



## **Request for Proposal**

The Region 2 Planning Commission (R2PC) is soliciting proposals for

**Project Name: Combined City of Jackson-Jackson and County Non-Motorized Plan**

**RFP Issue Date: February 7, 2018**

**Proposal Due Date: February 27, 2018**

**Number of Copies Required: 8 (7 + 1 thumb drive)**

**Mailing Address:**

Region 2 Planning Commission  
120 West Michigan Avenue, 9<sup>th</sup> Floor  
Jackson, Michigan 49201

**Project Manager/Contact:**

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# **SECTION I. GENERAL CONDITIONS AND PROVISIONS**

## **A. OBJECTIVE**

To select a consultant to develop a combined City of Jackson and Jackson County non-motorized plan.

## **B. PROPOSALS**

To be considered for award, each consultant must submit a complete response to the RFP. An official authorized to bind the respondent to the proposal must sign the proposal. Submission of a proposal shall bind the respondent to all provisions of the proposal, including costs, for a period extending not less than ninety days following the Proposal Due Date, which is stated on the first page. Proposal must be submitted to R2PC by the time and date indicated on the first page. The respondent is solely responsible for the timely delivery of the proposal to R2PC. Late proposals will not be considered.

Proposal shall contain a cover letter signed by a person authorized to bind the consultant agreeing that the consultant shall remain valid for not less than ninety days (as extended in the event of a Protest) and provide a name, physical address, phone number and email address of such person who is administering the proposal and to whom R2PC may submit notices and writings regarding this RFP. It is to this person and at this email address that R2PC will provide notices and other matters regarding this RFP. The proposal should not be more than 20 pages.

Proposals shall be organized as follows:

- Section 1: Introduction of Firm, to include the name, title and person authorized to enter into a Contract on behalf of the company
- Section 2: Capability, Qualifications, Certificates and Experience of Firm
- Section 3: Proposed Approach
- Section 4: Proposed Timeline and Major Milestones
- Section 5: Proposed Cost
- Section 6: Sample of Relevant Related Projects

The consultant must submit a detailed cost estimate including cost of services, travel cost, materials and printing, indirect costs and fees. R2PC reserves the right to negotiate final contract price for completion of all project tasks. The resulting contract shall be a fixed/firm price type contract.

The cost information requested is required to support the reasonableness of the proposal and is for internal use only. Cost proposals should include the job titles of positions that will complete the work, including hours and hourly rates. Cost should be presented by task at a level of detail corresponding to the Work Plan.

## C. SELECTION CRITERIA

The contract will be awarded to the consultant whose proposal offers R2PC the best value for the project, including technical, economic and other factors found in Section II. Consultants may propose additional ideas and recommendations not stated in the scope. R2PC has a fiduciary responsibility to consider cost when deciding on a consultant.

## D. CONTRACT TERMS

The term of the proposed contract will begin on the date it is signed and will continue until project completion and satisfactory submission of forms or documentation as required under all federal, state, and local guidelines, rules, or regulations and/or as outlined below for this solicitation.

## E. ACCEPTANCE OF PROPOSAL CONTENT

The contents of this RFP, its attachments, and the proposal will become contractual obligations if a contract ensues. Failure of the successful respondent to accept these obligations may result in elimination of the respondent from the selection process.

## F. PRIMARY CONTRACTOR RESPONSIBILITIES

The selected Contractor will be required to assume responsibility for all services offered in its proposal whether or not the Contractor performs them. R2PC will consider the selected respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. If any part of the work is to be subcontracted, the prime Contractor must provide a complete description of work subcontracted and descriptive information about the subcontractor's organization, capabilities, and Certified Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) status. The prime Contractor is totally responsible for adherence by the subcontractors to all provisions of the contract. All subcontractors must be included in the proposal with descriptions of the firms' qualifications and the qualifications of the key individuals assigned to this project. All subcontractors are subject to R2PC review and written approval prior to their participation in the project.

## G. SELECTION

R2PC may select a range of proposals for further negotiations and discussions. This will be based upon sufficient analysis of technical factors and cost/price to identify those proposals that may not be competitive or those where technical or cost/price elements need to be addressed as part of the negotiation process. All those Respondents that are determined to be within the competitive range may be invited to participate in oral and/or written discussions and in further negotiations regarding their proposals.

Those Respondents deemed by R2PC to be most responsive to the needs of the project may be asked to make oral presentations to R2PC. These presentations provide an opportunity for the consultant team to clarify the proposals. If oral presentations are held, respondents will be notified of the date of the presentations and the time allowed.

The Selection Committee will make a recommendation to the Jackson Area Comprehensive Transportation Study (JACTS) Policy Committee for a recommendation to award a contract. Award of contract is ultimately based on the approval of the JACTS Policy Committee

## H. RESERVATION OF RIGHTS

R2PC reserves its rights to cancel, amend, or reissue this RFP or the Project at any time and may cancel any award pursuant to this RFP or seek amended or new proposals as R2PC deems necessary. R2PC further reserves the right to:

- Reject all proposals and re-solicit or cancel the RFP,
- Enter into a contract with any Respondent, based upon the initial proposal, or on the basis of a Best and Final offer, with or without conducting written or oral discussions;
- Award a contract to a Respondent other than the Respondent that submitted the lowest price proposal.

## I. NON-DISCRIMINATORY PRACTICES

R2PC will affirmatively ensure that Disadvantaged Business Enterprises (DBE) and Women-Owned Businesses will be afforded full opportunity to submit in response to this RFP and will not be discriminated against in consideration for an award. Please include certification(s) in proposal.

## J. Cost

All costs incurred in the preparation or making of the proposal are the sole responsibility of the consultant.

## SECTION II. SELECTION CRITERIA

Responses to this RFP will be evaluated based upon the following factors as presented in the respondent's proposal.

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|---|-----|
| 1. Demonstrated understanding of project scope        | 20% |
| 2. Capability, Qualifications, and Experience of Firm | 20% |
| 3. Proposed Approach                                  | 40% |
| 4. Work Plan & Schedule                               | 5%  |
| 5. Proposed Price/Cost                                | 10% |
| 6. Originality or Innovativeness                      | 5%  |

## SECTION III: INTRODUCTION AND SCOPE OF SERVICES

### A. BACKGROUND

R2PC has been serving the Jackson, Michigan area as the Metropolitan Planning Organization since 1973. R2PC is responsible for transportation planning for all modes, and provides

technical support and staff to the Region 2 Planning Commission, the JACTS Policy Committee and the JACTS Technical Committee, which compose the MPO policy-making structure. Jackson County is located in south central Michigan. The City of Jackson is approximately an hour from Lansing, Kalamazoo, and Ann Arbor, Michigan. Jackson County includes areas of rich farmland and forests, is the headwaters to several major rivers in Michigan, and has several urban areas. Jackson County has a population of more than 160,000 residents.

The Jackson community has been active in developing trails, bikeways, and other non-motorized facilities for many years. The 2002 Jackson County Regional Trailway Study was the area's last non-motorized plan. The study was developed through leadership from townships and villages, the City, the County, local citizens, and private agencies. The plan has been critical to the successful development of the Falling Waters Trail, the Martin Luther King Jr. Equality Trail (formerly known as the Inter-City Trail), the PAKA Trail, the Arts and Armory Walk, and miles of other non-motorized facilities across the county. Jackson County also is home to segments of two trails of statewide significance - The Great-Lake-To-Lake Trail and the Iron Belle Trail.

Following the 2002 effort, along with recommendations with the City's 2016 Community Master Plan, the Joint City-County Recreation Plan, and other plans, R2PC, working with the City of Jackson and Jackson County, is requesting consultant services to develop a combined City of Jackson and Jackson County non-motorized plan. The Plan will create a seamless network of on- and off-street pedestrian and bicycle facilities integrated with the public transportation network for the City of Jackson and Jackson County. The Plan will develop a network of priorities for access, equity, safety, comfort, transportation, recreation, and other key factors to assist in funding priorities. The Plan will also examine and provide programming recommendations for, marketing, outreach, and educational purpose. The objectives and scope of work are detailed below.

## B. OBJECTIVES OF THE PROJECT

The primary objectives of this study are:

1. Identify the non-motorized network for people to walk, bike, and use transit, creating a network of on- and off-street bicycle and pedestrian ways suitable for people of all ages and abilities across the county and within the city.
2. Make strong connections to existing parks, major recreational features, and transportation network.
3. Update to the 2002 Trailway Study and 2003 City of Jackson Bike Route.
4. Prioritize projects.
5. Develop an implementation and funding plan.

## C. SCOPE OF THE WORK

The tasks and associated deliverables described in the Scope of Work are a minimum. Proposers are encouraged to include additional tasks and deliverables as appropriate. It is expected that the project shall be completed within 12 months of the contract.

### **Task 1: Project Management**

Task 1.1: A kick-off meeting will be conducted to review the project goals, scope of work, methodology, and project schedule. The consultant will be responsible for bi-weekly conference calls to discuss project progress and monthly billing and progress reports submitted to R2PC.

### **Task 2: Stakeholder Involvement**

Task 2.1: Outreach and engagement, and active participation will be employed throughout the planning process. The consultants will develop an engagement process and approach to ensure that the plan is developed with community support. At least 3 public meetings should be held to ensure public input, as well as stakeholder interviews as appropriate. The planning process will include an emphasis on outreach to and input from underserved populations, people of color, and those who do not engage regularly in non-motorized transportation.

Task 2.2: The consultant will also develop content for a project website over the duration of the project. The R2PC will be responsible for hosting and uploading materials to the project website.

Task 2.3: R2PC will assemble the Project Steering Committee. The consultants will work with the Project Steering Committee throughout the development of the plan. The role of the Project Steering Committee will be to help develop the project vision and goals, solicit ideas, and to vet recommendations. The consultants will present findings and recommendations to the Project Steering Committee during regularly scheduled meetings, as well as up to three other public community meetings/events upon R2PC's request (as previously stated). Presentations will include visuals and summary of the final report, and will be held in geographic diverse areas around Jackson County. R2PC will work with the consultants to schedule, coordinate, and publicize any meetings. The consultants will be responsible for documenting the public participation process over the duration of the project.

### **Task 3: Existing Conditions, Data Collection and Review**

Task 3.1: This task will provide the baseline information, analysis and data to inform the development of the plan. The status of the existing bicycle, walking, and public transportation infrastructure and usage will be documented. Review recent regional studies, plans, and maps.

**Task 3.2:** Create an inventory of existing network, services, and programs, including existing sidewalks, bicycle infrastructure, trails, and existing transit stop locations. Create an inventory of population, demographics, employment centers, parks destinations, needs, etc. Prepare maps identifying these networks, communities, and locations to help establish critical areas to consider in developing the non-motorized network.

**Task 3.3:** Review the City of Jackson and Jackson County's departmental operations and processes of planning and engineering to identify opportunities for improvement in supporting the development and use of non-motorized facilities.

**Deliverable:** Technical Memorandum 1 that summarizes the assembled data and includes a narrative that describes the methodology and findings with appropriate graphics.

**Task 4: Peer Review**

Conduct a brief peer review of other non-motorized plans from around the Midwest to identify case studies and best practices that will be useful in developing the plan and recommendations for the plan.

**Task 5: Review proposed non-motorized network alternatives.**

Based on the input, research, analysis and results in tasks 1, 2, 3, and 4, identify gaps and opportunities within the existing network. Develop route options that will be presented for review and comment by stakeholders. Based on feedback, develop a recommended non-motorized network.

**Deliverables:** Technical Memorandum 2 that includes the peer review of other non-motorized plans along with the following:

- Identifying appropriate corridors across the plan area that would be low-stress routes for people of all ages and abilities.
- Identifying on- and off-road facilities and routes.
- Maps of existing and future non-motorized facilities, including one at the county level, city level, and any other areas to scale, as appropriate.
- Show connections to and overlaps with the existing transportation system.
- Clear identification of recommended route locations and ownership for the City of Jackson and Jackson County.
- Other information as appropriate.

**Task 6: Create a draft of an implementable combined City and County Non-Motorized Plan.**

Produce a draft plan that includes identified gaps and opportunities within the existing City of Jackson and Jackson County network, services, and programs. Show final draft recommendations for the local non-motorized network

routes/facilities, program strategies, and service initiatives. Develop a recommended, prioritized list of cost-effective strategies for phased implementation.

Establish evaluation metrics for the plan based on the plan goals. Prepare performance measures and criteria to support and evaluate the implementation of the plan and its goals. These should be consistent with the Complete Streets Policy, as well as align with any recommendations found in review of other plans and studies in regards to safety improvements, crash and fatality reduction, impacts and benefits for traditionally disadvantaged communities, and increased usage of active transportation modes.

Deliverables: Prepare a draft of the overall plan, including:

- Results from Task 1- 5
- Prioritized corridors and projects
- Recommendations for policies, programs and future amendments to the plan and network map.
- City and county budgets, staffing and funding strategies for each appropriate recommendation.
- List of potential funding sources with detailed descriptions.
- Clear identification of recommendations for the City of Jackson and Jackson County.

#### **Task 6: Final Plan and Executive Summary**

The consultant will deliver a final report that incorporates everything learned in previous tasks.

Deliverables:

- Electronic copy of the draft report in Word and PDF presented for comment.
- All GIS final files developed and/or updated during the project.
- Final report in PDF format.
- 10 final copies printed report in color.

## **D. R2PC RESPONSIBILITY**

R2PC will work closely with the Contractor on this project and will provide staff hours and information as needed. R2PC will serve as the Project Manager to implement a mutually agreed upon scope of work, monitor progress of firm(s) activities, and serve as a liaison between the firm(s), the City of Jackson, Jackson County and other partners. The selected firm(s) will enter into a contract with R2PC for the agreed upon scope and budget. R2PC will also serve as the contract manager and procure administrator for the project.