



January 27, 2012

The City of Sanford is seeking a qualified firm to provide planning services for the development of a **Bicycle Plan under the North Carolina Department of Transportation's Bicycle and Pedestrian Planning Grant Initiative** under the Division of Bicycle and Pedestrian Transportation and Statewide Planning Branch. The Bicycle planning grant, along with matching funds, provides \$35,000 to accomplish a Comprehensive Bicycle Plan for the City of Sanford.

Firms interested in being considered for this work can receive a copy of the Request for Qualifications and direct any inquiries to:
David Montgomery, Chief Planner
Telephone: 919-775-8332
E-Mail: david.montgomery@sanfordnc.net

To be considered, three (3) copies plus one reproducible copy of the response to this request for qualifications must be submitted to the City of Sanford by 5:00 PM on **Friday, February 10, 2012**.

The City of Sanford reserves the right to select the firm that best meets its needs and to negotiate a final scope of work that reflects the work to be done and the budget constraints. All firms submitting qualifications will receive notification once the contract has been awarded. The City of Sanford does not discriminate in any of its projects and activities.

Request For Qualifications
Planning Services

Comprehensive Bicycle Plan
City of Sanford, NC
January 27, 2012

City of Sanford Comprehensive Bicycle Plan Request For Qualifications

Project Description

The City of Sanford is seeking a qualified firm to provide planning services for the development of a Comprehensive Bicycle Plan that will encompass the City of Sanford, the Town of Broadway, and Lee County. The goal of this project is to create a document that will guide the City in 1) supplying a bicycle network that gains better access to our schools, playgrounds, medical community, and elderly housing, 2) developing a greenway system that is connected throughout the City and County, 3) ensuring that an adequate crossing system is available to highly bicycle-trafficked areas, and 4) educating the public in a collaborative manner about the importance of an active lifestyle that includes bicycling. The results of the plan should include 1) the collection of data on existing bicycle facilities, 2) the identification of gaps in the current network, 3) the exploration of future bicycle inter-connectivity with other entities, 4) development of a project priority list, 5) recommendations for program and policy changes, 6) providing potential funding sources and cost estimates for improvements, and 7) drafting a bicycle education plan.

Program and policy initiatives will be prioritized in the same manner as projects in terms of their ease of implementation versus their relative impact. Specific projects will be vetted for impact, feasibility, and cost; the resulting data will be used to prioritize the order of which projects move forward in the immediate, short-term, mid-range, and long range schedules laid out in the plan. The plan will become the blueprint for how the City will rectify deficiencies in the current network and will grow to meet the future demand of its citizens and businesses. The planning grant, including matching funds, provides \$35,000 to accomplish the comprehensive City of Sanford Comprehensive Bicycle Plan.

Scope of Services

This Scope of Services format is offered to simplify the proposing consultant's task and to provide a consistent format to help the Planning Director or other responsible entity compare qualification submittals. We welcome modifications to this format if the proposing firm feels greater detail or clarification would be helpful. However, please address the minimum information noted.

The Scope of Services includes activities for developing a Comprehensive Bicycle Plan for the City of Sanford that is organized in accordance with the NCDOT 2008 Bicycle and Pedestrian Planning Grant Initiative Recommended Template for Developing Municipal Bicycle Plans. The following is a breakdown of the services requested by the City of Sanford for planning services of the aforementioned project.

- Develop a public involvement strategy to include:
 - ✓ a steering committee,
 - ✓ an instrument to evaluate resident and visitor perceptions on destinations, obstacles and opportunities,
 - ✓ two open house meetings with a printed agenda, power point presentation, handouts, displays and materials.
 - 1st Open House. Progress Report – current status, deficiencies and directions.
 - 2nd Open House. Progress Report – plan draft, funding and priorities.
 - ✓ a public hearing before the Sanford Council for approval of the City of Sanford Comprehensive Bicycle Plan.

- Develop the bicycle plan in accordance with the plan template at:
<http://www.itre.ncsu.edu/PTG/BikePed/NCDOT/documents/2007documents/07FullTemplate.pdf>
- Client Review
 The proposing firm shall meet with city staff to review draft documents to ensure that the project is consistent with the scope of services. The City of Sanford will forward draft documents to the Department of Transportation for review. **The City of Sanford Comprehensive Bicycle Plan shall be completed and a color draft of the document should be mailed to the NCDOT Project Administrator for final review within 18 months of the execution of the municipal reimbursement agreement.**
- Progress reporting
 The consultant shall:
 - ✓ communicate at least monthly with the Planning staff to summarize activities, progress and obstacles,
 - ✓ meet with the Planning staff prior to scheduled open houses and public hearings or meetings,
 - ✓ staff all Comprehensive Bicycle Plan Steering Committee meetings, and
 - ✓ provide briefings to the Planning staff via e-mail with monthly summaries of activities, progress and obstacles.
- Deliverables shall include:
 - ✓ coordinate with county GIS staff to produce map layers aligned with the City of Sanford parcel layer,
 - ✓ .jpg images,
 - ✓ Acrobat 6.0 (or more recent) files,
 - ✓ MS Word text,
 - ✓ original hardcopy materials, with documents sized for portrait letter or horizontal tabloid printing,
 - ✓ One set of draft handouts, electronic presentations and sample display materials shall be provided in print or Acrobat format for staff review two weeks prior to the scheduled deadline for submitting materials,
 - ✓ Needed handouts and electronic presentations and display boards shall be provided to Planning Director or other responsible entity for distribution at the open houses and not later than 14 days preceding any meeting of the City Council at which presentations will be made.
 - ✓ Five final approved Comprehensive Bicycle Plan documents, one print ready original, one digital copy of all Microsoft Office 2003 (or more recent) documents, Acrobat files and ArcView GIS files. Also, NCDOT will require five hard copy documents and a digital file including text document, maps and associated GIS files.
- Document accessibility and ownership:
 - ✓ All documents, printed or electronically produced as part of this project shall be the property of the City of Sanford and the NCDOT.
 - ✓ The City of Sanford shall remain free to copy and edit any and all documents and presentation materials, electronic or otherwise.

- ✓ Electronic documents shall not be locked or password protected and the City of Sanford shall retain the ability to edit and update documents, including original word processing, spreadsheet, database and mapping files and resulting Acrobat files.
- Prepare Final City of Sanford Comprehensive Bicycle Plan:
 - ✓ After two open houses and final review of draft Comprehensive Bicycle Plan documents by staff, the steering committee, and the NCDOT, the Comprehensive Bicycle Plan shall be presented in public hearings for Planning Board recommendations and approval by the Sanford City Council.
 - ✓ The City of Sanford Comprehensive Bicycle Plan shall be a bound document with reduced maps contained within the document and an Acrobat file with an executable table of contents suitable for digital distribution. All original electronic files used to generate the Acrobat file shall be provided to the City of Sanford and shall be in editable condition with full access rights.
 - ✓ Official maps for the Comprehensive Bicycle Plan shall be produced in ArcView with a print layout designed for 24" x 36" sheets and shall contain ordinary cartographic features.
- Timeline of Events
 - ✓ Qualification submittals shall be submitted to the Planning Director or other responsible entity no later than 5:00 p.m. on Friday February 10, 2012.
 - ✓ The first open house shall be held in the first quarter of the project.
 - ✓ The second open house shall be held in the third quarter of the project.
 - ✓ Deliver a draft of the Sanford Comprehensive Bicycle Plan to the Planning Director or other responsible entity within 6 months from the NCDOT Notice to Proceed.
 - ✓ NCDOT may require up to six months for review and approval.
 - ✓ Public hearing on the Sanford Comprehensive Bicycle Plan before the Sanford Council.
 - ✓ Approval by Sanford City Council
 - ✓ Final approved Sanford Comprehensive Bicycle Plan delivered.

The City of Sanford will provide information, mapping, and assistance in this project where available.

Applicants should feel free during the selection process to provide any suggestions or comments that might be advantageous for the City of Sanford to consider in terms of any efficiencies, issues, processes, or products.

Administrative Information

A. Standard Terms and Conditions of Request for Qualifications

1. The City of Sanford reserves the right to reject any and all proposals, to consider alternatives, to wave irregularities and to re-solicit qualification submittals.
2. All qualification submittals must be valid for a minimum period of ninety (90) days after the date of the qualification submittal opening.
3. The City of Sanford reserves the right to select the most responsible and responsive qualification submittal which it finds to be within the best interests of the City.

4. The City of Sanford makes no guarantees to any proposing firm until such time the City approves the negotiated contract.

B. Project Contact

Prospective applicants may make inquires concerning the Request for Qualifications to obtain clarification of the requirements. Direct all inquires to

David Montgomery, Chief Planner

Telephone: 919-775-8332

E-Mail: david.montgomery@sanfordnc.net, with a simultaneous copy to
bob.bridwell@sanfordnc.net

C. Purpose

This Request for Qualifications (RFQ) provides perspective firms with sufficient information to prepare and submit qualification submittals for consideration by the City of Sanford. To be considered, each qualification submittal must provide completion of the tasks outlined in the RFQ.

D. Scope

This RFQ contains the instructions governing the qualification submittals to be submitted and the materials to be included. These are mandatory requirements that must be met to be eligible for consideration.

E. Scheduling

The qualification submittal should outline the schedule for completion of this project. Applicants are encouraged to discuss scheduling constraints with the city.

F. Proprietary Information

Any restrictions on the use of the data contained within the qualification submittal must be clearly stated in the qualification submittal itself.

G. Response Material Ownership

All materials submitted regarding the RFQ become the property of the City of Sanford and will only be returned at the city's option. Responses may be viewed by any person at the qualification submittal opening time and after the final selection has been made. The city has the right to use any or all of the material outlined in the Proprietary Information above.

H. Incurring Costs

The City of Sanford is not liable for any costs incurred by those who have submitted qualification submittals prior to issuance of a signed contract.

I. Acceptance of Proposed Content

The contents from the selected firm will become contractual obligations if a subsequent agreement is reached. Failure of the selected firm to accept these obligations may result in cancellation of the award.

J. Payment for Services

The Vendor agrees to bill the City of Sanford as each task is completed and approved and allow 30 days for payment to be received.

Selection Schedule

The RFQ submittal and selection process will follow the schedule noted below (subject to modification by the City of Sanford):

Issue Request for Qualifications	January 27, 2012
RFQ responses due 5:00 p.m.	February 10, 2012
Review/Selection	February 10 through 21, 2012
Consultant team contract awarded	March 6, 2012

Selection Criteria

The primary considerations in the RFQ evaluation and the selection process will be:

- Degree of relevant experience and success in planning projects of this nature.
- Demonstrated expertise in contemporary planning principles that foster good urban design in keeping with the objectives of this project.
- Proven ability to facilitate a planning exercise involving property owners, developers, community members and planning/design professionals.
- Commitment to undertake the project in a timely matter.
- Past performance on City projects if relevant.

Submission Requirements

The Consultant shall provide three (3) copies of the qualifications plus one reproducible copy. The proposal shall include the following information:

1. The consultant experience with similar Bicycle Plans. Provide a list of recent projects (within the last five years) including the name of the project, location, client name, contact name, date of project, budget amount, and a brief description of the project.
2. A brief description of the proposed team, including each team members' qualifications and proposed role specifically related to professional experience with Bicycle planning that has resulted in facilitating successful Bicycle activities. Include their names, professional standing, years of work experience and projects involved in.
3. An outline of the methodology by which the team intends to approach the project, with a specific detail of the public input process, and how it will result in a Bicycle plan for the City.
4. Describe key issues and potential problems facing this project and how your firm or team would address these issues.
5. Describe your team's view of any opportunities for incorporating innovative, unique, or creative ideas into this planning project. Please include references to innovative designs or creative resolutions to problems implemented in past projects.
6. An opinion of cost for the project and the availability of the proposed team, complete with a list of billable hourly rates for all classifications of personnel to be used on the project.
7. Expected role of City staff and other stakeholders in support of the project.

8. Based upon an anticipated notice to proceed date in March 2012, provide the anticipated schedule for completion of the project with a beginning work date starting no later than April 1, 2012.
9. Include in their proposal a copy of their Standard Contract.

Submittal Deadline

Responses should be delivered no later than **5:00 PM on Friday, February 10, 2012** to:

David Montgomery
Senior Planner, City of Sanford
226 Carthage Street
Sanford, North Carolina 27330
Telephone: 919-775-8332
E-Mail: david.montgomery@sanfordnc.net

Qualifications Submittal Evaluation and Selection

The City of Sanford will assemble a review committee to evaluate all responses to this Request for Qualifications. The review committee will include representatives from Planning and Engineering. From this review, the committee will identify a short list of candidates for possible interviews. Qualification submittals shall satisfy the requirements of the RFQ. The firm's qualification submittal shall address all aspects of the RFQ and clearly express the firm's understanding of the City of Sanford's specific requirements, indicating the firm's personnel qualifications to conduct these services in a thorough and efficient manner. The Committee may contact any or all respondents to clarify submitted information. The City of Sanford reserves the right to accept or reject any applicant. Contract negotiations will take place with the most qualified applicant. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified applicant. All applicants will be notified of the selection after a contract has been executed.

Miscellaneous

The City of Sanford does not discriminate in any of its projects and activities. The Consultant awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability. In addition to these requirements, since federal funds may be used to finance this project, the successful Consultant shall comply with all civil rights requirements applicable.

The selected consultant will be required to present evidence of general business liability insurance in the amount of \$1,000,000 and comprehensive liability insurance in the amount of \$300,000, \$100,000 prior to the award of the contract. The consultant shall also provide proof of workmen's compensation insurance. Proof of insurance is not required as part of the submittal.