REQUEST FOR QUALIFICATIONS (RFQ)
MPRB AGENCY WIDE PROFESSIONAL SERVICES
NON-TARGET MARKET PROGRAM (TMP)

The Minneapolis Parks and Recreation Board (MPRB) is requesting Statements of Qualifications from qualified Minneapolis TMP registered firms for agency wide professional services related to Multi-modal transportation planning & engineering.

This is a two-step process, (Step One) through this RFQ, the MPRB is requesting statements of qualifications from firms to provide multi-modal transportation planning & engineering services on an “as needed” basis with a Not-to-Exceed (NTE) amount of $100,000 and a contract end date of December 31, 2022, with the option to extend up to two one year periods based on approval of MPRB and only when the total does not exceed the contract value $100,000.

(Step Two) A Request for Proposal (RFP) will be distributed to firms who meet the multi-modal transportation planning & engineering qualifications and skills desired by the MPRB. MPRB may choose to contract with multiple firms who provide these services based on this two-step process.

The MPRB agency wide professional service contract is an NTE agreement to provide multi-modal transportation planning & engineering professional services based on identified, negotiated and agreed upon work orders. Each work order will be requested by an assigned project manager within MPRB. Formal documentation will be provided illustrating the scope of work and estimated value for each work order. Monitoring of the assigned tasks shall be done by the contracted consultants to assure the NTE dollar value is not over $100,000.

MPRB MAKES NO GUARANTEE OF WORK UNDER THIS AGENCY WIDE PROFESSIONAL SERVICES CONTRACT. The MPRB will distribute specific scopes of works to the firms contracted for these services and will assign work orders based on the availability of the contracted firm’s resources, skills and competencies as it relates to the requested work order and adherence to meet the schedule needed to perform the work. All effort will be made to balance the work load amongst the contracted professional service firms.

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SCHEDULE – RFQ

MPRB reserves the right to change the following schedule for any reason.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Qualifications Issued</td>
<td>March 16, 2020</td>
</tr>
<tr>
<td>Questions due on or before</td>
<td>March 23, 2020 by 11:00 AM</td>
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<tr>
<td>(All times are Central Standard Time)</td>
<td></td>
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<tr>
<td>Responses provided to all firms by or on</td>
<td>March 25, 2020 by 11:00 AM</td>
</tr>
<tr>
<td>Qualification Statement(s) Due Date and Time</td>
<td>April 6, 2020 by 11:00 AM</td>
</tr>
<tr>
<td>Review of Qualifications from MPRB staff</td>
<td>April 7 – 10, 2020</td>
</tr>
<tr>
<td>Select Qualified Firms to receive RFP</td>
<td></td>
</tr>
<tr>
<td>Anticipated release of RFP to qualified firms</td>
<td>April 13, 2020 or sooner</td>
</tr>
</tbody>
</table>

Questions related to this Request for Qualifications can be addressed to:

**Cindy Anderson**

canderson@minneapolisparks.org

All questions or inquiries **shall only be thru email** addressed to Cindy Anderson

Within the subject line of the email note:

“RFQ Multi-modal planning and engineering – QUESTIONS”

A Qualification Package shall be submitted electronically as one complete .pdf package to **Cindy Anderson**.

Packages submitted as multiple .pdfs will not be accepted.

Within the subject line of the email where you attached the qualification package note

“Multi-modal Planning and engineering Qualification package name of FIRM”

Should your firm be shortlisted based on the qualifications received a Request for Proposal (RFP) will identify the schedule and criteria needed for your proposal.

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QUALIFICATION PACKAGE FORMAT
To facilitate the review of the firm’s qualifications, the qualification package shall conform to the format noted below.

*There is no page limit associated to the qualification package. Each package shall be reasonable in pages and be presented in a manner that is easy to reflect the qualifications the firm has associated to Multi-modal transportation planning and engineering based on similar MPRB context, properties and assets. Scopes of work could be identified as planning and / or engineering multi-use pathways, integration of bicycle mode into a site, evaluating options for mobility and connectivity to the site and associated amenities.*

*The minimum font size is 11 and each page should be noted as page ___ of ___. The submittal shall clearly identify the date the qualification package was submitted to the MPRB.*

1. Firm Overview  
   Illustrate the firm’s name, address, authorized point of contact, email and phone number (Office and / or cell)

2. Experience of the Firm  
   Provide a description of your firm’s prior experience and qualifications associated to multi-modal planning and engineering.

3. Key Personnel Experience  
   Identify key personnel and their qualifications to perform the work. Include for all personnel their credentials and related certifications to support the qualifications of the firm.

4. Project Overview  
   Provide project information to support the qualification submittal and connection of the project (scope of work) to the key personnel.

5. Other  
   Provide any other supporting information to illustrate your qualifications for multi-modal planning and engineering.

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**CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS**

MPRB – 2020 RFQ for Multi-modal transportation planning and engineering.
The following criteria will be used to screen and rank the firms qualified to receive an RFP.

1. **Qualifications of the Firm (30%)**
   Firms who have planning and engineering experience associated to multi-modal transportation planning and engineering similar in context to the MPRB parks and properties.

2. **Qualifications of the Project Team (Key Personnel) (30%)**
   Review will be based on those firms with key personnel having team members who are experienced, licensed and qualified for multi-modal transportation planning and engineering and are familiar with Minneapolis and / or similar contexts to Minneapolis.

3. **Experience and knowledgeable about Federal, State and local requirements, standards, guidelines and policies associated to multi-modal transportation planning and engineering including concept design, alternative analysis, context sensitive solutions (road diets), parkway planning and engineering and completing projects for government agencies. (20%)**
   Review of the qualifications will be evaluated based on the firms demonstrated knowledge of the requirements, practices and standards associated to providing multi-modal transportation planning and engineering within park properties and /or recreational, open spaces that are open to the public, including multi-modal transportation corridors, roadways, multi-use pathways and recreational trails.

4. **MPRB or similar contexts / clients --- Project Understanding (20%)**
   Review of the qualifications will be evaluated based on the approach and process the firm has used to engage and reach consensus on multi-modal planning and engineering. Review will also include review of the firm’s project experience with adapting a project to context, political, social and economic factors related to multi-modal transportation planning and engineering.

**QUALIFICATION SUBMITTAL REVIEWS**

The MPRB will appoint a committee to review the firms who submit qualifications for multi-modal transportation planning and engineering.

Those firms that qualify based on the criteria above, a request for proposal (RFP) will be distributed based on the schedule noted earlier in this RFQ.

MPRB reserves the right to reject all submittals to this RFQ, requests for clarifications, or waive informalities / technicalities, if it is deemed in the best interest of the MPRB. The MPRB assumes no responsibility for costs incurred in responding to this RFQ.