

January 17, 2017



## AGENDA ITEM 6 A

### **CRTPA GENERAL PLANNING CONSULTANT**

TYPE OF ITEM: Action

#### **STATEMENT OF ISSUE**

Staff is seeking Board approval of Kimley-Horn & Associates, Inc. and RS&H to serve as General Planning Consultants to the CRTPA.

#### **HISTORY AND ANALYSIS**

In 2011 the CRTPA Board approved three consultants to provide planning services on an as needed basis. These three firms, RS&H, Renaissance Planning Group and URS, completed projects such as the 6<sup>th</sup> Avenue/Gadsden Street Pedestrian Improvements in Tallahassee (currently under construction), the Monroe Street Median Study, Jefferson County Bike and Pedestrian Plan, Lake Ella Pedestrian Improvements (currently under construction), Congestion Management Plan, and scope of services development for the Capital City to the Sea Trails project.

The consultants had three year contracts with options for an additional two years, bringing the potential length of time to be under contract to the CRTPA to five years. The two-year options were approved by the CRTPA Board and these contracts expired in June of 2016.

In September of 2015, staff requested that the CRTPA Board approve staff moving forward with the re-initiating the general planning consultants (GPC) process with the caveat that the new Executive Director would want to continue this effort. The hiring of the new Executive Director, an infusion of funding and desire to address several issues prompted the initiation of the GPC process.

The Request for Qualifications (RFQ), shown as **Attachment 1**, was released on November 27, 2016 with responses due on December 22, 2016. There were five RFQs submitted including:

- AECOM
- Gannett Fleming
- Kimley Horn & Associates
- RS&H
- Tindale-Oliver

On January 4, 2017 the Selection Committee met to discuss and score the RFQ responses. The Selection Committee was comprised of six people with varying experience and knowledge of the MPO transportation planning process and needs of the CRTPA Board.

The consultants were ranked on two criteria, Experience and Ability and Past Performance. The six scores from the Selection Committee were averaged and multiplied by a factor of five (5) to produce a final score which is shown below from highest to lowest with further details in **Attachment 2**:

Kimley Horn & Associates	44.20
RS&H	37.50
Tindale-Oliver	34.17
Gannett Fleming	33.33
AECOM	33.33

Within the released RFQ there is language that states the Selection Committee will shortlist up to three consultant teams for the interview process. However, there was a clear separation in points between the top two consultant teams and the other three firms. Therefore, the Selection Committee agreed to forego the interview process and move forward with the selection of the top two teams to serve as the GPC's for the CRTPA.

### **NEXT STEPS**

Upon CRTPA approval, staff will begin the negotiating and contract phase.

### **RECOMMENDED ACTION**

Option 1: Approve Kimley Horn & Associates and RS&H to serve as the General Planning Consultants for the CRTPA and authorize the Executive Director to move forward with contract negotiations.

Option 2: CRTPA Board Discretion.

### **ATTACHMENT**

Attachment 1: GPC Request for Qualifications

Attachment 2: Selection Committee Scores/Ranking