

**Announcement of Request for Bids
Program Management Independent Contractor
February 8, 2010**

Transit for Livable Communities (TLC) seeks bids for a program management contract. This work relates to a pilot program of the Federal Highway Administration, routed locally through Minnesota Department of Transportation. Transit for Livable Communities is administering the local pilot, known as Bike Walk Twin Cities (BWTC). TLC, a 501(c)(3) organization, uses the City of Minneapolis as its fiscal agent in this program. Information about Transit for Livable Communities: www.tlcminnesota.org. Information about Bike/Walk Twin Cities: www.bikewalktwincities.org.

The independent contractor fulfilling this contract will work on ongoing, as-needed basis to fulfill a number of program management support functions including procurement and project tracking.

Program Management Contract Description

Time period: Work is proposed to start by March 20, 2010 and could continue to March 20, 2012.

Contract amount: Up to \$95,000

Service Scope of Work:

1. Procurement
 - Draft contracts based on MnDOT, FHWA and TLC requirements for contracting.
 - Maintain a contract tracking system to ensure contracts are fully executed and documented.
2. Project Tracking and Close-out
 - Monitor and track actual project costs against project awards.
 - Assist TLC in preparation for the final audit, including reviewing financial and contractual documents to ensure adequate supporting information is readily available for auditors.
 - Advise on financial issues related to NTP funding and project close-out, including cash flow planning for the retainage of funds until the project is closed out.
 - Assist TLC in the staff with strategic, organizational and resource planning to ensure NTP project goals are met and to prepare for discontinuation of funding.
3. Reporting Assistance
 - Assist with collection of information and preparation of reports as needed.
4. Event Support
 - Provide event support as needed including functions of outreach, registration, logistics, and evaluation.
5. Provide program management service as needed.

To submit a bid please send documentation by noon on **Tuesday, March 16, 2010**. Documentation as a response to this request for bids should not exceed fifteen pages.

- a. Evidence of ability to perform the stated work in one or more of the following formats:
 - Website describing services and expertise of your firm, electronic or printed brochure
- b. Description(s) of previous relevant work
- c. Statement of availability for work in the indicated time period of March 20, 2010 to March 20, 2012
- d. Hourly rate of principal; hourly rate of other staff as relevant
- e. Two references familiar with responder's previous relevant work
- f. Contact information for responder

Send materials via electronic mail by noon on **Tuesday, March 16, 2010**.

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An independent contractor working in this relationship with Transit for Livable Communities will be required to carry workers' compensation insurance, commercial general liability insurance and commercial automobile liability insurance and must comply with federal state-aid regulations.

This announcement is available by mail upon request.

Transit for Livable Communities will make a decision based on qualifications.