

# REQUEST FOR PROPOSALS



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**DUATS**  
Metropolitan Planning Organization

## Decatur Bike Plan

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Issued By: City of Decatur and DUATS MPO

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## I. Project Information

### **A. Project Purpose, Study Area and Overview**

This Request for Proposals (RFP) is issued by City of Decatur and the Decatur Urbanized Area Transportation Study (DUATS) to solicit consultant services for a Decatur Bike Plan that will provide the City of Decatur, DUATS and Decatur Park District with policies, best practices and strategic direction for implementing a sustainable active transportation system for the benefit of Decatur residents and visitors.

The City of Decatur, Illinois is the major City with DUATS which is primarily within City of Decatur (see attached map of the study area). There are smaller towns and villages such as Forsyth, Mount Zion, Harristown, Long Creek, Argenta, Oreana, and Warrensburg adjacent or nearby. The Decatur Park District, a member of the DUATS and is the primary recreational governmental agency for the Decatur Area. Although, the City of Decatur, Decatur Park District, Village of Forsyth, Village of Mt. Zion have an existing network of completed trail projects, our goal is to connect and expand the existing trails and create a more cohesive system, using existing transportation rights-of-way where there is insufficient space to put trail completely off-road.

As a part of the plan, the City looks for guidance in creating initiatives and programs to stimulate increased pedestrian and bike activity. The Plan will provide an analysis of current bike facilities in Decatur; City and Park District polices and planning documents; review of other bike plans, state and national bicycling trends, best practices and the applicability to Decatur bicycling facilities; identify performance measures in achieving identified goals and objectives; a robust public involvement plan in coordination with the City of Decatur, Decatur Park District, the DUATS and Decatur Mass Transit System will be conducted provide insight into area bicycling needs, system gaps and the conceptual design alternatives for a connected bicycling network in the City and DUATS Study Area.

The activities for the Bike plan should support existing infrastructure and prioritize new network opportunities by looking at land use, Governmental owned property, potential development, and potential partnership opportunities with area municipalities and agencies. The ultimate deliverable will be a final report which will include a proposed prioritized Bike network, cost estimates, implementation strategies, and design strategies to encourage active living and improve community health.

The resulting recommendations and plan will need to reflect the urban, suburban and rural context of the DUATS Study Area. The outcome of the Decatur Bike Plan will provide a blueprint for Decatur's bicycling network to be built upon, provide active transportation alternatives, better connect the community and improve the quality of life. The final report should be one that anticipated the recreational needs of likely users, and the transportation needs of persons who want to reduce the use of personal automobiles.

### **B. Background**

One of the primary functions of DUATS is to develop and maintain the Metropolitan Transportation Plan (MTP) also known as the Long-Range Transportation Plan (LRTP). MTP has fiscal constraints, which means transportation projects are based on revenue from the federal, state and local governments. An adopted Bike Plan is required to be a part of the LRTP, however an updated Bike Plan has not been completed since 1996. Without an adopted plan, the DUATS

lacks a unified vision or direction for bike trails infrastructure investments and therefore is at a disadvantage for funding opportunities for bike infrastructure.

Decatur and DUATS see this plan as an opportunity to engage the community on how to improve the non-motorized transportation network and encourage more alternative transportation.

### **C. Project Oversight**

This study is commissioned and funded by City of Decatur and federal transportation funds through DUATS and an Illinois Department of Transportation (IDOT) grant. City of Decatur and the DUATS staff will serve as project management for the study and primary point of contact for direction, deliverable review and approval and management of the contract. Representatives from other DUATS members and community stakeholders will assist in the development and execution of an assessment process, review of deliverables, and review of recommendations.

### **D. Project Budget and Schedule**

The Bike Plan project has a budget of \$125,000. The study should be completed by June 30, 2021. Suggestions or recommendations for the project schedule and streamlining of efforts are strongly encouraged. DUATS has budgeted \$50,000 for this project and the IDOT grant will be providing \$60,000 with a \$15,000 match provided by the City of Decatur.

## II. Scope of Services – General Information

### **A. Project and Governance Structure**

The Bike Plan contract will be administrated by the City of Decatur and the DUATS MPO. The consultant Project Manager will report to the Project Manager, Greg Crowe.

### **B. Project Schedule**

City of Decatur expects to complete the project by June 30, 2021. All tasks in the scope of work are expected to be completed in the shortest amount of time feasible.

### **C. Project Management**

The lead agency for the Bike plan will be the City of Decatur. The selected consultant will report to City of Decatur staff and coordinate through City staff to produce project deliverables. To ensure timely and proper execution of each task, the selected consultant will meet frequently with City staff to discuss the status of each task and resolve issues as they occur throughout the project.

The consultant is responsible for planning and attendance at project meetings including documentation preparation. Document review, meeting management, and documentation preparation will include minutes and resulting action items.

PLEASE NOTE: Drafts of all deliverables must be provided to City staff for review at least two weeks before their release to a Steering Committee or the public.

### **D. Project Status Communication**

Communication notifying City of Decatur of project status will be required by the consultant for the following:

- a. Status and amount expended on each active task
- b. Status and expected completion date of draft and final deliverable on each active task
- c. Necessary or proposed change in schedule or budget of any individual task or subtask after finalization of schedule and budget. Any changes in scope, project timelines, or both will need to be documented through a project memorandum with sign-off by the consultant and City of Decatur staff. To ensure timely and proper execution of each task, the selected consultant will meet bi-weekly with City staff to discuss the status of each task and resolve issues as they occur throughout the project.

#### **E. Interagency Coordination**

The consultant is responsible for overall coordination and contact with the interested agencies including but not limited to jurisdictions, local stakeholders, etc. and may require certain information from interested agencies including but not limited to jurisdictions, local stakeholders, etc. to properly complete certain key tasks. All briefing of the agencies, request for information from the agencies, and contact with the agencies will be done with the full knowledge and active participation of City of Decatur.

#### **F. Document Management and Control**

The consultant is responsible for the management, maintenance, and delivery of all documents produced through the study. All electronic and print versions of reports and documents produced by the consultant will become the property of City of Decatur. All versions of all deliverables produced by the consultant shall be turned over to City of Decatur throughout the contract period as noted above with a final digital version of all materials submitted at the conclusion of the contract.

#### **G. Scope of Work Change**

City of Decatur will consider modifications to the scope of work that will result in more effectively accomplishing the objectives of the study. Any modification submitted should be clearly marked as such within the proposal and cost estimate, with an explanation of its expected benefit and impact on other tasks within the scope of work.

### III. Community Engagement

#### **A. Steering Committee**

The Steering Committee will be formed at the initiation of the project. DUATS already has a Technical Committee, which may form the core of the project Steering Committee or, alternatively, provide representatives to sit on the Steering Committee. Area bicycling and trails groups, clubs and/or organizations and other important stakeholders will be engaged and offered the opportunity to provide significant input, either through participation on the Steering Committee or other means.

Consultants should expect the Steering Committee to meet at least 4 times over the duration of the project.

#### **B. Public Outreach**

The public outreach process should include a combination of public open houses, community workshops and surveys to minimize barriers to participation to gather feedback from people of

diverse ages, incomes, races, ethnicities, and abilities. Additional meetings with specific key stakeholders or individuals may be needed to provide opportunities to further public involvement. The selected consultant is responsible for developing print and electronic materials for engagement and any other additional public presentations.

A public involvement plan detailing the staff and consultant roles and responsibilities for each distinct public outreach activity, including development of materials, preparation, and communications should be developed and presented to the steering committee at the beginning of the project. The selected consultant will prepare the organization, format, materials and likely costs. The selected consultant will complete summary reports for each round of engagement including:

- Attendee contact list (or a count of those engaged if contact information is not collected)
- Summary of concerns and issues raised by stakeholders and community members
- Summary of opportunities and aspects of the area that stakeholders and community members like and want to maintain
- Action items for how feedback will be incorporated into the plan

#### IV. Scope of Services – Key Tasks

This scope of work seeks to prepare a Bike Plan for the City of Decatur and DUATS and its member agencies. The selected consultant will work under the direction of the City of Decatur, but is expected to interact frequently with representatives of the DUATS, directly and through the project steering committee, which should reflect the multijurisdictional nature of this project.

##### **Task 1: Existing Conditions Report**

The consultant will analyze key current conditions in the study area, focusing on those that relate to bicycle and pedestrian travel and safety, but also including relevant other information such as destinations, open space, recreational resources, natural resources, etc. The format of the examination of existing conditions is left up to the consultant; typically, the examination takes the form of a report presenting information, which is important to understanding, assessing, and improving conditions for bicycling and walking. The existing conditions analysis should include sufficient background and detail to justify and explain the recommendations that are made in the plan. The existing conditions report should address issues and present relevant information regarding such topics as:

1. Existing and proposed bicycle and pedestrian facilities and the overall environment for bicycling and walking.
2. Community, county, and state agency policies, plans, and programs regarding bicycle, pedestrian, and shared-use facilities and amenities.
3. The overall transportation network and associated facilities.
4. Land use and zoning.
5. Environmental issues and other considerations essential to determining and avoiding potential impacts on sensitive locations.
6. Area demographics.

The existing conditions report should also include brief summaries of pertinent recent and ongoing planning activities in the City of Decatur, Decatur Park District, DUATS and its partner communities, IL DOT and (if applicable) other agencies.

### **Task 2: Vision and Goals**

The consultant should propose an approach to developing a vision, goal, and/or objective statements for this project. Due to the topical focus of this project on bicycle and pedestrian planning, a full-scale visioning process is not likely to be appropriate, but some statement of what the project is meant to accomplish should be produced.

Generally, the vision is a network of off-road non-motorized trails that connect key destinations in the community, do not share the same transportation surface as the one used by motorized traffic and which is supported by a secondary plan of “feeder” sidewalks and other pedestrian routes. Consultants have flexibility to propose a variety of approaches. The format of the deliverable, however, should be clearly specified in the proposal and the identified goals and objectives should be connected with the implementation strategy developed in the final plan document.

### **Task 3: Review and Assess Best Practices**

Innovation and advances in the design of bicycle, pedestrian, and transit-supportive facilities, safety treatments, and enhancements have occurred over the last decade. The plan will provide a toolkit or compendium of appropriate and current best practices for facility design, including intersection and crossing treatments. It will also provide illustrated examples of potential improvements at key locations in the DUATS Study Area and City of Decatur where the best practices could be implemented. The review and toolkit should also include examples of key existing facility types currently found in the DUATS Study Area and an evaluation of their effectiveness, and recommended practices for maintenance agreements.

### **Task 4: Key Recommendations**

At approximately the midpoint of the project, before the preparation of the draft plan begins in earnest, consultants should be prepared to discuss the plan’s expected recommendations. The purpose of this deliverable is to provide the City of Decatur and Steering Committee with a summary of key recommendations before writing them up in detail; if there are significant problems with any elements of the plan, they should surface at this point and be resolved. Consultants should clearly specify the format of proposed deliverables.

### **Task 5: Draft Plan**

The consultant—in coordination and collaboration with the City of Decatur and the Steering Committee—should synthesize information and data from the existing conditions research, the public outreach process, and the response to the presentation of key recommendations; these elements and resulting synthesis should be used to develop the draft plan. The exact chapters and content of the plan may not yet be certain, and consultants are not expected to provide a full plan outline in their proposal. However, they should give some indication of the types of recommendations that are expected to be made. This may include recommendations in the following areas, as well as others:

- Proposed bikeway network, facilities, and treatments to achieve safe and convenient bicycle connectivity between project communities and key destinations. The proposed network will recommend potential corridor and connections based on stakeholder feedback, past recommendations, and analysis of current conditions, including investigation of environmental issues to determine and avoid potential impacts of sensitive locations.
- Important pedestrian connections and improvement areas, which will be illustrated via maps, and a wayfinding and signage framework plan.
- Potential infrastructure investments/improvements aimed at creating a safe, convenient, and comfortable bicycle and pedestrian network, and building on prior community and county initiatives and plans. Potential projects identified in the plan should include planning-level cost estimates.
- Design and policy guidance on typical bicycle trail segments and pedestrian facilities and facility types, traffic calming and speed management, bicycle- and pedestrian-friendly intersection designs, Complete Streets, etc.
- Other policy and programmatic activities, such as organized bike rides and open streets events, trail awareness programs or events, support for non-motorized travel and safety, targeted enforcement activities, pilot projects, social marketing, and bicycle encouragement or education programs.

#### **Task 6: Final Plan and Implementation Strategy**

A final plan document, that incorporates review comments of the draft plan, will be prepared. This document, in addition to elements from the draft plan refined and finalized through the review process, should address project definition, prioritization and an implementation strategy, including an indication of those projects actions and projects that may be undertaken in the near-, mid-, and longer-term future to advance plan recommendations. This should also include potential funding strategies, agencies and organizations to lead specific efforts, and ways that DUATS and other partner agencies can provide support.

#### IV. Proposal Submission and Process

A copy of the full RFP is available by emailing request to [gcrowe@decaturil.gov](mailto:gcrowe@decaturil.gov)

Questions concerning the RFP shall be directed to Greg Crowe, Planning and Development Manager, (217) 424-2786 or email: [gcrowe@decaturil.gov](mailto:gcrowe@decaturil.gov).

The City of Decatur and DUATS Policy Committee will enter into a Professional Service Agreement (PSA) with the selected consultant(s). DUATS MPO reserves the right to reject any or all proposals.

A final Scope of Work is subject to discussion and mutual agreement with the consultant(s) and DUATS MPO staff and committees.

#### **A. Proposal Format**

Proposals submitted shall contain all information as requested herein, and any additional information deemed necessary by the proposer to summarize the overall benefit of the proposal to the City of Decatur and DUATS MPO. Proposals shall include the following:



1. A cover letter shall be provided stating the name, address and telephone number of the consultant(s)/subconsultant(s) and the person having the authority to submit the proposal for the firm.
2. A list of personnel to be assigned to the project team, their respective roles, including resumes, certifications, and work experience.
3. A description of the methods and means by which the proposing firm will perform the scope of services outlined in Request for Proposal.
4. A proposed project timeline outlining the dates and specific tasks necessary to complete the inspections.
5. A description of what portion of the work, if any, will be subcontracted.
6. A list of at least three (3) references for similar type projects completed by the firm. Include project summary, contact names, addresses, and telephone numbers.
7. Proposed compensation by the consultant(s) for full completion of Scope of Work.
8. Any other information deemed necessary by the proposing firm.

Proposals shall be no more than 15 total pages in PDF format with a maximum size of 8Mb and must be submitted via email to [gcrowe@decaturil.gov](mailto:gcrowe@decaturil.gov) with the subject heading "Decatur Bike Plan." Three (3) bounded hard copies shall also be submitted. Hard and electronic copies are to be delivered by April 24, 2020, 4:00 p.m. CST to Community Development Department, Attn: Greg Crowe, #1 Gary K. Anderson Plaza, Decatur, IL 62523. Resumes for the lead personnel who will directly work on this project will not be counted towards the maximum 15 pages allowed.

Submittal of the proposal shall be taken as prima facie evidence that the proposer has full knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

#### **B. Evaluation of Proposal**

All proposals will be evaluated by the DUATS Policy/Technical Committees. Proposals shall be evaluated based on the criteria noted here-in. DUATS Technical Committee will recommend consultant(s) to the Policy Committee based on the response to the RFP. The Policy Committee will select a "short list" of prospective consultant(s) for further interviews and/or discussions. DUATS Policy Committee will make the final recommendation of consultant and award of a contract to the Decatur City Council.

The selection process is qualifications-based. Proposals will be evaluated and rated by the Technical and Policy Committees based on the following criteria:

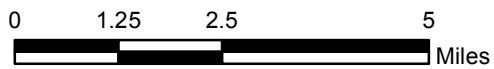
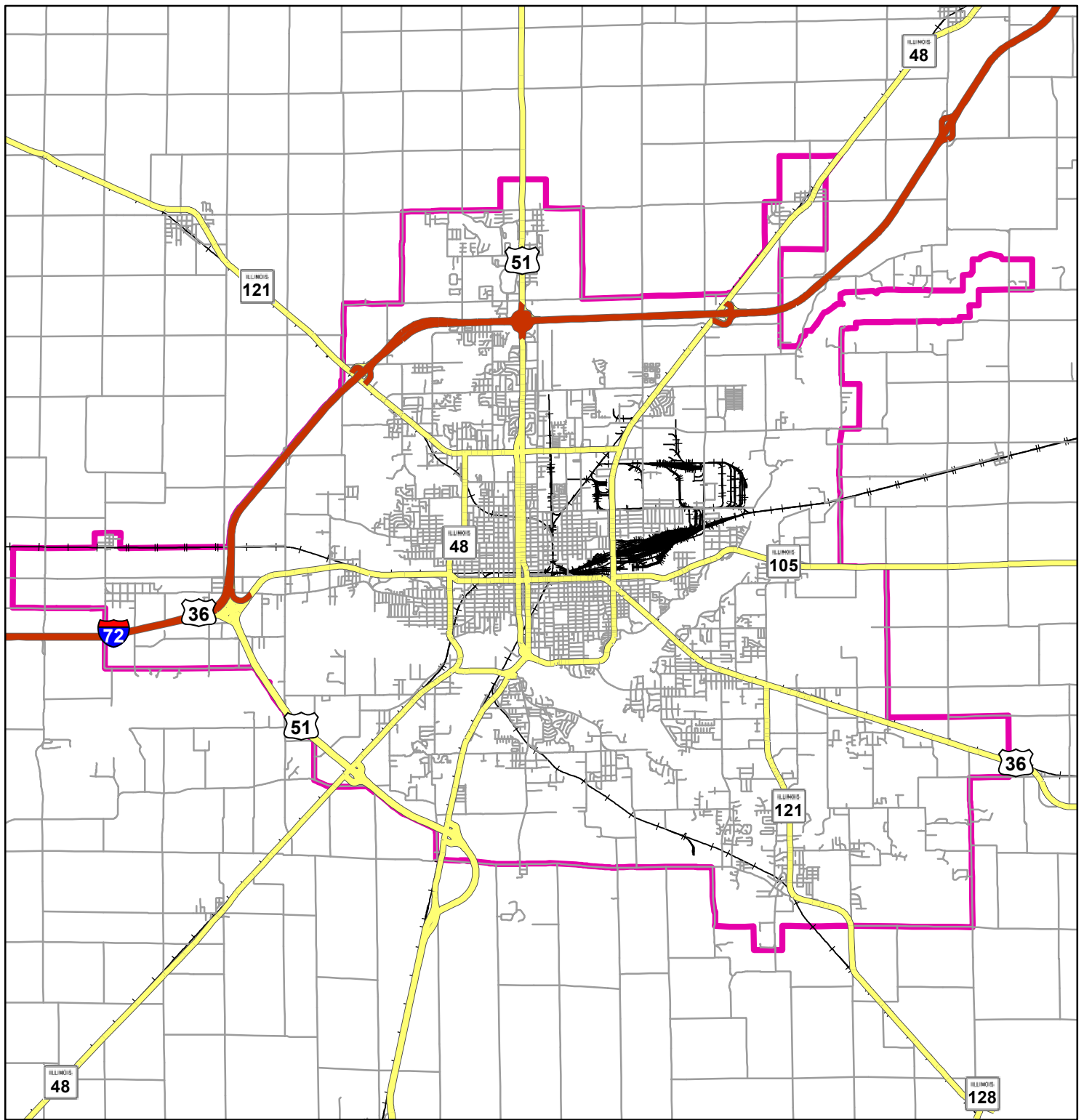
1. Responsiveness to the needs of DUATS, timeframe to complete the project in a quality fashion, qualifications of project personnel to complete the scope of work required.
2. Proposing consultants' experience, responsibility, and role with projects of similar size and scope.
3. The proposed consultants' public engagement approach and involved team, including the applicable experience and resumes of key personnel to be assigned to the project.
4. The degree that the proposal meets or exceeds the terms of the Request for Proposal.
5. Results of reference checks and past performance for other clients.

**C. Tentative Schedule**


(The following schedule represents the anticipated time frame for the project. The final schedule for the work will be subject to duration of the selection process, and negotiations with the selected consultant(s), and the final scope of work.)

- |   |                          |
|---|--------------------------|
| A. Advertise Request for Proposals                | March 24, 2020           |
| B. Due date for responses for RFP (4:00 p.m. CST) | April 24, 2020           |
| C. DUATS Selection Process                        | April 27 to May 08, 2020 |
| D. Decatur City Council Awards PSA                | May 18, 2020             |
| E. Due Date of the Final Bike Plan                | June 30, 2021            |

# DUATS Urban Area



## Legend

 Urbanized Boundary