



September 30, 2016

REQUEST FOR QUALIFICATIONS FOR TRAVEL OPTIONS STOCK PHOTOGRAPHY

The Acadiana Metropolitan Planning Organization (AMPO) of the Acadiana Planning Commission (APC) is inviting professional photographers to provide qualification information for professional photography for the development of a Portfolio of Travel Options Stock Photography that will feature the unique culture and people of Acadiana.

The selected Professional Photographer, working in coordination with AMPO staff, will create a portfolio of stock photography for the unrestricted use of the AMPO/APC. Stock photography included in this portfolio will be used by APC/AMPO in print and media marketing campaigns, presentations, and as part of both web and social media sites to promote alternative modes of transportation in order to reduce highway congestion.

Photographs in the portfolio should be identifiable to the Acadiana Region. The body of the photographs will be taken in each of these seven parishes: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin and Vermilion. Municipals that have a population of 5000 or greater should also be represented in the final product. Photographs will represent each of the several modes of transportation (pedestrian, bicycle, auto, bus, train, etc.) as well transportation infrastructure (roads, bridges, roundabouts, etc.)

Sealed proposals will be received only in the office of the Acadiana Planning Commission, Rosa Parks Transportation Center, located at 101 E. Cypress St., Lafayette, LA, 70502 Suite 201 until four o'clock p.m. (4:00 p.m.) on October 28, 2016

Proposals received after the above specified time will not be considered and shall be returned unopened to the sender.

Both the full Request for Qualifications and supporting documentation are available at Acadiana Planning Commission website (www.PlanAcadiana.org). Copies are also available by emailing Chad LaComb at: clacomb@planacadiana.org. Any questions related to the Request for Qualifications should be directed to Chad LaComb who may be reached at 337-806-9370 or by email.

Proposals will be evaluated based on criteria as specified in the Request for Qualifications (RFQ). The Acadiana Planning Commission reserves the right to reject any and all proposal or any portions thereof, to waive informalities and to select the system that best suits its need.

**ACADIANA PLANNING
COMMISSION**
Louisiana District 4

BOARD OF DIRECTORS

W.K. Bill Fontenot, Jr.
St. Landry Parish President
APC Chairman

Guy Cormier
St. Martin Parish President
APC Vice-Chairman

Joel Robideaux
Lafayette Mayor-President
APC Treasurer

Ryan M. Ardoin
Evangeline Police Jury President
APC Secretary

David Savoy
Acadia Police Jury President

Ronald Darby
Vermilion Police Jury President

M. Larry Richard
Iberia Parish President

Monique B. Boulet
APC CEO

101 Jefferson St.
Lafayette, LA 70501
PO Box 568
Carencro, LA 70520

377-806-9368
www.planacadiana.org

TAVEL DEMAND MANAGEMENT

September 30, 2016

State Project No. H.004489

F.A.P. No. CMAQ-2810(500)

Travel Demand Management Program for the Acadiana Metropolitan Planning Area

Travel Options Stock Photography

The Acadiana Metropolitan Planning Organization (AMPO) is inviting professional photographers to submit qualification information for professional photography services for the development of a Portfolio of Travel Options Stock Photography that will feature the unique culture and people of Acadiana.

To meet the requirements of the Louisiana Department of Transportation (DOTD) and the Acadiana MPO this Request requires the submittal of the standard form for "Architect-Engineer and Related Services Questionnaire", SF 24-102.

Project Manager – Chad M. LaComb, JD

All questions regarding the RFQ shall be directed to:

Chad M. LaComb, JD

Acadiana MPO

E-Mail: CLaComb@PlanAcadiana.org

Phone: 337-806-9370

Fax: 337-806-9379

Mail: 101 Jefferson Street, Suite 201 Lafayette, LA 70501

1.0 PROJECT DESCRIPTION

The selected Professional Photographer, working in coordination with AMPO staff, will create a portfolio of stock photography for the unrestricted use by the Acadiana Metropolitan Planning Organization (AMPO)/ Acadiana Planning Commission (APC). Custom stock photography included in this portfolio will be used by APC/AMPO in print and media marketing campaigns, presentations, and on both web and social media sites to promote and document alternative modes of transportation in and around Acadiana. The portfolio shall consist of a minimum of 250 approved high-resolution images in JPEG, TIFF, and PNG formats. Each photo should be uniquely identifiable to the Acadiana Region by featuring its unique people and culture. Images will represent the themes and orientation(s) that are selected through consultation with AMPO staff.

2.0 SCOPE OF SERVICES

1. Create Travel Options Stock Photography that is reflective of local culture and geography. Photos will be at ground/eye level and elevated or aerial level.

Deliverable: A minimum of 250 unique images in a digital/electronic file format (i.e. JPEG, TIFF, and PNG formats for each image) compatible with Adobe Photoshop, InDesign, and other desktop and web publishing applications.

Deliverable: Digital/electronic files in compatible formats on CD/DVD

2. Provide an index of these images that includes a thumbnail of the image, title, resolution, and dimensions of each custom stock photograph. The index shall be in a pdf file format.

Deliverable: Digital/electronic files in compatible formats on CD/DVD

3. Provide an unrestricted license to AMPO/APC for the use, duplication, and creation of derivative works for all images that are part of the final deliverable.

Deliverable: exclusive, unrestricted license as part of negotiated contract.

4. The body of the photographs will be taken in each of the seven parishes of Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin and Vermilion. With each of the municipals and towns that have a population of 5000 or greater.

3.0 DIGITAL/ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce an electronic deliverable. The Consultant is responsible for contacting the Project Manager to determine any other acceptable formats, requirements, or restrictions.

Deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

Travel Options Custom Stock Photography

State Project Number

"Electronic Deliverables"

Consultant Firm Name

4.0 COMPENSATION & BUDGET

Compensation to the Consultant(s) for services rendered in connection with this project shall be based on a negotiated lump sum amount as documented in the contract for this work.

The amount payable under the contract for this work shall not exceed a maximum of \$10,000 to include services, as well as, all set-up, insurance and travel expenses.

5.0 CONTRACT TIME

The Consultant will complete the services required by February 1, 2017, unless otherwise negotiated with the APC-MPO.

6.0 QUALITY CONTROL/QUALITY ASSURANCE

The Acadiana MPO requires the Consultant to develop a Quality Control/Quality Assurance program; that provides mechanisms by which all contracted services can be subject to a systematic and consistent review. Consultant must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all digital products. The Acadiana MPO shall provide feedback on deliverables before they are completed; the Consultant shall provide requested revisions. However, the AMPO shall provide limited technical assistance to the Consultant and performance of the actual work is the sole responsibility of the Consultant.

7.0 WORK TO BE PROVIDED BY THE ACADIANA MPO

AMPO staff will provide guidance to professional photographer on scene, location and theme selection.

8.0 EVALUATION CRITERIA

Consultants submitting responses to this RFQ will be evaluated in terms of relevant experience related to the following:

1. Previous work on custom photography for websites, brochures, presentations and other marketing materials. Applicants shall provide examples of prior similar work and shall provide detailed list of work on similar projects. (30%)
2. Previous work on creating custom stock photography. Applicants shall provide a portfolio of prior work that illustrates the range of the applicant's prior work for evaluation by the professional services committee. (30%)
3. Proposed workflow for this project. (40%)

Professional services are procured in accordance with Acadiana MPO and the Acadiana Planning Commission (APC) Consultant Selection Process as approved by the Louisiana DOTD and the Federal Highway Administration (FHWA). A copy of the selection process document is available upon request.

Selection of the most highly qualified respondent(s) will be made on the basis of demonstrated competence and qualifications as scored using a point system by the Consultant Selection Committee based on the "Architect-Engineer and Related Services Questionnaire", SF 24-102 and the project proposal.

The Acadiana MPO reserves the right to reject any and all proposals; to waive any and all formalities outlined in the RFQ and in the selection process; and generally to make the award that, in its judgment, will best meet the objectives stated in this RFQ. The Acadiana MPO also reserves the right to request additional information and/or proposal clarifications from any or all respondents to assist in its evaluation process.

The Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short list of no more than three rated Consultants to the AMPO Evaluation Committee. The AMPO Transportation Policy Committee (TPC) will make the final selection.

Expenses incurred by the respondents in replying to the RFQ or in making any appearance before the Selection Committee are at the respondents own expense and risk.

All dates in the RFQ are subject to change, and notice of any changes will be provided to all respondents.

9.0 CONTRACT REQUIREMENTS

The selected Consultant(s) will be required to execute the contract within thirty (30) days after receipt of the contract.

9.1 INSURANCE

During the term of this contract, the Consultant(s) will be required to meet insurance requirements established by AMPO. This coverage shall include professional liability, workman's compensation insurance, general liability, and commercial automobile liability. The required amounts will be dependent on the contract amount.

A copy of the certificate of insurance shall be furnished to the Acadiana Planning Commission within ten (10) days of the notice of award.

9.2 AUDIT

Both pre-award and post-project audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

10.0 MISCELLANEOUS PROVISIONS

The Consultant(s) should be aware of the following provisions under which the RFQ will be evaluated and processed along with the resulting deliverables when the project is completed.

1. **Rights of Negotiation** – The Acadiana MPO reserves the right to waive any and all irregularities in submittals, and to negotiate with any party.
2. **Cancellation of RFQ** – The Acadiana MPO reserves the right to cancel the RFQ at any time. All costs incurred by the Proposer in preparing and responding to this solicitation are the sole responsibility of the Proposer and shall not be reimbursed by the Acadiana MPO.
3. **Further Process** - The Acadiana MPO reserves the right to interview only those respondents it determines shall provide the most advantageous services and to negotiate with one or more respondents to contract terms acceptable to the Acadiana MPO.
4. **Nondiscrimination** - The Acadiana MPO notifies all possible Proposers that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.
5. **Distribution of Proposals** - All documentation, information or data provided by the Proposer as part of its submission (whether in writing and/or digital format) shall become the property of the Acadiana MPO. The Acadiana MPO is subject to Louisiana Public Record Law.
6. **Public Disclosure** - The Acadiana MPO may publish the names of all Proposers on its Website. Proposals will be distributed to members of the Acadiana MPO's evaluation team. The Acadiana MPO reserves the right, at its sole discretion, to use without limitation, any and all information and data submitted in response to the RFQ or derived from further investigation of any submittal.
7. **Notice Conflicts of Interest** - The Proposer shall identify any group, individual or organization that they may have worked for, or currently work for, that has had ownership, lease, development, related or similar interest in the Acadiana MPO and shall disclose such potential conflicts of interest to the Acadiana MPO. The Acadiana MPO reserves the right to reject any proposal or Proposer who it feels has a conflict of interest.
8. **News Release** - Proposer shall make no news/press release pertaining to this RFQ or anything contained or referenced herein without prior written approval from the Acadiana MPO.
9. **Application Law** - This RFQ and any contract or agreements resulting herein are subject to all applicable Federal, state and local laws, rules, regulations and executive orders.
10. **Acknowledgement** - The Consultant shall acknowledge that the work completed as part of the project is a collaborative effort with the Acadiana MPO in future statements

11.0 SUBMITTAL REQUIREMENTS

One original SF 24-102 must be submitted to the Acadiana MPO. All submittals must be in accordance with the requirements of this advertisement. Any Consultant failing to submit any of the information required on the forms, or providing inaccurate information on the forms, will be considered non-responsive.

“Architect-Engineer and Related Services Questionnaire”, form SF 24-102, will be submitted prior to 4:00 p.m. CST on Friday, October 28, 2016, by hand delivery or mail, addressed to:

Chad M. LaComb, J.D., Project Specialist
Acadiana Planning Commission
Web: <http://www.planacadiana.org/>
E-Mail: CLaComb@PlanAcadiana.org | Phone: 337-806-9370 | Fax: 337-806-9379
101 Jefferson Street, Suite 201 Lafayette, LA 70501

12.0 REVISIONS TO THE RFQ

The Acadiana MPO reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by the Acadiana MPO to award a contract. The Acadiana MPO reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in Acadiana MPO's best interest. All materials submitted in response to this announcement become the property of the Acadiana MPO, and selection or rejection of a submittal does not affect this right. The Acadiana MPO also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.

DOTD FORM: 24-102**(Rev. November 2011)****Professional Engineering and Related Services**

1. Project Title/Location	2a. Announcement Date	2b. State Project or Contract Number
3a. Firm (as registered with the Louisiana Secretary of State)	4a. Name, title, telephone number, and e-mail address of the official with signing authority for this contract	
3b. Firm License Number (as registered with the Louisiana Professional Engineering and Land Surveying Board (LAPELS)); Required for engineering and for land surveying projects	4b. Name, title, telephone number, and e-mail address of project point of contact (if different from 4a.)	
3c. Mailing address of the office to perform work	4c. Name, title, and telephone number of full-time LA licensed engineer or surveyor in charge (not required for non-engineering or non-surveying projects)	

5a. Has the firm obtained a DOTD-approved audited overhead rate within the past five years? (Yes/No). If no, do you have a cognizant agency overhead? (Yes/No)

5b. Has the firm submitted the required current labor rates to DOTD's Audit Section as described in Section 2.3 of the Consultant Contract Services Manual, May 2007? (Yes/No)

Company Name _____

6. Full-time personnel on firm's payroll:

All Personnel Domiciled in LA Project Specific Personnel NOT Domiciled in LA

a. Civil Engineers, with current Louisiana P.E. registration	_____	_____
b. Environmental Engineers, with current Louisiana P.E. registration (not included in 6a)	_____	_____
c. Electrical Engineers, with current Louisiana P.E. registration (not included in 6a)	_____	_____
d. Engineer Interns	_____	_____
e. Technical Support Personnel (non-engineers)	_____	_____
f. Environmental personnel (non-engineers)	_____	_____
g. Planning personnel (non-engineers)	_____	_____
h. Surveying personnel (non-engineers)	_____	_____
i. Real Estate Professionals (Agents and Certified Appraisers)	_____	_____
j. Other personnel not included in above categories (If project specific, list titles and total numbers for each below)	_____	_____

Total personnel (sum of a – j)	_____	_____

7. If one or more sub-consultants will be used, provide the information requested below for each.

Name and Address	Has the firm worked with this sub-consultant before? (Yes/No)
1.	
2.	
3.	
4.	
5.	

Company Name _____

8a. List the elements of work as defined in the advertisement, and an estimated percentage and detailed description of the work elements(s) to be performed by the prime consultant and each sub-consultant.

8b. Identify the percentage of work for the **overall project** to be performed by the prime consultant and each sub-consultant.

9a. Project Staffing Plan – Provide an organizational chart showing all key prime consultant and sub-consultant (if applicable) personnel assigned to each work element of the project, specific duties for each, and immediate supervisors.

Company Name _____

9b. Use the table below to identify full-time staff (prime/sub-consultant) designated to work on this project meeting the minimum personnel requirements specified in the advertisement.

MINIMUM PERSONNEL REQUIREMENTS

Requirement (as stated in advertisement)	Personnel Meeting Requirement	Firm by which Employed Full Time	Type of License / Certification Required	License / Certification Expiration Date	Other Project Requirements

Company Name _____

10. Provide short résumés for key project personnel **in alphabetical order by last name.**

a. Name, Title & Domicile

b. Name of firm by which employed full time

c. Years experience:

With this firm: _____ With other firms: _____

d. Education: Degree(s) / Years / Specialization

e. Active registration:

Year registered: _____

Branch: _____ State: _____

License No.: _____

f. Project Roles/Responsibilities (Brief Description)

g. Experience and qualifications **relevant to the proposed project**; i.e. “designed drainage”, “designed girders”; “designed intersection based on traffic data”, etc.

Company Name _____

11. Firm's most relevant project experience (List no more than 10 projects and include no more than one page per project)

<p>a. Project Name:</p>	<p>d. Firm Responsibility: <input type="checkbox"/> Prime <input type="checkbox"/> Sub</p>	<p>e. Owner/Agency Name: f. Project Manager: g. Address: h. Phone: i. Email:</p>	<p>j. Start Date: k. End Date: l. Eng. Cost: m. Const. Cost: (in thousands)</p>
-------------------------	--	--	---

n. Describe the project including the firm's role, members involved (highlight members to be utilized in this project submittal) and % of work performed in Louisiana.

Company Name _____

12. List any current prime or sub-consultant work being performed by all of your firm's offices, either directly for or via award by the LA DOTD.

a. State Project number, F.A.P. number, name, and location*	b. Contract Details		c. Contract fees (in thousands)** (by phase/type of work)
	Project Name and Location	DOTD Project Manager/Contact Person	
State Project and F. A. P. Numbers			Total Remaining

* For retainer contracts, list open task orders individually
 ** Fees, less sub-consultant's fees

Company Name _____

13. Provide any additional information or description of resources supporting your firm's qualifications for the proposed project. This section may also be used to submit proposed prices, if required. **NOTE:** response shall be limited to four pages or less.

14. This is to certify that all information contained herein is accurate and true, and that I presently have sufficient staff to perform these services within the designated time frame. (NOTE: A FACSIMILE OR SCANNED SIGNATURE WILL BE ACCEPTED FOR SUBCONSULTANTS ONLY)

Signature of Official (same as 4a): _____ Date: _____

Company Name _____