

REQUEST FOR PROPOSALS

VILLAGE WIDE BICYCLE TRANSPORTATION PLAN

For

THE VILLAGE OF PALATINE, IL

May 19, 2010

Issued By:
Village of Palatine
200 E. Wood St.
Palatine, Illinois 60067

**Notice of Request for Proposal (RFP) for a
Village Wide Bicycle Transportation Plan**

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Village Wide Bicycle Transportation Plan

PURPOSE, SCOPE AND DELIVERABLES

I. Purpose

The intent of this project is to create a Bicycle Transportation Plan that, when implemented, will improve bicycle transportation throughout the Village of Palatine. The Plan will guide planning, development and management of existing and future bicycle, pedestrian, and multi-modal connections within the Village of Palatine. The Plan should identify potential future bike lane/route opportunities as well as upgrades or improvements to existing sidewalks, trails, and roadways such as:

- lane restriping,
- signage/way finding,
- pavement markings,
- other safety and road-sharing enhancements.

The Plan should utilize the most current bicycle travel research, lessons learned, and best practices for mobility, safety, education, parking, and storage. The Plan should encourage all bicycle travel including commuter bicycle travel to and from transit facilities, employment centers, shopping centers, community gathering areas, and learning institutions using the existing Village of Palatine roadways and network of trails. Improving trail connectivity to the adjoining communities should also be considered in an effort to enhance overall bicycle mobility and accessibility. The Plan should consider bicycle travel to community amenities such as parks, ball fields, swimming pools, and forest preserves. The Plan should also consider all relevant planning documents including the new proposed Village comprehensive plan and traffic/transportation studies.

II. Scope

1. Data Collection and Analysis

Review and assess the existing trail, sidewalk, and roadway network for deficiencies and analyze and incorporate available planning and engineering data and public involvement input to understand current bicycle travel and future bicycle demand with the goal of improving future mobility and accessibility. Additionally, The Plan should identify locations that warrant bicycle parking or storage.

2. Public Involvement Program (PIP)

Assist Village staff in the creation, development and implementation of a PIP that gathers data on bicycle travel perceptions and future needs, educates citizens on sharing the road and

avoiding bicycle/vehicular conflicts, and markets bicycle travel as a welcomed and viable travel mode within the Village of Palatine. In summary, the PIP should include:

- Outreach to understand the bicycle transportation needs and desires of both adults and children.
- An educational component geared toward improving driver behavior, and raising the safety, skill level and confidence of cyclists.
- A marketing effort aimed at encouraging bicycle travel throughout the Village.

The Village of Palatine will work with the consultant to conduct surveys required to better understand how the Village can facilitate bicycle transportation for commuting, errand running, fitness, school travel and pleasure. The chosen Consultant Team will need to work with Village staff to incorporate this survey and any other public involvement activities undertaken by the Village into the PIP and the final Bicycle Transportation Plan recommendations.

Lastly, summarize the PIP and include the summary as a chapter in The Plan.

III. Recommendations and Mapping

Summarize the analysis of the planning and engineering data and public involvement input and formulate feasible recommendations that result in a Bicycle Transportation Plan, including establishment of priorities and an assessment of implementation readiness.

Develop and include in The Plan a bicycle travel map that identifies various routes to key locations. The map should be in a format that is printable from the Village's website.

IV. Status Reporting and Schedule

Provide bi-weekly written status updates to The Village with progress tied to key milestones and budget use. The project should be completed on or before September 1st, 2010.

In summary, the following elements should be included in The Plan:

1. Data collection and analysis.
2. PIP summary
3. Recommendations with mapping

V. Deliverables:

1. Bi-weekly status updates
2. Bicycle Transportation Plan (includes PIP summary and mapping)

Ten (10) copies of The Plan should be provided to the Village of Palatine. Additionally, all deliverables should be provided in electronic format for unlimited reproduction by the Village of Palatine. Mapping should be provided in electronic format.

CONTENTS OF PROPOSAL:

- I. All proposals should be limited to fifteen (15) pages, excluding the cover page and attached resumes and project references.
- II. The proposal should include:
 - A description of the Consultant Team's approach to the project.
 - Identification and description of work tasks with an estimated percentage of overall effort that each task will require.
 - A schedule keying work tasks to deadlines.
 - Provide three (3) references for projects of a similar nature. Please include client name, entity, and telephone number.
 - Provide an organizational chart with name and role of each person on the proposed Consultant Team.
- III. The proposals will be evaluated by Village of Palatine using the following criteria:
 - Project understanding.
 - Experience with similar projects.
 - Capabilities and experience of the Project Manager and key personnel or sub-consultants.
 - Inclusion of innovative methods to complete the project within the budget.

The funding for this project is provided by the Energy Efficiency and Conservation Block Grant Program (EECBG). The total budget for this planning effort is \$8,000. The Consultant Team selected for this project will be required to identify what savings can be had by using Village and local bike advocacy group resources to support development of the plan.

PROJECT ASSUMPTIONS

- I. All prospective consultants should assume the following project limitations:
 - No additional right-of-way (ROW) will be purchased and limited modifications to existing curbs and gutters will be made.
 - When possible, avoid potential significant environmental issues (i.e. wetland crossings) when developing recommendations.

REFERENCE DOCUMENTS

- I. Documents useful in developing a proposal are available through the Village of Palatine and the Palatine Park district. They include:
 - Comprehensive Land Use Plan – Update in progress
 - Zoning Map
 - Palatine Park District Trail Guide
 - Village of Palatine GIS mapping
 - Village of Palatine Road Infrastructure Data

ADMINISTRATIVE INFORMATION

- I. **Standard RFP Terms and Conditions**
 - The Village of Palatine Community Services Department will manage the project.
 - The proposal must be signed by a representative of the firm who has contractual authority. Only one proposal will be accepted from any one firm serving as a prime consultant. Sub-consultants to the prime consultant may be included in the proposal of more than one firm.

- All consultants are expected to comply with the requirements and conditions contained in this RFP.
- The total budget for this planning effort will not exceed \$8,000. No supplemental contracts will be awarded.
- All documents, printed or electronically produced, as part of this project, shall be the property of the Village.
- The Village reserves the right to reject any and all proposals and to re-solicit proposal submittals.
- There is no obligation on the part of either entity to retain any consultant or sub-consultant beyond the scope of work described in the proposal.
- All proposals submitted will become the property of the Village of Palatine. Proposals will only be returned upon written request, and any material that is to be considered confidential should be clearly marked as such.
- The Village is not liable for costs incurred by firms submitting proposals.
- The Village's standard contract has been attached for reference.

II. Project Contact

- All inquiries relating to this RFP shall be addressed in writing to:

Harry Spila
Director of Community Services
Village of Palatine
200 E. Wood St
Palatine, IL 60067
hspila@palatine.il.us

III. Contract Schedule (Subject to change)

RFP made available to prospective consultants	May 19, 2010
Deadline for receipt of proposals (3:00 P.M.)	June 11, 2010
Interview	Week of June 28, 2010
Final Selection	July 2010
Begin project	July 2010

SELECTION PROCESS

- The selection committee will review all proposals. Based upon this review, a consultant will be chosen to be interviewed for this project. Using the submitted proposal and the results of the interview, the Committee will then either decide to use this consultant or to pick another consultant to interview. This process will continue until the Committee feels it has the best qualified consultant for this project.