

REQUEST FOR LETTERS OF QUALIFICATION

BHJ Freight Study

ODOT PID No. 88200

Brooke-Hancock-Jefferson Metropolitan Planning Commission

Brooke/Hancock County, WV / Jefferson County, OH

Advertising Dates: A Period beginning Monday, May 17 and ending Thursday, June 3, 2010

Advertising Locations:

Response Due Date: Friday, June 4, 2010, 3:00 P.M. Local Time

Firms interested in being considered for selection should respond by submitting six (6) copies of the Letter of Interest to the following address **by 3:00 PM Local Time on the response due date** listed above.

Michael J. Paprocki, Transportation Study Director
Brooke-Hancock-Jefferson Metropolitan Planning Commission
124 North Fourth Street, Second Floor
Steubenville, OH 43952

Incomplete responses and responses received after **12:00 PM (Noon) Local Time** on the response due date will not be considered.

The BHJ reserves the right to reject any or all proposals, modify or postpone the propose scope of services, or accept the proposal that, in BHJ's sole judgment, is in its best interest. The BHJ also reserves the right to waive any minor defects or informalities in the proposal process.

General

The services include preparation of a Freight Plan Study Report including a Freight Improvement Plan for Brooke-Hancock County, WV and Jefferson County, OH. As the three county metropolitan region's steel industry continues to downsize, former manufacturing land holdings such as river ports, rail yards, and highway connections become available for other types industrial and commercial reuse. In general, the purpose of the Freight Planning Study is to educate and communicate to community and political stakeholders the following:

- The volume and nature of freight movements to, from, and through the Brooke-Hancock-Jefferson Metropolitan Region
- Identify impediments to efficient freight movements in the region
- Freight growth, infrastructure needs, and potential reuse of selected multi-modal transportation assets
- Environmental and economic impacts of an improved freight delivery system
- A prioritized list of short and long-term strategies, including costs, to permit a more efficient movement of regional intermodal freight traffic

Estimated Cost: Not to exceed \$72,500

Required Prequalification

Transportation Planning Services: The consultant shall demonstrate satisfactory prior experience with preparation of similar planning studies acceptable to the Ohio or West Virginia Department of Transportation using any of all of the following factors: Freight Planning and Logistics, Urban Goods Movements, Intermodal Planning, Freight Forecasting, Transportation Improvement Strategies, Public Participation, and Economic Benefit/Cost Analysis.

Selection Sub-Factors for This Project: Experience in Ohio or West Virginia Department of Transportation procedures and the ability to demonstrate project delivery in a timely manner and within budget. The consultant is encouraged to exhibit a creative approach to complete any or all elements listed in the project's Scope of Services.

Schedule

The consultant should expect to submit all project document(s) in final form to BHJ no later than November 2010.

The selected Consultant should expect authorization to proceed by no later than July 2010.

Disadvantaged Business Enterprise (DBE) Goal

This agreement does not include a DBE Goal. If a subcontract is considered, the consultant is encouraged to select certified DBE firms.

It is the policy of the Federal Highway Administration that Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for and perform subcontracts. The Consultant must use good faith efforts to include DBE subconsultants. Consequently, the requirements of Title 49 CFR Part 26 will apply to this agreement. The Consultant must ensure that the DBE subconsultant(s) is performing a "commercially useful function" as defined in CFR 26.55.

If a DBE subconsultant is used, the Consultant's Letter of Interest must include the percentage and description of work each DBE will perform. If the Consultant selects a DBE subconsultant, the Consultant's price proposal shall reflect the level of DBE participation, or provide an explanation of how a DBE will participate in the work.

Communication Restrictions

Please note the following policy concerning communications with BHJ during the Letter of Qualification announcement and selection process:

- During the time between advertisement and announcement of final consultant selections, BHJ will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc.
- Direct any questions regarding this request to John C. Brown, Executive Director, or Michael J. Paprocki at (740) 282-3685. E-mail requests accepted at mikepap@bhjmpc.org. BHJ will post any pertinent questions or modifications to this request at www.bhjmpc.org.

Selection Procedures

The Brooke-Hancock-Jefferson Metropolitan Planning Commission (BHJ) will directly select a consultant based on the Letter of Qualification (LOQ). Shown below is the Scope of Services, Contract Deliverables, Requirements for the LOQ, and Programmatic Selection Process including Rating Form that BHJ will use to select the consultant services.

Scope of Services

The BHJ expects the selected consultant or consultant team to perform all technical and other analysis necessary to complete the Scope of Services document as included below. The designated Study Manager will direct the consultant throughout the study process through input and general guidance of a selected steering committee. In addition, BHJ may ask the selected consultant to work with other firm(s) that may be accomplishing similar tasks for intermodal and multimodal statewide plans in either Ohio or West Virginia. Based upon available funding, tasks or comparable duties as authorized in the final service agreement may include the following:

1. Conduct an inventory of existing goods movement infrastructure in the region. This task will require assembling information on all of the freight and goods movement related facilities in the BHJ region. This would include, but not necessarily be limited to state highways, class 1 and shortline railroads, railyards, waterport facilities, intermodal facilities, air cargo facilities, major warehousing and distribution centers and truck stop facilities.
2. Provide current goods movement 'volume and value' data for the region by mode. This task will involve collecting available data for the region on truck movements, rail movements, air cargo shipments, marine shipments, and quantities and values of goods shipped into and out of the region. Data will be provided in the form of annual totals (at a minimum) and will compare the most recent 12 months available to the corresponding 12 month period 5, 10 and 20 years ago -wherever available.
3. Identify freight needs and deficiencies in the region and provide immediate, short, and long-term recommendations for projects and strategies. Each recommendation must include a probable opinion of costs for each project or strategy and present feasible sources for capital investment and any potential funding gaps. Creative institutional funding arrangements such as public-private partnerships are encouraged. This work product must also consider potential land-use conflicts and remedies and identify differences between Ohio and West Virginia local and state codified laws and policies as well as consideration of other applicable federal guidelines, laws, and policies for plan implementation.
4. Identify regional freight movement stakeholders and the appropriate contacts for each representative mode of transportation including but not limited to marine, rail, and truck. If possible, the consultant will interview a sample-size of stakeholders, representative of a wide-range of transportation providers comprised of shippers, warehousing and distribution centers, and importers and exporters of agricultural and manufactured goods. If the consultant interview process is cost prohibitive, the consultant will prepare a survey instrument and any necessary procedural documentation for BHJ to perform the interview process. The stakeholder business may or may not reside within the three-county BHJ region.
5. Develop freight performance measures and investment evaluation criteria; identify funding mechanisms and opportunities; and provide education on freight planning to decision makers. BHJ should be able to incorporate each element of the Freight Study into the Metropolitan Long Range

Transportation Plan.

6. Produce a BHJ Freight Study Report that provides an analysis of the assembled data and respective sources of information used in the project, and an analysis of findings that forms the recommended list of project and strategies. A draft report is required for Steering Committee review ahead of production of the final report.
7. Produce a standalone Executive Summary document for the public and decision-makers that outlines the challenges facing freight movement in the BHJ area and the recommended strategies, including costs and implementation policies, to meet these challenges.

Contract Deliverables

1. Interim progress reports on a monthly basis and draft materials outlining the tasks, as authorized, for each item listed in the Scope of Services.
2. Produce a draft BHJ Freight Study Report for Steering Committee comment and review (number of bound copies and/or compact discs to be determined).
3. Perform a summary presentation of the report findings to the Steering Committee and interested business stakeholders.
4. Perform a summary presentation to the BHJ Technical Advisory and Transportation Study Policy Committee.
5. Produce a final BHJ Freight Study Report including an Executive Summary document for distribution and reproduction by the BHJ (number of bound copies and/or compact discs to be determined).

Requirements for Letters of Qualifications

- A. Instructions for Preparing and Submitting a Letter of Interest
 1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
 2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
 3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Center all page numbers at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.

- e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Letter of Interest Content

1. List the types of services for which your firm is currently providing or has provided to either the Ohio or West Virginia Department of Transportation.
2. List significant subconsultants, their qualification categories, and the percentage of expected work each subconsultant is to perform.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.
4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
5. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, innovative ideas, and any other relevant information concerning your firm's qualifications for the project. Address your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project cost.

Items 1 thru 5 must be included within the 10-page body of the LOQ. You may use the remaining space within the ten (10) pages to provide personnel resumes or additional information concerning general qualifications.

Selection Process

The BHJ Selection Committee will select a short list of at least three (3) consultants based on the Letter of Qualification (LOQ). The committee will use the requirements for the LOQ described in the previous section and the Consultant Selection Rating Form found on the following page select the short list. BHJ will then invite each of the short listed consultants to an interview process to discuss anticipated concepts and proposed methods of approach including those items noted in the qualification and technical evaluation. Following interviews and evaluation by the Selection Committee will choose the highest ranked consultant as the preferred consultant.

After determining the preferred consultant, the BHJ Transportation Study Director will attempt to negotiate an acceptable maximum contract fee for the work based on the final Scope of Services. The Executive Director will then place this fee and agreement before the BHJ Executive Committee for approval. If both parties are unable to reach an agreement, the Executive Director or designee will then negotiate for these services with the second ranked firm. If unsuccessful with the second ranked firm, then negotiation will commence with the third ranked firm to reach an agreement.

The BHJ Selection Committee will rank the consultants based upon the Letters of Qualifications and within the sole discretion of the BHJ as noted above.

Consultant Selection Rating Form

Project: _____

Project Type: _____

Selection Committee Members:

Firm Name: _____

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Exhibit 1, Note 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Exhibit 1, Note 2	
Project Cost Containment	10		
Firm's Current Workload/ Availability of Personnel	10	See Exhibit 1, Note 4	
Consultant's Past Performance	30	See Exhibit 1, Note 3	
Project Approach	15		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for BHJ and other agencies. The selection committee may contact BHJ and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultant's past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection committee may contact ODOT and WVDOT, and consult other agencies as appropriate.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment, and facilities shall be ranked and scored on a relative, differential scoring type basis. The selection team shall consider an equitable distribution of work to similarly qualified firms.

Agreement

The BHJ and successful consultant will jointly prepare the Project Agreement. Upon approval by the BHJ Executive Committee and the executed signature of the BHJ Executive Director, BHJ will forward two signed originals of the Agreement to the successful consultant for signatures by the designated agent. Each agency, BHJ and the successful consultant will hold one original Project Agreement in their respective files.