

## Public Notice

Notice is hereby given that the Regional Planning Commission is issuing a Request for Proposals (RFPs) for the following project.

**Comprehensive Operations Analysis**  
**FTA Grant No. LA-2018-013-00**  
**RPC Project: COA18**

An outline of the desired scope of work is available on the RPC web site **www.norpc.org**. Contract services are expected to commence approximately 4 weeks from the date of award and will be completed within 12 months following the award of the contract. This is a request for proposals that demonstrate the technical merits of the prospective work scope, the capacity of the contractor to fulfill the scope, and the reasonableness of the proposed cost. All interested firms are invited to submit their proposal for undertaking the above study.

Interested firms shall furnish sufficient technical and supervisory personnel to insure expeditious completion of the work. Firms with demonstrated experience, competence, and qualifications pertinent to the above project are being sought. Socially and economically disadvantaged firms are encouraged to submit proposals and qualifications for undertaking the above mentioned work. **A minimum DBE participation rate of 20% is required for this project.**

Respondents should submit a description of how they propose to fulfill the work tasks described in the Scope of Work, as well as a proposed work schedule and budget. The consultant budget should identify, at a minimum, costs for labor, travel, other direct costs, and proposed profit.

In addition, the consultant will submit a completed Standard Form DOTD 24-102, "Professional Engineer and Related Services Questionnaire for Specific Project."

Submit your proposal and the Standard Form DOTD 24-102 on a CD (or via email) as a single PDF file for prime and sub-consultants (one copy) along with one hard (paper) copy of the completed 24-102 forms. Response to Question No. 11 should include a table showing percentage of work per task, per firm, with overall percentage of work totaled for each firm. There are no specific minimum personnel requirements, however the organization chart (No. 12) and resumes (No. 14) must demonstrate sufficient qualified staff to accomplish the scope of work within the stated timeframe, within budget. Response to Question No. 17 should include all current projects, DOTD or otherwise, involving the key personnel assigned to this project.

Responsiveness to the work scope will be the primary evaluation factor under consideration when selecting a consulting team. Other factors that will be considered include the appropriateness of the proposed budget, relevant experience of the consultant team, past performance on equivalent work, current work load and its potential to impact capacity to complete the project according to the work schedule, and consultant team size relative to the magnitude of the work. RPC reserves the right to contact previous clients to discuss a proposer's performance on comparable work. Failure to submit all of the information required on Standard Form DOTD 24-102, for the prime and each sub-consultant, will constitute a non-response.

Letters of interest and proposals are to be identified by Project Title and RPC Project Number and are to be submitted prior to the 12:00 noon deadline of October 19, 2018 by hand or mail addressed as follows:

Ms. Maggie Woodruff  
RPC Contracts Administrator  
Regional Planning Commission  
10 Veterans Memorial Blvd.  
New Orleans, LA 70124

All inquiries should be sent in writing to: [mwoodruff@norpc.org](mailto:mwoodruff@norpc.org)