

Posted date: April 20, 2016

**REQUEST FOR PROPOSALS
TECHNICAL ASSISTANCE AND IMPLEMENTATION ACTIVITIES FOR EVANSVILLE'S
BICYCLE AND PEDESTRIAN CONNECTIVITY
MASTER PLAN**

The Evansville Metropolitan Planning Organization (EMPO) is requesting proposals for technical assistance and implementation activities for Evansville's recently completed Bicycle and Pedestrian Connectivity Master Plan (BPCMP). Interested consulting firms should submit two (2) printed copies and one (1) electronic copy (by email) of their proposal to the Evansville Metropolitan Planning Organization at Civic Center Room 316, 1 N.W. Martin Luther King, Jr. Blvd., Evansville, IN 47708 by 4:00 PM (CST) on May 5, 2016.

Description of Requested Services:

The chosen consulting firm will assist the City of Evansville and the Evansville MPO in moving forward with the implementation of projects as defined in Evansville's Bicycle and Pedestrian Connectivity Master Plan (BPCMP). The following scope of work provides an outline of services that are expected to be offered as part of the implementation activities. The consultant may modify or add to the desired scope of work presented below if, based on their professional expertise and knowledge, they can provide an approach that will more effectively address the goals of this project; however, the consultant shall identify and explain any modifications/additions to the requested scope. A breakdown of cost estimates by task shall be included.

Task 1 – Implementation Committee

The consultant will form a committee that may consist of, but not be limited to, residents, stakeholders, and non-profit organizations, that will provide input and guidance in the BPCMP implementation. The consultant will attend four meetings throughout the year and lead the committee in understanding how to create a solid foundation for plan implementation. Meeting materials, including agendas, presentations, and handouts will be provided by the consultant.

Task 2 – Technical Assistance

The consultant will be available throughout the year to provide technical assistance as requested by Evansville MPO and City staff. Technical assistance for design alternatives may be requested for projects including, but not limited to, intersection improvements, corridor designs, striping or signing concepts, and/or other assistance as needed. Documentation, including conceptual plan sheets, written documentation, and other relevant materials will be included as deliverables in this Task.

Other activities will include:

- 1) The selected consulting firm will coordinate with the EMPO to officially define the project concept and scope.

- 2) The selected consulting firm will coordinate and negotiate an agreement with the EMPO.
- 3) Throughout the development of the project, work must be carried out in coordination with the EMPO.
- 4) While work on the project is on-going, the selected consulting firm shall provide progress reports to the EMPO as necessary.

Responses to this Request for Proposals shall, at a minimum, include a Statement of Qualifications, and address these evaluation factors:

Statement of Qualifications:

- The consulting firm's name, address and brief history/background;
- Resumes of key personnel that will be assigned to the project (including designated project manager);
- A short narrative of the consulting firm's interest, particular abilities and qualifications related to the project;
- Description of other related activities carried out by the consulting firm and reference contact information;
- Examples of expertise and/or experience with other related work; and
- Proof that the consulting firm is registered with sam.gov.

Other Evaluation Factors:

- Description of the proposed project and the anticipated work elements;
- Proposed staffing and schedule of work;
- Location of the office where the work will be performed;
- A breakdown of cost estimates by tasks;
- Information regarding overhead rate prepared by a CPA or accountant; and
- Anticipated work to be sublet.

A consulting firm will be selected for the project based on an evaluation of the factors above. The EMPO reserves the right to accept or reject any and/or all proposals. They also reserve the right to negotiate the fees with one or more consulting firms after review of the proposals and before award of the contract.

Interested parties should submit two (2) printed copies and one (1) electronic copy (by email) of their proposal to the Evansville MPO before 4:00 PM (CST) on May 5, 2016. To respond, please send proposals in a sealed envelope marked "Proposal for Bicycle and Pedestrian Plan Implementation" to the following address:

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1 N.W. Martin Luther King, Jr. Blvd.
Civic Center, Room 316
Evansville, IN 47708

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