Joplin Area Transportation Study Organization

Request for Proposals for Consultant Services

Bicycle and Pedestrian Transportation Plan Update

2017-RFP-04

RFP Issue Date	February 24, 2017
RFP Response Due Date	March 24, 2017
Return response to:	Joplin Area Transportation Study Organization ATTN: Taylor Cunningham 602 South Main Street Joplin, MO 64801 (417) 624-0820 ext. 511 tcunning@joplinmo.org Fax: (417) 625-4738

1 CONTENTS

2 Purpose and Introduction.....4
3 Background.....4
3.1 Community Profile.....4
3.2 Project Description.....4
4 Scope of Services.....5
4.1 Expectations of Consultant.....5
4.2 Public Engagement.....5
4.3 Presentations.....6
4.4 Deliverables.....6
5 Study Schedule.....6
6 Proposal Submittal Requirements.....6
7 Proposal Evaluation Criteria.....8
8 Contract Award.....8
9 Project Budget.....8
10 Request for Proposals Submission Form.....9
11 Unauthorized Aliens Workers Act.....11
12 AFFIDAVIT OF COMPLIANCE 11

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed proposals until 10:00 A.M., Friday, March 24th, 2017 at the Joplin Planning & Zoning Department located at 602 S Main Street, Joplin, Missouri, 64801 to PURCHASE the following:

Request for Proposals for Consultant Services

Bicycle and Pedestrian Transportation Plan Update

Specifications and bid forms are available from Taylor Cunningham, Joplin Planning & Zoning, planner by calling (417)624-0820 Ext 511, by writing to the address indicated above or by emailing to tcunning@joplinmo.org. Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all proposals, to reject any or all proposals and solicit again at a later date. The City may waive any irregularities in the proposal or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of proposals and issuance of awards.

The City encourages minority and female owned businesses to submit proposals on all City purchases.

Leslie Haase, CPA
Finance Director

Publication Date: ***Friday, February 24 , 2017***

13 PURPOSE AND INTRODUCTION

The Joplin Area Transportation Study Organization (JATSO) seeks consulting services to update the Bicycle and Pedestrian Transportation Plan for the Joplin Metropolitan Planning Area.

14 BACKGROUND

3.1 COMMUNITY PROFILE

The Joplin Metropolitan Area is located in Southwest Missouri along Interstate Highway 44 and U.S. Highway 71. The metropolitan area is approximately 110 square miles and has an urban population nearing 105,000 people. The area is located within parts of both Jasper and Newton Counties and contains 18 towns and villages. The three largest incorporated cities consist of Joplin, Webb City and Carl Junction. The metropolitan area is especially strong in the economic sectors of health care, retail, manufacturing and transportation. This is due to the location of two regional hospitals in the City of Joplin and the location of over 50 trucking companies within the metropolitan area.

Since 1983, the Joplin MPO's coordinating committee (Joplin Area Transportation Study Organization - JATSO) has been responsible for transportation planning within the metropolitan area. JATSO is currently accepting qualifications from prospective contractors to help the Organization update its Bicycle and Pedestrian Transportation Plan. The original plan was completed in two phases, one in 1999 and one in 2001. Over the past fifteen years, numerous projects have been completed to improve non-motorized transportation in the Joplin metro area.

On May 22, 2011, a large portion of Joplin was severely damaged and/or destroyed by an F-5 tornado. In the recovery process since the disaster, Joplin has repaired or added sidewalks to major arterial streets and included bike lanes or shared use paths on other projects and continues to advance a forward-thinking comprehensive approach to our planning.

3.2 PROJECT DESCRIPTION

The Joplin Metropolitan Planning Organization's current Bicycle and Pedestrian Transportation Plan consists of two phases. Phase I is a strategic plan that communicates the vision for the planning area's bicycle and pedestrian transportation network and is largely based on information and comments gathered at the public input and stakeholder meetings. Phase II is a project identification document that takes the public input gathered in both phases and produces recommendations for projects and details financial options for implementation of those recommendations.

The consultant is expected to update these documents and produce a synthesized and up-to-date Bicycle and Pedestrian Transportation Plan for the Joplin planning area. The consultant will conduct two public meetings as well as stakeholder group meetings to gather public input for the plan. These meetings will also gather information in order to help the JATSO update the goals and objectives in the Metropolitan Transportation Plan for the MPO as a whole. The consultant will provide the JATSO with a prioritized list of Bicycle and Pedestrian transportation projects and identify potential funding sources for implementation and the long-term maintenance of these projects. Public involvement and

recommendations should be incorporated into the final draft of the Plan. The consultant will present the plan to JATSO and the City Council upon completion.

15 SCOPE OF SERVICES

This project would be an update to an existing Bicycle and Pedestrian Transportation Program for the entire metropolitan planning area. This project will include several steps, including data collection, analysis, and public involvement to get to the final deliverable of an updated, comprehensive non-motorized transportation plan.

4.1 EXPECTATIONS OF CONSULTANT

A qualified consulting team should demonstrate experience in the development of similar plans, understanding of project phases, and timeline delivery. They should be able to demonstrate a clear understanding of the differences between transportation needs of pedestrian and bicycle modes, across the full spectrum of all ages and abilities.

The consultant should be able to lay out a clear process for data collection, analysis, and public involvement to identify current bicycle and pedestrian systems to evaluate the level of service and the ability to apply flexible design to optimize the pedestrian and bicycle experience through various scenarios.

The consultant should also understand and be able to articulate the purpose and need for both on-road and off-road systems both as independent networks and complementary networks.

The consultant should be able to demonstrate the ability to work with confined ROW of a built out roadway network to achieve multimodal solutions using flexible design options. Examples of Complete Streets, Road Diets, Traffic Calming, and multimodal conflict points mitigation are highly encouraged.

The consultant should have a working knowledge of AASHTO and NACTO design guidelines at the MUTCD standards.

A qualified consultant should be able to demonstrate experience with public engagement that includes traditional public meetings as well as social media and related low-cost public survey tools.

It is expected that the consultant will have expertise in Bicycle and Pedestrian Planning.

The successful consultant shall be expected to enter into an agreement with the City of Joplin in substantial conformance with the Joplin Engineering Agreement and Work Authorization as found at http://joplinmo.org/787/Engineering.

4.2 PUBLIC ENGAGEMENT

The consultant will be expected to conduct at least two public meetings.

- Public Meeting 1 – the consultant will lead an open house public meeting that will explain the general purpose and importance of a Bicycle and Pedestrian Transportation plan for the Joplin

area. The consultant will solicit feedback from residents and other public meeting attendees to incorporate into the final plan.

- Public Meeting 2 – the consultant will present recommendations of the study and gather final feedback prior to finalizing the plan.

4.3 PRESENTATIONS

The consultant will provide presentations to the Joplin Area Transportation Study Organization and the Joplin City Council.

4.4 DELIVERABLES

The consultant should submit twelve final bound copies of the plan and submit one electronic version of the plan.

16 STUDY SCHEDULE

Milestone	Date
RFP Released	February 24, 2017
Proposals Due	March 24, 2017
Review of RFPs	March 27-31, 2017
Interviews	April 5-7, 2017
Negotiate Scope	April 10-21, 2017
Contract to City Council	May 1, 2017
Execute Contract	June 5, 2017
Target Project Completion Date	November 1, 2017

17 PROPOSAL SUBMITTAL REQUIREMENTS

To be eligible for consideration, please submit one electronic and six hard copies of the response to the RFP no later than **10:00 am. On March 24, 2017.** Late submittals will not be considered and will be returned to the submitter unopened. Please address submittals to:

Joplin Area Transportation Study Organization
ATTN: Taylor Cunningham
602 S Main
Joplin, MO 64801

All communication related to this project should be limited to Taylor Cunningham at tcunning@joplinmo.org or (417) 624-0820 extension 511.

In order to facilitate the analysis of responses to this RFP, Consultants are required to prepare their proposals in accordance with the instructions outlined in this section. Consultants whose proposals deviate from these instructions may be considered non responsive and may be disqualified at the discretion of JATSO.

Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the Consultant's capabilities to satisfy the requirements of the RFP. Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis shall be concentrated on accuracy, completeness, and clarity of content.

Each of the seven (7) sections listed below shall be tabbed and labeled. Each page shall be numbered on the bottom right hand corner.

The proposal shall be organized as follows:

Proposed Tab Section	**Title**
1.0	Cover Letter
2.0	Executive Summary
3.0	Company Background
4.0	Company Experience
5.0	Responses to Scope of Services
6.0	Sample Document(s)
7.0	Signature Page Form

Cover Letter: A maximum one-page letter stating the Respondent's interest in being considered for this project. Include project contact information.

Executive Summary: A maximum three-page summary of the Respondent's ability to complete this project based on background and experience.

Company Background: An introduction to the Respondent's background, including number of years active in company and field, education, and number and type of projects completed for all personnel that will be assigned to this project.

Company Experience: A list of projects the Respondent has completed within the past five (5) years that are similar to the project requested in this RFP. Special attention should be given to projects completed for other governmental entities, particularly cities. Include company name, address, person(s) to contact, telephone number, a brief description of the project completed, and date completed for references.

Responses to Scope of Services (See Section IV. Specifications of Services Requested): Narrative on project approach. Describe the schedule of events necessary to complete the project clearly defining the roles of all involved personnel. Outline familiarity with the project and identify critical or unique issues

specific to this project. Outline a communications process and explain unique approaches used elsewhere. Respondents should acknowledge the timeline and deadlines, the required final products, and required public meetings outlined in this RFP and their ability to complete these tasks on time. Respondents should include a cost summary, including the estimated hours and cost for each task and a total cost to complete the project.

Sample Document(s): The Respondent shall provide at least one (1) but not more than three (3) sample documents of similar projects completed.

Signature Page Form: See Section 10: Request for Proposals Submissions Form at the end of the RFP. The form shall be signed and submitted with the Proposal.

18 PROPOSAL EVALUATION CRITERIA

Each proposal will be evaluated by the selection committee according to the following criteria:

- **25% Methodology**: that the vendor will use to conduct work outlined in RFP and evidence of ability to perform the work described herein.
- **25% Experience**: previous experience performing related projects of complex nature, including, but not limited to, similar size and type of organization.
- **10% References**: will be based on references submitted as part of RFP, but can include clients not submitted.
- **30% Cost of proposal**: must contain a cost for each project/process recommended as well as a "not to exceed" amount.
- **10% Staff:** capability and availability of professional staff to serve the City of Joplin in a competent and timely manner.

19 CONTRACT AWARD

From the firms expressing interest, a committee will review the submittals and rank the firms. Short listed firms will be notified to schedule an interview. The remaining firms will be notified by letter after the agreement is approved by the Selection Committee.

20 PROJECT BUDGET

The level of funding for this project will be based on the scope of work. JATSO, the City of Joplin, the City of Webb City, and the City of Carl Junction have committed funds for this project. The final level of funding and contract price will be negotiated between JATSO and the contractor.

21 REQUEST FOR PROPOSALS SUBMISSION FORM

RFP No.	2017-RFP-04
Company	Joplin Area Transportation Study Organization
Address	602 S MAIN STREET, JOPLIN, MO 64801
Contact Person	TAYLOR CUNNINGHAM
Telephone No.	(417) 624-0820 extension 511
E-mail	tcunning@joplinmo.org

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE. THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT THE JRC'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT.

By signature hereon, Respondent acknowledges and agrees that (1) this RFP is a solicitation for Interest and is not a contract or an offer to contract; (2) the submission of Responses by Respondent in response to this RFP will not create a contract between JATSO and Respondent; (3) Neither JATSO or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with JATSO will be awarded under this RFP; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFP.

By signature hereon, Respondent offers and agrees to furnish to JATSO all of the products and/or services more particularly described in its Responses, and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.

By signature hereon, Respondent affirms that they have not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant, elected officials, leadership or staff of JATSO or partner organizations in connection with the submitted Responses.

By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Developer represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, or the Federal antitrust laws, nor communicated directly or indirectly the Responses made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent represents and warrants that:

Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP;

Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP;

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of the Response.

By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

By signature hereon, Respondent affirms that it has not violated any of the noted No-Lobbying provisions or specification contained in this RFP.

By signature hereon, Respondent agrees to defend, indemnify, and hold harmless JATSO and the Committee, all of their officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of these Responses.

Submitted and certified this _____ day of _____.

Signature _____ Date _____

Name (Printed) _____ Title _____

22 UNAUTHORIZED ALIENS WORKERS ACT

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a (h) (3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the JATSO, and will provide an Affidavit of Compliance to JATSO stating the same.

23 AFFIDAVIT OF COMPLIANCE

(Missouri Unauthorized Alien Workers Act)

My name is _____ and I am the _____ of _____.
I hereby represent, affirm and certify to the Joplin Area Transportation Study Organization (JATSO) that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with JATSO. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to JATSO.

_____

Affiant