

Request for Proposals

August 6, 2009

Central Utah Valley Bicycle and Pedestrian Study

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NOTICE TO CONSULTANTS

Mountainland Metropolitan Planning Organization (MMPO) is soliciting the services of qualified firms/individuals to perform consulting services for the following project:

Central Utah Valley Bicycle and Pedestrian Study

This project will produce a comprehensive Bicycle and Pedestrian Facilities Master Plan for the City of Orem, UT, and detail ways to connect existing and planned facilities between and among Orem and its surrounding communities. The Plan will incorporate connections to multiple transportation modes.

The budget for this study is \$110,000.00.

Provide the Best Value for the Budget

MMPO has elected to procure a team to design and achieve the best project possible within the program budget. This will be accomplished through a Fixed-Price, Best-Design procurement approach. This approach gives the consultant a fixed price and encourages them to propose innovative and creative solutions for achieving the goals and realizing the values as set forth in this Request for Proposals.

The successful proposer for the project will fully understand the project goals, values and expectations, and deliver a proposal that provides to the project stakeholders outstanding solutions within the available budget.

PROJECT DESCRIPTION

The purposes of this project are three-fold:

ONE - Creation of a comprehensive Orem City Bicycle and Pedestrian Facilities Master Plan, focused on strategies to develop a high level of 'bicycle and pedestrian friendliness,' and making connections between trip generators and destinations within Orem. The Plan should identify needs, obstacles and opportunities for making biking and walking viable alternatives to vehicle use, and include goals, objectives, policies, maps, and approaches for implementation. The end product should be both: a.) a stand-alone document useable as a guide to future activities; and b.) easily integrated into the existing Orem Transportation Master Plan. The consultant should pay thorough attention to the guiding Project Values and Expectations as follows:

Project Values and Expectations

- Maximize involvement of all stakeholders (city officials, staff, residents and businesses) in the planning process and buy-in to the completed Master Plan of all stakeholders. Demonstrate sensitivity to the concerns of all stakeholders. This element of the project will require a very high degree of public input and proven excellence in this field from the prospective consultant.
- Incorporate effective methods and strategies for the 'institutionalization' of bicycle and pedestrian planning and routine accommodation of bicycle and pedestrian needs by the City of Orem
- Ensure consistency in design standards and definitions.
- Produce a plan with reasonably achievable objectives combined with sufficient vision to help Orem prepare for the future
- Delivery of The Orem City Bicycle and Pedestrian Master Plan within the budget

TWO - The project will study ways to connect the Orem plan to the existing plans of the surrounding communities of Provo, Vineyard, and Lindon. This element seeks to provide for future connectivity of current and planned facilities throughout this Central Utah Valley area.

THREE - The project will assist the MMPO integrate these plans into the Metropolitan Transportation Plan.

PROCUREMENT PROCESS

Mountainland MPO intends to enter into an agreement with a firm to provide professional services as described.

Mountainland MPO will award the Contract to the Proposer with the apparent best value after the final Contract has been successfully negotiated. If no final agreement is reached between MMPO and the Proposer with the apparent best value proposal, MMPO reserves the right to negotiate a Contract with the Proposer with the second highest score.

I. Request for Proposal Documents

The Request for Proposal (RFP) documents, including the submittal requirements and the selection criteria and schedule, will be available in electronic format on the Mountainland web site at **www.mountainland.org**. Submittal dates for the required references, management plans, statements of qualifications, and interviews will be based on the study schedule included in the RFP.

Mountainland MPO reserves the right to reject any or all submittals or to waive any formality or technicality in any submittal in the interest of the organization.

II. Contact Information

Except as authorized by the Mountainland representative or as otherwise stated in the RFP, communication during the selection process shall be directed to the specified Mountainland representative. In order to maintain the fair and equitable treatment of everyone, consultants shall not unduly contact or offer gifts or gratuities to Mountainland, any board officer, or employee of Mountainland, or selection committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies before the RFP is issued, through selection and Request for Proposals, as the project is developed, and extends through the award of an agreement. Failure to comply with this requirement may result in a disqualification in the selection process. Consultants should be aware that selection committee members will be required to certify that they have not been contacted by any of the consultants in an attempt to influence the selection process.

All communications regarding this project shall be directed to:

Mountainland Metropolitan Planning Organization
Jim Price, AICP, PTP, Project Manager
586 East 800 North
Orem, UT 84097
t.801/229-3848
f.801/229-3801
jprice@mountainland.org

III. Requests for Clarification

The Proposers may submit formal requests for clarification on the RFP in writing until the submittal date via email at the contact address. All responses to requests for clarification will be in writing and such requests and clarifications will be posted on the Mountainland website.

IV. Submittal Due Dates and Times

Six copies of all required submittals must be delivered to, and be received by, Mountainland MPO no later than **3:00 pm, Thursday, August 6, 2009**. Submittals received after the specified time will not be accepted. Please allow adequate time for delivery. If using a courier service, the submitting firm is responsible for ensuring that delivery will be made directly to the required location.

V. Proposal Documents

Each Response to this RFP shall consist of the following:

1. Listing of Past Performance And References (1 page)
2. Management Plan, Project Schedule, and Statement of Qualifications (not to exceed 3 pages)
3. Project Proposal (not to exceed 9 pages)

1. Past Performance and References

The Past Performance of all Proposers shall be considered in the selection process. Each consultant shall submit a listing of client references on three similar projects completed within the past five years. Include contact information and a one paragraph description for each project.

2. Management Plan

Firms will be required to develop and submit a plan demonstrating how they will manage their responsibilities, identifying risks, and how risks will be mitigated. An organization chart showing the roles and responsibilities of all pertinent decision-makers is a required part of the PROPOSAL.

Address project specific criteria, risks that have been identified by the RFP and additional risks that the team has identified. State how those risks will be mitigated.

As part of the management plan include your proposed project schedule. Indicate critical dates and other information in sufficient detail for the selection committee to determine if the time frames are reasonable.

The management plan should be concise yet contain sufficient information for evaluation by the selection committee.

2a. Statement of Qualifications

The submitting firm shall include in the management plan a Statement of Qualifications, a **brief** document that indicates the experience and qualifications of the firm, the project manager and other critical members of the team. It describes what talents their team brings to the project, how their knowledge of the subject will provide benefit to the process, how the team has been successful in the past and how that relates to this project.

It should include information on similar projects that have been completed by the firm, project manager and other team members. Include the experience and special qualifications that are applicable to this project and/or are part of the project specific selection criteria.

3. Project Proposal

Each project proposal shall address the following Scope of Work requirements.

Scope of Work

Purpose

The majority of effort is anticipated to be focused on the Orem City Bicycle and Pedestrian Facilities Master Plan, while also providing adequate resources for the other project goals.

The current project goals are as follows:

- To build community consensus for such facilities and improvements to bicycle and pedestrian safety ; to promote public participation in the planning process; and facilitate communication and understanding among residents, businesses, officials, and others interested in non-motorized transportation
- To analyze and evaluate current conditions affecting safe and inviting biking and walking within Orem
- To improve safety by investigating bicycle and pedestrian accident history and proposing preventive measures
- To identify and propose future improvements to existing facilities to promote and support an increase in recreational, utilitarian, and commuter trips by bike or on foot.
- To identify non-motorized transportation project initiatives, develop priorities and cost estimates
- Identify possible funding sources
- To develop design standards for new facilities tailored to the needs of Orem

- To analyze current connectivity issues between and among Orem and the surrounding communities of Provo, Vineyard, and Lindon

Work Tasks and Deliverables

The CONSULTANT will provide professional services to accomplish all specific work tasks, ***to be proposed by the consultant***, leading to the preparation, submittal, approval and adoption of the Orem City Bicycle and Pedestrian Facilities Master Plan and completion of the Central Utah Valley Bicycle and Pedestrian Study.

The specific work tasks shown below are the minimum required, and are intended to provide guidance in preparing the proposal. Consultants are encouraged and expected to respond to this RFP with a proposal that includes additional tasks, further defined task details, and a work plan and approach necessary to accomplish each task and do so in accordance with the Project Values and Expectations as stated above.

The CONSULTANT shall provide all required labor, equipment, tools, and facilities necessary to complete the required work, including but not limited to the following:

TASK 1.0 Project Initiation

The CONSULTANT shall hold an organization and initial meeting with MMPO staff and other concerned organizations to collect available data and published materials, establish schedules, and establish communication channels with various stakeholders, city staff, and local agencies.

TASK 2.0 Establish Specific Goals, Objectives and Policies (GOP)

The GOP will provide direction for the development and implementation of the proposed bicycle plan as follows:

- *Goals*, or future visions, will be based on existing documents and include any new initiatives.
- *Objectives*, or measures of effectiveness, are more specific statements under each goal that will define how the goal will be achieved.
- *Policies*, or action statements, will be developed out of broader goals and objectives. Policies will define *who, when, where, and how* to achieve the objectives and meet goals.

The final set of the GOP will be submitted to the MMPO for review and approval.

TASK 3.0 Existing Conditions Evaluation

The Consultant shall perform a thorough evaluation of existing bicycling and pedestrian conditions and issues. The CONSULTANT shall also review related plans of adjacent cities and of the MMPO to provide continuity of the proposed system. For the purpose of evaluating safety, the CONSULTANT shall gather accident data/histories, map and analyze the data as it relates to improving the safety of bicyclists and pedestrians, **of all ages and abilities**, within Orem. The results of the existing conditions evaluation shall be summarized in a report to be submitted to the MMPO for review and approval.

TASK 4.0 Needs and Attitude Survey

The consultant shall propose a methodology for assessing attitudes and desires of the public related to bicycle and pedestrian facilities in Orem. The survey shall be conducted to obtain opinions and suggestions on use, the conditions of existing facilities and their required improvements, and the need for new facilities. A draft survey form developed by the CONSULTANT shall be submitted to the MMPO for review and approval.

TASK 5.0 Public Participation Program

The Consultant shall conduct a thorough public participation program that involves both current users of bike/ped facilities and of the general public in the planning of future facilities for recreational and discretionary trip purposes within the City. The public participation will include **at least** the following items:

- Public meetings for obtaining public input, feedback, and information exchange;
- Project website for public information, education, and feedback;
- Media releases to newspapers, radio, television, and on-line sources;
- Media publicity communications, such as developing local interest articles;
- GIS mapping and high quality graphics for public presentation.

All meetings will be held in facilities accessible to all Orem residents.

The public outreach efforts should be designed to include a broad range of interested organizations and individuals, often making it difficult to contact them in an efficient manner using traditional media. CONSULTANT shall propose ways of overcoming these limitations and improving the success of the outreach.

TASK 6.0 Proposed Bicycle/Pedestrian Systems and Support Facilities Development

The CONSULTANT will develop a proposed system of facilities and support facilities to serve existing and future recreational, utilitarian, and commuter trips in the City.

TASK 6.1 Design Standards

These standards are intended to reflect physical and financial constraints of constructing bicycle and pedestrian facilities in Orem. The implementation of the standards shall aim primarily to enhance safety, functionality and aesthetic considerations. Proposed standards should be take existing AASHTO guidelines into consideration .

TASK 6.2 Proposed System

The Project includes the development of a proposed system of facilities, including the following major steps:

- Identify needed new routes and facilities, including support facilities, based on field observations, survey responses, input from public participation program, and input from local agency staff and other interest groups
- Develop GIS base maps of the existing and proposed system.

TASK 7.0 Project Cost Estimates and Funding Sources

The Consultant shall prepare construction cost estimates for the proposed system, based on the latest unit costs of similar past projects in Utah County and factoring in current materials costs and increases due to inflation. In a similar fashion the CONSULTANT will also develop estimated, on-going maintenance costs for such facilities based on costs of similar past projects corrected for inflation. The Consultant shall identify potential funding from federal, state, and local sources beyond the City for bicycle and pedestrian improvements.

TASK 8.0 Implementation Plan

The CONSULTANT shall identify a list of priority system routes for implementation, recommended design standards appropriate for Orem, and a proposed plan for monitoring and evaluating the performance of the system. The priority list will include but is not limited to: (a) elimination of an immediate safety hazard, (b) funding availability and requirements, (c) consideration of other programmed transportation improvements, (d) advancement of coordinated, systematic growth as opposed to a disconnected, piecemeal approach, and (e) current performance information and projected impact on the quality of the city's non-motorized system.

TASK 9.0 Draft Master Plan

The Draft Bicycle and Pedestrian Facilities Master Plan will summarize the results of the evaluation conducted for the proposed system and incorporate all necessary elements, including but not limited to:

- Goals, Objectives and Policies
- Evaluation of Existing Conditions
- Needs and Attitudes Survey
- Public Participation Program
- Proposed System and Facilities
- Project Cost Estimates and Funding Sources
- Implementation Plan

The consultant shall prepare the Draft Plan report and submit it to MMPO for review and comments.

TASK 10.0 Final Master Plan

Following approval by MMPO the CONSULTANT will present the Orem City Bicycle and Pedestrian Facilities Master Plan to the Orem City Transportation Advisory Committee, Planning Commission and City Council for approval and adoption. The adopted Master Plan will serve as the final report of the Orem City Bicycle and Pedestrian Facilities Master Plan portion of the Project.

TASK 11.0 Connectivity Between Adjacent Communities

The CONSULTANT shall propose methodology and tasks for defining, inventorying, and proposing improvements to safe and inviting connectivity between and among the Central Utah Valley communities of Orem, Provo, Vineyard, and Lindon. Formulation of a set of GOP's suitable for adoption by each community and the MMPO will be the final report for this element.

Final Scope of Work

The Final Scope of Work document shall be negotiated and executed prior to the start of work. Should the MMPO and consultant be unable to come to a negotiated agreement, the contract may be negotiated and award to the second highest scoring proposal.

VI. Selection Criteria for Professional Services

The following criteria will be used in ranking each of the teams. The team that is ranked the highest will represent the best value for the MPO. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal. Weights have been assigned to each criterion in the form of points.

- A. **MPO Past Performance Rating 10 Points** Each prime firm will be given a past performance rating. The rating will be based on the performance of the firm in completion of the three previous projects as submitted in the Management Plans and Proposal.
- B. **Project Proposal 45 Points** The merits of each Project Proposal will be evaluated by the selection committee in relation to the following:
 - 1. **Apparent understanding of the Project Goals and Values** – How well has the proposer demonstrated a thorough understanding of the issues and concerns embodied in the Project Goals and Values?
 - 2. **Comprehensiveness of the response to the RFP** – Has the proposal properly addressed each of the requirements and suggestions identified within the RFP, and paid adequate attention to each element?
 - 3. **Creativity and Professionalism** - Has the proposer demonstrated both creativity and a professional approach to addressing the issues and needs identified in the RFP? Are the proposals realistic and attainable?
- C. **Strength of Team and Management 30 Points** Based on the proposals, the interview, and management plan, the selection team shall evaluate the expertise and experience of the team and the project lead as it relates to this project in size, complexity, quality, duration, etc. Consideration will also be given to the strength brought to the team by critical consultants including how they were selected and the success the team has had in the past in similar projects
- D. **Schedule 10 Points** The consultant's schedule will be evaluated as to how well it meets the objectives of the project. The consultant shall identify in the project schedule all major work items with start and stop dates that are realistic and critical. The completion dates shown on the schedule will be used in the contract. A Critical Path or similar schedule approach is preferred.

- E. **Local Knowledge** **10 Points** The consultant's knowledge of the local and regional plans for the area and their past involvement with jurisdictions in the area will be evaluated as to how well issues of the area are known.

TOTAL POSSIBLE: 105 POINTS

VII. Selection Committee

The Selection Committee will be composed of individuals from stakeholder groups.

VIII. Interviews

The selection committee may require interviews to be conducted with all firms who have met all of the requirements, but holds the right to decline holding interviews. If the committee decides to hold interviews, they may convene to develop a short list of firms to be invited to interviews. This evaluation will be made using the selection criteria noted below based on the information provided by the Proposal, Past Performance/ References, Management Plan and Statement of Qualifications.

The purpose of the interview is to allow the firm to present its qualifications, past performance, management plan, schedule and general plan for accomplishing the project. It will also provide an opportunity for the selection committee to seek clarifications from the firm.

The proposed primary project management personnel, including the project manager, should be in attendance. The project manager is the firm's representative who has overall job authority, will be in attendance at all job meetings, and is authorized by the firm to negotiate and sign any and all change orders in the field, if necessary. Unless otherwise noted, the attendance of sub-consultants is at the discretion of the firm.

The method of presentation is at the discretion of the firm. The interviews will be held on the date and at the place TBD.

IX. Form of Agreement

At the conclusion of negotiations, the selected consultant will be required to enter into an agreement using the available form of the Professional Services Agreement.

X. Licensure

The consultant shall comply with and require its sub-consultants to comply with the license laws of the State of Utah.