CITY
OF
JOPLIN, MO

REQUEST FOR PROPOSAL PACKAGE

2020-RFP-08

For

ACTIVE TRANSPORTATION ASSESSMENT

JOPLIN PLANNING DEPARTMENT
602 SOUTH MAIN STREET
JOPLIN, MO 64801
(417) 624-0820

RFP Issue Date	November 11, 2020
RFP Due Date	December 11, 2020 by 5 p.m.
Staff Contact	Taylor Cunningham
	tcunning@joplinmo.org
	417-624-0820 ext. 514

REQUEST FOR PROPOSAL
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The City of Joplin, Missouri will accept sealed proposals until 5:00 PM Friday, December 11, 2020 at the Joplin Planning Department located at 602 South Main Street, Joplin, Missouri, 64801 for the following:

ACTIVE TRANSPORTATION ASSESSMENT

Specifications and bid forms are available from Taylor Cunningham, Planner, by calling 417-624-0820 ext. 514 or by emailing tcunning@joplinmo.org. Any proposals 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.

Consultants are strongly encouraged to carefully read the entire Request for Proposal.

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

Leslie Haase, CPA
Finance Director

Publication Date: Wednesday, November 11, 2020

Purpose

The City of Joplin is seeking a consultant to assess active transportation infrastructure in the City, provide training and education to staff and decisionmakers, and engage with the public about active transportation needs and future projects.

Community Profile

Joplin, Missouri is situated at the intersections of I-44, I-49, and Highway 171 in Southwest Missouri. Joplin is a regional hub for the surrounding area, including Southeast Kansas and Northeast Oklahoma. The population swells from approximately 51,000 to over 200,000 during the day as commuters from nearby towns travel to Joplin to work, shop, and receive services. Joplin's main industries are health care, manufacturing, transportation, and service. Joplin has two large regional hospitals and over 50 trucking companies.

The Joplin Area Transportation Study Organization (JATSO) is the Metropolitan Planning Organization (MPO) for the Joplin Urbanized Area. JATSO adopted the Bicycle and Pedestrian Transportation Plan for the region in 2018 and is currently updating its Metropolitan Transportation Plan (MTP). The Bike Ped Plan and the MTP articulate a regional vision for the Joplin area created through robust stakeholder and public involvement. The new MTP will be presented to the JATSO Policy Board for adoption in February 2021.

Project Description

During the 2015 update of the MTP and the 2018 update of the Bike Ped Plan, JATSO staff received significant public comment regarding non-motorized transportation in the region and the need for increased connectivity. Numerous community and working groups have been created to promote and advocate trail usage and active transportation, such as the Joplin Trails Coalition and the Trails and Connectivity Working Group. Likewise, the Joplin Area Chamber of Commerce increased their focus on livability measures to retain and attract talent to the Joplin market, including connectivity and walkability. The City of Joplin was awarded a grant by Smart Growth America to participate in the Missouri Complete Streets Consortium, part of which has been postponed due to COVID-19 travel restrictions. Most recently, the Missouri Department of Health and Senior Services (DHSS) awarded the City of Joplin a grant to work on active transportation planning. There is significant interest and momentum for active transportation in Joplin.

The City of Joplin is seeking a consultant to support Joplin's increasing connectivity and active transportation options. The consultant should be knowledgeable and experienced in working with non-motorized forms of transportation, accessibility concerns, and transit connections.

Using the City of Joplin and JATSO's existing planning documents and previous efforts, the consultant will identify a common vision and goals for the City of Joplin's active transportation network. The consultant will assess the existing network in the City of Joplin and identify specific areas for active transportation projects that may utilize the on or off-road network. The consultant will provide the City of Joplin with an Active Transportation Plan that identifies

specific projects that will increase the flow of active transportation traffic, promote connectivity, and reflect the best practices of modern active transportation planning and engineering. Additionally, the consultant will provide technical support and education for City staff, relevant stakeholders, and the public.

Scope of Services

Consultant Expectations

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 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.

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://www.joplinmo.org/898/Engineering-Division.

Engagement Expectations

The consultant will work with City of Joplin staff to strategize and determine the best method for stakeholder and public engagement that is tailored to the needs of the Joplin community based on data collection and analysis by the consultant. This may include public meetings, presentations, technical support workshops, or other forms of engagement.

The 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. The consultant should also provide information on how they will adapt public engagement to COVID-19 challenges.

Schedule

The Active Transportation Assessment and associated training and engagement should be completed by the end of the fiscal year on October 31, 2021. The table below details the procurement schedule.

Date	Milestone
November 11, 2020	Request for Proposals advertised on the JATSO website and in the Joplin Globe
December 11, 2020	Proposals due; bid opening with selection committee
December 14, 2020 – December 18, 2020	Review and score written proposals
December 21-22, 2020	Interview top scoring firms
December 23, 2020	Notice of Award
December 28, 2020 – January 8, 2021	Contract negotiation and finalization
January 18, 2021	Contract goes to City Council on first reading, non-emergency
February 21, 2021	Ordinance official
February 22, 2021	Execute contract, begin work
October 31, 2021	Anticipated project completion date

Submittal Requirements

To be eligible for consideration, please submit one electronic and six hard copies of the response to the RFP no later than **5:00 CST on December 11, 2020.** Late submittals will not be considered and will be returned to the submitter unopened. Please address submittals to:

City of Joplin

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 514.

Respondent acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by the City, it will not take any action, make any effort or support or engage others on its behalf to take actions or efforts with attempt to influence the decision making process for this RFP in the favor of the Respondent. This includes direct contact with the City Council, City Manager and City staff of the City of Joplin, board members of the Selection Committee, board members of the Joplin Chamber, and others who may be engaged in the process. Additionally, the Respondent acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFP evaluation or decision-making process. Any Respondent violating any of the conditions is subject to immediate disqualification from consideration.

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 nonresponsive and may be disqualified at the discretion of the City of Joplin.

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

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.

Evaluation Criteria

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

- Methodology (20%): that the vendor will use to conduct work outlined in RFP and evidence of ability to perform the work described herein.
- Experience (20%): previous experience performing related projects of complex nature, including, but not limited to, similar size and type of organization.
- Staff (20%): capability and availability of professional staff to serve the City of Joplin in a competent and timely manner.
- References (15%): will be based on references submitted as part of RFP but can include clients not submitted.
- Cost of proposal (25%): must contain a cost for each project/process recommended as well as a “not to exceed” amount.

Based on the committee scoring of proposals received, the committee will interview up to three of the top scoring firms. Interviews will be scored according to the following criteria:

- Presentation (25%): the vendor's presentation is clear and professional.
- Methodology (25%): The consultant's presentation demonstrated how it would work with JATSO using specific timelines, milestones, and work products.
- Responses (25%): The consultant responded to questions clearly and professionally.
- Ability (25%): The consultant's presentation demonstrated the firm's ability to complete the Active Transportation Assessment outlined in the RFP

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 after the agreement is approved by the Selection Committee.

Request for Proposals Submission Form

RFP Number _____

Company _____

Address _____

Contact Person _____

Phone Number _____

Email Address _____

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 CITY OF JOPLIN'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 the City of Joplin and Respondent; (3) Neither the City of Joplin or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the City of Joplin 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 the City of Joplin 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 the City of Joplin 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 the City of Joplin 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 _____

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.

Affidavit of Compliance

(Missouri Unauthorized Alien Workers Act)

My name is _____ and I am the _____ of _____. I hereby represent, affirm and certify to the City of Joplin my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City of Joplin. 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 the City of Joplin.

_____

Affiant