



**Request for Qualifications
Planning Services**

**Comprehensive Pedestrian Plan
Rocky Mount, NC
RFQ # 446**

October 11, 2010

Rocky Mount Comprehensive Pedestrian Plan Request for Qualifications

Project Description

The CITY OF ROCKY MOUNT is seeking a qualified firm to develop a Comprehensive Pedestrian Plan according to the Template for Developing Municipal Bicycle or Pedestrian Plans published by the North Carolina Department of Transportation Division of Bicycle and Pedestrian Transportation.

Scope of Services

This Scope of Services format is offered to simplify the proposing consultant's task and to provide a consistent format to help the Pedestrian Plan Selection Committee compare qualification submittals. Modifications to this format are welcome if the proposing firm feels greater detail or clarification would be helpful. However, please address the minimum information noted.

The Scope of Services includes activities for developing a Comprehensive Pedestrian Plan for the City of Rocky Mount that is organized in accordance with the NCDOT Template for Developing Municipal Pedestrian Plans. The following is a breakdown of the services requested by the City of Rocky Mount for planning services of the aforementioned project.

- Develop a public involvement strategy to include:
 - ✓ a steering committee,
 - ✓ an instrument to evaluate resident and visitor perceptions on destinations, obstacles and opportunities,
 - ✓ two (2) open house meetings with a printed agenda, power point presentation, handouts, displays and materials.
 - 1st Open House. Progress Report – current status, deficiencies and directions.
 - 2nd Open House. Progress Report – plan draft, funding and priorities.
 - ✓ a public hearing before the City Council for approval of the Rocky Mount Comprehensive Pedestrian Plan.

- Develop the pedestrian plan in accordance with the plan template at:
www.ncdot.gov/bikeped/download/bikeped_planning_full_template.pdf

- Client Review
The proposing firm shall submit a color draft of the Comprehensive Pedestrian Plan and meet with city staff to review draft documents to ensure that the project is consistent with the scope of services.

- Progress reporting
The consultant shall:
 - ✓ communicate at least monthly with the Planning staff to summarize activities, progress and obstacles,
 - ✓ meet with the Planning staff prior to scheduled open houses and public hearings or meetings,
 - ✓ staff all Comprehensive Pedestrian Plan Steering Committee meetings, and
 - ✓ provide briefings to the Planning staff via e-mail with monthly summaries of activities, progress and obstacles.

- Deliverables shall include:
 - ✓ coordinate with City GIS staff to produce map layers in ArcView 9.2 file format aligned with the City of Rocky Mount parcel layer,
 - ✓ .jpg images,
 - ✓ Acrobat 6.0 (or more recent) files,
 - ✓ MS Word text,
 - ✓ original hardcopy materials, with documents sized for portrait letter or horizontal tabloid printing,
 - ✓ One set of draft handouts, electronic presentations and sample display materials shall be provided in print or Acrobat format for staff review two weeks prior to the scheduled deadline for submitting materials,
 - ✓ Needed handouts and electronic presentations and display boards shall be provided to the Transportation Planner for distribution at the open houses and not later than 14 days preceding any meeting of the City Council at which presentations will be made.
 - ✓ Five final approved Comprehensive Pedestrian Plan documents, one print ready original, one digital copy of all Microsoft Office 2003 (or more recent) documents, Acrobat files and ArcView GIS files.

- Document accessibility and ownership:
 - ✓ All documents, printed or electronically produced as part of this project shall be the property of the City of Rocky Mount.
 - ✓ The City of Rocky Mount shall remain free to copy and edit any and all documents and presentation materials, electronic or otherwise.
 - ✓ Electronic documents shall not be locked or password protected and the City of Rocky Mount shall retain the ability to edit and update documents, including original word processing, spreadsheet, database and mapping files and resulting Acrobat files.

- Prepare Final Rocky Mount Comprehensive Pedestrian Plan:
 - ✓ After two open houses and final review of draft Comprehensive Pedestrian Plan documents by the staff and the steering committee, the Comprehensive Pedestrian Plan shall be presented in public hearings for Planning Board recommendations and approval by the City Council.
 - ✓ The Rocky Mount Comprehensive Pedestrian Plan shall be a bound document with reduced maps contained within the document and an Acrobat file with an executable table of contents suitable for digital distribution. All original electronic files used to generate the Acrobat file shall be provided to the City of Rocky Mount and shall be in editable condition with full access rights.

- ✓ Official maps for the Comprehensive Pedestrian Plan shall be produced in ArcView 9.2 with a print layout designed for 24" x 36" sheets and shall contain ordinary cartographic features.
- Timeline of Events
 - ✓ Qualification submittals shall be submitted to the Rocky Mount Purchasing Manager no later than 4:00 p.m. on **Monday, November 8, 2010**.
 - ✓ The first open house shall be held in the second quarter of the project.
 - ✓ The second open house shall be held in the third quarter of the project.
 - ✓ Deliver a draft of the Rocky Mount Comprehensive Pedestrian Plan to the Transportation Planner within 7 months from the Notice to Proceed.
 - ✓ The City of Rocky Mount may require up to six months for review and approval.
 - ✓ Public hearings on the Rocky Mount Comprehensive Pedestrian Plan before the Planning Board and City Council.
 - ✓ Approval by the Planning Board and City Council
 - ✓ Final approved Rocky Mount Comprehensive Pedestrian Plan delivered.

The City of Rocky Mount will provide information, mapping, and assistance in this project where available.

Applicants should feel free during the selection process to provide any suggestions or comments that might be advantageous for the City of Rocky Mount to consider in terms of any efficiencies, issues, processes, or products.

Administrative Information

A. Standard Terms and Conditions of Request for Qualifications

1. The City of Rocky Mount reserves the right to reject any and all proposals, to consider alternatives, to wave irregularities and to re-solicit qualification submittals.
2. All qualification submittals must be valid for a minimum period of ninety (90) days after the date of the qualification submittal opening.
3. The City of Rocky Mount reserves the right to select the most responsible and responsive qualification submittal which it finds to be within the best interests of the City.
4. The City of Rocky Mount makes no guarantees to any proposing firm until such time the City approves the negotiated contract.

B. Project Contact

The City of Rocky Mount's contact for this project is Principal Transportation Planner, Bob League.

Prospective applicants may make inquires concerning the Request for Qualifications to obtain clarification of the requirements. Direct all inquires to: Bob League

Delivery to:
331 S. Franklin Street
Rocky Mount, NC 27802
Telephone 252 972-1129

Mail to:
P.O. Box 1180
Rocky Mount, NC 27802
Fax 252 972-1176

or by email at: bob.league@rockymountnc.gov

C. Purpose

This Request for Qualifications (RFQ) provides prospective firms with sufficient information to prepare and submit qualification submittals for consideration by the City of Rocky Mount. To be considered, each qualification submittal must provide completion of the tasks outlined in the RFQ.

D. Scope

This RFQ contains the instructions governing the qualification submittals to be submitted and the materials to be included. These are mandatory requirements that must be met to be eligible for consideration.

E. Scheduling

Qualification submittals must be received by the Rocky Mount Purchasing Manager by **4:00 pm, November 8, 2010**. The qualification submittal should outline the schedule for completion of this project. Applicants are encouraged to discuss scheduling constraints with the City.

F. Submittal

Seven (7) copies of the qualification submittal shall be submitted to the attention of Delton Farmer, Purchasing Manager, by **4:00 pm November 8, 2010**. Delton Farmer is located at 331 S. Franklin Street, P.O. Box 1180, Rocky Mount, NC 27802.

Late qualification submittals will not be accepted. It is the responsibility of each firm submitting a qualification submittal to ensure that seven (7) copies of the document arrive by the submittal deadline.

G. Proprietary Information

Any restrictions on the use of the data contained within the qualification submittal must be clearly stated in the qualification submittal itself.

H. Response Material Ownership

All materials submitted regarding the RFQ become the property of the City of Rocky Mount and will only be returned at the town's option. Responses may be viewed by any person at the qualification submittal opening time and after the final selection has been made. The City has the right to use any or all of the material outlined in the Proprietary Information above.

I. Incurring Costs

The City of Rocky Mount is not liable for any costs incurred by those who have submitted qualification submittals prior to issuance of a signed contract.

J. Acceptance of Proposed Content

The contents from the selected firm will become contractual obligations if a subsequent agreement is reached. Failure of the selected firm to accept these obligations may result in cancellation of the award.

K. Acceptance Time

The City of Rocky Mount intends to make a selection for award by **December 1, 2010** but reserves the right to make an adjustment to the selection schedule as needed.

L. Payment for Services

The firm agrees to bill the City of Rocky Mount as each task is completed and approved and allow 30 days for payment to be received.

Qualification Submittal Content

The qualification submittal submitted must clearly address the requirements outlined in the RFQ. Any concerns that the proposing firm may have about meeting these requirements shall be specifically identified in the qualification submittal. The proposing firm must insure that all proposed work meets all applicable State and Federal requirements.

Consultants interested in the project are invited to submit seven (7) copies of a qualification submittal that addresses the criteria listed above and include the following:

1. Personnel

Provide the proposing firm's name, address, contact name(s) and telephone number(s).

2. General Profile and Qualifications

Provide a general profile of your firm. Also provide the qualifications that the personnel of your firm possess in order to prepare the services outlined in this RFQ. Provide names of principals, key persons, or associates who would be involved in the project and their qualifications. Provide a list of similar projects completed by the person/firm, giving names, addresses, and phone numbers of clients.

3. Scope of Services

Provide an outline of the understanding of each task of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process. Provide the names of the staff that will be assigned to complete each task.

4. Summary Timeline

Include a timeline for completion of each task.

Qualifications Submittal Evaluation and Selection

Qualification submittals shall satisfy the requirements of the RFQ. The firm's qualification submittal shall address all aspects of the RFQ and clearly express the firm's understanding of the City of Rocky Mount's specific requirements, indicating the firm's personnel qualifications to conduct these services in a thorough and efficient manner.

All applicants will be notified of the selection after a contract has been executed.

V. CONTRACTUAL ARRANGEMENTS

The City of Rocky Mount will make payments to the Consultant based upon the completion of tasks and receipt of monthly progress reports, which shall include at a minimum:

1. Summary of activities during the period
2. Adherence to schedule, project milestones, and budget
3. Problems encountered during the period, and

Projected activities for the next period

Copies of planning documents produced to date such as:

Meeting minutes

Inventory data

Maps, charts, tables, graphs

Receipt of monthly reports is a prerequisite for partial payments. These payments will be based upon a percentage of the work completed, as estimated by the consultant and approved by the City. All partial payments will be less a retainage of ten percent (10%) of the Consultant's invoice amount. The sum of the retained fees will be added to the final payment made on satisfactory completion of the contract. Final payment will be held by the City of Rocky Mount until reports have been favorably reviewed by all parties concerned.

VI. SUPERVISION AND CLARIFICATION

The Consultant shall work under the supervision of Bob League, representing the Department of Engineering for the City of Rocky Mount. Any clarifications, questions, or inquires for additional information may be directed to Mr. League at 252-972-1129 or email bob.league@rockymountnc.gov.

Substantive changes to this Request for Qualifications will be issued to all parties known to have expressed an interest in submitting a proposal for consideration, in writing, no later than **Friday, October 29, 2010**, and shall be made a part of this document as an addendum.

Interested Consultants are encouraged to visit the websites of the City of Rocky Mount (www.rockymountnc.gov) and the Rocky Mount Metropolitan Planning Organization (<http://www.rockymountnc.gov/mpo/>) to gather information useful in preparing the Comprehensive Pedestrian Plan Proposal. The Rocky Mount Comprehensive Plan, Land Development Code, Transportation Plan, and Collector Street Plan are available on the website.

VII. PROPOSAL DEADLINE

Consulting firms interested in performing the work as described in the "Description of Services" are asked to submit **seven (7) copies** of a complete proposal, accompanied by a letter of interest, no later than **4:00 p.m., November 8, 2010** to:

City of Rocky Mount
Purchasing Division
One Government Plaza
P. O. Box 1180
331 S. Franklin Street
Rocky Mount, NC 27802-1180

Attn: Delton L. Farmer

VIII. EQUAL EMPLOYMENT OPPORTUNITY

The City of Rocky Mount does not discriminate in any of its programs and activities. The Consultant awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability. In addition to these requirements, since federal funds may be used to finance this project, the successful Consultant shall comply with all civil rights requirements applicable to transportation-related projects.