



Planning and Transportation Department

**Transportation Plan
*REQUEST FOR PROPOSALS***

ISSUED:

April 24, 2017

DEADLINE FOR PROPOSALS:

May 24, 2017
2:00PM local time

SUBMIT PROPOSALS TO:

Beth Rosenbarger, AICP
Bicycle and Pedestrian Coordinator
rosenbab@bloomington.in.gov

GENERAL INFORMATION AND SUMMARY

Organization Requesting Proposals:

City of Bloomington
Planning and Transportation Department
401 N. Morton St, Suite 130
Bloomington, Indiana 47404

Contact:

Beth Rosenbarger, AICP
Bicycle and Pedestrian Coordinator
rosenbab@bloomington.in.gov
812-349-3423

Summary of Request:

The City of Bloomington (the City) is issuing a Request for Proposals (RFP) to select a consultant team to assist in the development and adoption of a multimodal Transportation Plan (the Plan). The Transportation Plan will serve as and fulfill the requirements of a Master Thoroughfare Plan, and the Plan will reflect vision, goals, policies, and programs of the City's latest Comprehensive Plan. Interested parties must submit proposals electronically by Wednesday, May 24 at 2:00pm local time (EST).

Communications and Project Management:

The project will be managed by the City's Planning and Transportation Department primarily with a team of staff from the Planning Services and Transportation & Traffic Engineering divisions. All communications from interested parties to the City during the proposal submittal process shall be made to Beth Rosenbarger at rosenbab@bloomington.in.gov or 812-349-3423.

If necessary, interpretation of or changes to this RFP may be made by written addendum. A copy of each addendum will be posted at the City's website at <https://bloomington.in.gov/transportationplan> no later than May 17, 2017. Interested parties are responsible for checking the City's website for addenda, though the City may choose to contact all known interested parties with notification of posted addenda. The City will not be responsible for any other explanations or interpretations of this RFP. If significant changes to this RFP are required, then the City may postpone the final date for submission through an addendum.

Interested parties may notify the City via email of their intent to submit a proposal but are not required to do so. Failure to notify the City of intent to submit a response may result in omission from future communications including possible notification of addenda.

Proposals must be submitted in pdf format no later than May 24, 2017. Responses which, in the judgment of the City, are in any way incomplete, inaccurate, or otherwise not in compliance with the requirements described in this RFP will be rejected.

Any costs incurred while responding to this RFP in anticipation of receiving a contract award shall be the responsibility of the entity submitting the response. The City shall not reimburse any respondent for any such expenses.

Process Schedule:

April 24, 2017	RFP Advertisement
May 17, 2017	Last Day for Addenda Posted by the City
May 24, 2017 (2:00pm EST)	Proposal Deadline
May 25 – June 26, 2017*	Response Evaluation
June 28, 2017*	Notify Respondents of Results and Begin Discussions with Selected Respondent
July 17, 2017*	Issue Notice to Proceed (NTP) to Selected Respondent

**Dates indicated are tentative and subject to change as needed*

PLAN DETAILS

Overview:

The City needs a new transportation plan and wants this plan to be a progressive, citywide, multimodal transportation plan. This plan will replace the Master Thoroughfare Plan included within the City's 2002 Growth Policies Plan and the 2008 Bicycle and Pedestrian Transportation & Greenways System Plan. The Transportation Plan will be a component of The Comprehensive Plan, and it will follow the vision statements, goals, policies, and programs outlined in that plan. The City is in the process of adopting a new Comprehensive Plan. The current draft is available here: <http://bloomington.in.gov/cmp>.

The Transportation Plan is expected to include and achieve the following (the list is subject to change and not meant to be exhaustive):

- Meet state requirements for a Master Thoroughfare Plan.
- Create a classification system:
 - Develop a classification system for all transportation modes and facility types
 - Propose cross sections for the developed classification system
 - Take into account the fact that most streets are existing and will be retrofit projects as opposed to new design.
 - Include minimum to preferred design scenarios and mode information for cross sections and classifications.
- Propose new connections:
 - Identify, propose, and map locations for possible new street connections as well as pedestrian and bicycle connections.
 - Use best practices for walkability in terms of block lengths, increasing connectivity, etc.
 - Include connections that range from small scale network enhancements (pedestrian and bicyclist path) to large scale proposals for new streets, where the contexts vary from developed to undeveloped areas.

- Identify future needs and projects:
 - Develop a multimodal project prioritization tool.
 - Develop a list of desired projects including new connections and enhancements to existing infrastructure.
 - Enumerate projects based on near-, mid-, and long-term timelines.
 - Evaluate maintenance funding needs.
- Plan for regional connectivity:
 - Identify regional connections and corridors through review of and coordination with the MPO, Monroe County, INDOT, and Indiana University transportation plans.
- Other items as identified.

Process and Plan Completion

- Process:
 - The City would like the consultant to propose a project schedule. The process should involve public participation, stakeholders, analysis, the adoption process, etc.
- Plan Completion:
 - The Plan process will be completed when it is adopted by the City Council; however, if any edits are included with the adoption of the Plan, the process is complete when an updated version is provided to staff following the Plan's adoption.
 - Assume approximately 4 months for the adoption process.
- Expectations:
 - Staff will present and lead the adoption process, but expects the consultant to be present, provide presentation materials, incorporate feedback, etc.

This RFP is open to any individual/firm wishing to submit a proposal.

Funding Source and Associated Requirements:

This project is funded locally. Proposals shall be prepared with an assumed maximum project budget of \$125,000. Tasks that cannot be accomplished within that budget shall be explicitly labeled as optional services beyond the project's budget.

PROPOSAL SUBMITTAL REQUIREMENTS:

General Requirements:

Submissions must be prepared electronically using 8.5" x 11" paper format and must be submitted as a single pdf file. File size may not exceed 10MB. Submissions are strictly limited to a maximum of 10 total pages (total includes the submittal form). Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted. The following table displays the order in which respondents shall arrange content and a suggested number of pages per category. Proposals that do not follow all of these directions will not be considered.

Order	Proposal Content	Suggested Number of Pages
1	Submittal Form	1
2	Introductory Letter	1
3	Project Team and Structure	2
4	Relevant Project Experience	2
5	Project Approach	3
6	Public Participation Plan	1
	Maximum Total	10 pages

Submissions must be emailed to Beth Rosenbarger at rosenbab@bloomington.in.gov. Submissions received after 2:00PM local time on May 24, 2017 will not be considered.

Content Details:

Proposals should include all of the information required below.

1) Submittal Form

- Complete and sign the Submittal Form attached to this document.
- The content of this form shall not be modified other than to fill in the required information.

2) Introductory Letter

- Name of the individual or firm.
- Contact information for the person authorized to serve as point of contact during the RFP evaluation process and to negotiate on behalf of the firm or team if selected for projects.
- General statement of interest and availability for the project described in this RFP.

3) Project Team and Structure

- Identification, qualifications, expertise, and availability of the project manager and key staff proposed to be assigned to the project.
- Identification of proposed subconsultants for any tasks not to be completed by the prime consultant and the type and percentage of work each subconsultant will complete.
- Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of the project as well as quality control and schedule control.
- Location of all project team members and their applicable licensure and certifications.
- Knowledge of and experience with pertinent federal, state, and local laws, regulations, and policies.
- Knowledge of and experience with Smart Growth, CNU, NACTO, AASHTO, PROWAG, and other relevant transportation design guidance.
- Disadvantaged Business Enterprise (DBE) or other relevant certifications.

4) Relevant Project Experience

- Specific examples of projects that are relevant and similar to this project (provide a link to the project, a reference name and contact information for the clients of these projects).

- Identification of which key personnel were responsible for the relevant tasks.
- Experience with context sensitive design and public processes.
- Experience with multimodal transportation planning, comprehensive planning, and pedestrian, bicycle, and transit planning.
- Experience with high-quality and dynamic graphics, maps, etc.

5) Project Approach:

- Description of project approach and deliverables.
- Timeline with milestones:
 - Provide phases for the project: outline what information comes in when, what information you will need from the City, etc.
 - Use assumed NTP of July 17, 2017.
 - Assume a 4-month adoption process.
 - The City's targeted project adoption date is within one year of NTP.
- Specific examples of potential challenges and strategies for successfully dealing with those challenges.
- Description of innovative ideas or strategies for project prioritization and project implementation.
- Discussion of budget and any anticipated expenses above that budget.
- Other relevant information related to project approach.

6) Public Participation Plan:

- Briefly describe the role of public participation in the plan's development.
- Outline a public participation proposal for this process. Ideally, a plan will include multiple forms of participation (public meetings, a website, etc.).
- Identify any tasks for which the City would be responsible for completing during public participation.

SELECTION CRITERIA & EVALUATION

Consultant selection for this project will be based on an evaluation of the proposals. The City reserves the right to request additional information or to reject all proposals and not select a consultant. The Consultant Selection Rating Form used to evaluate and score the submittals is included in this RFP for reference.

ATTACHMENTS

1. Proposal Evaluation Form

2. Submittal Form

Proposal Evaluation Form:

Proposal Evaluation Form:					
Name of Individual/Firm:		Reviewer #:	Date:		
Criteria	Rating (0.0 - 5.0)	x	Weight	=	Score
A Project Manager: Expected ability to successfully manage the project based on qualifications, experience, expertise, availability, etc.		x	2	=	
B Project Team and Structure Expected ability to successfully complete the project based on qualifications, experience, expertise, availability, etc.		x	2	=	
C Relevant Project Experience Evaluation of key staff member's direct experience with similar projects.		x	4	=	
D Values Familiarity with City's values and an understanding of the draft Comprehensive Plan. Demonstrated expertise developing plans with similar values and goals.		x	3	=	
E Project Approach Project understanding, proposed approach, conceptual public participation plan, proposed timeline, etc.		x	7	=	
F Other DBE, local firms, quality of submittal, or other factors		x	2	=	
Total:					

Total

_____/100

Rating Points: (Use of any decimal between and including 0.0 and 5.0 is acceptable)

5.0 = Outstanding/Significant Added Value 2.5 = Average/Acceptable 0.0 = Poor/Insufficient

Additional Comments:

Submittal Form

The undersigned declares that the Proposal submitted in response to the Transportation Plan Request for Proposals (RFP) advertised on April 24, 2017 is, in all respects, an accurate and true representation of the Individual's/Firm's/Project Team's Experience and Qualifications. The undersigned further acknowledges that the Proposal submitted is absent any collusion with an employee/official of the City of Bloomington. The undersigned acknowledges they reviewed and are familiar with the City of Bloomington RFP documents issued on April 24, 2017, and they acknowledge their responsibility for checking the City website for any addenda to this RFP and incorporating or responding to information presented in such addenda as necessary.

If any omissions, erasures, and/or alterations (collectively "modifications") are required to be made to the Proposal Documents, the undersigned acknowledges that they have carefully examined the modifications to the Proposal Documents submitted by the Individual or Firm, and have approved all such modifications. If said modifications are hand written, the modifications must be initialed. The undersigned further acknowledges that the individual initialing any such modifications has authorization to do so on behalf of the Individual, Firm, or Team.

Individual/Primary Firm Name: _____

Firm Representative Name: _____

Authorized Signature: _____

Title: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Telephone: _____