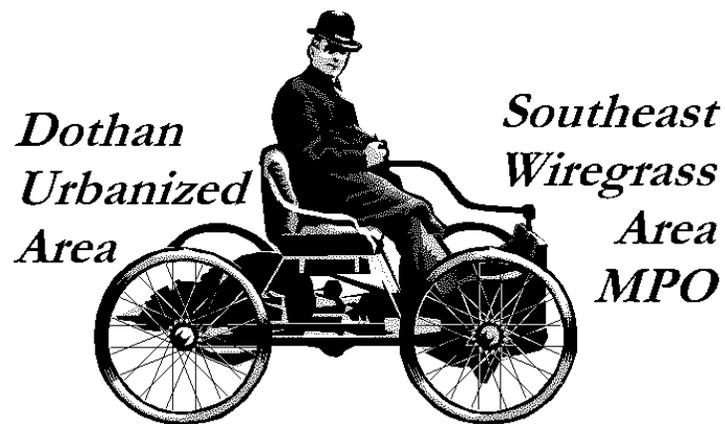


REQUEST FOR PROPOSAL



Bicycle, Pedestrian and Greenways Master Plan

Request for Proposal (RFP)

Response Period:

July 6th, 2022 - August 5th, 2022

Southeast Wiregrass Area

Metropolitan Planning Organization

Mailing Address:

P.O. Box 2126, Dothan, AL 36302

Physical Address:

126 N. Saint Andrews Street RM 305, Dothan, AL 36303

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Section 1: Introduction

Purpose

The City of Dothan Department of Planning and Development (CDDPD), as the planning agency for the Southeast Wiregrass Area Metropolitan Planning Organization (SWAMPO), is seeking qualified professional services to assist with the completion of a Bicycle, Pedestrian and Greenways Master Plan for the SWAMPO Jurisdiction. The plan will provide local jurisdictions in the SWAMPO area with policies, best practices and strategic direction for implementing a sustainable active transportation system for the benefit of residents and visitors.

Federal Metropolitan Planning laws and regulations (23 U.S. Code § 217 (g)) establish the framework and provide guidance in giving due consideration of bicyclists and pedestrians in the comprehensive transportation plans developed by each metropolitan planning organization and State in accordance with sections 134 and 135, respectively. Bicycle transportation facilities and pedestrian walkways shall be considered, where appropriate, in conjunction with all new construction and reconstruction of transportation facilities, except where bicycle and pedestrian use are not permitted. Transportation plans and projects shall provide due consideration for safety and contiguous routes for bicyclists and pedestrians. Safety considerations shall include the installation, where appropriate, and maintenance of audible traffic signals and audible signs at street crossings. The plan is part of SWAMPO's implementation of transportation planning objectives utilizing federal-aid funds and will be developed in a manner that meets federal and state requirements.

SWAMPO aims to create a guide for expanding its bicycle and pedestrian network. The network should continue to make connections to schools, parks, shopping centers, employment areas, and other key destinations, and it should expand routes throughout the community that are safe, convenient, and comfortable for users of all skill levels. The plan should consider the region's future growth and also contribute to distinguishing the region as a healthy, vibrant community with high quality lifestyle accommodations.

Background

The development of a Bicycle, Pedestrian, and Greenways Master Plan is recommended in the SWAMPO 2045 Long Range Transportation Plan. The previous pedestrian plan was completed in 2011 and only included the City of Dothan. This updated plan seeks to include other incorporated municipalities and jurisdictions in the SWAMPO Study Area to create a regional vision for on-road and off-road bicycle and pedestrian facilities.

Project Oversight

The plan will be sponsored by the City of Dothan, Houston County, and federal transportation planning funds through SWAMPO and the Alabama Department of Transportation. SWAMPO staff will serve as the primary contact for the duration of the plan. Representatives of SWAMPO memberships and community stakeholders will assist in the development of the project.

Section 2: Project Management and Coordination

The Consultant's proposal shall state the primary contact person that will serve through the life of the contract. The primary contact will serve as a single point of contact and will work closely with MPO Staff to ensure strong communication and coordination during the planning process. If the primary contact changes, the Consultant shall notify the MPO staff in writing. The primary contact is responsible for the overall project management and coordination to ensure the SWAMPO Bicycle, Pedestrian, and Greenways Plan is completed on budget and in timely manner in accordance with the scope of services. The Consultant will provide monthly progress reports, schedule changes and updates, budget updates and any critical information needed as it relates to the scope of services.

Section 3: Public Engagement

Public outreach for the plan will be conducted by the Consultant in partnership with the SWAMPO staff, City of Dothan, and Houston County. The Consultant will develop a Public Involvement Action Plan that will clearly lay out the details of the major public involvement tasks that will take place throughout the course of the project. A strategic focus of the plan should be to attract a broad and diverse audience, reaching beyond active bicyclists, to engage people of all ages, abilities, and genders, with emphasis on including minority, low-income, and youth participation through a combination of public open houses, community workshops and surveys.

A steering committee will be formed at the initiation of the project and will mainly consist of members from the SWAMPO Technical Advisory Committee. A separate community stakeholder committee will convene to give area bicycling and trails groups, clubs and/or organizations and other important stakeholders will be engaged and offered the opportunity to provide significant input through the duration of the plan development.

Public meetings will be facilitated by the Consultant. The Consultant will also develop materials for public informational meetings, draft and submit press releases or articles about the plan, including meeting notices, progress updates – such as mapping, and final presentations.

Section 4: Project Tasks

Below are the main tasks identified at a minimum, by MPO Staff in order to complete the SWAMPO Bicycle, Pedestrian, and Greenways Plan. The consultant will work under the direction of MPO Staff and frequently with the steering committee. If the Consultant identifies a task or an activity not mentioned but is essential to the development of the plan, please feel free to indicate. The following main tasks are further described in detail below:

- Task 1: Existing Conditions Report
- Task 2: Review of Local Policies and Best Practices
- Task 3: Vision, Goals, and Policy Recommendations
- Task 4: Identify High Priority Areas
- Task 5: Network Recommendations
- Task 6: Project Priority, Implementation, and Funding
- Task 7: Final Plan Documentation

Task 1: Existing Conditions Report

The Consultant will produce an assessment of the study area's active transportation system along the functional classification network. The assessment should describe of the conditions of existing facilities, programs and policies. In addition, the assessment should identify the safety of existing facilities, identify the gaps in the system and the distribution of bicycle and pedestrian facilities throughout different areas of the community. The assessment should include a review of crash data and should focus on locations that lack bicycle and pedestrian infrastructure and where bicycle/pedestrian-related collisions are occurring. On-site assessments of selected intersections to identify common intersection safety issues and corresponding solutions that can be applied elsewhere in the Region should also be included. Existing conditions review should include a bike network gap analysis and bike traffic stress analysis.

Task 2: Review of Local Policies and Best Practices

Innovation and advances have enhanced the design of bicycle and pedestrian facilities over the last decade. The plan will provide a toolkit of appropriate and current best practices for facility design, including intersection and crossing treatments. It will also provide illustrated examples of potential improvements at key locations in the SWAMPO Study Area where best practices could be implemented. The review and toolkit should include example of key existing facility types recommended by the Consultant that are currently found in other areas and describe how effective they are.

Task 3: Vision, Goals, and Policy Recommendations

The vision is to create a network of on-road and off-road non-motorized facilities that connect key destinations in the study area. The goals and objectives should relate to the implementation strategies to help achieve the vision. Drawing from innovative and best practices, the Consultant will work with MPO staff and committees to identify policies and programs intended to increase the number of people biking and walking of all ages and abilities. Program areas should include (but are not limited to): education; engineering; and encouragement. Programmatic recommendations that involve partner agencies and organizations outside of the study area may be included. Methods of evaluating programs and services should also be incorporated.

Task 4: Identify High Priority Areas

The Consultant will identify areas of high demand for new and existing facilities. Areas should be identified through the background/existing conditions research, and community input. To the extent possible, this effort may incorporate the work already done in the 2011 City of Dothan Bicycle and Pedestrian Plan. Special focus should be given to ensuring connectivity to schools and higher education campuses, parks, and employment areas. The report should identify routes or areas where people currently walk/ride or want to walk/ride as well as areas where, due to economic circumstances, people may rely on walking or biking. Critical gaps and deficiencies in the network that prevent people from walking/riding should also be identified.

Task 5: Network Recommendations

The Consultant shall identify a network of integrated, comprehensive, safe, and feasible non-motorized facilities that compliments the existing transportation network of street, sidewalks, and trails. The network should specifically identify facility by type (i.e., bicycle lane, cycle track, path, or shared lanes). The recommended network should include:

- (1) Recommendations for more efficient use of existing public right-of-way with regard to providing bicycle and pedestrian infrastructure
- (2) Recommendations for facility cross sections, intersection, and mid-block crossing design
- (3) Recommendations for recreational off-road bicycle and pedestrian connections
- (4) The identification of connecting existing and future county and regional connections outside of the SWAMPO jurisdiction.

Other recommendations might include identifying low-cost projects that would have a high level of benefit; facilities needed in minority and low-income neighborhoods; prioritization of projects that would increase accessibility for people with a disability; prioritizing connections to schools; and recommendations for ongoing data collection and performance measures.

Task 6: Project Priority, Implementation, and Funding

The Consultant shall develop a ten-year implementation program split into three five-year ranges based on short, mid, and long-range priorities. Project recommendations should include the following: project descriptions, facility type, cross-section type, estimated costs to include design, construction, right of way acquisition, and utilities relocation, and other factors used to describe the project. The recommended projects should be prioritized based on performance-based scoring criteria such as need, expected benefit, and cost. Based on public input and analysis of data collected through the steps above, the Consulting Team with assistance from MPO staff and the steering committee, will propose and prioritize project recommendations into three categories:

- (1) Sidewalks and Streetscapes: This broad category of proposed improvements would identify priority areas for closing sidewalk gaps, enhancing or adding pedestrian crossing improvements, traffic calming features, and improving streetscapes.
- (2) On-Street Bicycle & Facilities: This component of the plan would consolidate and build upon the work of past plans and studies to identify and prioritize improvements such as bike lanes, protected bike lanes, and signed bike routes.
- (3) Off-road Bicycle and Pedestrian facilities: This component should consolidate, reconcile, and improve upon the past and future plans and studies that have proposed trail corridors and contributing facilities within the SWAMPO jurisdiction.

The Consultant should also identify a comprehensive list of matching and major funding sources for implementation of the plan, including local, regional, state, and federal sources. The Plan should contain clearly identifiable implementation steps that are “actionable” and can be operationalized. The Consultant will provide a GIS-based analysis and presentation of the proposed network improvements plan. All data will be produced as standard GIS layers and provided to the city in a geodatabase so that maps can be updated and revised as needed.

Task 7: Plan Documentation & Development

The SWAMPO Bicycle, Pedestrian, and Greenways Plan documentation provides insight on the process and methodology that identified the recommended non-motorized transportation improvements for the MPO study area. The consultant should synthesize information and data from the existing conditions, public involvement, and recommendations to develop the draft plan. The final plan will incorporate comments from the draft plan review process. The final plan should also address project definition, prioritization, implementation strategies and other actions to achieve the plan vision. The Consultant will also provide MPO Staff with any electronic data supporting the project.

Section 5: Submittal Format and Response Requirements

Submittal Format

Each Respondent shall submit a written proposal describing how the requirements of the Scope of Services will be fulfilled. The written proposal should include sufficient information to enable the Selection Committee to fully evaluate the capabilities of the firm and the proposed approach to providing the specified services. All proposals should contain a cover letter, table of contents, and be separated into sections according to the information outlined below:

Executive Summary

Include key elements of the proposal.

Consultant's Background

Each proposal shall include a staffing plan, with applicable resumes, which clearly illustrates the organizational structure proposed to accomplish the management, technical and administrative services required to fulfill the Scope of Services.

Project Statement

Provide a statement of the firm's understanding of the project and proposed approach for providing requested services.

Proposed Work Program

Briefly discuss the team's approach to project management of the overall contract including a proposed schedule with deliverables, public involvement activities, scenario planning, performance-based planning, and the firm's technical resources and proficiency to perform the requested services in an accurate and timely manner. Include, any additional services that might be required to carry out the duties needed to provide the requested services.

Schedule

Prepare a work schedule indicating the total time and staging for each work task and identify key milestone dates.

Staffing

Project management and key technical personnel shall be identified along with the elements of the Scope of Services that each will participate in. Personnel must have professional written and oral communication skills. If sub-consultant(s) will be utilized, the sub-consultant(s) and key staff should be included in the staffing plan.

Past Projects

In addition to current project assignments, include a list of similar projects completed by the Consultant within the last 5 years.

References

Each proposal shall include three (3) professional references each for the primary firm and any sub-consultants, including contact information (email and telephone number) for each reference.

RFP Inquiries

The written requirements contained in this (RFP) shall not be changed or superseded except by written correspondence from the CDDPD. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the CDDPD. Request for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable. Inquiries regarding proposals should be made to:

Reginald Franklin
MPO Staff, Transportation Planner
Phone: (334) 615-4414
Email: rbfranklin@dothan.org

Proposal Schedule

The anticipated schedule for the RFP and contract approval is as follows:

- Proposal Document Available.....Tuesday, July 6th, 2022
- Deadline for Submission of Questions.....Friday, July 29th, 2022
- Deadline for Receipt of ProposalsFriday, August 5th, 2022
- Review and Evaluation of Proposals..... Mid/Late August
- Notification of DecisionMid-September*
- Contract Issuance..... Late September/Early October*

**Dates Subject to change*

Proposal Submittal

Five (5) paper copy's and one (1) electronic copy of the proposal (WITHOUT PRICING) must be submitted. Proposals are to be sealed, and delivered NO LATER than **4:00 P.M. CT, FRIDAY, August 5th, 2022**. Fax and email submissions will **NOT** be accepted.

Mailed copies may be delivered ONLY between the hours of 8:00 a.m. and 5:00 p.m. C.T. (Excluding Holidays) NO LATER than **4:00 P.M. CT, FRIDAY, August 5th, 2022** to the following address:

The City of Dothan
Department of Planning & Development
P.O. Box 2128
Dothan, AL 36302-2128

Note: Please ensure that if a third party carrier (Federal Express, UPS, USPS, etc.) is used, they are properly instructed to deliver the proposal only to the Southeast Wiregrass MPO at the above address. To be considered, a proposal must be accepted at the City of Dothan Department of Planning and Development office no later than the RFP closing date and time. If the proposal is delivered anywhere else, it may not reach the City of Dothan Department of Planning and Development office in time. Post mark is NOT considered date of receipt.

Hand delivered copies may be delivered ONLY between the hours of 8:00 a.m. and 5:00 p.m. E.T. (Excluding Holidays) NO LATER than **4:00 P.M. CT, FRIDAY, August 5th, 2022** to the following address:

City of Dothan
Department of Planning and Development
126 N. Saint Andrews St., Room 305
Dothan, AL 36303

Note: If you have disabilities that require assistance, please contact the MPO Staff at least 24 hours in advance so that accommodations can be made.

Proposals shall not be modified, withdrawn, or canceled by the respondent for a period of one hundred twenty (120) days following the time and date designated for the receipt of proposals, and each respondent so agrees in submitting his proposal.

Open Records

In accordance with the State of Alabama Code Section 36-12-40, Every citizen has a right to inspect and take a copy of any public writing of this state, except as otherwise expressly provided by statute. Provided however, registration and circulation records and information concerning the use of the public, public school or college and university libraries of this state shall be exempted from this section. Provided further, any parent of a minor child shall have the right to inspect the registration and circulation records of any school or public library that pertain to his or her child. Notwithstanding the foregoing, records concerning security plans, procedures, assessments, measures, or systems, and any other records relating to, or having an impact upon, the security or safety of persons, structures, facilities, or other infrastructures, including without limitation information concerning critical infrastructure (as defined at 42 U.S.C. §5195c(e) as amended) and critical energy infrastructure information (as defined at 18

C.F.R. §388.113(c)(1) as amended) the public disclosure of which could reasonably be expected to be detrimental to the public safety or welfare, and records the disclosure of which would otherwise be detrimental to the best interests of the public shall be exempted from this section. Any public officer who receives a request for records that may appear to relate to critical infrastructure or critical energy infrastructure information, shall notify the owner of such infrastructure in writing of the request and provide the owner an opportunity to comment on the request and on the threats to public safety or welfare that could reasonably be expected from public disclosure on the records.

Section 6: Selection Process

The Selection Committee will review and evaluate all proposals submitted according to the requirements of this RFP and meet in Mid/Late August to select a respondent for further consideration. The Selection Committee shall consider and weigh the following areas in their selection process.

- Qualifications of the Project Team and Key Personnel **(20 points)**
- Related Project Experience **(20 points)**
- Understanding of Scope of Services and Project Approach **(20 points)**
- Understanding of Applicable Local, State, and Federal Regulations **(20 points)**
- Quality Assessment and Quality Control Mechanisms **(20 points)**

The CDDPD will enter into contract negotiations with the highest-ranked proposer. If negotiations are successful, the CDDPD will attempt to enter into a contract with the proposer. If contract negotiations are not successful, the CDDPD will repeat the process with the next highest ranked proposer until a contract agreement has been reached.

The CDDPD reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by a group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous. If the CDDPD determines that an aggregate award to one respondent is not in the Unified Government's best interest, "all or none" offers shall be rejected. The CDDPD reserves the right to award the contract to the respondent that it deems to offer the best overall proposal.

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. CDDPD reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. CDDPD also reserves the right to accept or reject any or all proposals received in response to this RFP and to negotiate separately with competing proposers. CDDPD is not obligated to enter into any agreement on the basis of any submittal in response to this RFP. The City reserves the right to request additional information from any firm submitting under this RFP if the CDDPD deems such information necessary to further evaluate the firm's qualifications.

