

**Request for Proposal  
North Carolina Department of Transportation  
Department of Bicycle and Pedestrian Planning  
2007 Pedestrian Planning Grant Initiative**

**Pedestrian Plan  
Roxboro, NC**

**July 12, 2007**

Issuing Agency: City of Roxboro  
P.O. Box 128  
Roxboro, NC 27573  
Attn: Andrew M. Oakley

All Inquiries: Andrew M. Oakley, Director  
City of Roxboro  
Public Service Department  
336-503-0489; [aoakley@cityofroxboro.com](mailto:aoakley@cityofroxboro.com)

## **Roxboro Pedestrian Plan Request for Proposal**

### **Project Description:**

The City of Roxboro is seeking a qualified firm to provide planning services for the development of a Pedestrian Plan under the North Carolina Department of Transportation 2007 Bicycle and Pedestrian Planning Grant Initiative, Division of Bicycle and Pedestrian Transportation and Planning Branch and the Recommended Template for Developing Municipal Bicycle or Pedestrian Plans. The planning grant with matching funds provides \$20,000 to accomplish the comprehensive Roxboro Pedestrian Plan.

### **Project Location**

For the purposes of producing the Pedestrian Plan, the City of Roxboro will be defined as the current city limits with the latitude to extend beyond the limits to areas of future growth when deemed necessary to better the plan.

### **Project Overview**

The North Carolina Department of Transportation (NCDOT) selected the City of Roxboro in 2007 for a Pedestrian Planning Grant. The purpose of the Comprehensive Pedestrian Plan is to improve facilities and encourage pedestrian transportation in the City of Roxboro. The Comprehensive Pedestrian Plan will support the vision and mission of Roxboro to create a multi-modal transportation environment that encourages alternatives to the single occupant automobile.

The City strives to provide a transportation system that moves people and goods safely and efficiently. The Comprehensive Pedestrian Plan will contribute to this goal by planning for safer and more convenient pedestrian transportation. The implementation of this plan will provide people additional travel choices and improved connectivity within the transportation network.

Recognizing the importance of accommodating pedestrians as a viable transportation mode, the City is soliciting proposals from qualified planning and engineering firms for the development of the City of Roxboro Comprehensive Pedestrian Plan.

### **Scope of Services**

The scope of services format is offered to simplify the proposing consultant's task and to provide a consistent format to help the steering committee compare proposals. We welcome modifications to this format if the proposing firm feels greater detail or clarification would be helpful. As a minimum, the consultant will fulfill the requirements of each of the ten sections outlined in the attached Recommended Template for Developing Municipal Bicycle or Pedestrian Plans provided by the NCDOT Division of Bicycle and Pedestrian Transportation.

## **Description of Services**

The successful consultant shall provide professional planning and engineering to develop the Comprehensive Pedestrian Plan in accordance with the process established by the NCDOT Division of Bicycle and Pedestrian Transportation as follows:

1. Introduction
2. Evaluating Current Conditions
3. Existing Plans, Programs and Policies
4. Develop Pedestrian System Plan
5. Facility Standards and Guidelines
6. Ancillary Facilities / Programs
7. Project Development
8. Maps and Illustrations
9. Recommendations
10. Implementing the Plan

The NCDOT Expanded Template for Developing Municipal Bicycle or Pedestrian Plans can be viewed at: <http://www.itre.ncsu.edu/PTG/BikePed/NCDOT/guide.html>

Planning services requested include the following:

- Develop a public involvement strategy
- Schedule client review of draft documents
- Provide progress reporting throughout the project
- Insure deliverables consistent with the demands of all departments involved
- Assure client accessibility and ownership of deliverables
- Prepare, produce and present Pedestrian Plan
- Consistently meet deadlines of the project

## **Plan Schedule**

All proposals must be submitted to the Roxboro Department of Public Services no later than 4 p.m. on August 10, 2007. In order to meet NCDOT's deadline, the City of Roxboro Pedestrian Plan shall be delivered to NCDOT's Division of Bicycle and Pedestrian Transportation and the Pedestrian Plan Task Force within 12 months of the NCDOT notice to proceed and shall be presented in its final form for a recommendation by the Planning Board and adoption by the Town Board within 15 months of the NCDOT notice to proceed.

## **Acceptance of Proposals**

The City of Roxboro invites and encourages the participation of minorities, women, and disabled business enterprises, and prohibits discrimination against any person or business in pursuit or award of this opportunity on the basis of race, color, sex, religion, national origin, age, disability, or veteran status.

The City expects to select one firm, but reserves the right to request substitutions of sub-consultants.

A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind. The RFP does not commit the City to pay for costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFP process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the City unless the City and your firm execute a contract.

The City reserves the right to reject any or all responses to this RFP, to advertise for new RFP responses, or to accept any RFP response deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

### **Evaluation Criteria**

Evaluation of proposals will be performed by staff and steering committee established by the City of Roxboro, and the North Carolina Department of Transportation. The Proposals will be evaluated on the firm's ability to meet the requirements of this RFP. Some heavily weighted, specific evaluation criteria, among other factors, will include:

- Content of the original proposal, concerning thoroughness of the proposal regarding the tasks addressed in the "Description of Services"
- Scope of Work
- The firm's previous experience with similar pedestrian plans
- Qualifications and ability of key individuals identified in the package
- Man-hours required to complete the task
- Budgetary constraint of \$20,000 total.

### **Proposal Submittal**

The Proposal package should consist of a cover letter and six tabbed sections as described below. Due to demands on the time of the Selection Committee members, please limit your proposal to 25 pages and number all pages. Longer submissions may be removed from consideration. Tabs and dividers do not count toward the page limit. The cover letter must identify a contact person for questions during the process and provide contact information including telephone number, fax, email and postal address.

Please provide the following information in order by Tab:

Provide a "Scope of Work" as it pertains to the tasks addressed in the "Description of Services". The scope should elaborate on the process by which each of the tasks in the Description of Services will be completed.

- TAB 1. List firm's experience with preparing pedestrian plans in other urban areas. The description should give the specifics of the services provided, state the office location from which the work was performed, and include an explanation of why the project is considered similar. A reference, with

phone number, should also be included as part of the description of each project.

TAB 2. List the professional qualifications and relevant pedestrian planning experience of the individuals who will be directly involved in the Comprehensive Pedestrian Plan. The list of key individuals should include those who are expected to be involved with the project along with a brief statement as to each individual's expected role(s). The Consultant will submit resumes of key individuals outlining their qualifications as it pertains to this proposal.

TAB 3. List man-hours by employee position necessary to satisfactorily complete the tasks of the Comprehensive Pedestrian Plan. These tasks should include but not be limited to:

Creating a plan to promote walking in Roxboro, for transportation and recreation, both on street and off the roads.

Carrying out public involvement effort including organizing and facilitating two (2) public meetings.

Leading Steering Committee meetings and producing minutes of the proceedings.

Developing an inventory of pedestrian facilities.

Developing pedestrian transportation guidelines, standards, and operational characteristics to assist with implementation of the Comprehensive Pedestrian Plan.

Outlining and specifying the development and implementation of a pedestrian educational program, addressing pedestrian safety and law enforcement

Developing a long-range plan and map identifying the future location of pedestrian facilities.

Implementation plan

Funding opportunities

TAB 4. List any other resources available to the project team including any sub-consultants that may be employed. The qualifications of sub-consultant employees should be furnished as described above.

TAB 5. Provide a project plan and schedule demonstrating the ability to complete plans on time and within budget (based on current work load indicators and past performance).

Candidate firms may be asked to present their proposal to City staff before the final selection is made. Final selection and the contract with the successful consultant will be subject to approval by the City Council of Roxboro and NCDOT.

The selected Consultant will be required to sign a City of Roxboro contract after award is made by the City Council.

### **Contractual Agreements**

The City of Roxboro will make the 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
4. Projected activities for the next period
5. Copies of the planning documents produced to date such as:
  - i. Meeting minutes
  - ii. Inventory data
  - iii. Maps, charts, tables, and graphs

Receipt of reports is a prerequisite for partial payments. These payments will be based upon a percentage of all work completed, as estimated by the Consultant and approved by the City. A retainage of ten percent (10%) of the Consultant's invoice will be held from all partial payments. 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 Roxboro until the deliverables have been accepted by the City.

Other required deliverables for this project are:

1. City of Roxboro: a minimum of twenty (20) final hardcopy plans, and digital format including all maps. Digital files must be compatible to Microsoft Word and Autocad 2000.
2. NCDOT: a minimum of (5) final hardcopy plans, and digital format including all maps. All deliverables will become the property of the City of Roxboro and NCDOT.
3. All deliverables will become the property of the City of Roxboro and NCDOT.

### **Supervision and Clarification**

The Consultant shall work under the supervision of Andrew M. Oakley, Public Services Director. Any questions, clarifications, or inquires may be directed to Mr. Oakley at 336-503-0489 or email at [aoakley@cityofroxboro.com](mailto:aoakley@cityofroxboro.com).

**Proposal Deadline**

Consulting firms interested in performing the work as described in the “Description of Services” are asked to submit six (6) copies of a complete proposal, accompanied by a letter of interest, no later than 4:00 PM, August 10, 2007 to:

City of Roxboro  
Public Services Department  
PO Box 128  
Roxboro, NC 27573  
Attn: Andrew M. Oakley

Or hand deliver to:  
779 Mountain Road  
Roxboro, NC  
Attn: Andrew M. Oakley