

# REQUEST FOR PROPOSALS

## Non-Motorized Transportation Plan

The City of Red Lodge, Montana seeks to adopt a non-motorized Active Transportation Plan in 2016. Residents of Red Lodge strongly advocated for the planning and development of non-motorized transportation facilities during the preparation of the *2015 Comprehensive Parks Plan*. Red Lodge completed a *2006 Trails Plan* that will be updated and incorporated into a *2016 Active Transportation Plan*. The City has completed some of the *Trails Plan* projects and has improved and expanded our trail system. The City of Red Lodge expects that an Active Transportation Plan will place a heavy emphasis on our trails system.

The City of Red Lodge is seeking the assistance of a qualified consultant to help develop an Active Transportation Plan. The ideal consultant will have extensive experience developing such plans for small communities in Montana or other western United States in a manner that engages the residents of the area in the planning process. It is important to note that the Active Transportation Plan is intended to be used to develop a connected network of transportation options and is not a plan limited to recreational trails.

Anyone interested in providing professional consulting services for the preparation of an Active Transportation Plan is encouraged to submit a proposal to the City in accordance with the following Scope of Work and proposal requirements. All proposals must be received by the City by 5:00 p.m. ***December 23rd, 2015*** as further specified below.

### Scope of Work

The proposal must define a proposed Scope of Work based on the following minimal requirements as well as any work activities proposed by the consultant deemed necessary to develop an effective Active Transportation Plan. The proposal must demonstrate an understanding of the overall objectives of the work program and must clearly describe how each task will be accomplished. At a minimum, the proposal shall incorporate the following tasks as the Scope of Work:

1. The consultant shall review the *City of Red Lodge Growth Policy*, *Trails Plan*, *Comprehensive Parks Plan* and *Subdivision Regulations* as well as other planning documents (such as the Capital Improvement Plans) dealing with non-motorized transportation and meld the relevant findings and recommendations into the more detailed Active Transportation Plan. A description of the process of the analysis of existing conditions should be included.

2. The consultant shall identify and undertake whatever field studies, data collection or other research necessary to support the findings and recommendations in the Active Transportation Plan.
3. The consultant shall design and implement a public participation process that will engage residents of the Red Lodge area in the planning process. The public participation process may include, but is not limited to, opinion surveys, public meetings and workshops, plan dissemination via the Internet and other media, web site and GIS development and so on. Any focused public outreach such as to school age children or senior citizens should be addressed in the proposal. A steering committee named “Active and Healthy Red Lodge” has been formed and a diverse potential of stakeholders have been contacted and identified to help facilitate the discussion of Active Transportation.
4. The consultant shall identify any existing non-motorized transportation facilities and evaluate the connectivity, effectiveness, capacity and potential integration of such facilities into a comprehensive system.
5. The consultant shall recommend proposed new non-motorized transportation facilities as well as any identified deficiencies in existing systems that might be corrected. Non-motorized programs such as "complete streets" shall be identified and analyzed. An estimate of costs of construction of capital facilities, maintenance of non-motorized facilities and other elements of the plan implementation such as signage and paint striping should be provided.
6. The consultant shall identify potential traditional and innovative sources of financing of recommended non-motorized transportation facilities including grants and government programs.
7. The consultant shall provide appropriate non-motorized transportation design standards for inclusion in the *City of Red Lodge Subdivision Regulations*.
8. In addition to other public processes, the consultant shall present the findings and recommendations of the Active Transportation Plan to the City Council as well as other Boards as identified.
9. The City may consider proposals from one firm or groups of firms in a joint venture.

### **Proposal Submittal Requirements**

**Four (4) copies of the proposal must be submitted to the City Clerk of the City of Red Lodge at 1 South Platt Avenue, Red Lodge, Montana 59068 or PO BOX 9, Red Lodge, Montana 59068 not later than 5:00 p.m. Mountain Time on December 11, 2015. Each proposal must include the following.**

1. Name, physical and mailing addresses, e-mail contact information and telephone number(s) of the lead firm and any other firms on the consulting team.
2. The Scope of Work proposed by the consultant.
3. The experience and qualifications of the consultant (or consulting team) to undertake the Scope of Work.
4. The name and qualifications of the Project Manager who will direct the work effort and serve as the liaison with the City of Red Lodge.
5. The names and qualifications of the principal team members who will perform the proposed work and their individual responsibilities for the Scope of Work.
6. References from at least three (3) jurisdictions where the consultant or consulting team have provided similar non-motorized transportation consulting services. The references must include complete contact information including telephone number and e-mail address as well as a brief description of the project completed.
7. A preliminary timeline for the completion of the project. It is anticipated that this project will be substantially complete by July 29, 2016.

### **Evaluation Criteria**

All proposals will be evaluated on the following basis:

#### **75 Points      Work Program and Qualifications of Firm and Personnel**

1. The approach and work program in the proposal.
2. The public involvement experience of the consultant.
3. Related experience on similar planning projects incorporating facilities planning and cost estimating and capital programming.
4. Qualifications, experience and training of the firm's Project Manager,
5. Qualifications, experience, and training of staff to be assigned to project.
6. Ability of firm to meet project time requirements including present and projected future workloads.

**25 Points      Background Reference Checks**

1. Record of past performance of firm or personnel on similar projects in or outside of the City of Red Lodge.

Following review and evaluation of all proposals, the City shall award the contract to the most qualified consultant based on the evaluation score and the proposal that is deemed to be the most responsive to this Request for Proposals. The City may, at its sole discretion interview any or all of the consultants before awarding the contract. Unsuccessful consultants will be notified as soon as possible.

**Additional Information**

The budget allocation for this project is Twenty-eight Thousand Dollars (\$28,000). This is the maximum allocation including contingencies.

Consistent with Section 3 of the Housing and Community Development Act of 1968, CDBG regulations governing the grant require that to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG-assisted project will be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located in or substantially owned by residents of the project area will be utilized.

The contact person for any questions pertaining to this Request for Proposals is James Caniglia, City of Red Lodge, City Planner . Mr. Caniglia will serve as the City's project manager and may be contacted by telephone at (406) 446-1606 ext. 117, by e-mail at [jcaniglia@cityofredlodge.com](mailto:jcaniglia@cityofredlodge.com) or by mail at PO BOX 9, Red Lodge, Montana 59068.

Legal Advertisement to be published November 29, 2015