



MEMORANDUM
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THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY

TO: All Proposers

FROM: Sarah Caper, AICP, Principal Planner

DATE: May 13, 2020

SUBJECT: Procurement by Competitive Proposals, #20-02 Forward Pinellas Crash Data, Traffic Counts and Level of Services Database Program, May 12, 2020 Selection Committee Meeting

The #20-02 Forward Pinellas Crash Data, Traffic Counts and Level of Service Database Program selection committee consisting of Jared Austin, Rodney Chatman, Chelsea Favero and Angela Ryan met on May 12, 2020 at 10 a.m. The meeting was held virtually through Zoom. Members of the public, the selection committee and Forward Pinellas staff were in attendance. Information on how to access the meeting was provided to all proposers, was posted on the Forward Pinellas website and on the Forward Pinellas calendar online.

The meeting began with a discussion of the procedures and objectives of the meeting. The two proposals received were discussed. The following is a brief review of the discussion related to each proposal.

- **Greenman-Pedersen, Inc. (GPI).** Liked the open sourced nature of the Voyager tool and its visualization capabilities. Concerns about the training to use the features and how they are hosted. The full capabilities of the platform are unclear. Light on project management processes or controls. Strength in nation-wide experience and advance technological capabilities.
- **Tindale Oliver.** Detailed approach and extensive relevant MPO experience. Limited discussion of additional features could be added. Data is clear and concise, would like to ensure it is user friendly. Strong understanding of project needs.

The scores were reviewed for each proposal. As mentioned at the meeting, signed score sheets are required from all proposers and must be confirmed to finalize the scores. Final score totals will be made available to all firms following the last selection committee meeting. All firms will be invited for presentations.

The firms will be contacted regarding scheduling and will be given the following directions:

- Presentations will be held virtually.
- The presentation will be scheduled for 45 minutes, with approximately 30 minutes for a presentation and 15 minutes for questions and answers.

- The project manager is required to speak. If the main data person is not the project manager, the data person must be in attendance for the presentation.
- The presentations should discuss how the firm will address being turnkey, the add on features like the multimodal analysis and the approach to these features, provide a clear overview of the tool and ability to access data quickly, what is involved in the data access process, the nature of the interface, and a review of the day-to-day related to the tool.

Forward Pinellas staff will contact all firms with the presentation information listed in this memorandum. Firms will be responsible for reaching out to Forward Pinellas to schedule their presentation timeslot. Once scheduled, Forward Pinellas staff will confirm the presentation timeslot and virtual meeting access information. Forward Pinellas staff will start the presentation five minutes in advance of the meeting and all the firm access to the meeting at that time. Forward Pinellas will start as the host, begin introductions, then turn it over to the consultant for their presentation. The presentation evaluation criteria are listed in the original procurement materials.

Thank you to all proposers for your submittal and patience as we work through the current circumstances.