



## **REQUEST FOR QUALIFICATIONS (RFQ) P-01620**

*FOR*

## **TRAFFIC & REVENUE SERVICES**

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*RFQ Issue Date: 10/23/2020*

*RFQ Response Due Date: 11/23/2020*

### **RESPONSIBLE DEPARTMENT**

Bob Frey, AICP  
Director of Planning & Innovation

### **PROCUREMENT DEPARTMENT**

Man Le, PMP  
Procurement Manager  
1104 East Twiggs Street, Suite 300  
Tampa, Florida 33602  
Telephone Number: (813) 272-2307  
Email: Man.Le@tampa-xway.com

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EXHIBIT A – Public Entity Crimes Form

EXHIBIT B – Drug-Free Workplace Form

EXHIBIT C – Conflict of Interest Form

Attachment 1 ~ Master Resolution dated November 19, 2012, as amended and supplemented by  
the First, Second, Third and Fourth Supplemental Resolutions

## **I. INTRODUCTION**

The Tampa-Hillsborough County Expressway Authority (the "Authority" or "THEA") is soliciting statements of qualifications from consultants interested in providing traffic and revenue services to the Authority through the issuance of this Request for Qualifications P-01620 for Traffic & Revenue service (the "RFQ").

## **II. SCOPE OF SERVICES**

The scope is to provide traffic and revenue services, including investment grade for financial planning on the THEA toll road system, including any extension projects, expansion projects, or candidate projects and other services as needed.

Services to be provided by the selected consultant(s) shall include, but are not limited to, the following:

1. Conduct traffic and revenue studies and other associated analyses, including, but not limited to:
  - a. Investment grade traffic and revenue reports for future bond issues or other financing endeavors
  - b. Documentation for inclusion in Official Statements or other bond or financing documents
  - c. Any required certification of the consultant under THEA bond documents
  - d. Presentations to rating agencies and/or others in the financial community
  - e. Annual traffic and revenue reports on the THEA system
  - f. Prepare the annual Toll Index Report as outlined in the THEA Toll Rate Policy
  - g. Analysis of traffic and revenue impacts related to changes in toll rates, collection points, and/or collection methods
  - h. Traffic and revenue studies conducted as part of project development;
  - i. Traffic and revenue studies conducted as part of possible public-private or public-public partnerships
  - j. Estimates of revenue lost due to unexpected events or construction impacts; and
  - k. Estimates of violations by collection method
  - l. Traffic and revenue analysis unique skills, such as CV, AV, VMT, and other unique skills
  - m. Other user fee based analysis to support THEA project development and/or operations
2. Perform traffic and revenue forecasts, such as:
  - a. Validation of actual vs. forecasted traffic and revenue
  - b. Analysis of trends and variations in actual traffic and revenue

3. Assist in the preparation of various documents and/or coordination of various assignments, in support of THEA and the general engineering consultant (the “GEC”), such as:
  - a. Assessment of new pricing strategies
  - b. Preliminary feasibility studies of new projects, extensions, and other improvements
  - c. Assisting short and long range planning efforts, if directed
  
4. Provide support staff to meet the Tampa-Hillsborough County Expressway Authority Master Resolution dated November 19, 2012, as amended and supplemented by the First, Second, Third and Fourth Supplemental Resolutions. (A copy of the Master Resolution as amended and supplemented is appended to this solicitation as **Attachment 1 in a separate document**) such as (but not limited to):
  - a. Section 5.13 Traffic Engineer - assist in the preparation of the annual Traffic and Revenue Report;
  - b. Section 5.07 Toll Covenants - consultant will be required to issue a revenue sufficiency certificate; and
  - c. The consultant will be responsible for any additional requirements and certificates required by the Master Resolution.
  
5. Provide other associated administrative support services that may be needed to assist and support THEA.

The consultant(s) shall perform the services in accordance with the covenants and provisions of the Master Resolution, local, State and Federal laws, and THEA rules, policies, procedures, manuals and guidelines.

The successful consultant shall provide technical and professional personnel to perform the duties and responsibilities as assigned. The successful consultant's staff/resources shall be sufficient to meet time deadlines set by THEA for a particular assignment. The successful consultant shall engage professionals and technicians who are licensed, certified and qualified to perform the work.

THEA shall request the services from the consultant on an as-needed basis. There is no guarantee that any or all of the services described herein will be assigned during the term of this agreement. Further, the consultant is providing the services on a non-exclusive basis, whereby THEA may elect to have any of the services performed by other consultants or THEA staff.

THEA also reserves the right to terminate the contract at its convenience with proper notice.

**[END OF SCOPE OF SERVICES]**

### III. INSTRUCTIONS TO CONSULTANTS

1. The Authority must receive all submittals as stated in the TIMETABLE, **no later than 2:00 PM Eastern on November 23, 2020**. Any submittal received after the stated time and date shall not be considered. It shall be the sole responsibility of the consultant to have its package emailed to THEA to [Man.le@tampa-xway.com](mailto:Man.le@tampa-xway.com). Delay in delivery shall not be the responsibility of the Authority. Submittals received after the deadline shall not be considered.
2. Type size shall not be less than 10 point font. The proposal shall be indexed and all pages sequentially numbered. All pages and appendices must be in consecutive order. The qualification proposal shall be limited to ten (10) single sided, 8 ½” by 11” pages, exclusive of the following:
  - Transmittal Letter
  - Key Staff Resumes
  - Appendices
3. Qualification proposal submittal must be delivered to the Authority’s Procurement Manager in via email with the subject titled: "Request for Qualifications P-01620 for Traffic & Revenue Services," and email to [Man.le@tampa-xway.com](mailto:Man.le@tampa-xway.com)
4. The Authority shall not be liable for any expenses incurred in the preparation or presentation of the proposals.
5. The Authority reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission or to re-advertise for all or any part of the services. The Authority shall be the sole judge of the submittals and the Authority's decision shall be final.
6. Joint proposals will not be accepted.
7. The successful consultant(s) shall be required to execute an agreement, in form and content acceptable to the Authority, indemnifying and holding harmless the Authority, its officials, officers, employees, and agents from all claims.
8. **Consultants, their agents, or associates shall refrain from contacting or soliciting any Authority staff or members of the Board directly or indirectly regarding this RFQ during the selection process. Failure to comply with this provision may result in the disqualification of the consultant. All requests for clarification or additional information should be made in writing via email by the due date in the “TIMETABLE” to: [Man.Le@tampa-xway.com](mailto:Man.Le@tampa-xway.com)**

**IV. QUALIFICATIONS:**

**A.** This RFQ shall include, but not be limited to, responses to the following requirements:

1. Transmittal Letter, summarizing the key points in the RFQ which is signed by an officer of the consultant who is responsible for committing the consultant's resources. The transmittal letter should include the following (Two (2) page limit):
  - a. Name of the consultant submitting the proposal & contact information
  - b. Name and title of the individual with responsibility for this response and to whom matters regarding the RFQ should be directed
  - c. Mailing address
  - d. Telephone, fax number and e-mail address of the consultant's primary contact
2. Qualification Summary. Brief narrative of the consultant's (10 page limit):
  - a. Qualifications & capabilities to provide traffic and revenue services to the Authority
  - b. Qualifications & experience of key personnel
  - c. Past performance on projects of similar type and size. Three (3) recently completed investment grade traffic and revenue studies, three (3) forecast examples completed within the past eight (8) years
  - d. Knowledge and understanding of toll industry
  - e. Staffing plan, availability and quality control

3. Key Staff Resumes

**B.** The following shall be repeated in your proposal and signed by an individual authorized to bind your consultant:

"I agree to abide by all conditions of RFQ P-01620 and certify that all information provided in this proposal is true and correct, that I am authorized to sign this proposal for the consultant and that the consultant is in compliance with all requirements of the RFQ, including but not limited to, certification requirements."

Authorized Signature (Manual)

\_\_\_\_\_  
Name and Title (Typed)

\_\_\_\_\_  
Date

**V. SELECTION CRITERIA:**

The Authority desires to select a consultant that demonstrate the ability to provide the highest quality of service. To accomplish this goal, the Authority’s criteria for selection shall include, but not be limited to the following:

	<b>RANKING EVALUATION CRITERIA</b>	<b>Maximum Point Value</b>
1	<b>Qualification and Experience of the consultant/team:</b> <ul style="list-style-type: none"> <li>• Evaluation based on consultant’s team qualifications of firm, history, size, experience, references, resources available, locations of firm resources, etc.</li> </ul>	30
2	<b>Qualifications and Experience of Key Personnel:</b> <ul style="list-style-type: none"> <li>• Evaluation (credentials/expertise/experience) of Project Manager and other key individuals who are specifically licensed and/or certified to perform and/or oversee work detailed in the scope of work and staff who will be directly assigned to THEA.</li> </ul>	30
3	<b>Past Performance:</b> <ul style="list-style-type: none"> <li>• Consideration of past performance and references on projects of similar type and size.</li> <li>• Evaluation of possible conflicts of interest, as well as, litigation resulting from any claim(s) of negligence (errors and/or omissions).</li> <li>• Consideration of past performance demonstrating ability to meet and adhere to project schedules and budgets.</li> </ul>	10
4	<b>Knowledge and Understanding of Toll Industry:</b> <ul style="list-style-type: none"> <li>• Evaluation of Consultant's knowledge &amp; understanding of toll industry.</li> <li>• Evaluation of Consultant's knowledge and understanding of differences between a toll agency and a transportation / government agency.</li> <li>• Evaluation of Consultant's knowledge and understanding of challenges facing the toll industry.</li> </ul>	20
5	<b>Staffing Plan, Availability and Quality Control:</b> <ul style="list-style-type: none"> <li>• Evaluation of staffing plan to accomplish the Scope of Services</li> <li>• Evaluation of Quality Assurance/Quality Control Plan in the</li> </ul>	10
	<b>TOTAL POINTS</b>	<b>100</b>

An Evaluation Committee will review and evaluate the submittals. Posting of Notice of Intended Final Ranking and Award of Contract will be posted on Demandstar and the Authority’s website.

**VI. TIMETABLE**

EVENT	DATE/TIME
Release of RFQ	October 23, 2020
Deadline for Questions/Request for Clarification	November 05, 2020
Addendum Release (if required)	November 06, 2020
<p><b>RFQ Due Date/Time (Deadline)</b>  <b>Email to: <a href="mailto:Man.le@tampa-xway.com">Man.le@tampa-xway.com</a></b></p> <p><b>Qualification Proposals Opening</b></p> <p><i>(Consultants are not required to attend, however, this meeting is open to the public)</i></p>	<p><b>November 23, 2020</b>  <b>by 2 p.m. EST</b></p>
<p>Evaluation Committee meets to evaluate proposals via Zoom Meeting. Details TBD.</p> <p><i>(Consultants are not required to attend, however, this meeting is open to the public)</i></p>	<p>December 01, 2020  @ 2:00 p.m.</p>
Posting of Notice of Intended Final Ranking	December 02, 2020
Board Approval of Final Ranking & Award of Contract	December 14, 2020
Posting of Notice of Board Approval & Award of Contract	December 15, 2020

**VII. SELECTION AWARD**

After the Authority has evaluated the written proposals they may or may not require presentations of the top ranked consultants. The Authority intends to select a minimum of three consultants for this project. After the evaluation is completed, the Authority’s selection committee will make a recommendation to the Authority’s Board of Directors.

**VIII. TERMS AND CONDITIONS**

The Authority reserves the right to reject all proposals, any proposal not conforming to this Request for Qualification, and to waive any irregularity or informality with respect to any proposal. The Authority further, reserves the right to request clarification of information submitted and to request additional information from one or more consultants.

The Authority requires that the consultant(s) selected will not discriminate against any person in accordance with federal, state, and local governments' regulations during their engagement for the services. The Authority requires the consultant selected make an affirmative statement to the effect that their retention shall not result in conflict of interests with respect to the Authority.



The Authority requires that the consultant make an affirmative statement to the effect that they have not contacted, or attempted to contact, any member of the Board, or Authority staff, except as expressly permitted in this RFQ.

**IX. STATEMENT ON PUBLIC ENTITY CRIMES**

Failure of the consultant to certify the consultant as free from any "public entity crime" as defined in the Florida Statutes, Subsection 287.133 shall result in rejection or disqualification of your proposal. (See Exhibit A)

**X. DRUG-FREE WORKPLACE**

Failure of the consultant to certify the consultant as a drug-free workplace in accordance with Florida Statutes, Subsection 287.087 shall result in rejection or disqualification of your proposal. (See Exhibit B)

**XI. CONFLICT OF INTEREST FORM ~ See attached form**

**EXHIBIT A**

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a)  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

1. This sworn statement is submitted by \_\_\_\_\_ as  
\_\_\_\_\_ of  
\_\_\_\_\_ whose business address is  
\_\_\_\_\_ and (if applicable) its  
Federal Employer Identification Number (FEIN) is \_\_\_\_\_.
  
2. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
  
3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(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 “affiliate” as defined in Paragraph 287.133(1)(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 and who has been convicted of a public entity crime. The term "affiliate" includes 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 under 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 287.133(1)(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 or 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. Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of \_\_\_\_\_, the entity, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_  
By

\_\_\_\_\_  
Date

STATE OF  
COUNTY OF

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who produced a \_\_\_\_\_ as identification and who did take an oath.

\_\_\_\_\_  
Notary Public

My commission expires:

**EXHIBIT B**

**DRUG-FREE WORKPLACE FORM**

The undersigned vendor, in accordance with Florida Status 287.087 hereby certifies that \_\_\_\_\_ does:

Name of Business

1. Publish a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of a statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction of, or require the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee’s community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this consultant complies with the above requirements.

\_\_\_\_\_  
Consultant’s Signature

\_\_\_\_\_  
Date

**EXHIBIT C**

**CONFLICT OF INTEREST STATEMENT**

Check one of the boxes below:

- To the best of our knowledge, the undersigned bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this solicitation and project.

**OR**

- The undersigned bidder, by attachment to this form, submits information which **may** be a potential conflict of interest due to other clients, contracts or property interest for this solicitation and project.

BIDDER:

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name of Signer

\_\_\_\_\_  
Title of Signer

\_\_\_\_\_  
Date Signed