

Morgantown Monongalia MPO

REQUEST FOR PROPOSAL PROCESS



**Prepared
By the**

**Morgantown Monongalia
Metropolitan Planning Organization**

**REQUEST FOR PROPOSAL PROCESS
FOR PROFESSIONAL AND TECHNICAL SERVICES**

POLICY TITLE: Professional/Technical Services Selection Process

I. PURPOSE

To provide a complete and objective evaluation process for recommendations to the MPO Policy Board for contract awards. This will allow the MPO to:

- Obtain Quality Professional/Technical Services.
- Promote competitive bids and provide all firms with an opportunity to compete on an equal footing..
- Consider costs and benefits of professional/technical service proposals.
- Provide a transparent selection process that documents the considerations of the MPO.

II Formal Competitive Bidding

The following procedure is to be utilized in securing professional/technical services for services exceeding \$25,000 in value.

1) SELECTION COMMITTEE

A. A selection committee shall be convened consisting of the MPO Director and a minimum of three members of the Transportation Technical Advisory Committee and others possessing specialized knowledge and expertise on the subject matter of the procurement as recommended by the MPO Director or the MPO Policy Board. The total number of members selected for each evaluation/review committee shall never be less than four (4). The MPO Director, or his/her designee in his/her absence, shall serve as Chairperson of the Committee.

B. All actions of the MPO Selection Committee with regard to this policy shall be performed in a regularly scheduled and noticed meeting with minutes of each meeting kept in accordance with standard procedures.

2) PROPOSALS

A. The MPO will prepare a detailed scope of work description. This scope of work will include such contract considerations as: MPO's goals and objectives; description of project; design criteria and standards to be used; completion dates; method of compensation to firm; responsibilities of firm; responsibilities of the MPO, and any other pertinent data applicable to that particular project.

B. The firm's price proposal shall include the total of the professional/ technical costs and fees involved and any other information deemed appropriate by the MPO as set forth in the Request For Proposal (RFP). (Any proposal not containing the requested costs and fees will not be considered.)

C. At the discretion of the firm, its proposal may also include any departure from the original scope of work (as prepared by the MPO) it may feel necessary to better achieve the MPO's goals and objectives. However, failure to include the requested information/methodology may be cause for the Committee to reject the proposal.

D. If the option noted in Item II.2.C is used, the firm shall qualify its proposal by including the fee for its recommendations as well as the fee sought by the MPO.

E. Each firm may be required to provide a justification of its fees in terms of staff assignment and corresponding hourly rates if the committee deems it necessary to complete the evaluation.

3) PROPOSAL SOLICITATION

A. An advertisement requesting submittals from interested parties for providing a specified professional/technical service must appear in one (1) or more newspapers published in the MPO Region. The publication of such advertisement must appear at least once a week prior to the date on which submittals are to be filed.

B. Requests for Proposals and Expressions of Interest may solicit responses in different formats based on the size and scope of the project, technical expertise required, as determined to be in the best interest of the MPO. Typical submittals are Qualifications and Experience Submittals, Technical Proposals and Price Proposals. They may be submitted individually or together as stated in the RFP. Price Proposals will only be requested and/or opened from those firms considered qualified (short listed) based on the Qualifications and Experience Submittal and/or Technical Proposal submitted. All other Price Proposals will be returned unopened.

C. All price proposals will be retained by the MPO Director until the reviewing committee has completed its evaluation of the technical proposals and developed a short list. Only the price proposals of the short-listed firms will be released to the Coordinating committee for opening and evaluation. All other price proposals will be returned unopened.

D. No information may be disclosed to any person other than a person responsible for evaluating or reviewing the proposal before a contract award is made by the

MPO Policy Board.

4) EVALUATION

A. The selection committee shall evaluate the submittals of each firm desiring to provide the requested services.

B. Each firm shall be evaluated on information provided in its proposal. The Submittals shall state the selection criteria: i.e., specific discipline; the firm's record of performance; the firm's financial responsibility; the firm's experience in relevant projects; adequacy of the personnel of the firm; composition of project manager and team assigned to the project; reference checks; prior MPO experience; and the firm's location of practice.

C. Each firm will be determined by the selection committee to be/not be a responsive, responsible firm.

D. The selection committee shall specify in the proposal if it is expected that there will be interviews with and/or a presentation by the firms whose proposals are considered to have merit if such interviews are considered to be necessary to the selection process and in the best interest of the MPO.

E. The selection committee will make a recommendation to the MPO Policy Board. As a part of the recommendation, the selection committee will state their choice of firm(s) and will include the justification for the selection.

F. The recommendations of the selection committee will be reviewed by the MPO's Citizens Advisory Committee and the Transportation Technical Advisory Committee as part of these committee's regularly scheduled meetings prior to review by the MPO Policy Board.

F. When a professional/technical services contract is considered by the selection committee to be a "standard" project that could normally be handled by a number of qualified firms, the fee quoted in the proposal shall be a prime consideration in the selection of a firm by the Coordinating Committee.

5) AWARDING OF CONTRACT

A. The final selection of the firm shall be the responsibility of the MPO Policy Board. The awarding body reserves the right to reject any and/or all proposals and to waive any informalities or irregularities in the proposal process.

6) EXCEPTIONS

- A. The above procedure shall not be required for those contracts that will involve a firm's fees and/or projects having a total cost of less than the formal bid limit set forth in the MPO's Purchasing and bidding policies (presently \$25,000).
- B. Written price quotations from no less than three (3) firms shall be required if the exception in 6. A, above, is used.
- C. The use of this exception shall be at the discretion of the MPO Policy Board.

7) PREFERENCES

- A. If stated in the request for proposal preferences may be given to Disadvantaged Business Enterprises in accordance with applicable regulations.
- B. In the event that that the selection committee considers that qualifications, experience, and price are considered equal, preference shall be given to firms in the following order: Regionally-based firms; West Virginia based firms; and Out-of-State firms.

8) SPECIAL CONDITIONS

- A. When determined to be in the best interest of the MPO, portions of these procedures may be waived by the MPO Policy Board.

III. INFORMAL COMPETITIVE BIDDING

1. All purchases of supplies and contractual services, except as provided herein, which are less than \$25,000, but more than \$1,000, shall be subject to informal competitive bidding procedures with the exception of purchases/contracts for goods or services costing less than \$1,000, but more than \$50 which are not subject to quotations or bids but must be made by a Purchase Order.
2. An informal competitive bid is defined as obtaining the cost of desired goods or services from several sources of supply and awarding the purchase to the lowest eligible and responsible bidder without the formalities of public notice, newspaper advertising and sealed bids.
3. Telephone quotes may be solicited from at least three (3) vendors for goods or services costing \$1,000 - \$9,999.99. Written quotations must be solicited

from at least three (3) vendors for goods or services costing between \$10,000 - \$25,000, however, full opportunity to submit a quotation shall be granted to all interested, qualified bidders.

- a. Written quotations shall be handled in the same manner as formal bids except that they are not publicly advertised and are received and opened by the MPO Director in the presence of the MPO Chairman or his/her designee and any interested bidders.

Adopted Date: August 16, 2012

Effective Date: August 16, 2012