

6100 Southport
Road, Portage,
Indiana 46368
www.nirpc.org

Phone: (219) 763-6060
Fax: (219) 762-1653



Northwestern Indiana Regional Planning Commission

"Together We Make the Difference"



N

I

R

P

C

REQUEST FOR PROPOSALS RFP 11-03

Bike and Water Trail Map Developing Services

Available in alternate formats, upon request.

Contents

1. REQUEST OVERVIEW.....	4
1.1. DEFINITIONS.....	4
1.2. METHOD OF PROCUREMENT.....	4
1.3. TYPE OF CONTRACT.....	4
1.4. SOLICITATION SCHEDULE.....	4
1.5. BIDDER(S) RESPONSIBILITY.....	4
1.6. FAMILIARIZATION OF SCOPE OF WORK.....	4
1.7. RIGHT OF REJECTION.....	5
1.8. PROTEST PROCEDURES.....	5
1.9. CANCELLATION OF PROCUREMENT.....	5
1.10. AVAILABILITY OF FUNDS.....	5
1.11. SINGLE PROPOSAL RESPONSE.....	5
1.12. INQUIRIES.....	6
1.13. ADDENDUMS.....	6
1.14. RESPONSIVE BID(S).....	6
1.15. ELIGIBILITY.....	6
1.16. EVALUATION PROCESS.....	6
1.17. EVALUATION CRITERIA.....	ERROR! BOOKMARK NOT DEFINED.
1.18. EVALUATION PROCEDURES.....	ERROR! BOOKMARK NOT DEFINED.
1.19. INSTRUCTIONS FOR SUBMITTAL:.....	7
1.20. DEADLINE.....	7
1.21. CONTACT.....	7
2. SCOPE OF WORK.....	8
2.1. INTRODUCTION.....	ERROR! BOOKMARK NOT DEFINED.
2.2. BACKGROUND.....	ERROR! BOOKMARK NOT DEFINED.
2.2.1. <i>It All Adds Up to Cleaner Air</i>	<i>Error! Bookmark not defined.</i>
2.2.2. <i>PACE Rideshare</i>	<i>Error! Bookmark not defined.</i>
2.2.3. <i>Partners for Clean Air</i>	<i>Error! Bookmark not defined.</i>
2.2.4. <i>Gas Can Exchange/HHW Collection</i>	<i>Error! Bookmark not defined.</i>
2.3. PROJECT OBJECTIVES.....	ERROR! BOOKMARK NOT DEFINED.
2.4. REQUIRED EXPERTISE.....	ERROR! BOOKMARK NOT DEFINED.
2.5. SERVICES REQUIRED.....	ERROR! BOOKMARK NOT DEFINED.
2.6. COST BREAK DOWN:.....	ERROR! BOOKMARK NOT DEFINED.
2.7. DURATION:.....	ERROR! BOOKMARK NOT DEFINED.
3. REQUIRED EXHIBITS:.....	10
3.1. NON-COLLUSION AFFIDAVIT.....	11
3.2. DISBARMENT OR SUSPENSION CERTIFICATION.....	ERROR! BOOKMARK NOT DEFINED.
3.3. LOBBYING CERTIFICATION.....	ERROR! BOOKMARK NOT DEFINED.
3.4. GENERAL TERMS AND CONDITIONS ASSOCIATED WITH FEDERAL CONTRACTS.....	ERROR!
BOOKMARK NOT DEFINED.	
3.4.1. <i>FINANCIAL ASSISTANCE:</i>	<i>Error! Bookmark not defined.</i>
3.4.2. <i>CONTRACTS AMENDMENTS:</i>	<i>Error! Bookmark not defined.</i>
3.4.3. <i>CONTRACT TERMINATION PROVISIONS:</i>	<i>Error! Bookmark not defined.</i>
3.4.4. <i>BREACHES AND DISPUTE RESOLUTION:</i>	<i>Error! Bookmark not defined.</i>
3.4.5. <i>ACCESS TO RECORDS AND REPORTS:</i>	<i>Error! Bookmark not defined.</i>
3.4.6. <i>FEDERAL CHANGES:</i>	<i>Error! Bookmark not defined.</i>
3.4.7. <i>NO GOVERNMENT OBLIGATION TO THIRD PARTIES:</i>	<i>Error! Bookmark not defined.</i>
3.4.8. <i>PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS:</i>	<i>Error!</i>
Bookmark not defined.	
3.4.9. <i>CIVIL RIGHTS REQUIREMENTS:</i>	<i>Error! Bookmark not defined.</i>
3.4.10. <i>DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS: ...</i>	<i>Error! Bookmark not defined.</i>
defined.	
3.4.11. <i>ENERGY CONSERVATION REQUIREMENTS:</i>	<i>Error! Bookmark not defined.</i>
3.4.12. <i>CARGO PREFERENCE:</i>	<i>Error! Bookmark not defined.</i>
3.4.13. <i>FLY AMERICA REQUIREMENTS:</i>	<i>Error! Bookmark not defined.</i>
3.4.14. <i>INTELLIGENT TRANSPORTATIONS SYSTEM REQUIREMENTS:</i>	<i>Error! Bookmark not defined.</i>

3.4.15.	STATE AND LOCAL LAW DISCLAIMER:.....	Error! Bookmark not defined.
3.4.16.	INCORPORATION OF FEDERAL HIGHWAY ADMINISTRATION (FHWA) TERMS:.....	Error! Bookmark not defined.
3.4.17.	SUSPENSION AND DEBARMENT PROVISIONS:.....	Error! Bookmark not defined.
3.4.18.	LOBBYING:	Error! Bookmark not defined.
3.4.19.	CLEAN WATER REQUIREMENTS:.....	Error! Bookmark not defined.
3.4.20.	CLEAN AIR REQUIREMENTS:	Error! Bookmark not defined.
3.4.21.	NOTIFICATION OF FEDERAL PARTICIPATION:	Error! Bookmark not defined.
3.4.22.	RECOVERED MATERIALS:	Error! Bookmark not defined.
3.4.23.	PATENT AND RIGHTS IN DATA:	Error! Bookmark not defined.

1. Request Overview

1.1. Definitions

Bid(s): Bid(s) may refer to a quote, proposal, sealed bid, or set of qualifications that is to be submitted by the Bidder(s).

Bidder(s): Bidder(s) shall refer to a firm, agent, company, or person submitting a Bid(s) to the Commission.

Contract: Refers to an agreement between the Bidder(s) and the Commission in which a set of terms and conditions and a scope of work are agreed upon after evaluations have determined a competitive Bidder(s).

The Commission: The Commission refers to the Northwestern Indiana Regional Planning Commission.

Solicitation: Refers to this document.

1.2. Method of Procurement

The method of procurement will be competitive negotiation.

1.3. Type of Contract

The type of contract will be fixed price contract.

1.4. Solicitation Schedule

Release date:	Wednesday the 26th of January 2011
Deadline for inquiries:	Friday the 18th of February 2011
Deadline for submittals:	Friday the 25th of February 2011

1.5. Bidder(s) Responsibility

The Bidder(s) shall have the responsibility of satisfying all parts of this solicitation. It is the desire of the Commission to procure goods and services of the finest quality. No advantage shall be taken by the Bidder(s) in the omission of any part of detail that would be necessary to fully satisfy all work required in this solicitation.

1.6. Familiarization of Scope of Work

Before signing a contract, each Bidder(s) shall familiarize itself with the Scope of Work, laws, regulations, and other factors affecting performance of work. It shall carefully correlate its observations with requirements of the solicitation and contract and otherwise satisfy itself as to the expense and difficulties attending the performance of the work. The signing of a Contract will constitute a representation of compliance by the Bidder(s). There will be no subsequent financial adjustment, other than that provided by the Contract, for lack of such familiarization.

1.7. Right of Rejection

The Commission reserves the right to postpone the closing/opening date for its own convenience and to reject any or all Bid(s) for any reason.

1.8. Protest Procedures

Bid protests based upon restrictive specifications or alleged improprieties in a solicitation that are apparent prior to bid opening must be received by the Commission, in writing, three (3) working days prior to the deadline date for submission of bids.

Protest of a decision concerning a contract award made by the Commission must be received by the Contracting Officer in writing within five (5) working days after the date of the contract award.

A protest shall include the name and address of the protestor, the bid/proposal number, the grounds for the protest, and any supporting documentation. The Commission shall notify the protestor, in writing and in a timely manner, of its receipt of the protest.

If the protest is received prior to the bid/proposal opening, all interested parties may be notified and the opening of bids/proposals may be postponed. If the protest is received after a contract award, the award may be withheld until a local decision is rendered concerning the protest.

The Contracting Officer will review the protest with any supporting documents submitted. The Contracting Officer shall perform an investigation of the protest. The Contracting Officer then presents the results of the investigation to the Finance and Personnel Committee of the NIRPC Board. The Finance and Personnel Committee will review the results and provide a recommendation to the Board. The Board shall make a decision regarding the protest and notify the Contracting Officer of the result. The Contracting Officer shall notify all affected parties of such decision in writing.

1.9. Cancellation of Procurement

The Commission reserves the right to cancel the procurement, for sound business reasons, at any time before the Contract is fully executed and approved on behalf of the Commission.

1.10. Availability of Funds

This procurement is subject to the availability of funding in the form of a grant. The Commission obligation is contingent upon the availability of appropriated funds from which payment for Contract purposes can be made. No legal liability on the part of the Commission for any payment shall arise until funds are made available to the Contracting Officer for this Contract and until the Bidder receives notice of such availability, to be confirmed in writing by the Contracting Officer. Any award of Contract hereunder will be conditioned upon said availability of funds for the Contract.

1.11. Single Proposal Response

If only one responsive Bid is received in response to the solicitation request, the Commission shall conduct a cost analysis in order to facilitate a determination of the fairness and reasonableness of the bid price. The single bidder shall be requested to submit cost information.

1.12. Inquiries

Any question related to this solicitation shall be directed to the contact whose name appears herein. The Bidder(s) shall not contact or ask questions of the department or agency for which the requirement is being procured. Questions shall be submitted in writing or by e-mail. Any correspondence related to a solicitation should refer to the appropriate Solicitation number, page and paragraph number. Oral interpretations or clarifications will be without legal effect. Only questions answered by formal written solicitation amendment will be binding.

It is the interested parties' responsibility to contact whose name appears below and get added to the mail/e-mail list. If the interested party is not on that mail/e-mail list, they will not be sent any addendums, questions, answered, and etc. **This can be done by submitting an email to the Procurement Coordinator with the subject line: RFP 11-03 – Add Vendor to List.**

All addendas, questions, answered, and etc will not be shared any other method except via email or by mail if requested.

All questions and clarification are due by 10:00 a.m. local time on Friday the 18th of February 2011 with subject line: RFP 11-03 Bike and Water Trail Map Developing Services.

1.13. Addendums

It is the interested parties' responsibility to contact whose name appears below and get added to the mail/e-mail list. If the interested party is not on that mail/e-mail list, they will not be sent any addendums, questions, answered, and etc. This can be done by submitting an email to the Procurement Coordinator with the subject line: RFP 11-03 – Add Vendor to List. All addendas, questions, answered, and etc will not be shared any other method.

1.14. Responsive Bid(s)

The Commission shall award contracts only to responsible/responsive Bidder(s) that possess the potential to perform successfully under the terms and conditions of the Request for Proposals. The Bidder(s) shall affirmatively demonstrate its responsibility and, when necessary, the responsibility of any proposed Sub-Contractors.

If information obtained by the Commission clearly indicates that the Bidder(s) is not responsive and the Commission has doubts about the productive capability or financial strength of a Bidder(s) that cannot be resolved affirmatively, a determination that the Bidder(s) is non-responsive shall be rendered.

1.15. Eligibility

Bidder(s) must not be on the U.S. Comptroller General's list of ineligible firms. The successful Bidder(s) will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

1.16. Evaluation Process

Each proposal will initially be reviewed to determine if it meets the minimum requirements. The proposal must be complete, in the required format and in compliance with all the requirements of this RFP.

1.17. Instructions for Submittal:

Submitting parties must include the following information in their submission of Bid(s). Bidder(s) shall submit the following:

1. A Proposal of Qualifications of any and all members of the consulting team to be utilized, with an indication as to the team leader for any and all emphasis areas, including the optional area, and what work each consultant team member will do.
2. Names, titles, addresses and telephone numbers of three client references, with local government and/or council of government references preferred.
3. A summary description of the timeframe to be utilized for the map's development.
4. A schedule of fees to be charged for the map development activities referenced above.
5. Executed exhibits: Bidder(s) must submit all the attached Exhibits.
6. Submission: Each Bidder(s) must submit three hard-copy sets of Proposals, including one signed original, plus the contents of the proposals on one compact disc, in a sealed envelope marked on the outside as follows: "NIRPC RFP 11-03 Bike and Water Trail Map Developing Services"
7. Completeness: All Bid(s) materials must be complete and be received at the offices of and addressed to: Northwestern Indiana Regional Planning Commission, 6100 Southport Road, Portage, IN 46368-6409.

1.18. Deadline

All Bid(s) must be received at the Commission by **Friday the 25th of February 2011, 10:00 a.m. local time.** No Bid(s) will be accepted after this time and date. The Commission reserves the right to reject any or all Bid(s) received for any reason.

1.19. Contact

David Gutowsky, Procurement Coordinator
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage IN 46368
P: 219-763-6060 ext. 143
F: 219-762-1653
dgutowsky@nirpc.org

2. Project Background

NIRPC is a multi-purpose, area-wide planning agency representing local government within Lake, Porter, and LaPorte Counties in Indiana. It is governed by a board of fifty-one commissioners, all of who must be elected officials. The 1,520 square mile planning area has a population of 741,468 according to the 2000 decennial census.

NIRPC provides a wide range of services to communities and organizations within its planning area. These include the dissemination of technical data, the maintenance of planning certifications qualifying the region for state and federal aid, the conduct and undertaking of planning and development studies, and the general provision of staff services to assist local governments. NIRPC is the designated metropolitan planning organization (MPO) for transportation planning in Northwestern Indiana.

In 1994, NIRPC produced the Regional Bikeways Plan, which was NIRPC's first planning document for bicycle travel. This plan was produced just after the release of the Intermodal Surface Transportation Efficiency Act (ISTEA), which represented the first federal transportation bill directly allocating monies towards the development of multi-use non-motorized off-road trails. The Regional Bikeways Plan, produced with the assistance of numerous local officials and private citizens, became the catalyst behind the development of over 70 miles of off-road trail in the decade after its creation. In addition, over 50 miles of new trails have been funded for and nearly ready for construction.

In 2005, NIRPC adopted the Ped & Pedal Plan, which expanded the vision of the 1994 plan, with an additional emphasis on pedestrian movements. The prime focus of the plan is a Priority Corridor Map that outlines over 500 miles of off-road trail possibilities in Lake, Porter and LaPorte Counties. This vision will supplement an already impressive on-road, or shared route network totaling well over 600 miles in both Porter and LaPorte Counties. In 2011, a draft updated to the Ped & Pedal Plan is scheduled to be approved by the NIRPC Commission.

In 2008, NIRPC released the Northwest Indiana Bike Map, the first comprehensive bicycle route map for the NIRPC region, including a portion of the Chicago South Suburbs. Over 100,000 copies of this map were distributed, and the map has proven enormously popular showcasing our region's ever-expanding off and on-road bicycle network.

In addition to identifying bicycle and hiking routes, NIRPC is desirous of identification of water trail routes for canoes and kayaks. These routes are to include launches, and other support facilities along a number of water features in the NIRPC region. These include, but are not limited to, Lake Michigan, the Kankakee River and Trail Creek.

3. Scope of Work

NIRPC is desirous of procuring the services of a highly-qualified consultant with a solid background in developing bicycle route maps. The consultant will produce printer ready files for a high-quality bicycling map for Northwestern Indiana. The map will include all existing trails as well as corridors identified for future trail development, both water and land-based. On road, or shared routes will also be identified. The territory of coverage will include all of Lake, Porter and LaPorte Counties, with approximately two miles into Southwestern Michigan adjacent to LaPorte County, and up to 10 miles into Northeastern Illinois adjacent to Lake County. Specifically, the consultant will categorize each of these routes based on the following:

- **Off-road Trails:** All existing trails that currently are in use today, including those corridors that have been fully funded and awaiting construction by 2012. All trail surfaces will be identified, and will also include those facilities that are double sidewalks along roadways.
- **On-road Routes:** Otherwise described as “shared routes”. These will include those routes already signed throughout LaPorte and Porter Counties, and those in the Town of Munster. In addition, the consultant will include routes in Lake County that have been recently researched by NIRPC staff and members of the Calumet Citizens for Connecting Communities, or C4.
- **Water Trails:** A number of water features in the NIRPC region are currently accessible for recreational canoe and kayak use. Routes to be included will feature those with established launch sites with supporting facilities such as parking lots and camp sites. Additional language will be expected in relation to safety information for paddlers, including emergency contacts along the corridors.

The consultant may be expected to verify many of these routes, either signed or unmarked, by soliciting input from local bicyclists on recommended routes and collect data necessary to perform modified Bicycle Level of Service analysis of these routes. It is expected that some of the data will be unavailable, or out-of-date, and will need to be supplemented by fieldwork by the consultant, NIRPC staff, members of C4, other local bicycling organizations, or a combination thereof.

The difficulty classification of these routes will be determined on factors such as road condition, width of pavement and average daily travel (ADT) of vehicular traffic. The consultant will be expected to produce a hierarchy of routes based on these said factors. Routes that are signed and/or identified with marked bike lanes, will be highlighted along with their difficulty level.

3.1. Summary of Professional Services:

1. Develop a print-ready bicycle, hiking and water routes map of NW Indiana, including both off and on-road routes.
2. Prepare digital copies of the map for internet use on NIRPC’s website.
3. Development of a map application for use with iPhones (optional cost element).
4. Work with staff from NIRPC and members of the Calumet Citizens for Connecting Communities (C4) on various research tasks, including data collection.
5. With the assistance of C4 and NIRPC, survey local bicycle users on preferred shared-routes in the scope of work area.

4. Required Exhibits:

4.1. NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

The undersigned Bidder(s) or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person from bidding not to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Bidder(s) (Firm)

Signature of Bidder(s) or Agent

End of Solicitation