

**Central Arkansas Regional Transportation Study and
Central Arkansas Clean Cities Coalition**

**REQUEST FOR QUALIFICATIONS AND
PROPOSALS FOR CENTRAL ARKANSAS
CLEAN CITIES COORDINATOR**

Prepared by:

METROPLAN

A Council of Local Governments

In cooperation with:

United States Department of Energy

Arkansas Department of Economic Development

Arkansas Energy Office

And

Central Arkansas Clean Cities Coalition

January 27, 2006

The preparation and publication of this document was financed in part by funds provided by the United States Department of Transportation, Federal Highway Administration and Federal Transit Administration. The provision of Federal financial assistance should not be construed as denoting U. S. Government approval of any plans, policies, programs or projects contained herein.

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January 27, 2006

A. INTRODUCTION

Metroplan is a council of local governments and metropolitan planning organization (MPO) based in Little Rock, Arkansas (www.metroplan.org/Metroplan50.pdf). Metroplan's primary mission is to develop metropolitan transportation plans and improvement programs as part of a comprehensive planning process, in accordance with U.S. Department of Transportation regulations. Metroplan's regional transportation planning function is confined to a four county region (Pulaski, Faulkner, Lonoke & Saline) of central Arkansas.

Metroplan is also the host agency for the Central Arkansas Clean Cities Coalition which was established in 1995 in cooperation with the U.S. Department of Energy (DOE). The primary mission of the Clean Cities program is to promote and encourage the use of alternative fuels and alternative fuel vehicles. Metroplan coordinated renewal of the Clean Cities Coalition through a Memorandum of Understanding (MOU) that went into effect for a five year period on June 7, 2002 (www.ozoneactiondays.org/ClnCtyPrg.pdf).

Metroplan also coordinates the Central Arkansas Ozone Action Days (OAD) program (www.ozoneactiondays.org), in partnership with the Arkansas Department of Environmental Quality (ADEQ), Arkansas Department of Health and Human Services (ADHHS), and Arkansas State Highway and Transportation Department (AHTD). Currently, the region is in attainment of all national ambient air quality standards (NAAQS), although it has been at risk of NAAQS nonattainment for ozone and particulate matter. While air quality monitoring data indicates that the risk of NAAQS nonattainment has diminished in recent years, adverse weather patterns and/or possible changes in the particulate matter NAAQS could again put the region at increased risk of nonattainment.

During recent years, Metroplan has contracted with Mr. Thomas P. Foltz for coordination of the Central Arkansas Clean Cities Coalition, which he did as Clean Cities Executive Director. A variety of activities were undertaken during Mr. Foltz's leadership of Clean Cities, including installation of a CNG fueling facility at the Little Rock National Airport, the Adopt-a-School Bus Partnership and other activities as summarized in several Clean Cities newsletters (refer to www.ozoneactiondays.org/news_links.htm). Contractual

relations between Metroplan and Mr. Foltz ceased during the third quarter of 2005 at the conclusion of the federally funded Adopt-a-School Bus project, because he decided to pursue a private venture in biodiesel production and could no longer represent the Clean Cities Coalition as President of Patriot Biofuels (refer to arkansasbusiness.com/biodiesel).

B. PROJECT DESCRIPTION

A Central Arkansas Clean Cities Coordinator is needed to maintain the Clean Cities Coalition and carryout requested activities on an “as needed” basis. Maintaining a local Clean Cities organization is necessary to be eligible to receive Clean Cities Grants from DOE. A Clean Cities Coordinator can also disseminate information to stakeholders, conduct alternative fuel vehicle inventories in cooperation with DOE, staff Clean Cities meetings, and conduct other activities consistent with the Central Arkansas Clean Cities Program and MOU. The goal of this procurement is to have a qualified Clean Cities Coordinator on retainer and available to perform needed activities on an ad hoc basis in accordance with the Clean Cities Program and MOU, but only when authorized in writing to do so by Metroplan. The selected respondent to this RFQ/RFP will receive a monthly retainage fee of \$50.00 under a contractual agreement with Metroplan, which will be deducted from any subsequent compensation provided for authorized work during each calendar year. The total budget for this procurement is \$5,000, although this amount may be increased by mutual agreement of Metroplan and the Clean Cities Coordinator.

C. PROJECT OBJECTIVES AND TIME FRAME

Pursuant to the specifications of a contractual agreement and in accordance with the Central Arkansas Clean Cities Program and MOU the selected consultant will perform activities requested by Metroplan, such as:

1. Administer the Central Arkansas Clean Cities Program, potentially including activities leading to the renewal of the Central Arkansas Clean Cities Program;
2. Consult, coordinate and cooperate with Metroplan and Arkansas Energy Office staff and consultants, and interact with other Clean Cities stakeholders (e.g., via email, telephone, meetings, etc.);
3. Market and help raise funds for the Central Arkansas Clean Cities Coalition;
4. Coordinate with the U.S. Department of Energy Clean Cities Program;
5. Coordinate with other local programs; and

6. Coordinate with local news media to increase public appreciation of alternative fuel vehicles and Clean Cities Coalition projects (e.g., via press releases, newsletters, etc.).

Consultant selection and contract negotiations are scheduled for February, 2006. The contractual agreement is scheduled to go into effect on or about March 1, 2006, and will be in effect until the Central Arkansas Clean Cities Memorandum of Understanding expires on June 6, 2007. If Renewal of the Central Arkansas Clean Program is pursued, the contract may also be extended by mutual agreement of Metroplan and the Clean Cities Coordinator. This project is funded by a special grant from the Arkansas Department of Economic Development and is consistent with Clean Cities activities included in the Central Arkansas Regional Transportation Study (CARTS) *FY 2006 Unified Planning Work Program*, Task #44, which is funded in part by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration.

D. GENERAL PROVISIONS

1. Metroplan's consultant selection and contracting process is subject to applicable provisions of federal, state and local laws and ordinances.
2. The selected firm will be required to comply with all applicable equal employment opportunity (EEO) laws and regulations, including assurance of nondiscrimination under Title VI of the Civil Rights Act.
3. It is Metroplan policy to contract with disadvantaged business enterprises (DBEs) whenever possible. Non-DBEs are requested to use DBE firms whenever appropriate and to inform Metroplan of said use.
4. Firms that are on the U.S. Comptroller General's list of ineligible contractors should not respond to this solicitation. Metroplan will not contract with said firms.
5. Metroplan will not be liable for any costs incurred in preparing, submitting, or presenting a respondent's submittals or any associated travel costs.
6. Although discussions may be conducted with respondents submitting acceptable proposals, consultant selection may be made without any discussion.
7. Metroplan reserves the right to postpone the opening and/or review of respondent submittals for cause or convenience. Metroplan also reserves the right to reject any and all proposals, in whole or in part, and to waive any information thereon.

8. If only one qualified respondent responds by the due date, Metroplan may enter into contract negotiations with that firm.
9. The contract will be for cost (at a fully loaded hourly rate) plus authorized expenses. Metroplan shall make partial payments for work completed under the contract and satisfactorily detailed in each valid invoice and accompanying progress report.

E. CONTENTS OF RESPONDENT SUBMITTALS

All respondents must include in their submission the following documents, so that each respondent can be effectively evaluated in a similar manner.

1. A Letter of Interest is required and should display a clear understanding of the project, including a positive commitment to complete the work in the specified time-period, and briefly summarize why the respondent should be selected. Address and contact information for each party in a proposed joint venture should be included.
2. Qualifications: Respondent submittals must include a statement of qualifications documenting the relevant qualifications of the firm(s), as well as information summarizing the relevant qualifications of personnel involved.
 - a. Qualifications, Experience and Competence of Firm(s): Information must be included summarizing and documenting the qualifications, experience and competence of the firm(s) in relation to the contractual services anticipated. Respondents are encouraged to include, at a minimum, a list of the names and contact information of a representative list of clients/references with which the responding firm(s) has contracted with for similar work, including a brief description of the work performed. A firm's reputation including its responsiveness to EEO and Civil Rights will be a major factor in the selection. If a respondent or a party in a proposed joint venture is a DBE, certification of DBE status should be provided in order to receive special consideration.
 - b. Personnel Qualifications and Availability: Respondents must identify and summarize the relevant experience of personnel that would actually provide the anticipated contractual services. The Consultant Selection Committee will consider the qualifications of these individuals. The use of locally based personnel and any relevant local knowledge will also be considered. Any knowledge and experience pertaining to the U.S. Department of Energy Clean

Cities Program, the Central Arkansas Clean Cities Coalition, alternative fuel vehicles, alternative fuels, federal grants, fund raising, public administration, energy or environmental policy, newsletter writing, inventory management, interagency coordination, and public or media relations will be evaluated to determine personnel qualifications.

3. Project Proposal: Respondents must provide a project proposal, which is in accordance with the information provided in this RFQ/RFP and any additional information provided by Metroplan to all interested consultants (as provided hereinafter). The proposal must be provided inside a separately sealed envelope as specified in Section H. Respondent proposals must include the following elements:
 - a. A hypothetical work plan that identifies major concerns,
 - b. An organization chart (if more than one person will perform the work),
 - c. The total hours by each person to perform the work and exhaust the budget, and
 - d. A hypothetical work schedule.

F. SELECTION PROCEDURE

Metroplan’s objective is to select the highest qualified respondent for the services to be rendered, at compensation determined as fair and reasonable to Metroplan and its governing board. To accomplish this objective, respondents will be evaluated in a two-phase process. In the first phase, up to three top respondents deemed to be the most highly qualified, responsive and responsible to provide the services required will be selected. In the second phase, the proposals of these top ranked respondents will be evaluated.

In the first phase of consultant selection, a Consultant Selection Committee appointed by Metroplan will use the following criteria to evaluate respondent submittals.

<u>Phase 1 Evaluation Criteria</u>	<u>Maximum Points</u>
1. Qualifications, Experience and Competence of Firm(s) --	25
2. Personnel Qualifications and Availability --	75
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Maximum Total Points --	100

Each member of the Committee will assign up to the maximum points noted above to each criterion based on the respondent’s submittals. Respondents will then be ranked according to their total cumulative points. Based on this ranking, the Selection Committee may conduct interviews, at their discretion, with the top ranked respondents (no more than

five). From the top ranked respondents, up to three deemed to be the most highly qualified, responsive and responsible to provide the services required will be selected.

In the second phase of consultant selection, the Consultant Selection Committee will use the following criteria to evaluate respondent submittals.

<u>Phase 2 Evaluation Criteria</u>	<u>Maximum Points</u>
1. Qualifications --	75
2. Project Proposal --	25
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Maximum Total Points --	100

Each member of the Committee will assign up to the maximum points noted above to each criterion based on the respondent's submittals. Respondents will then be ranked according to their total cumulative points.

Following the completion of the Selection Committee's evaluation, Metroplan will enter into contract negotiations with the Committee's top-ranked respondent. If a mutually satisfactory agreement cannot be negotiated with the top-ranked respondent, said respondent will be asked to document a final offer in writing before terminating negotiations. Negotiations will then be initiated with the second-ranked respondent, and so forth, until a contract has been negotiated with a qualified respondent, or halted at the discretion of Metroplan.

Metroplan reserves the right to reject any and all applicants if the requirements as set forth herein are not met or if the Selection Committee deems a respondent unqualified on the basis of the Committee's overall analysis of the criteria outlined above. Metroplan further reserves the right in its sole discretion to select the consultant it considers most favorable to Metroplan's interest.

G. CLARIFICATION OF SPECIFICATIONS

Requests for clarification of any items, requirements or specifications contained in this RFQ/RFP must be received in writing at Metroplan offices no later than 11:00 a.m., Monday, February 6, 2006. Upon receipt of a written request for RFQ/RFP clarification, Metroplan shall respond in writing on Wednesday, February 8, 2006, by placing both the question(s) and answer(s) on Metroplan's website (www.metroplan.org). This procedure shall be followed in order to ensure competitive fairness by providing all prospective respondents with the same information. All RFQ/RFP clarification requests and replies

should be conducted in writing. All RFQ/RFP clarification requests should be sent to Mr. John Hoffpauer by faxing such requests to (501) 372-8060, e-mailing requests to john.hoffpauer@metroplan.org or delivering requests to the following address:

METROPLAN
501 W. Markham, Suite B
Little Rock, AR 72201
Voice: 501-372-3300

H. RESPONDENT SUBMITTALS

To be considered, six (6) copies of the required submittals must be received at the address provided above by 11:00 a.m., Wednesday, February 15, 2006. Respondent submissions will be opened at Metroplan offices on the due date after 11:00 a.m. As soon as possible thereafter, each member of the Consultant Selection Committee will be provided a set of documents that includes each respondent's letter of interest and statement of qualifications. The project proposals will not be opened until the second phase of consultant selection.

Respondent submittals should be securely sealed in one or more parcels and clearly marked "**CLEAN CITIES COORDINATOR**". Submittal documentation should be divided into two parts: (1) a letter of interest and statement of qualifications; and (2) the project proposal. The second part should be separately sealed and clearly marked: "**PROPOSAL**", but may be located within the same parcel as the first part. Respondent submissions not in compliance with the instructions contained in this section and/or not containing the information requested may, at Metroplan's discretion, be declared "non-responsive" and disqualified from consideration.