



City of Asheville, NC

REQUEST FOR PROPOSALS

Wilma Dykeman Riverway Environmental Analysis, Project Development, and Preliminary Design

Submittal Address:

Dan Baechtold, AICP
City of Asheville Engineering Department
70 Court Plaza, Room 101
Asheville, NC 28801

Submittal Deadline: Tuesday August 4, 2009 5:00 PM

Inquiries:

All inquiries and questions about this proposal must be submitted in writing by email to Dan Baechtold at the following address: dbaechtold@ashevillenc.gov. Questions will be compiled and answers will be posted to the following FTP site:

<ftp://ashevillenc.gov/Engineering/Riverway%20Study/>

I. Introduction

The City of Asheville, NC is seeking statements of qualifications and proposals to produce environmental documentation, analyze project alternatives, develop preliminary designs, and develop a strategy for project implementation for roadway improvements and greenway improvements in the River Arts District in Asheville (herein “Riverway”). This project implements a portion of the Wilma Dykeman Riverway Master Plan. The environmental analysis and design process is intended to move the project closer to implementation. The selected firm will also be responsible for coordinating a stakeholder’s group, and involving environmental agencies and the public in the project development process.

The consultant or consultant team must demonstrate that they have experience managing successful studies with a scope and focus similar to what is desired for the Riverway. Consultants should demonstrate expertise in all aspects of traffic engineering, as well as understanding of transportation-land use relationships, bicycle/pedestrian planning, context-sensitive roadway design and urban design. The successful teams must have experience with environmental analysis and documentation that meet the requirements of the federal government and the State of North Carolina.

II. Background and Goals for the Project

The City of Asheville received a federal appropriation from the USDOT in the amount of \$ 590,357 for preliminary engineering and design for a portion of the Wilma Dykeman Riverway. The funds are programmed into the State of North Carolina Transportation Improvement Program (TIP) as project U-5019. This project will build on the previously developed conceptual design and long-range economic development plan contained in the Wilma Dykeman Riverway Master Plan which can be found at the following link:

<ftp://ashevillenc.gov/Engineering/Riverway%20Study/>

The roadway and other infrastructure improvements should balance the needs of motorists, cyclists, pedestrians, and transit riders. Design of the Riverway is likely to include road relocation and widening, on-street parking, intersection and signal upgrades, railroad crossing improvements, bridge reconstruction, median treatments, sidewalks, streetscape elements, transit amenities, and greenway facilities. This study is for a two and two-tenths mile (2.2 Mi) section of roadway that includes portions of Riverside Drive and all of Lyman Street. The streets run parallel to the French Broad River on the east side. The northern terminus is the Hill Street / I-240 interchange. The southern terminus is the intersection with Amboy Road.

The design of the Riverway should pay special attention to plans for economic development and redevelopment, flood protection, stormwater management, aesthetic considerations, pedestrian and bicycle accommodations, and greenways development. Project development should be guided by the following plans: Wilma Dykeman Plan, City of Asheville 2025 Development Plan, City of Asheville Pedestrian Plan, Asheville Comprehensive Bicycle Plan, Asheville Greenways Master Plan. In this project, the City of Asheville expects the consultant to develop a strategy to move the project toward implementation, and to develop a process to work cooperatively with all involved stakeholders, including the NCDOT and environmental agencies.

III. Project Description

Responses to this RFP should provide a preliminary scope of work that focuses on a strategy that will maximize the investment of federal dollars. The City is looking for a product that will include environmental documentation and preliminary design in order to move the project closer to implementation. The list below is not intended to be comprehensive. The City welcomes alternative approaches or creative strategies that will move the project forward. The proposal should provide a clear sense of the products that will be delivered as a part of the strategy.

Project Objectives:

Preliminary Analysis

- Perform traffic analysis to determine functional design requirements for the Riverway.
- Coordinate with environmental and permitting agencies, FHWA, and other stakeholders as appropriate in order determine the appropriate level of environmental documentation for the project.
- Coordinate the City of Asheville Riverway Project with the NCDOT project U-4739, which is an unfunded road widening project that begins at the southern terminus of the City's Riverway Project, and with NCDOT project I-2513 at the northern end of the project.
- Address organizational relationships, roles and responsibilities as the project moves forward, including the facilitation of State/City cooperation.
- Involve the public and stakeholder groups early in the process, paying special attention to previous community planning efforts and the community vision for the corridor.

Environmental Document

- Identify and inventory features of the natural and human environment that could be impacted by the project, paying special attention to flood issues, potentially historic properties, and possible business or residential relocations.
- Identify and inventory constraints and engineering challenges of the built environment. These constraints should include, but not be limited to the following:
 - Interactions with the Norfolk Southern properties, crossings, lines, and switching facilities
 - Constraints on rights-of-way presented by utilities, buildings, rock walls and other features.
- Identify key design features and context-sensitive design issues to be carried forward through the design process, including:
 - Pedestrian accommodations and safety.
 - On-road bicycle accommodations
 - Off-road multi-use trails to implement the greenway system.
 - Streetscaping, on street parking consideration, and intersection/signal treatments
 - Bridge design and other aesthetic treatments.
 - Landscaping
 - Access management

- Develop functional designs for a select number of alternatives. Analysis of each of the alternatives should provide information in the following areas:
 - Assessment of residential and business relocations
 - Cost estimates for right-of-way, design, and construction
 - Discussion of traffic control during construction
 - Detailed functional designs
- Analyze project impacts to include the following:
 - Discussion of environmental impacts (benefits and constraints)
 - Mitigation strategies for environmental impacts.
- Develop a process of stakeholder involvement to select a preferred alternative.
- Produce a final environmental document that meets state and federal standards.
- Oversee the multi-agency review and approval of the environmental document.

Preliminary Design and Project Implementation

- Produce a preliminary design for the project. The proposal should include estimates of a “percent complete” expected for this design.
- Provide an analysis of project feasibility to include detailed cost estimates for final design, right-of-way and construction. This should include data on individual property acquisitions that will be necessary.
- Develop a plan for continued project development, focusing on the following:
 - Maintaining momentum for the project and financing over a multi-year period
 - Discussion of phased implementation of the project to account for land use, NCDOT TIP project(s), and right-of-way constraints.
 - Financing options
 - Identification of detailed “next steps”

Stakeholder and Public Involvement

- The proposal should present an outline of proposed meetings and communication strategies to involve stakeholder groups and the public in this process.

IV. Submittal Format and Procedures

Consultants or consultant teams are requested to prepare a proposal for submittal to the City of Asheville Engineering Department. In order to be considered responsive to this RFP, each proposal must conform to the following requirements. The consultant shall submit eight (8) copies of the proposal.

Submissions must be received by 5:00 p.m. on Tuesday August 4, 2009 at the following location:

Dan Baechtold, AICP
 City of Asheville Engineering Department
 70 Court Plaza, Room 101
 Asheville, NC 28801

Inquiries

All inquiries and questions about this proposal must be submitted in writing by email to Dan Baechtold at the following address: dbaechtold@ashevillenc.gov. Questions will be compiled and answers will be posted to the City's FTP site. No in-person interviews or phone conversations will be granted, except to clarify issues with parcel delivery.

Proposal Requirements

The proposal should include a draft Scope of Work (SOW) that describes the approach and steps your firm would take to accomplish the objectives outlined above. In doing so, please highlight any particular issues or aspects of the study that you believe may need special consideration. In addition, proposals may deviate from the approach outlined above. Please describe the level and nature of involvement envisioned for principals in each task. Please include a detailed list of deliverables and a proposed schedule for achieving the objectives of the study.

In addition to the proposed SOW, the consultant teams may wish to present the following information: descriptions, sketches, photos or plans of projects of a similar nature which have been completed by each firm; any unique features of the project(s); and relevant methodology/experience in dealing with environmental impacts that may be encountered under this agreement. Firms may also wish to provide samples of materials they have developed for public informational meetings. Proposals should adhere to the following format:

Proposal Contents

Page Limitations

1. Cover Letter	2 pages
a. Contact Information	
b. Project Manager	
c. Firm/Team Strengths	
2. Project Management Team	1 page
a. Project Manager/Director	
b. Task Leaders	
3. Firm/Team Organization Chart	1 page
4. Project Understanding	2 pages
a. Significant Issues/Stakeholders	
b. Prior Work	
c. Objectives of this Project	
5. Project Approach	14 pages
6. Project Schedule	1 page
7. Project Resumes	10 pages
8. Relevant Project Experiences	10 pages
9. Supplementary Information	2 pages (11"x17" permissible)

Evaluation Criteria

Evaluation of proposals will be performed by City of Asheville staff in consultation with the North Carolina Department of Transportation. The Proposals will be evaluated on the firm's ability to meet the requirements of this RFP. Some heavily weighted, specific evaluation criteria, among other factors, will include:

1. Thoroughness of the proposal regarding the tasks addressed in the Project Description
2. Knowledge of technical requirements;
3. Proposed scope of work and deliverables;
4. The firm's previous experience with similar plans;
5. The firm's approach to stakeholder involvement;
6. Qualifications and ability of key individuals identified in the proposal;
7. Quality and availability of staff assigned to the project.

A select number of candidate firms will be asked to present their proposal to City staff before the final selection is made. Final selection and the contract with the successful consultant will be subject to approval by the City of Asheville.

Selection Schedule

Consultant Proposals due at the City by 5:00pm	August 4, 2009
Consultant Selection and Interviews	Aug. and Sept. 2009
Contract Negotiation	Sept. 2009

V. Additional Requirements

The project must be accomplished in accordance with State and Federal procedures, guidelines, standards, and specifications. The City and its agents must comply with the following federal policies: (a) Conflict of Interest; (b) Equal Employment Opportunity; (c) Title VI – Civil Rights Act of 1964.

The City and its agent, including all contractors, sub-contractors, or sub-recipients, must also comply with the following federal policy: Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26, and must adhere to the North Carolina Department of Transportation policy SP1G69, Disadvantaged, Minority, Women Business Enterprises (Race and Gender Neutral). The policy is attached and is also available at the following link:

<http://www.ncdot.gov/doh/preconstruct/ps/word/SP1G69.doc>

In addition, the City of Asheville has adopted a Minority Business Plan to encourage participation by minority businesses in the award of contracts. Bidders are hereby notified that this bid is subject to the provisions of that Plan to outreach to minority businesses for this project. Bidders should provide a written statement of their intentions to perform minority business outreach with or without subcontracting and if they will be subcontracting, what are the bidder's good faith efforts in response to this RFP. Questions regarding the Minority Business Plan may be directed to James Lee, Coordinator at the Minority Business Program, 29 Haywood Street, Asheville, NC 28801 or by phone at (828) 232-4566 or jlee@ashevollenc.gov or check out information on the website at www.ashevollenc.gov/mbp.

You can access two sources for certified minority firms at www.ips.state.nc.us/IPS/Vendor/SearchVendor.aspx or www.doa.nc.gov/hub to search for vendors. It is the policy of the City to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.

All proposals become the property of the City of Asheville upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The City of Asheville reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the City of Asheville. This solicitation of proposals in no way obligates the City of Asheville to award a contract.

The City of Asheville will work with the selected firm or firms to finalize the scope of work, the study budget, and the final contract. In the event that the City of Asheville is unable to reach agreement with the selected consultant firm regarding scope of work and/or cost, one of the other submitters may be chosen. Firms responding to this request for qualifications are notified of a City policy that prohibits contracting with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.