

REQUEST FOR PROPOSALS

Long Range Transportation Plan Document Design

The South Western Regional Planning Agency (SWRPA) invites written cost proposals from consultants and/or firms having expertise in document layout and design.

SWRPA has received funding from the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration, and Connecticut Department of Transportation to layout and design a large document and prepare it for press.

SWRPA will accept complete written cost proposals, by mail or in person, until 12:00 p.m. (noon) on January 14, 2011. Respondents must submit three (3) originally signed copies of their cost proposal to:

Mr. Alex Karman
Senior Transportation Planner
South Western Regional Planning Agency
888 Washington Boulevard, 3rd Floor
Stamford, CT 06901

Proposals that are incomplete or submitted via e-mail or facsimile will not be accepted.

I. GENERAL INSTRUCTIONS AND REQUIREMENTS

Inquiries

Questions regarding this Request for Proposals (RFP) should be directed to Mr. Alex Karman at the address noted above, by telephone at (203) 316-5190, or via e-mail at karman@swrpa.org. Please note that it is SWRPA's policy to respond only to technical questions. Under no circumstances will SWRPA provide interpretive guidance.

New Releases

Written approval of SWRPA is required prior to any public disclosure of the cost proposal submitted in response to this RFP or any other subsequent awards.

Signature Requirements

Proposals must be signed by a representative of the firm having legal authority to contract on behalf of the firm. Proposals will be treated as bona fide offers and must remain open for a period of ninety (90) days from the closing date for submissions.

Proposals from Consortia, Joint Ventures and Teams

Qualifications statements from consortia, joint ventures or teams will be accepted. In such cases, a lead firm must be identified for contracting purposes. A qualifications statement must be prepared for each member of the consortia, joint venture or team, and each qualifications statement should clearly identify the lead firm.

In selecting a lead firm, consortia, joint ventures and teams should consider the following: (1) the lead firm should have sufficient experience and expertise to conduct or supervise all facets of the proposed project; (2) the lead firm will be legally responsible to SWRPA for performance of the total contract; (3)

the lead firm must have sufficient resources to carry out the contractual responsibilities of the consortium, joint venture or team; and the lead firm must conduct fifty one percent (51%) of the total work awarded under any contract issued as a result of this RFP. Please note that firms that are subsidiaries or affiliates of another may not rely on the experience, expertise or resources of its parent firm to meet these requirements.

Submission of Qualifications Statements

SWRPA will accept completed proposals by mail or in person, until 12:00 p.m. (noon) on Friday, January 14, 2011. Proposals submitted via e-mail or facsimile will not be accepted.

Please see the section entitled “Required Format” on page 3 for additional guidance.

Disadvantaged Business Enterprise (DBE) Requirement

DBE firms are strongly encouraged to respond. Every effort will be made to consider awarding the contract to a qualified DBE, even though this project does not stipulate required compliance.

Proposals must clearly identify the DBE firm, the role the DBE will play in the project and the tasks assigned to the DBE. Proof of Connecticut DBE certification must be submitted with the proposal. Responses that fail to provide proof of DBE certification and description of project involvement will be deemed incomplete.

Equal Employment and Nondiscrimination

All contracts awarded as a result of this RFP are subject to Section 4a-60 of the Connecticut General Statutes, “Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities.” Contracts also are subject to all other applicable state and federal laws concerning civil rights, nondiscrimination and equal opportunities for employment.

Insurance Requirements

Successful firms are required to maintain insurance coverage as required by state and federal law.

Addenda and Supplements

In the event that revisions or additions to this RFP are necessary, a copy of such revisions or additions will be provided to each firm by mail.

Rejection Rights

SWRPA reserves the right to reject any and all proposals received in response to this RFP. SWRPA also reserves the right to cancel this RFP at any time and to reissue this or a substitute RFP at a later date.

Multiple Awards

SWRPA reserves the right to issue multiple awards. SWRPA also reserves the right to retain portions of the work described in the attached scope of work for performance by its own staff, or to exclude portions of the work described in the attached scope of work from negotiated consultant agreements.

Cost of Preparing Proposal

All costs associated with any response to this RFP, including the development of costs and participation in the selection process, are the sole responsibility of the respondent firms. SWRPA will not reimburse any firms for such costs nor will any successful firms be permitted to negotiate such costs as part of any contract or agreement with SWRPA.

Interest of Members or Delegates to Congress

No member of or delegate to the Congress of the United States shall be permitted to share or have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFP.

Prohibited Interest

No member, officer or employee of the SWRPA, or member of a local public body having jurisdiction within SWRPA's service area, during his or her tenure or one year thereafter, shall be permitted to share in, have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFP.

Other

Any firm selected to perform any or all work associated with this RFQ will be required to execute an agreement with SWRPA and meet any conditions on use of funds imposed by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration, and Connecticut Department of Transportation. All fees will be negotiated and stated in the agreement.

II. REQUIRED FORMAT

The proposal must contain the following information:

1. Brochure or description for both the firm and any proposed sub-consultants. A resume will be considered sufficient for sole proprietorships;
2. Statement summarizing the experience of the firm and proposed sub-consultants, including:
At least 3 examples of comparable projects (type, scale and scope, online and print) demonstrating knowledge and expertise in large (100+ page) document design; and a listing of document design computer applications regularly used by the firm.
3. Narrative, not to exceed two (2) pages in length, that describes the suggested study approach and addresses the goals and objectives stated in the draft scope of work (Attachment A), including the computer applications the firm will likely use (Adobe products strongly encouraged);
4. A proposed schedule detailing key project milestones;
5. A line-item budget, including the proposed total cost;
6. Resumes of key personnel to be assigned to this project and the amount of time they will devote to project activities;
7. Proof of Connecticut DBE certification, if any.

III. SELECTION PROCEDURES

Responses to this RFP will be evaluated in accordance with the following criteria:

1. Qualifications of the consultant;
2. Qualifications of subcontractors, if any;
3. Qualifications of key personnel assigned to this project;
4. Experience and proven record of success with comparable projects;
5. Thoroughness, creativity, and clarity of suggested approach;
6. Understanding of project objectives;
7. Ability to meet deadlines noted in “Attachment A”; and
8. Total cost.

A Consultant Selection Team will be convened to evaluate proposals received by the closing date stated in this RFP. The Consultant Selection Team will include SWRPA staff and may include other stakeholders. The Consultant Selection Team will select the lowest cost responsive/responsible qualified proposal from a firm, consortium, joint venture or team solely on the basis of the written proposals. No interviews will be held. SWRPA will notify firms, consortia, joint ventures and teams submitting proposals of its decision within thirty (30) days of the closing date stated in this RFP.

SWRPA will negotiate with the lowest cost responsive/responsible qualified firm, consortium, joint venture or team to develop a detailed scope of services and reach agreement on terms and fees for professional services. In the event that an agreement cannot be reached, SWRPA reserves the right to terminate negotiations with that firm, consortium, joint venture or team and commence negotiations with the next most qualified firm, consortium, joint venture or team. All contracts will be negotiated on a lump sum basis.

Selection of any firm, consortium, joint venture or team is subject to the approval of SWRPA’s Board and Connecticut Department of Transportation.

IV. RESOURCES

Firms seeking to learn more about SWRPA and its projects and programs are encouraged to visit SWRPA’s website at www.swrpa.org.

The previous edition of this document can be downloaded from:

<http://www.swrpa.org/Uploads/LRTP2007%20Final%20Endorsed%20by%20MPO%205-8-07.pdf> (4.33 MB) or by searching for “LRTP” on www.swrpa.org

For the federal regulations governing metropolitan transportation planning and long range transportation plans, please see 23 CFR §450.322:

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title23/23cfr450_main_02.tpl (then scroll down and click on §450.322

Scope of Work

Long Range Transportation Plan Document Design

Purpose. The purpose of this project is to design, layout, and prepare for press the South Western Region Long Range Transportation Plan, 2011 – 2040.

Project Objectives. Primary study objectives are as follows:

Work to be performed under any contracts issued as a result of this RFP will support the design and layout of one of SWRPA's most important transportation planning documents. Specifically, such work will support fulfillment of the following objectives:

- To produce a document that is easy to use, informative, and aesthetically pleasing;
- To present the information contained in the document in an highly readable, contemporary style;
- To work cooperatively with SWRPA on revisions to the document; and
- To produce a document that is press and internet ready.

Project Framework. This project will be administered by the South Western Regional Planning Agency (SWRPA) in cooperation with the Connecticut Department of Transportation (CTDOT) and the U.S. Department of Transportation, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA.)

Tasks outlined in the scope of work below will be completed by SWRPA and by the selected consultant(s). Specific task assignments will be made at the discretion of SWRPA and will be specified in any contract awards made as a result of this procurement.

Scope of Work. Work to be performed under any contracts issued as a result of this RFP will support the project-level scope of work developed by SWRPA and approved by CTDOT. Tasks specific to the design and layout of the South Western Region Long Range Transportation Plan, 2011 – 2040 are presented below:

1. Design and layout an aesthetically pleasing document. The CONSULTANT will design a document template subject to approval by SWRPA. SWRPA will provide the document content, including but not limited to the narrative (approximately 100 pages) and accompanying figures, such as images, charts, graphs, tables, and maps. The CONSULTANT will add the content to the document template and produce a draft document layout. The CONSULTANT is strongly encouraged to design and layout the document using Adobe products.

2. Design the document cover. The CONSULTANT will design a document cover that includes an original graphic, which reflects the content of the Long Range Transportation Plan.

3. Revise the document up to four times. The CONSULTANT will revise the document up to four times based on comments provided by SWRPA.

4. Produce a final product that is press and online ready. The CONSULTANT will produce a final pre-press layout of the document in an acceptable industry standard format. The CONSULTANT will make recommendations about binding, stock, and related matters. SWRPA will identify and execute a contract with the printer. The CONSULTANT will oversee the printer's work and ensure the final product meets expectations. The CONSULTANT will produce an online ready final document in Adobe Portable Document Format (PDF.)

Schedule. Full execution of agreements by and between SWRPA and the selected firm will identify the date on which work may be commenced. Below is an approximate project timeline:

- February 11, 2011 – Develop a prototype template
- February 25, 2011 – Complete first draft of document
- March 25, 2011 – Complete second draft of document
- May 6, 2011 – Complete third draft of document
- July 15, 2011 – Complete final draft of document
- July 2011 – Print document

It is anticipated that the work identified in this RFP will be completed by July 31, 2011.