

**CITY OF PORTSMOUTH, NH**  
**RFP #15-14**  
**REQUEST FOR PROPOSALS**  
**CONSULTING SERVICES**  
**BICYCLE AND PEDESTRIAN MASTER PLAN**

The City of Portsmouth is requesting proposals from qualified consultants to prepare a Bicycle and Pedestrian Master Plan.

Specifications and Request for Proposal forms may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at [www.cityofportsmouth.com/finance/purchasing.htm](http://www.cityofportsmouth.com/finance/purchasing.htm).

**Sealed Proposals, plainly marked “RFP #15-14, Consulting Services, Bicycle Pedestrian Master Plan” on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 2:00 p.m. on August 29, 2013.**

There will be an **optional pre-proposal meeting on August 15, 2013 at 1 p.m.** in Conference Room A, 1<sup>st</sup> Floor, City Hall, 1 Junkins Ave Portsmouth, NH. All proposers will have an opportunity to ask questions at this meeting.

Requests for additional information should be directed in writing to Juliet Walker in the City of Portsmouth Planning Department at [jthwalker@cityofportsmouth.com](mailto:jthwalker@cityofportsmouth.com). The **deadline for questions and requests for additional information is August 19, 2013.**

Addenda to this RFP, if any, including written answers to questions will be posted on the City of Portsmouth website under the project heading.

If you have administrative questions please contact the Finance/Purchasing Department at the following number: (603) 610-7227.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

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**PROJECT BACKGROUND**

The City of Portsmouth is a historic New Hampshire port city settled in 1623. It is a compact community (16 square miles) of 21,000 residents situated directly off of Interstate 95 on the Maine / NH border.

Portsmouth has a reputation as a highly desirable place to live, work, and recreate due to a variety of factors. The City has a rich history, reflected in its many remaining historic properties as well as its public spaces. It has a vibrant downtown with a concentration of retail and restaurant establishments, accommodations, civic and religious uses, performance spaces and cultural institutions, as well as a mix of residential types. Commercial areas outside of the downtown continue to thrive, as well, and building permit applications for new development and redevelopment of all types continue to be submitted at a steady pace. Portsmouth is a regional employment hub with over 250 businesses located at Pease International Tradeport alone, along with a number of medium to large-size enterprises located throughout the City.

Portsmouth is located within a highly developed regional transportation network and has a mature local transportation system. Interstate 95, a major corridor for travelers in New England, bisects Portsmouth approximately three-quarters of a mile from the central downtown area, and there are five exits off the interstate within Portsmouth city limits. The Spaulding Turnpike (Routes 4 and 16) is a limited access highway, which provides access from the northwest. Route 33 is another important gateway from the west of the City, and Route 1 provides regional access from Maine and towns to the south and is also an important local connector.

A comprehensive plan for bicycle and pedestrian circulation is supported by the City’s Master Plan Vision statement (adopted in 2005), which states *Portsmouth should be a livable, walkable city* that (among other things) *connects neighborhoods through multiple and innovative modes of*

*transportation.* Development of a city-wide bicycle and pedestrian plan is listed as one of the strategies to support the Master Plan's Transportation goal of *providing for safe and convenient bicycle and pedestrian circulation throughout the City.*

In 2010, the City completed the Safe Routes to School Action Plan to identify potential physical improvements and operational measures and programs to increase walkability and bikability for the City's five grades K to 8 schools. This plan provides a strong foundation for a city-wide Bicycle and Pedestrian Master Plan.

The Blue Ribbon Committee on Transportation Policy was established by Mayor Spear in August 2012 and was charged with recommending policies, principles and positions for the City's approach to transportation. After meeting monthly from September 2012 through April 2013, the Committee produced a final report to the City Council, which presents recommended transportation goals, principles, strategies and policies. The report's recommendations related to improving bikability and walkability of the City include completion of a bicycle and pedestrian master plan, adoption of a Complete Streets policy, and pursuit of Bicycle Friendly and Walk Friendly Community Designations.

### **Reference Plans / Studies and Other Related Reports**

- The City's Master Plan (2005): <http://www.planportsmouth.com/plansandreports.html>
- Master Plan Existing Conditions and Trends (2003): <http://www.planportsmouth.com/plansandreports.html>
- Safe Routes to School Action Plan (2010): <http://www.planportsmouth.com/plansandreports.html>
- Islington Street Corridor Improvements Plan (2009): <http://www.cityofportsmouth.com/economic/islingtonstreet.htm>
- Market Street Gateway Improvement Project (2008): <http://www.cityofportsmouth.com/economic/Marketstreetgatewayreport.pdf>
- Wayfinding Plan (ongoing): <http://www.planportsmouth.com/wayfinding.html>
- Blue Ribbon Committee on Transportation Policy Report (2013): <http://www.planportsmouth.com/tpc-report.html>

### **PROJECT PURPOSE**

The purpose of this project is to develop a city-wide bicycle and pedestrian plan in order to:

- Make a comprehensive inventory of all of the City's bicycle and pedestrian accommodations;
- Evaluate how well the City is serving bicyclist and pedestrian needs;
- Prioritize and schedule improvements on a system-wide basis.

The Plan will help to guide capital investments and identify additional funding options. The Plan will be a tool for coordinating city-wide projects, policies, and programs related to active transportation. This Plan will also provide a way for the City to evaluate and measure progress towards improving bicycle/pedestrian amenities.

### **SCOPE OF WORK**

The Consultant's role will be to carry out the scope of work described below. The proposal should clearly identify the method for documenting or illustrating the deliverables for each task. The Consultant may modify 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 to the requested scope.

### **Project Management**

It is anticipated that the consultant shall establish a clear and consistent communication framework for the duration of the project. The proposed scope of work should include an effective project management approach that includes regular project updates and coordination between the consultant and City staff. If this proposal involves a team of consultants, the lead firm and designated project manager shall be clearly identified.

### **Task 1: Project Meetings**

- Regular project update meetings with City staff. These can be a combination of conference calls and in-person meetings. The proposal should specify the total number of project meetings and type (in-person or conference call) for the duration of the project.
- Prepare project materials for and participate in a minimum of three (3) Bicycle and Pedestrian Master Plan Steering Committee meetings.
- Present and facilitate a discussion with the Planning Board to review draft Plan recommendations.
- Prepare a presentation for the City Council to present the plan for final adoption / approval.

### **Task 2: Existing Conditions**

- Inventory City's existing bicycle and pedestrian infrastructure. The City has existing GIS information that includes sidewalks and crosswalks, public bicycle parking, off-road paths, public transit stops, roadway widths, pedestrian activated traffic signals, curb ramps.
- Estimate current levels of walking and bicycling to project future demand. Where existing data is insufficient, field measurements of existing levels of walking and biking may be conducted at specific locations.
- Evaluate the quality and safety of existing roadway segments for biking and walking based on automobile volumes, automobile speeds, roadway width, bicycle and pedestrian crash data, length of delay, and other factors.
- Evaluate the quality of existing bikeway segments based on qualitative and quantitative factors such as automobile speeds and volumes, continuity, crossings and transitions, delay, comfort, and pavement quality.
- Work with the Planning Department to define the City into geographic planning areas and conduct a zonal comparison of walking and biking conditions and suitability. For each area, consider access to services such as grocery stores, neighborhood retail, schools, and transit stops. May be based on a network distance/travel time analysis or a simple concentration of services.
- Provide an inventory of existing programs and policies relevant to walking and bicycling.
- Develop Existing Conditions Map and summary tables and graphics of existing conditions data.

### **Task 3: Public Engagement Process**

- Plan and facilitate two (2) public meetings in collaboration with Planning Department staff and prepare related presentation materials.
- Conduct stakeholder interviews and/or facilitate stakeholder discussions as necessary to engage broad and representative segment of the population. Proposal should include a

recommended number of meetings and / or interviews and should identify potential stakeholder categories.

- Work with the Planning Department to develop an on-line survey to collect additional public input.
- Develop summaries of public input

#### **Task 4: Vision and Goals**

- Prepare a vision statement and goals based on public input

#### **Task 5: Identify Opportunities and Constraints**

- Identify opportunities to improve the connectivity of bicycle and pedestrian networks.
- Identify opportunities to improve access with respect to disadvantaged populations.
- Summarize key constraints or challenges to improving biking and walking in each of the geographic zones and city-wide.

#### **Task 6: Recommendations**

- Develop evaluation criteria to systematically assess potential policies, projects, and programs in support of achieving Plan goals identified as part of Task 3.
- Provide recommendations and guidance for:
  - facility improvements including on-road facilities, sidewalks, crosswalks, shared use paths and bicycle parking.
  - improvements to bicycle and pedestrian facility guidelines/standards.
  - standards and locations for bicycle signage on roadways.

#### **Task 7: Implementation Program**

- Based on recommendations, develop and prioritize a list of projects, policies, and programs to support stated Plan goals identified as part of Task 3.
- Provide estimate of implementation costs and identify funding sources, responsibilities and phasing.
- Provide recommended performance measures to evaluate Plan implementation progress on an ongoing basis after Plan adoption.

### **PROJECT DELIVERABLES**

- The Proposal shall specify the deliverables by task.
- One (1) reproducible hard copy and (1) electronic copy each in Adobe PDF and MS Word format of interim drafts and final report including narrative and graphics.
- Any maps and supporting map data prepared by the consultant for the report, shall be provided in GIS format compatible with ArcMap 10.0 and should be referenced to the coordinate system in NH State Plan, NAD83 (1996) with units in feet.
- Spreadsheets and charts in MS Excel format including support data for all tables and graphs included in the report.
- All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the consultant pursuant to this project shall be the property of the City of Portsmouth.

### **PROJECT SCHEDULE**

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks in their entirety within 9 months of contract signing.

## **CITY ROLE**

Planning Department staff will be responsible for administering the project and overseeing the consultant's work on this project. City staff will provide information on related studies and planning initiatives and will make available the City's GIS data layers that have relevance to the project scope. Planning Department staff will be responsible for planning and facilitating public meetings and other community outreach related to this planning process. Printing and mailing costs associated with public communications shall be the City's responsibility.

## **SUBMITTAL REQUIREMENTS**

Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

- A. Firm Description: Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and location of office proposed to handle this project.
- B. Project Team: Provide names, resumes, and office locations of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, indicate the lead consultant.
- C. Project Understanding: Provide a statement summarizing how the consultant and/or project team is particularly qualified for this project.
- D. Scope of Services: Describe the consultant's approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks.
- E. Project Schedule: The Consultant shall submit a schedule, itemized by task, for completing the scope of work.
- F. Project Budget: The Consultant shall submit a proposed project budget itemized by task and total project cost stated as a firm fixed fee. Labor and direct costs should be identified by task. Hourly rates for project staff shall also be provided.
- G. Comparable Projects: Description of related project experience and role of key staff in each project.
- H. References: Three (3) references, including current contact name and phone number for similar projects.

Submittals shall be printed on two sides of the page and shall not have a plastic cover. Four hard copies and a digital copy of the proposal in a searchable PDF format shall be submitted.

## **EVALUATION CRITERIA**

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements. 10 points
2. Qualifications of firm and project team members. 20 points
3. Previous related work and references. 30 points

4. Strength of proposed scope of services. 30 points
5. Project budget. 10 points

The City, at its discretion, may select a firm outright or select one or more finalist(s) for in-person and/or telephone interviews.

### **CONTRACT DOCUMENT**

Upon selection, the highest ranking firm will be invited to enter into contract negotiations with the City. When the contract is executed by both parties, the Consultant will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the consultant pursuant to this project shall be the property of the City of Portsmouth. If the City is unable to reach agreement with the highest ranking firm, the City may enter into negotiations with the next highest ranking firm.

### **ADDITIONAL INFORMATION**

Questions and requests for additional information should be directed in writing to Juliet Walker in the City of Portsmouth Planning Department at [jthwalker@cityofportsmouth.com](mailto:jthwalker@cityofportsmouth.com). The deadline for questions and requests for additional information is **August 19, 2013**. Answers will not be sent directly to interested parties. Written answers to questions will be posted on the City of Portsmouth Finance / Purchasing Department's website under the project heading in the form of an addendum.

### **INDEMNIFICATION AND INSURANCE REQUIREMENTS**

The Contract will require the Consultant to agree to pay on behalf of and hold harmless the City of Portsmouth for all claims arising in whole or in part from its work on behalf of the City.

Consultant will be required to maintain insurance in such form as will protect the Consultant from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract. Consultant shall also be required to maintain professional liability insurance. Amounts and coverages shall be subject to contract negotiations.

### **RESERVATION OF RIGHTS**

The City reserves the right to negotiate a contract for specific tasks identified in this scope of work depending on funding availability.

The City of Portsmouth reserves the right to reject any or all submittals, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

The City further reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Consultant and to evaluate its submittal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City of Portsmouth.