



March 27, 2013

To: CBE Engineering Firms

Re: Miami-Dade Transit's Fiscal Year 2015-24 Development Plan

Project No.: E13-MDT-01

The above-referenced project is being considered for competition solely among Community Business Enterprise (CBE) firms. If you are interested in participating as a **1st Tier CBE Prime Consultant** to perform work in connection with this project, **please complete and return the attached Verification of Availability form and provide examples of work your firm has completed (required) on similar projects as outlined in the attached project description, by 1:00pm, Friday March 29, 2013.**

Please review the attached project description and requirements. These specifications are being reviewed and are subject to change.

The Verification of Availability form and required examples of previous work may be sent via facsimile transmission (305) 375-3160 or email to walterv@miamidade.gov. If you have any questions, please contact me at (305) 375-3138.

Sincerely,

A handwritten signature in black ink, appearing to read "Vivian O. Walters, Jr.", written in a cursive style.

Vivian O. Walters, Jr.,
Contract Development Specialist 2
Sustainability, Planning & Economic Enhancement Dept. (SPEED)
Small Business Development Division

Attachments

Transit Development Plan

1.1 Background and Purpose

The consultant shall provide professional planning services necessary to support the development of the Miami-Dade Transit (MDT)'s Fiscal Year (FY) 2015 – 2024 Transit Development Plan (TDP) Major Update as required by the Florida Administrative Code: Rule 14-73.001 of the Florida Department of Transportation (FDOT) in order to remain eligible for State block grants as set forth in Section 341.052, F.S.

The consultant will coordinate major update initiatives that include but are not be limited to public involvement and outreach, evaluation of quality and quality of existing services, developing a ten-year program for implementing the alternative selected based on multiple analyses and tests performed, and working cooperatively with local transportation boards and organizations in order to not conflict with other transportation entities.

1.1.1 Project Management and Administration

The consultant will assist MDT in preparing bi-weekly progress reports, documents and other written materials for bi-weekly progress meetings. The consultant will be involved in overall project management, including management of the study to address schedule requirements and compliance with FDOT TDP procedure from beginning to completion and delivery of the final TDP.

Do you have previous experience satisfying the above? Yes No

1.1.2 Public Involvement and Outreach

The consultant will work with MDT's public involvement and outreach effort to obtain input obtained from the TDP Advisory Review Committee, local transportation planning boards and organizations, and the general public into deliverables. The consultant will assist MDT in preparing updates for various public meetings and attend a maximum of 10 public outreach meetings. The consultant will summarize MDT public involvement and outreach efforts into a section of the TDP Major Update.

1.1.3 TDP Goals and Objectives Review and Development

The consultant will work closely with the MDT, MPO and the Advisory Review Committee in articulating the vision for public transportation and its relevance to the local and regional environment over the next ten years. The consultant will help produce a technical memorandum that presents goals and objectives, assesses the level of goal accomplishment since FY 2014, and presents a refinement to these Long Range Transportation Plan goals and objectives as developed for the FY 2015 – 2024 TDP Major Update effort.

Do you have previous experience satisfying the above? Yes No

1.1.4 Document the Existing Conditions and Transit Operating Environment in Miami-Dade County

The consultant will review existing land-use and transportation system data and GIS-based maps to help develop a technical memorandum of existing transportation, demographic and economic conditions within the MDT service area.

Do you have previous experience satisfying the above? Yes No

1.15 MDT's Existing Services and Performance Review

The consultant will assist MDT in accomplishing an overview of MDT's previous TDP planning efforts, and accomplishments since FY 2013 TDP Minor Update. The consultant will perform multiple analyses that will be used to produce a technical memorandum on the performance evaluation and comparative peer of historical and existing transportation services

1.16 Situation Appraisal

The consultant will perform various technical tests and analyses required to produce a situational appraisal of factors that affect the provision of transit service. The consultant will utilize the tests performed with the Southeast Florida Regional Planning Mode to identify ridership forecasting data.

Do you have previous experience satisfying the above? Yes No

1.17 Coordinate with MDT's Finance Division to develop an estimate of the agency's ten-year capital and operating funding gaps, documentation of dedicated funding efforts, identification of potential new revenue sources and a restatement of MDT's Development of Financial Plan.

The consultant will coordinate with MDT's Finance Division to extend and adapt the existing MDT budget and/or MDT Pro Forma into a ten-year (FY 2015 – 2024) MDT Pro Forma based on forecasts of operating and capital costs, and revenues. The consultant will work with MDT to determine the most appropriate sensitivity analysis to establish a forecasting revenue case where existing funding sources are lessened or not available.

The consultant will identify new and existing local, state and Federal grant and financing options for MDT to evaluate in order to fund MDT's proposed service and identified capital improvements, and will include funding strategies used in Florida and in the United States not currently in use by MDT.

The consultant will utilize the FDOT Financial Planning tool worksheet to calculate estimated operation and maintenance costs for new and additional service. The consultant will work with MDT to identify the five most feasible revenue sources based on analysis of potential political and economic impact, potential implementation obstacles, and highlight successful initiatives by peers who have used these funding strategies.

The consultant will ultimately produce a financial plan that includes a 10-year financial projection of the existing MDT capital and operating costs and revenues, in addition to a

potential funding strategy that incorporates new potential sources of funding and financing for the proposed service and capital improvements.

Do you have previous experience satisfying the above? Yes _____ No _____

1.18 Relationship to Other Transportation Plans

The consultant will review local transportation plans and planning documents and identify and compile community goals and objectives from these plans in order to develop a technical memorandum that documents the MDT TDP Major Update's consistency with goals and objectives found in the local transportation plans and planning documents.

1.19 Formulate Ten-Year Implementation Program

The consultant will prepare a ten-year implementation program that will contain a ten-year plan of programmed improvements, and an implementation schedule based on the goals and objectives that take into account needs, cost and priorities set by MDT.

Do you have previous experience satisfying the above? Yes _____ No _____

1.1.10 Draft and Final Ten-Year Transit Development Plan

The consultant will compile the preceding deliverables into a draft that will involve preparation for presentations to various local transportation committees and will then incorporate comments received from MDT and the committees into a final version of the TDP report

CBE firms are required to provide the project names, dollar values, and contact names of the projects worked on (satisfying the above stated requirements).

***This information is REQUIRED along with the signed Verification Form**