

C. GENERAL INFORMATION

1. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) requires professional services for the Alachua Countywide Bicycle-Pedestrian Master Plan. This plan will serve as an update to the current Alachua Countywide Bicycle Master Plan planning document series and the initial Alachua Countywide pedestrian facility planning document. This multimodal planning document will address the safe mobility of bicyclists and pedestrians, including the provision of access to regional transit service, bicycle and pedestrian facility connectivity and roadway network integration.

2. The project, which shall be awarded to the selected consulting firm, is to assist the Metropolitan Transportation Planning Organization in updating its adopted Alachua Countywide Bicycle Master Plan documents and initiating Alachua Countywide pedestrian planning documentation by accomplishing the following tasks:

   Task 1- Public Involvement;

   Task 2- Data Review and Collection, Mapping and Data Development;

   Task 3- Data Analysis;

   Task 4- Alachua Countywide Bicycle-Pedestrian Master Plan Facilities Needs Assessment; and

   Task 5- Alachua Countywide Bicycle-Pedestrian Master Plan Prioritized Project Lists, Implementation Plan and Final Report.

3. Consultant services will begin January 1, 2021 (upon written notice from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Executive Director) and will be completed by December 31, 2021.

4. The Project Manager for Exhibit A- Scope of Services Alachua Countywide Bicycle-Pedestrian Master Plan is:

   Mr. Scott R. Koons, AICP, Executive Director
   Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
   2009 N.W. 67th Place
   Gainesville, FL 32653-1603

   352.955.2200, Extension 101 koons@ncfrpc.org

5. The proposed method of compensation is a fixed fee.

6. The issuance of this request for qualifications constitutes an invitation to present proposals from qualified and experienced proposers. The Metropolitan Transportation Planning Organization reserves the right to determine, in its sole discretion, whether any aspect of the statement of proposal satisfactorily meets the criteria established in this request for qualifications, the right to seek clarification from any proposer or proposers submitting proposals, the right to solicit proposals with any proposers submitting a response, and the right to reject any or all responses with or without cause. The Metropolitan Transportation Planning Organization also reserves the right to modify the scope to be considered for this project. In the event that this request for qualifications is withdrawn by the Metropolitan Transportation Planning Organization, or that the Metropolitan Transportation Planning Organization does not proceed for any reason, including but not limited to the failure to occur of any of those findings or events set forth herein, the Metropolitan Transportation Planning Organization shall have no liability to any proposer for any costs or expenses incurred in connection with the preparation and submittal of this request for qualifications or otherwise.

7. All proposers are hereby placed on formal notice that neither the Metropolitan Transportation Planning Organization, nor any employees of the North Central Florida Regional Planning Council, are to be lobbied either individually or collectively concerning this project.

   Proposers and their agents who intend to submit a proposal for these services are hereby placed on formal notice that they are not to contact members of the Metropolitan Transportation Planning Organization, nor staff members of the North Central Florida Regional Planning Council, outside of regular public meetings for such purposes as holding meetings of introduction, meetings related to the selection process, outside of those specifically scheduled by the Metropolitan Transportation Planning Organization for negotiations, dinners, lunches or any other actions that may be interpreted as potentially influencing the results of this process. Failure to comply with this requirement shall result in immediate disqualification of such firm by the Metropolitan Transportation Planning Organization from further consideration of this proposal.

8. As required by Section 287.113, (2) (a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal or a contract to provide any goods or services to a public entity.

9. Each proposer shall be responsible for reading and completely understanding the requirements contained herein. The deadline for submission of letters of interest, statements of qualifications and proposals will be strictly adhered to. Late letters of interest, statements of qualifications and proposals will be returned unopened with the notation, "This material was received after the delivery time designated for receipt and opening in the legal notice."

10. Inquiries about this Request for Qualifications must be made in person at the scope of services meeting. Inquiries received by telephone, mail, facsimile or electronic communications will not be responded to by the Metropolitan Transportation Planning Organization.

11. Proposers responding to this request shall bear all costs and expenses associated with its preparation. No claims shall be submitted to the Metropolitan Transportation Planning Organization for preparation or presentation of proposals.

12. The criteria for evaluation of proposals is provided in Section IV (Evaluation Criteria/Proposal Rating Sheet). Only these criteria will be used to determine the best response.

13. Awards shall be made to the proposer whose qualifications and response shall be determined to be most advantageous to the Metropolitan Transportation Planning Organization.

14. The Metropolitan Transportation Planning Organization may unilaterally cancel any contract arising from the selected consultant's refusal to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes which are made or received by the consultant in conjunction with the contract.

15. The Metropolitan Transportation Planning Organization, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Statutes 252) and the regulations of the U.S. Department of Commerce (15 Code of Federal Regulations, Part 8) issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit proposals in response to this invitation. Further, the Metropolitan Transportation Planning Organization will not discriminate against proposers on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity in consideration for an award.

D. PURPOSE

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area requires professional services for the development of the Alachua Countywide Bicycle-Pedestrian Master Plan.

E. DEFINITIONS

Fixed Fee: A firm fixed price not subject to adjustment due to the actual cost experience of the consultant in the performance of the contract.

Letter of Interest and Statement of Qualifications: The advertisement for services will require interested consultants to submit a letter of interest and statement of qualifications. The content criteria for the letter of interest and statement of qualifications is listed in Section II.

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area: The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) voting members include the Mayor and six Commissioners of the City of Gainesville and all five Alachua County Commissioners.

Project Manager: This is a person who is responsible for the general administration of the project and who coordinates activities between the consultant and the Metropolitan Transportation Planning Organization ensuring that the consultant provides the specified services at a satisfactory level of quality, in accordance with the terms and conditions of the contract. Additionally, the Project Manager will initiate necessary actions as a result of the consultant's non-compliance with the terms and conditions of the contract.

Shortlist: This consists of no less than three (3) consultants chosen by the Technical Review Committee. These consultants will be required to submit written proposals and present oral proposals for the required work in order to be considered for final selection.

Technical Review Committee: A Technical Review Committee will be assigned the responsibility to evaluate the letters of interest and statements of qualifications and make shortlist selections. This Committee will also be assigned the responsibility to evaluate the written and oral proposals submitted by the shortlisted consultants and rank the firms in priority order.

F. SCOPE OF WORK

For a detailed description of the required consultant services for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, refer to Exhibit "A", Scope of Services Alachua Countywide Bicycle-Pedestrian Master Plan.

G. PROJECT OVERVIEW

The selected consulting firm will assist the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) preparing the Alachua Countywide Bicycle-Pedestrian Master Plan by accomplishing the following tasks:

Task 1- Public Involvement;

Task 2- Data Review and Collection, Mapping and Data Development;

Task 3- Data Analysis;

Task 4- Alachua Countywide Bicycle-Pedestrian Master Plan Facilities Needs Assessment; and

Task 5- Alachua Countywide Bicycle-Pedestrian Master Plan Prioritized Project Lists, Implementation Plan and Final Report.

H. SELECTION PROCESS

TECHNICAL REVIEW COMMITTEE

The Executive Director of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) will appoint a Technical Review Committee to evaluate proposals. The members of this Committee will include two representatives from the Metropolitan Transportation Planning Organization staff, one representative from the City of Gainesville Mobility Department, one representative from the Alachua County Department of Growth Management and one representative from the University of Florida Planning, Design and Construction Division.

SHORTLIST SELECTION

The letters of interest and statements of qualifications will be mailed to the Technical Review Committee and scored using the shortlist consideration factors discussed later in this section. Each member of the Technical Review Committee must base their evaluation on the same criteria. The Technical Review Committee members shall provide objective evaluations from a solely technical standpoint.

When each evaluator has completed, signed and dated the evaluation of each letter of interest and statement of qualifications, the scores sheet will betransmitted to the Project Manager. These scores will be used to establish the rank order of each reviewer for the selection of the consultant. The rank order score of reviewers will be combined to determine the final rank score for the shortlist selection of the consultant.

All individual evaluations shall be signed and dated by the evaluator. The Technical Review Committee will shortlist no less than three (3) consultants.

SHORTLIST SCORING FACTORS

1. The distribution of work among the competing consultants and the utilization of new consultants (for previous consultants assign less points and for new consultants assign more points) (0 to 25 points).

2. An indication of the firm's potential (available staff resources) for additional work in the next 12 months (0 to 25 points).

3. Balancing the needs of the project to the abilities of the consultants (0 to 50 points).

SHORTLIST NOTIFICATION

The Metropolitan Transportation Planning Organization’s Project Manager will contact each firm that submitted a letter of interest and statement of qualifications to inform them of which consultants were shortlisted.

PREPARATION OF REQUESTS FOR PROPOSALS PACKAGE

The Metropolitan Transportation Planning Organization’s Project Manager will prepare the Request for Proposal package to be provided to the shortlisted consultants.

SCOPE OF SERVICES MEETING

The purpose of the scope of services meeting is to provide a forum for all concerned parties to discuss the proposed project, answer questions on the scope of services, method of compensation, instructions for submitting proposals and other relevant issues. Since the Request for Proposal package is the working document on which a scope of services meeting is based, the shortlisted consultants shall be furnished a copy of the Request for Proposal at least seventy-two (72) hours prior to the scope of services meeting.

The scope of services meeting shall be attended by representatives of the shortlisted consultants and subconsultants, other functional area representatives (as necessary) and moderated by the Project Manager. The Project Manager will explain and answer questions to clarify project objectives, contractual requirements, method of compensation and selection procedures. Attendance at the scope of services meeting is mandatory. Failure to attend the scope of services meeting will disqualify a consultant. No questions concerning the Request for Proposal will be considered after the scope of services meeting.

Following the scope of services meeting, the Project Manager will update the scope of services as necessary. The updated scope of services will be made available to each shortlisted consultant and each member of the Technical Review Committee within thirteen (15) calendar days following the scope of services meeting.

TECHNICAL REVIEW CRITERIA

The criteria used in the evaluation of proposals and presentations are identified in Section IV. Each Technical Review Committee member will assign points to the proposals using the criteria listed in Section IV (Evaluation Criteria/Proposal Rating Sheet). Technical Review Committee members will ensure that each proposal has been rated fairly, impartially and comprehensively.

Each member of the Technical Review Committee must base their evaluation on the same criteria.
The Technical Review Committee members shall provide objective evaluations from a solely technical standpoint. The assignment of points must be done individually by each reviewer and not as a consensus of the Committee. Committee members will not discuss the presentations before or after points are assigned.

When each reviewer has completed their evaluation of each proposal, the total raw score will be calculated for each reviewer. The total raw scores of each reviewer will be used to establish the rank order of each reviewer. The rank order score of all reviewers will be combined to determine the final rank score. All individual evaluations shall be signed and dated by the reviewer.

RANKING OF SHORTLISTED CONSULTANTS

The Technical Review Committee shall make the final selection based upon the rank order score. The Technical Review Committee shall select in order of preference the firms deemed to be the most highly qualified to perform the required services. Immediately after the selection, the shortlisted consultants shall be notified of the selection results.

NEGOTIATING CONTRACT FEES

Upon the ranking of the shortlisted consultants, the Metropolitan Transportation Planning Organization Project Manager will begin negotiations with the number one ranked consultant. The negotiations for work effort shall focus on the technical proposal for the purpose of clarifying and resolving any differences concerning the scope of the project and the level of effort necessary to accomplish the project. The objective of work effort negotiations is to ensure that estimated work effort is fair and reasonable.

Should the Metropolitan Transportation Planning Organization Project Manager be unable to negotiate an agreement, the Metropolitan Transportation Planning Organization Project Manager will terminate negotiations with the consultant documenting the reason for rejection and initiate the aforementioned procedure with the consultant previously ranked second by the Technical Review Committee.

Should the Metropolitan Transportation Planning Organization Project Manager be unable to negotiate an agreement with the second ranked consultant, the aforementioned procedure will be initiated with the third ranked consultant. Should the Metropolitan Transportation Planning Organization Project Manager be unable to negotiate a satisfactory agreement with any of the selected consultants, the Metropolitan Transportation Planning Organization Project Manager shall initiate a new selection process.

I. APPEALS PROCEDURE

The appeals procedure will be as provided for in Section 120.53(5) and Section 120.57, Florida Statutes. Failure to file a protest within the time prescribed in Section 120.53(5), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

1. On the first business day following the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) Technical Review Committee making the final decision, staff of the Metropolitan Transportation Planning Organization will notify each firm submitting a proposal, by certified United States mail or express delivery, of the Metropolitan Transportation Planning Organization Technical Review Committee's final decision.

2. Any person adversely affected by the intended decision to award a contract or to reject all proposals shall file a notice of protest in writing to the Metropolitan Transportation Planning Organization within seventy-two (72) hours after receipt of the notice of intended decision is given.

3. Thereafter, any person or entity which has filed a notice of protest to the final decision of the Metropolitan Transportation Planning Organization Technical Review Committee, shall file a formal written protest and a bond within ten (10) days after filing the notice of protest. The formal written protest must be in a form substantially similar to the form set out in Rule 28-110.004(2), Florida Administrative Code and must state with particularity the facts and law upon which the protest to the final decision is based. The bond must be in a form substantially similar to the form set out in Rule 28-110.005(2), Florida Administrative Code.

4. All notices of protest and formal written protest must be filed with the Metropolitan Transportation Planning Organization, 2009 NW 67th Place, Gainesville, FL 32653-1603. Filing is completed upon delivery and receipt by the Metropolitan Transportation Planning Organization. A protest is not timely filed unless both the notice of protest and the formal protest are received within the required time limits. "Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to protest the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

5. A protest is not timely filed unless both the notice of protest and the formal protest are received within the required time limits.

6. A written notice of protest which is filed by 5:00 p.m. on the date on which the seventy-two (72) hours expires shall be timely.

In computing the time in which to file a notice of protest or formal protest, the day of the event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday or a holiday. When the period of time prescribed is less than seven (7) days, intermediate Saturdays, Sundays and holidays when the office of the Metropolitan Transportation Planning Organization are closed shall be excluded from the computation.

The Metropolitan Transportation Planning Organization reserves the right to waive any informality in any proposal, to reject any or all proposals in whole or in part, with or without cause, and/or to accept the proposal that in its judgment will be in the best interest of the Metropolitan Transportation Planning Organization.

SECTION II

LETTER OF INTEREST AND STATEMENT OF QUALIFICATIONS

Firms desiring consideration for this project must submit three (3) copies of their letter of interest and statement of qualifications. One of these copies must be a clean, single-side original that can be used to make additional copies.

The letter of interest and statement of qualifications must demonstrate the expertise of the potential consultant, including its subconsultants, if any, to assist in the development of a multimodal (automotive, bicycle, pedestrian and transit) long-range transportation plan. Proposers shall provide a list of all communities that they have provided long-range transportation plan update consulting services. Proposers shall also demonstrate their experience in working to enhance transit systems and in growing mid-sized cities.

The letter of interest and statement of qualifications must, as a minimum, include the following information:

1. Name, address, contact person and phone number;

2. Listing of key staff and resumes;

3. Listing of any subconsultants anticipated to be used on this project;

4. An indication of the firm's potential (available manpower) for additional work in the next eighteen (18) months;

5. Experience on similar type projects, including location, date completed, contact (reference) name and telephone number; and

6. Proof of professional liability insurance or letter of credit in accordance with Rule 14-75, Florida Administrative Code.

SECTION III

WRITTEN PROPOSAL AND ORAL PRESENTATION

It is the responsibility of the proposer to prepare the written proposal as clearly as possible in order to avoid any misinterpretation of the information presented. Proposals will be reviewed and evaluated solely on the basis of the information contained therein. ***Modifications or changes cannot be made to the proposals after they are submitted***.

INSTRUCTIONS FOR WRITTEN PROPOSALS

The following information will be submitted in the written proposal.

1. The shortlisted consultants will use simplified proposal formats and packaging for the proposal and will restrict the content of the proposal to a demonstration of an awareness of project issues, explanation of the proposed approach to the project and plans for the staffing of the project.

2. There is a limit of twenty (20) single sided, letter sized pages, exclusive of resumes, staffing charts and required forms for written proposals. Font size shall be twelve (12) point. The length of resumes will also be limited to two (2) pages per person.

3. Number all pages of the written proposal, including any attachments.

4. Faxed and emailed written proposals will not be accepted.

5. The shortlisted consultants will submit as part of the written proposal a summary staff hour estimate.

6. The shortlisted consultants will submit all of the forms contained in Exhibit B Required Forms Alachua Countywide Bicycle-Pedestrian Master Plan.

7. The shortlisted consultants will submit eight (8) copies of the written proposal to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's (Metropolitan Transportation Planning Organization) Project Manager. One of these copies must be a clean, single-side original in digital format that can be used to make additional copies and/or used for virtual meetings via communications media technology.

8. Written proposals, and requisite copies, must be received by 5:00 p.m. Eastern Daylight Savings Time, November 18, 2020 at the office of the Metropolitan Transportation Planning Organization. All proposals must be sent to the attention of:

   Mr. Scott R. Koons, AICP, Executive Director
   Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
   2009 N.W. 67th Place
   Gainesville, FL 32653-1603

9. All proposals shall be signed by an authorized corporate officer, principal or partner (as applicable).

INSTRUCTIONS FOR ORAL PRESENTATIONS

The following information will be addressed in the oral presentation.

1. The shortlisted consultants will make their presentations project specific. The presentations will demonstrate an awareness of project issues, explain the proposed approach to the project and discuss plans for the staffing of the project.

2. Any printed and/or digital handouts to be submitted at the Oral Presentation will be restricted to copies of visual aids used in the presentation.

3. There will be a maximum of five (5) participants.

4. The time limit will be twenty (20) minutes for a formal presentation, fifteen (15) minutes for questions and answers and ten (10) minutes for setup and takedown.

5. Videos may not be used in the presentation. However, any other media may be used.

6. The order of presentations shall be by random drawing at the scope of services meeting.

SECTION IV

EVALUATION CRITERIA/PROPOSAL RATING SHEET

Each member of the Technical Review Committee must base their evaluation on the same criteria so that value uniformity can be established. The following considerations will be used. The evaluation criteria, including their relative importance, will be provided to the shortlisted consultants in the Request for Proposal.

1. Awareness of Project Issues: (0 to 35 points) - Includes the consultant's understanding of the scope of services and of any unique issues involved in the project.

2. Proposed Approach to Project: (0 to 30 points) - Includes the consultant's approach to the project, unique concepts, proposed quality review schedule, the reasonableness of the proposed schedule based on the quantity of personnel available and whether the individual tasks are staged properly and in proper sequence.

3. Proposed Project Staffing: (0 to 25 points) - Includes the consultant's staffing quality and availability, experience on similar projects, proposed subconsultants, interrelationship between the consultant and any proposed subconsultants.

4. Other Considerations: (0 to 10 points) - Communication ability, use of specialized equipment, commitment to satisfy the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's (Metropolitan Transportation Planning Organization) needs and past performance on similar projects.

The Technical Review Committee members shall provide objective evaluations from a solely technical standpoint. The Committee is not allowed to discuss the presentations before points are assigned. The assignment of points must be done individually by each reviewer and not as a consensus of the Committee.

When each evaluator has completed the evaluation of each proposal, the raw scores will be transmitted to the Project Manager, who will calculate the total score of each reviewer. These scores will be used to establish the rank order of each reviewer for the selection of the consultant. The rank order score of reviewers will be combined to determine the final rank score for the selection of the consultant. All individual evaluations shall be signed and dated by the evaluator.

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EXHIBIT A

SCOPE OF SERVICES

ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN

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SCOPE OF SERVICES

FOR THE

ALACHUA COUNTYWIDE

BICYCLE-PEDESTRIAN MASTER PLAN

Prepared by:

Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

With Assistance from:

North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
352.955.2200

August 24, 2020

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INTRODUCTION

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, hereinafter referred to as the Metropolitan Transportation Planning Organization, is comprised of the five county commissioners of the Alachua County Board of County Commissioners, and the Mayor and the six city commissioners of the City of Gainesville City Commission as voting members. The Florida Department of Transportation District 2 Secretary, University of Florida President or his/her designee and a Rural Advisor serve as non-voting Metropolitan Transportation Planning Organization members. The Metropolitan Transportation Planning Organization is responsible for continuous, comprehensive and coordinated transportation planning within the Gainesville Metropolitan Area that involves the use of federal and state funds.

The Metropolitan Transportation Planning Organization encourages and promotes a safe and efficient transportation system to serve future year transportation demands. The Metropolitan Transportation Planning Organization manages the transportation network and mobility needs for the Gainesville Metropolitan Area and recognizes the inter-connectivity between network accessibility and land use development patterns. The Gainesville Metropolitan Area is located in the center of Alachua County, Florida and includes the City of Gainesville, as well as the surrounding urban and transitioning areas. Census 2010 data indicates that the area is inhabited by approximately 188,000 residents and accounts for approximately 75 percent of the total population of the County.

As demonstrated in its long-range transportation planning, the Alachua Countywide Bicycle Master Plan (2001), Alachua County Comprehensive Plan, City of Gainesville Comprehensive Plan and Regional Transit System Transit Development Plan and the University of Florida Campus Master Plan, the Metropolitan Transportation Planning Organization has a long history of supporting and implementing multimodal transportation planning. Metropolitan Transportation Planning Organization policy provides for reconstructed roadways, including additional capacity lanes, and newly constructed roadways to include bicycle and pedestrian facilities.

The Alachua Countywide Bicycle-Pedestrian Master Plan will serve as a source of identifying bicycle and pedestrian facility projects that may be funded by private sector funds; public/private partnerships or public sector (federal, state and/or local) funds. The expenditure of federal and state funds within the Gainesville Metropolitan Area on bicycle and pedestrian projects shall be in accordance with the Fixing America's Surface Transportation Act Ten Planning Factors and the Metropolitan Transportation Planning Organization Year 2045 Long-Range Transportation Plan Vision, Principles and Strategies.

Fixing America's Surface Transportation Act Ten Planning Factors

Factor 1 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;

Factor 2 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the safety of the transportation system for motorized and nonmotorized users;

Factor 3 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the accessibility and mobility options available to people and for freight;

Factor 4 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will protect and enhance the environment, promote energy conservation, promote consistency between transportation improvements and state and local planned growth and economic development patterns and improve quality of life;

Factor 5 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;

Factor 6 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will promote efficient system management and operation;

Factor 7 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will emphasize the preservation of the existing transportation system;

Factor 8 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will increase the security of the transportation system for motorized and non-motorized users;

Factor 9 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and

Factor 10 The metropolitan transportation planning process shall provide for consideration of projects and strategies that will enhance travel and tourism.

Year 2045 Long-Range Transportation Plan Update
Vision Statement, Principles and Strategies

Vision Statement

A transportation system that is safe and efficient, serves the mobility needs of people and freight, and fosters economic prosperity while minimizing transportation-related fuel consumption and air pollution.

Principle 1: Support economic vitality

Strategy 1.1: Support transportation projects that promote economic development and tourism.

Strategy 1.2: Consider capacity enhancement projects that allow for the expansion of existing commercial centers.

Strategy 1.3: Support projects that improve connectivity to existing or planned economic centers.

Principle 2: Increase safety and security for motorized and non-motorized users

Strategy 2.1: Support projects that address safety performance targets and increase safety for all users.

Strategy 2.2: Implement techniques and road design to reduce fatalities and serious injuries.

Strategy 2.3: Support projects that increase safety and security for all users of the non-motorized transportation system.

Strategy 2.4: Encourage development of alternative fuel sources and multimodal infrastructure to provide continuing transportation services.

Strategy 2.5: Coordinate with appropriate agencies to accommodate incident management and emergency management.

Principle 3: Increase the accessibility and mobility of people and freight

Strategy 3.1: Improve the level of service for roads using transportation system management strategies (such as computerized traffic signal systems, motorist information systems and incident management systems) and transportation demand management strategies (such as carpools, transit, bicycling, walking, telecommuting and flexible work schedules).

Strategy 3.2: Encourage the construction of bus bays (turnouts) where possible.

Strategy 3.3: Preserve the intended function of roads on the Florida Strategic Intermodal System for intercity travel and freight movement.

Strategy 3.4: Expand mobility options, including transit, to improve accessibility, availability and competitiveness of transit as a viable travel option.

Strategy 3.5: Support projects that will improve the resiliency and reliability of the transportation system.

Strategy 3.6: Support innovative technologies projects that will enhance the efficiency of the transportation system, such as automated and connected vehicles, shared-use vehicles and alternative-fueled vehicles.

Principle 4: Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and state and local planned growth and economic development patterns

Strategy 4.1: Support land use designations and encourage development plans that reduce vehicle miles traveled and are transit-supportive.

Strategy 4.2: Develop and expand a network that provides for safe and convenient opportunities for bicyclists and pedestrians.

Strategy 4.3: Reduce adverse impacts of transportation on the environment, including habitat and ecosystem fragmentation, wildlife collisions and non-point source pollution.

Strategy 4.4: Coordinate transportation and future land use decisions to promote efficient development patterns and a choice of transportation modes, consistent with local comprehensive plans.

Strategy 4.5: Support projects that will reduce or mitigate stormwater impacts of surface transportation.

Principle 5: Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight

Strategy 5.1: Develop mobility hubs and freight intermodal centers at appropriate locations.

Strategy 5.2: Provide adequate sidewalks to all bus stops and bicycle racks on all buses.

Principle 6: Promote efficient system management and operation

Strategy 6.1: Develop a transportation system that disperses traffic throughout the local transportation grid rather than concentrating traffic on a few major roads.

Strategy 6.2: Encourage the development and location of employment and service centers that reduce travel distances from residential areas and to transit services.

Strategy 6.3: Continue to implement a coordinated traffic signal system plan to improve road efficiency and to maintain traffic flow.

Principle 7: Emphasize the preservation of the existing transportation system

Strategy 7.1: Direct sufficient resources to preserve existing transportation infrastructure.

Strategy 7.2: Protect existing and future road rights-of-way from development encroachment.

Strategy 7.3: Support projects that address bridge, pavement and system performance targets on the National Highway System.

Strategy 7.4: Support projects that address transit asset management (state-of-good repair) targets.

PURPOSE

The purpose of the Alachua Countywide Bicycle-Pedestrian Master Plan is to develop:

- Prioritized list and mapping of bicycle and pedestrian projects in the Gainesville Metropolitan Area; and

- Prioritized list and mapping of bicycle and pedestrian projects outside the Gainesville Metropolitan Area that provide connectivity to outlying municipalities, settlements and regional trail connections within Alachua County to be utilized to implement the Alachua County Comprehensive Plan.

This document presents the tasks and data requirements to identify and develop prioritized project lists, including:

- Facilitate and document public involvement;
- Review data of existing bicycle and pedestrian infrastructure and update as needed;
- Review data of existing bicycle and pedestrian infrastructure gap analyses and update as needed;
- Review bicycle and pedestrian crash data;
- Analyze bicycle and pedestrian networks;
- Develop a facility needs assessment;
- Develop a bicycle and pedestrian modifications needs list, cost estimates and mapping; and
- Develop prioritized bicycle and pedestrian project lists, cost estimates and mapping.

These components provide for prioritization of bicycle and pedestrian projects in the Gainesville Metropolitan Area and rural unincorporated Alachua County and are described in more detail in the following list of tasks. Unless otherwise stated, all tasks described in the following pages shall be the responsibility of the CONSULTANT. Acronyms shall not be used in the technical report text, tables, maps and illustrations.

TECHNICAL TASKS

This Scope of Services is subdivided into five tasks that outline the basic requirements of the Alachua Countywide Bicycle-Pedestrian Master Plan. Unless otherwise noted, the CONSULTANT shall fulfill each of the defined tasks and provide written documentation in the form of technical reports and/or technical memorandums. The CONSULTANT shall provide appropriate project management and coordination sufficient to assure production control and assistance to the Project Manager. The tasks to complete the Alachua Countywide Bicycle-Pedestrian Master Plan are defined as follows:

Task 1: Public Involvement - Elements within this task include the public involvement aspect of the bicycle and pedestrian planning process that provides ample opportunity for public review and comment and conforms to federal and state guidelines as provided in the Metropolitan Transportation Planning Organization Public Involvement Plan and COVID-19 Public Health Emergency public participation guidance.

Task 2: Data Review and Collection, Mapping and Data Development - Elements within this task include a review of existing plans and studies; development of bicycle and pedestrian networks, including access to transit, designated conforming and nonconforming facilities and paved shoulders; crash data; and research of future financial resources.

Task 3: Data Analysis - Elements within this task include a review and analysis of existing bicycle and pedestrian infrastructure; network connectivity, including identification of facility gaps; and first mile-last mile access to transit.

Task 4: Alachua Countywide Bicycle-Pedestrian Master Plan Facilities Needs Assessment - Elements within this task include identification of bicycle and pedestrian projects that enhance multimodal transportation system connectivity.

Task 5: Alachua Countywide Bicycle-Pedestrian Master Plan Implementation and Final Report - Elements within this task include a prioritized bicycle and pedestrian projects list within the Gainesville Metropolitan Area and a prioritized bicycle and pedestrian projects list outside the Gainesville Metropolitan Area that provide connectivity to outlying municipalities, settlements and regional trail connections within Alachua County. A final report will be produced that documents the Alachua Countywide Bicycle-Pedestrian Master Plan process and includes the documentation, including mapping, of the prioritized bicycle and pedestrian projects list as approved by the Metropolitan Transportation Planning Organization.

TECHNICAL REPORTS

For reference purposes, the entire work effort must be documented. Acronyms shall not be used in the technical report text, tables, maps and illustrations. Technical reports detailing methodology and technique are required for each task. Specifically, the following five technical reports are required.

Technical Report 1- Documents public involvement in the plan development process.

Technical Report 2- Documents data review and collection, required maps, background data and financial resource information.

Technical Report 3- Documents data development and analyses.

Technical Report 4- Documents Alachua Countywide Bicycle-Pedestrian Master Plan Facilities Needs Assessment.

Technical Report 5- Documents Alachua Countywide Bicycle-Pedestrian Master Plan Implementation.

TASK 1 - PUBLIC INVOLVEMENT

Public participation is a critical component of the bicycle pedestrian planning process. Therefore, the CONSULTANT shall proactively implement appropriate strategies and procedures of the Metropolitan Transportation Planning Organization Public Involvement Plan so that the public shall have involvement in the bicycle and pedestrian planning process. This public participation process is intended to provide sufficient opportunity for involvement of public officials, including elected officials, and citizens in the development of the Alachua Countywide Bicycle-Pedestrian Master Plan before its approval by the Metropolitan Transportation Planning Organization.

The CONSULTANT shall develop a public involvement schedule and document public participation activities in accordance with Fixing America's Surface Transportation Act requirements. The public involvement schedule shall identify a contact person, as well as general contact information concerning how to get involved.

The CONSULTANT shall be responsible for conducting a community workshop and a presentation of the draft Alachua Countywide Bicycle-Pedestrian Master Plan to the Metropolitan Transportation Planning Organization for approval.

As stated in the Metropolitan Transportation Planning Organization Public Involvement Plan, the public participation schedule shall provide for outreach to:

- Citizens, affected public agencies, agencies responsible for natural resources, environmental protection, conservation and historic preservation, representatives of users of pedestrian walkways and bicycle transportation facilities, and representatives of the disabled.

1.1 PUBLIC PARTICIPATION PROCESS AND DOCUMENTATION

The CONSULTANT shall implement public participation activities in accordance with criteria in the Metropolitan Transportation Planning Organization Public Involvement Plan and provide documentation in a technical report and as part of the final report that describes explicit procedures, strategies and outcomes for:

1. Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to, a reasonable opportunity to comment on the proposed Alachua Countywide Bicycle-Pedestrian Master Plan;

2. Providing timely notice and reasonable access to information about bicycle and pedestrian issues and processes;

3. Employing visualization techniques to describe proposed Alachua Countywide Bicycle-Pedestrian Master Plan for use at the community workshop and public meetings;

4. Making public information, technical information and meeting notices available in electronically accessible formats and means, such as the internet;

5. Holding public meetings at convenient, Americans with Disabilities Act-compliant and Title VI-compliant locations and times, including appropriately authorized virtual meetings via communications media technology during a period when physical locations are unavailable due to federal, state or local emergency orders;

6. Providing, as needed, planning documentation in Spanish to address Limited-English proficiency;

7. Demonstrating explicit consideration and response to public input received during the development of the Alachua Countywide Bicycle-Pedestrian Master Plan;

8. Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services; and

9. Consulting with federal, state, tribal, wildlife, land management and regulatory agencies and agencies responsible for natural resources, environmental protection, conservation and historic preservation.

When written and oral comments are received on the draft Alachua Countywide Bicycle-Pedestrian Master Plan, the CONSULTANT shall prepare a summary, analyses and report on the disposition of public comments to be included as part of Technical Report 1 of the Final Report. Meeting and workshop agendas shall be available in Braille or large print upon request, as well as recorded versions of the same. With adequate advance notice, sign language interpretation shall be available for all public meetings and the community workshop. The availability of these media alternatives shall be advertised.

Elements of this work task are integrated throughout the study process and include the following:

1. Presentations to the Metropolitan Transportation Planning Organization, Alachua Countywide Bicycle-Pedestrian Master Plan Steering Committee, Citizens Advisory Committee, Technical Advisory Committee and Bicycle/Pedestrian Advisory Board;

2. Public presentations;

3. Preparation of an Executive Summary; and

4. Documentation of the public participation process in Technical Report 1 of the Final Report.

1.2 PUBLIC INVOLVEMENT STRATEGY IMPLEMENTATION

The CONSULTANT shall implement the Metropolitan Transportation Planning Organization Public Involvement Plan strategies for the Alachua Countywide Bicycle-Pedestrian Master Plan which includes outreach to the elderly, persons with disabilities, minorities and low-income community and other groups traditionally under-represented in plan development processes. Strategies to solicit input from the business, environmental and other communities of local significance, such as focus groups, shall also be implemented.

1.2.1 Communication approaches to be used include the use of the Metropolitan Transportation Planning Organization website. The purpose of this website is to provide access to materials prepared during the Alachua Countywide Bicycle-Pedestrian Master Plan development process.

1.2.2 The CONSULTANT shall address the Year 2045 Long-Range Transportation Plan Vision, Principles and Strategies, and the Goals, Objectives and Policies in the Alachua County Comprehensive Plan, City of Gainesville Comprehensive Plan and the University of Florida Campus Master Plan in the development of the Alachua Countywide Bicycle-Pedestrian Master Plan.

The CONSULTANT shall also review the:

- State Comprehensive Plan;
- Florida Transportation Plan;
- Florida Department of Environmental Protection Office of Greenways and Trails Statewide Comprehensive Outdoor Recreation Plan;
- Florida Department of Environmental Protection Office of Greenways and Trails Greenways & Trails System Plan; and
- North Central Florida Strategic Regional Policy Plan.

The Alachua Countywide Bicycle-Pedestrian Master Plan shall be consistent to the maximum extent feasible with state, regional and local comprehensive plans.

1.2.3 The CONSULTANT shall incorporate visualization techniques in the public participation process to describe various aspects of the Alachua Countywide Bicycle-Pedestrian Master Plan.

1.2.4 The CONSULTANT shall provide at least one briefing each for the Metropolitan Transportation Planning Organization, Alachua Countywide Bicycle-Pedestrian Master Plan Steering Committee, Technical Advisory Committee, Citizens Advisory Committee and Bicycle/Pedestrian Advisory Board. If requested, briefing materials and CONSULTANT participation shall be provided to the Florida Department of Transportation, Alachua County Traffic Safety Team and Alachua County Transportation Disadvantaged Coordinating Board.

The CONSULTANT shall be responsible for all handout materials, graphics, visual aids and equipment necessary for these presentations. The purpose of these briefings shall be to discuss the progress of the update, key decisions and milestones.

1.2.5 The CONSULTANT shall coordinate with Metropolitan Transportation Planning Organization staff to advertise and conduct at least one community workshop during the bicycle and pedestrian planning process.

The Metropolitan Transportation Planning Organization shall consider approval of the draft Alachua Countywide Bicycle-Pedestrian Master Plan at a regular business meeting.

1.2.6 The CONSULTANT shall document the entire public involvement effort in Technical Report 1. This document shall include photographs, a review of materials and subjects discussed recurrent issues or themes and results of the process. The CONSULTANT is responsible for preparing meeting minutes for the community workshop and public meetings, including documenting all public comments, excluding those of the Metropolitan Transportation Planning Organization and ist Advisory Committees. All meeting minutes, emails, comments from the public and related information concerning the draft Alachua Countywide Bicycle-Pedestrian Master Plan and technical reports shall be compiled in Technical Report 1.

1.3 TECHNICAL REPORT 1

The CONSULTANT shall document in Technical Report 1 the implementation of the public involvement.

TASK 2 - DATA COLLECTION, MAPPING AND DATA DEVELOPMENT

The purpose of this task is to develop the maps for the bicycle and pedestrian networks that are within and/or adjacent to the roadway network, including off-street bicycle/pedestrian trails, cycletracks and low traffic volume local streets identified as bicycle boulevards. This task shall also develop existing and projected financial resources to fund needed bicycle and pedestrian projects by the Year 2045. Technical Report 2 shall describe the entire map development effort and the research of future financial resources.

2.1 DATA COLLECTION

The CONSULTANT shall collect datasets from existing plans, studies and datasets. These resources include, but are not limited to the Alachua Countywide Bicycle Master Plan (2001), Alachua Countywide Bicycle Master Plan addendum (2004); Archer Braid (2006), Florida Department of Transportation Bike Gaps Study (2018), 2045 Long-Range Transportation Plan, Alachua County Comprehensive Plan, City of Gainesville Comprehensive Plan, University of Florida Campus Master Plan or Geographic Information System datasets maintained by public agencies. The CONSULTANT shall prepare a bicycle and pedestrian facility inventory from compiled data sets showing:

Sidewalks - Designated as conforming (five feet or greater in width);
Designated as nonconforming (less than five feet in width);
Access to transit service; and
Americans with Disabilities Act noncompliant facilities.

Bicycle - Designated instreet bicycle lanes (five feet or greater in width);
Designated instreet bicycle lanes (less than five feet in width);
Paved shoulders (non-designated bicycle facilities five feet or greater in width);
Paved shoulders (non-designated bicycle facilities less than five feet in width);
Low traffic volume local streets identified as bicycle boulevards; and
Cycletracks.

Shared-Use - Designated bicycle/pedestrian trails (ten feet or greater in width);
Designated bicycle/pedestrian trails (less than ten feet in width);
Grade-separated crossings; and
Access to transit service.

2.2 MAPPING

The CONSULTANT shall provide maps and digital copies of the data collected to the Metropolitan Transportation Planning Organization for review and revision of the data prior to development of the prioritized bicycle and pedestrian projects list. Maps and data may include the arterial street system, the transit system network maps, bicycle pedestrian network and other such maps that shall be used as working instruments.

All datasets shall be delivered to the Metropolitan Transportation Planning Organization by the CONSULTANT in Florida Standard Urban Transportation Modeling Structure format and in Economic and Social Research Institute ArcMap shapefile format (Version 10.6 or later). Network maps shall be in line format with all roadway and/or transit network attributes and shall be on the City of Gainesville Street Centerline File, unless an alternative road dataset is approved by Metropolitan Transportation Planning Organization. The data shall be projected using North American Datum of 1983 (NAD83) North Florida State Plane Feet coordinate system unless an alternative projection system as approved by Metropolitan Transportation Planning Organization.

2.2.1 A Highway System Network Map shall be used by the CONSULTANT that appropriately shows co-location and/or proximity to the roadways of existing and proposed bicycle and pedestrian facilities. The CONSULTANT shall provide draft Bicycle Pedestrian Facilities System Network maps and data to Metropolitan Transportation Planning Organization for review and approval prior to development of the prioritized bicycle and pedestrian projects list.

2.2.2 The City of Gainesville Regional Transit System transit route shapefiles shall be used by the CONSULTANT for access to transit analysis and project development.

2.2.3 A Bicycle Facilities Network Map shall be developed by the CONSULTANT in coordination with Alachua County staff, City of Gainesville staff and University of Florida staff. The CONSULTANT shall provide draft Bicycle Facilities System Network maps and data to Metropolitan Transportation Planning Organization for review and approval prior to development of the prioritized bicycle and pedestrian projects list.

2.2.4 For purposes of identifying gaps in access to transit, a Sidewalk Network Map shall be developed by the CONSULTANT in coordination with Alachua County staff, City of Gainesville staff and University of Florida staff. The CONSULTANT shall provide draft Sidewalk Network maps and data to Metropolitan Transportation Planning Organization for review and approval prior to development of the prioritized projects list.

2.2.5 The development of all maps shall be documented by the CONSULTANT in Technical Report 2.

2.3 DATA DEVELOPMENT

Funding-committed bicycle and pedestrian projects and roadway projects that also include bicycle and/or pedestrian facilities as identified in the Fiscal Year 2020-21 Alachua County budget, Fiscal Year 2020-21 City of Gainesville budget, Fiscal Year 2020-21 University of Florida budget and Fiscal Years 2020-21 to 2024-25 Metropolitan Transportation Planning Organization Transportation Improvement Program shall be shown by the CONSULTANT as planned facilities as part of the data and mapping. These projects will be combined with existing facilities prior to bicycle and pedestrian facilities gap analysis. The CONSULTANT shall coordinate with appropriate staff concerning data features and mapping shapefiles.

The CONSULTANT shall consider information provided in the Metropolitan Transportation Planning Organization Access to Essential Services Report in its development of the prioritized bicycle and pedestrian projects list.

The CONSULTANT shall consider crash location density information in its development of the prioritized bicycle and pedestrian projects list. Bicyclist and pedestrian safety is the top priority.

The CONSULTANT shall consider bicycle and pedestrian facility gap information in its development of the prioritized bicycle and pedestrian projects list.

2.4 HIGHWAY AND TRANSIT NETWORKS

2.4.1 A highway network shall be prepared by the CONSULTANT for the 2020 Base Year from existing data sets. This network shall be compatible with the ArcMap Geographic Information System format.

2.4.2 A transit network, including location of transit stops and ridership boarding data by transit stop using existing datasets, shall be developed by the CONSULTANT for the 2020 Base Year. This network shall be compatible with the ArcMap Geographic Information System format. Shapefiles may be provided by the City of Gainesville Regional Transit System.

2.5 BICYCLE AND PEDESTRIAN NETWORKS

2.5.1 A bicycle facility network shall be developed by the CONSULTANT for the 2020 Base Year. This network shall be compatible with the ArcMap Geographic Information System format. Bicycle facility categories include:

- Designated instreet bicycle lanes (five feet or greater in width);
- Designated instreet bicycle lanes (less than five feet in width);
- Paved shoulders (non-designated bicycle facilities five feet or greater in width);
- Paved shoulders (non-designated bicycle facilities less than five feet in width);
- Low traffic volume local streets identified as bicycle boulevards; and
- Cycletracks.

2.5.2 A pedestrian facility network shall be developed by the CONSULTANT for the 2020 Base Year. This network shall be compatible with the ArcMap Geographic Information System format. Pedestrian facility categories include:

- Designated as conforming (five feet or greater in width);
- Designated as nonconforming (less than five feet in width);
- Access to transit service; and
- Americans with Disabilities Act noncompliant facilities.

2.5.3 A shared-use facility network shall be developed by the CONSULTANT for the 2020 Base Year. This network shall be compatible with the ArcMap Geographic Information System format. Shared-Use facility categories include:

- Designated bicycle/pedestrian trails (ten feet or greater in width);
- Designated bicycle/pedestrian trails (less than ten feet in width);
- Grade-separated crossings; and
- Access to transit service.

2.6 PROJECT COST ESTIMATES

The CONSULTANT shall confirm revenues and cost estimates related to bicycle and pedestrian network capital costs. The bicycle-pedestrian plan shall contain estimates of costs and revenue sources that are reasonably expected to be available to construct the bicycle and pedestrian network. Each total project cost estimate shall include, but not limited to, planning, preliminary engineering, design, right-of-way, construction, environmental mitigation, maintenance of traffic and construction engineering inspection.

2.7 TECHNICAL REPORT 2

The CONSULTANT shall document in Technical Report 2 the data development process for each of the tasks in Task 2. Documentation of all tasks, including the development of all maps, data and financial resources, shall be in the form of Technical Memoranda. These memoranda shall be delivered to the Metropolitan Transportation Planning Organization within thirty (30) days of completion of the task by the CONSULTANT.

TASK 3 - DATA ANALYSES

The purpose of this task is to review, analyze and map the collected:

- Existing bicycle and pedestrian facility networks;
- Bicycle and pedestrian related crash data; and
- Bicycle and pedestrian facility gaps.

The CONSULTANT shall document completion of each task in a technical memorandum. All Technical Memoranda shall be delivered to the Metropolitan Transportation Planning Organization within thirty (30) days of completion of the task by the CONSULTANT.

3.1 HIGHWAY AND TRANSIT NETWORKS

The CONSULTANT shall utilize the:

- Highway Network for the base mapping of the bicycle and pedestrian networks; and
- Transit Network for analysis of access to transit service.

3.2 BICYCLE AND PEDESTRIAN NETWORKS

3.2.1 Analyze the bicycle facility network for crashes, gaps and facility extension and connectivity for the following bicycle facility categories:

- Designated instreet bicycle lanes (five feet or greater in width);
- Designated instreet bicycle lanes (less than five feet in width);
- Paved shoulders (non-designated bicycle facilities five feet or greater in width);
- Paved shoulders (non-designated bicycle facilities less than five feet in width);
- Low traffic volume local streets identified as bicycle boulevards; and
- Cycletracks.

3.2.2 Analyze the pedestrian facility network for crashes, gaps and facility extension and connectivity for the following pedestrian facility categories:

- Designated as conforming (five feet or greater in width);
- Designated as nonconforming (less than five feet in width);
- Access to transit service; and
- Americans with Disabilities Act noncompliant facilities.

3.2.3 Analyze the shared-use facility network for crashes, gaps and facility extension and connectivity for the following shared-use facility categories:

- Designated bicycle/pedestrian trails (ten feet or greater in width);
- Designated bicycle/pedestrian trails (less than ten feet in width);
- Grade-separated crossings; and
- Access to transit service.

3.3 TECHNICAL REPORT 3

The CONSULTANT shall prepare a Technical Memorandum for each of the tasks under Task 3. All Technical Memoranda are to be delivered to the Metropolitan Transportation Planning Organization within thirty (30) days of completion of the task by the CONSULTANT. Once the review as outlined under Task 3 has been completed, the CONSULTANT shall document completion of Task 3 in Technical Report 3. This Technical Report may consist of an assemblage of the required Technical Memoranda.

TASK 4 - ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN FACILITIES NEEDS ASSESSMENT

4.1 FUNDED BICYCLE AND PEDESTRIAN FACILITY NEEDS

Independent bicycle and pedestrian facility projects and bicycle and pedestrian facilities associated with roadway construction projects identified as funded for construction in the Fiscal Years 2020-21 to 2024-25 Alachua County Capital Improvement Plan, Fiscal Years 2020-21 to 2024-25 City of Gainesville Capital Improvement Plan, Fiscal Years 2020-21 to 2024-25 of the University of Florida Campus Master Plan and the Fiscal Years 2020-21 to 2024-25 Metropolitan Transportation Planning Organization Transportation Improvement Program shall be considered committed projects and shall not be part of the needs assessment.

4.2 UNFUNDED BICYCLE AND PEDESTRIAN FACILITY NEEDS ASSESSMENT

The purpose of this task is to identify needed bicycle and pedestrian projects that:

- Expand the existing bicycle and pedestrian facility networks;
- Ameliorate bicycle and pedestrian crash incident frequency and severity;
- Close bicycle and pedestrian facility gaps and enhance connectivity; and
- Enhance access to transit service.

The CONSULTANT shall document completion of each task in a technical memorandum. All Technical Memoranda shall be delivered to the Metropolitan Transportation Planning Organization within thirty (30) days of completion of the task by the CONSULTANT.

4.3 HIGHWAY AND TRANSIT NETWORKS

The CONSULTANT shall utilize the:

- Highway Network for mapping of the bicycle and pedestrian network project needs; and
- Transit Network for identification and mapping of access to transit service project needs.

4.4 BICYCLE AND PEDESTRIAN NETWORKS

4.4.1 Utilize the bicycle facility network crash, gap and facility extension and connectivity analyses to identify bicycle facility project needs.

4.4.2 Utilize the pedestrian facility network crash, gap and facility extension and connectivity analyses to identify pedestrian facility project needs.

4.4.3 Utilize the shared-use facility network crash, gap and facility extension and connectivity analyses to identify shared-use facility project needs.

4.4.4 The CONSULTANT shall develop cost estimates for implementation of bicycle and pedestrian facility projects to be included in the Alachua Countywide Bicycle-Pedestrian Master Plan.

4.5 TECHNICAL REPORT 4

4.5.1 The identification, evaluation and selection of the Alachua Countywide Bicycle-Pedestrian Master Plan Needs Assessment projects shall be documented in Technical Report 4.

TASK 5 - ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN PRIORITIZED PROJECT LIST, IMPLEMENTATION PLAN AND FINAL REPORT

5.1 DEVELOPMENT OF THE ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN PRIORITIZED PROJECT LIST

5.1.1 The CONSULTANT shall develop a methodology to rank projects in the Alachua Countywide Bicycle-Pedestrian Master Plan and shall coordinate the prioritizing process with the Metropolitan Transportation Planning Organization.

5.1.2 Project prioritizing methodology for a proposed prioritized bicycle and pedestrian projects list to be developed by the CONSULTANT for projects within the Gainesville Metropolitan Area and a proposed prioritized bicycle and pedestrian projects list to be developed by the CONSULTANT for projects outside the Gainesville Metropolitan Area that provide connectivity to the outlying municipalities, settlements and regional trail connections within Alachua County shall address the following criteria:

A. Impact of adding bicycle and/or pedestrian facilities would have on the community;

B. Geography or development of the area causes a project to be too difficult or expensive;

C. Potential impact to a designated historic district;

D. Potential impact on environmentally sensitive lands;

E. Application of context sensitive solutions and complete streets criteria;

F. Preservation and enhancement of scenic, aesthetic, historic, community and environmental resources, while improving or maintaining safety and mobility;

G. Requirements of Fixing America's Surface Transportation Act and appropriate rules issued by Federal Highway Administration and Federal Transit Administration, including safety performance measures and targets;

H. Consistency with the 2045 Long-Range Transportation Plan Vision Statement, Principles and Strategies;

I. Safety rankings that consider historic crash data;

J. Service equity;

K. Cost estimates;

L. Contribution to resiliency of transportation system; and

M. Economic development opportunities.

5.1.3 The CONSULTANT shall prepare and distribute a prioritized bicycle and pedestrian projects list for projects within the Gainesville Metropolitan Area and a proposed prioritized bicycle and pedestrian projects list for projects outside of the Gainesville Metropolitan Area that provide connectivity to the outlying municipalities, settlements and regional trail connections within Alachua County to the Metropolitan Transportation Planning Organization for review and approval. These prioritized bicycle and pedestrian projects lists shall include project rank, as well as the ranking factors, for each prioritized bicycle and pedestrian project. Any modifications made to these prioritized bicycle and pedestrian projects lists by the Metropolitan Transportation Planning Organization shall be incorporated into the adopted Alachua Countywide Bicycle-Pedestrian Master Plan.

5.2 DEVELOPMENT OF THE ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN IMPLEMENTATION PLAN

The Alachua Countywide Bicycle-Pedestrian Master Plan shall be developed based on the financial resources identified and the cost analysis undertaken. The CONSULTANT shall use the established evaluation criteria for the prioritized bicycle and pedestrian projects list for projects within the Gainesville Metropolitan Area and the prioritized bicycle and pedestrian projects list for projects outside of the Gainesville Metropolitan Area that provide connectivity to the outlying municipalities, settlements and regional trail connections within Alachua County.

The CONSULTANT shall include an estimate of the cost of all projects.

The development of the Alachua Countywide Bicycle-Pedestrian Master Plan shall be documented in Technical Report 5.

The Alachua Countywide Bicycle-Pedestrian Master Plan shall include narrative descriptions of projects in the Alachua Countywide Bicycle-Pedestrian Master Plan.

A Technical Memorandum shall document completion of each task and shall be submitted to the Metropolitan Transportation Planning Organization within thirty (30) days of completion of the task.
The CONSULTANT shall use the following information to develop the Alachua Countywide Bicycle-Pedestrian Master Plan:

5.2.1 The CONSULTANT shall review the alternative funding sources identified in Technical Report 2 as a possible funding source(s) and make appropriate recommendations. Florida Department of Transportation revenue-forecasted funds shall serve as the amount of "boxed funds" for bicycle and pedestrian projects to implement the Year 2045 Long-Range Transportation Plan.

5.2.2 As required by Fixing America's Surface Transportation Act, the CONSULTANT shall consider the ten planning factors described in the Introduction in developing the Alachua Countywide Bicycle-Pedestrian Master Plan:

5.2.3 All proposed bicycle and pedestrian facility projects shall be described in sufficient detail to develop cost estimates;

5.2.4 A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the proposed Alachua Countywide Bicycle-Pedestrian Master Plan;

5.2.5 Comparison of the proposed Alachua Countywide Bicycle-Pedestrian Master Plan to state conservation plans and maps or inventories of natural resources;

5.2.6 The CONSULTANT shall include in Alachua Countywide Bicycle-Pedestrian Master Plan appropriate references to 2045 Long-Range Transportation Plan performance measures and targets.

5.2.7 The CONSULTANT shall develop a matrix that shows the consistency between each Alachua Countywide Bicycle-Pedestrian Master Plan project and the 2045 Long-Range Transportation Plan Vision Statement, Principles and Strategies;

5.2.9 For total project costs, a bicycle and pedestrian project shall be described in sufficient detail to estimate and provide an estimated total project cost and explain how the bicycle and pedestrian project is expected to be implemented;

5.2.10 The CONSULTANT shall ensure that the Alachua Countywide Bicycle-Pedestrian Master Plan document is prepared in a manner that balances length, clarity and graphics to create a succinct, specific and attractive document that relays a distinct vision and plan in a user-friendly way;

5.2.11 The CONSULTANT will produce geographic information systems shape files for the prioritized bicycle and pedestrian projects list;

5.2.12 Presentation materials, including graphics and support documentation for the Alachua Countywide Bicycle-Pedestrian Master Plan shall be prepared by the CONSULTANT and presented to the Metropolitan Transportation Planning Organization, Alachua Countywide Bicycle-Pedestrian Master Plan Steering Committee, Technical Advisory Committee, Citizens Advisory Committee and Bicycle/Pedestrian Advisory Committee.

The CONSULTANT shall prepare presentation materials that shall include graphics, visual aids and handout materials.

5.3 APPROVAL OF THE ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN

The culmination of this bicycle and pedestrian planning process is the adoption of the Alachua Countywide Bicycle-Pedestrian Master Plan that includes:

- Prioritized bicycle and pedestrian projects within the Gainesville Metropolitan Area; and

- Prioritized bicycle and pedestrian projects outside the Gainesville Metropolitan Area that provide connectivity to the outlying municipalities, settlements and regional trail connections within Alachua County which may be funded by Alachua County and/or funding controlled by Alachua County.

5.3.1 The CONSULTANT shall present the proposed Alachua Countywide Bicycle-Pedestrian Master Plan at a Metropolitan Transportation Planning Organization public meeting and include a discussion of the process by which the Alachua Countywide Bicycle-Pedestrian Master Plan was developed. The CONSULTANT shall prepare presentation materials that include graphics, visual aids and handout materials.

5.3.2 The Metropolitan Transportation Planning Organization shall adopt the final Alachua Countywide Bicycle-Pedestrian Master Plan with such additional modifications as deemed appropriate. The adopted Alachua Countywide Bicycle-Pedestrian Master Plan shall include all supporting analyses, including all geographic information system files.

5.3.3 The Metropolitan Transportation Planning Organization shall transmit via electronic communications the website links of the adopted Alachua Countywide Bicycle-Pedestrian Master Plan to the Florida Department of Transportation and share the website link with Alachua County, municipalities located in Alachua County and the University of Florida.

5.4 TECHNICAL REPORT 5

The development of the Alachua Countywide Bicycle-Pedestrian Master Plan shall be documented in Technical Report 5. Changes to the Alachua Countywide Bicycle-Pedestrian Master Plan made in response to public comment, committee recommendations or Metropolitan Transportation Planning Organization action shall also be documented in this Technical Report.

PROJECT TIMELINE

The CONSULTANT shall develop a detailed project timeline that identifies the development of each task and the delivery of work products. Additionally, the timeline shall include identifiers that represent the approximate date of presentations and community workshop. The CONSULTANT shall meet at least monthly with the Metropolitan Transportation Planning Organization Project Manager to present work completed, confirm action items for the next work period and provide the Project Manager with a revised detailed project time line if changes are necessary.

In conjunction with its periodic meetings with the Project Manager, the CONSULTANT shall provide a written status reports on the progress of each task being undertaken.

REQUIRED DOCUMENTS

The CONSULTANT shall ensure that all final documents are made available to the Metropolitan Transportation Planning Organization Project Manager for posting online and for distribution and available through the Metropolitan Transportation Planning Organization office no later than sixty (60) days after adoption by the Metropolitan Transportation Planning Organization.
The CONSULTANT shall provide to the Metropolitan Transportation Planning Organization one clean, single-sided, full color paper original and Adobe Portable Data File and Microsoft Word electronic versions of materials to be presented:

- At meetings of the Metropolitan Transportation Planning Organization and the Alachua Countywide Bicycle-Pedestrian Master Plan Steering Committee, Technical Advisory Committee, Citizens Advisory Committee and the Bicycle/Pedestrian Advisory Board;

- At the community workshop; and

- On the Metropolitan Transportation Planning Organization website.

A copy of all PowerPoint presentations shall be provided to the Project Manager for posting on the Metropolitan Transportation Planning Organization website.

TECHNICAL REPORTS AND MEMORANDUMS

Technical documentation is required for all tasks. These include Technical Reports for each task and Technical Memoranda for each subtask. The CONSULTANT shall provide one clean, single-sided, full color draft of the Technical Memorandums for review by the Metropolitan Transportation Planning Organization, Alachua Countywide Bicycle-Pedestrian Master Plan Steering Committee, Technical Advisory Committee, Citizens Advisory Committee and Bicycle/Pedestrian Advisory Board. Subsequent to this review, the CONSULTANT shall include all review comments and provide to the Metropolitan Transportation Planning Organization one clean, single-sided, loose-leaf, full color paper original and Adobe Portable Data File and Microsoft Word electronic versions of each final Technical Memorandum.

Copies of all final documents and maps shall be provided to the Metropolitan Transportation Planning Organization in editable text/graphic software format and Adobe Portable Data File format.

The adopted Alachua Countywide Bicycle-Pedestrian Master Plan shall be made readily available by the Metropolitan Transportation Planning Organization for public review, including to the maximum extent practicable in electronically accessible formats and means, such as the internet.

FINAL REPORT

The Alachua Countywide Bicycle-Pedestrian Master Plan shall be presented as a stand-alone document in electronic format and one original copy as a clean, single-sided, full color final report. In addition, the CONSULTANT shall provide the Metropolitan Transportation Planning Organization fifteen (15) color printed copies of the final report. The CONSULTANT shall also separately provide the Metropolitan Transportation Planning Organization supporting tables, spreadsheets, map shapefiles and PowerPoint presentations, including all workshop presentation materials.

SUMMARY POSTER

The adopted Alachua Countywide Bicycle-Pedestrian Master Plan report shall also include a foldable, full color 11-inch by 17-inch color poster of the adopted Alachua Countywide Bicycle-Pedestrian Master Plan. Summary information in the color poster shall include an overview, statement of purpose, graphic representations of the Alachua Countywide Bicycle-Pedestrian Master Plan and table representations of the prioritized bicycle and pedestrian projects list within the Gainesville Metropolitan Area and within unincorporated Alachua County outside the Gainesville Metropolitan Area. The CONSULTANT shall provide to the Metropolitan Transportation Planning Organization one-hundred (100) copies of the summary color poster upon final approval of the Metropolitan Transportation Planning Organization.

EXHIBIT B

REQUIRED FORMS

ALACHUA COUNTYWIDE BICYCLE-PEDESTRIAN MASTER PLAN

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BID OPPORTUNITY LIST FOR PROFESSIONAL CONSULTANT SERVICES AND CONTRACTUAL SERVICES

Prime Contractor/Prime Consultant: _____
Address/Phone Number: _____
Procurement Number/Advertisement Number: _____

49 Code of Federal Regulations Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on Florida Department of Transportation-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on Florida Department of Transportation-assisted projects, including both Disadvantaged Business Enterprises (DBE) and non-Disadvantaged Business Enterprises (non-DBE). For consulting companies, this list must include all subconsultants contacting you and expressing an interest in teaming with you on a specific Florida Department of Transportation-assisted project. Prime contractors and consultants must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, 7 and 8 for themselves, and their subcontractors and subconsultants.

1. Federal Tax ID Number:_____ 2. Firm Name:_____ 3. Phone:_____ 4. Address: _____ _____ _____ 5. Year Firm Established:_____	6. ☐ DBE ☐ Non-DBE 7. ☐ Subcontractor ☐ Subconsultant	8. Annual Gross Receipts ☐ Less than $1 million ☐ Between $1 - $5 million ☐ Between $5 - $10 million ☐ Between $10 - $15 million ☐ More than $15 million
1. Federal Tax ID Number:_____ 2. Firm Name:_____ 3. Phone:_____ 4. Address: _____ _____ _____ 5. Year Firm Established:_____	6. ☐ DBE ☐ Non-DBE 7. ☐ Subcontractor ☐ Subconsultant	8. Annual Gross Receipts ☐ Less than $1 million ☐ Between $1 - $5 million ☐ Between $5 - $10 million ☐ Between $10 - $15 million ☐ More than $15 million
1. Federal Tax ID Number:_____ 2. Firm Name:_____ 3. Phone:_____ 4. Address: _____ _____ _____ 5. Year Firm Established:_____	6. ☐ DBE ☐ Non-DBE 7. ☐ Subcontractor ☐ Subconsultant	8. Annual Gross Receipts ☐ Less than $1 million ☐ Between $1 - $5 million ☐ Between $5 - $10 million ☐ Between $10 - $15 million ☐ More than $15 million
1. Federal Tax ID Number:_____ 2. Firm Name:_____ 3. Phone:_____ 4. Address: _____ _____ _____ 5. Year Firm Established:_____	6. ☐ DBE ☐ Non-DBE 7. ☐ Subcontractor ☐ Subconsultant	8. Annual Gross Receipts ☐ Less than $1 million ☐ Between $1 - $5 million ☐ Between $5 - $10 million ☐ Between $10 - $15 million ☐ More than $15 million

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR: WRITTEN PROPOSAL

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CONFLICT OF INTEREST CERTIFICATION
FOR CONSULTANT/CONTRACTOR

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval or recommendation on any contract if I have a conflict of interest or a potential of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair and impartial decisions when performing work for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) should avoid any conduct (whether in the context of business, financial or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I realize that violation of the above mentioned standards could result in the termination of my work for the Metropolitan Transportation Planning Organization.

Contract No./Project Description(s): _____
_____
_____
_____
_____

Each undersigned individual hereby attests that he/she has no conflicts of interest related to the contract(s) identified above.

Printed Names	Signatures	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS

(Compliance with 49CFR, Section 29.510)
(Appendix B Certification]

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant:

By:_____ Date:_____
Authorized Signature

Title:_____

Instructions for Certification

1 . By signing and submitting this certification with the proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted. If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms 'covered transaction', 'debarred', 'suspended', 'ineligible', 'lower tier covered transaction','participant', 'person', primary covered transaction', 'principal', 'proposal', and 'voluntarily excluded', as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Appendix B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

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CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES
ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed $100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant:

By:_____ Date: _____Authorized Signature

Title:_____

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TRUTH-IN-NEGOTIATION CERTIFICATION

For any lump-sum or cost-plus-a fixed-fee professional service contract over $60,000, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) requires the Consultant to execute this certificate and include it with the submittal of the Written Proposal.

The Consultant hereby certifies that the covenants and warrants, wage rates and other factual unit costs supporting the compensation for this project's contract will be accurate, complete and current at the time of contracting.

The Consultant further agrees that the original contract price, and additions thereto, shall be adjusted to exclude any significant sums by which the Metropolitan Transportation Planning Organization determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the contract. For purposes of this certificate, the end of the contract shall be deemed to be the date of final billing or acceptance of the work by the Metropolitan Transportation Planning Organization, whichever is later.

_____
Name of Consultant

By: _____ _____
Authorized Signature Date

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DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION STATEMENT

Note: The Consultant is required to complete the following information and submit this form with the written proposal.

Project Description: _____

Consultant Name: _____

This consultant (is__) (is not__) a Florida Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): _____%

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE sub-consultants are as follows:

DBE Sub-Consultants	Type of Work
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: _____
Title: _____
Name of Firm: _____
Date: _____

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SWORN STATEMENT PURSUANT TO SECTION 287.133c.(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to
(Print name of the public entity)

by _____ for _____
(Print individual's name and title) (Print name of entity submitting sworn statement)

whose business address is:

_____

_____

and (if applicable) its Federal Employer Identification Number is:

_____

(If the entity has no Federal Employer Identification Number, include the Social Security Number of the individual signing this sworn statement:
_____.)

2. I understand that a (public entity crime as defined in Paragraph 287.133a.(g), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods and services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand the convicted or conviction as defined in paragraph 287.133a.(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an affiliate as defined in paragraph 287.133a.(a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity who has been convicted of a public entity crime. The term (affiliate included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a person as defined in Paragraph 287.133a.(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term person includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate or the entity has been charged with an convicted of a public entity crime subsequent to July 1, 1989.

The entity this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division or Administrative Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH I (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____

Signature

Sworn to and subscribed before me this day of , 20 .

Personally known OR Produced Identification

Notary Public - State of Florida
My commission expires:

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