

City of Portsmouth

**RFP #15-14
REQUEST FOR PROPOSALS
CONSULTING SERVICES
BICYCLE AND PEDESTRIAN MASTER PLAN**

Addendum 1

This Addendum forms part of the original document marked: RFP# 15-14 Consulting Services – Bicycle and Pedestrian Master Plan:

- List of questions and answers
- List of attendees at the pre-proposal meeting

All else will remain unchanged from the original request for proposal document.

Please acknowledge this addendum within your proposal, failure to do so may subject a bidder to disqualification.

This following addresses questions raised at the pre-proposal meeting on August 15th as well as those submitted by e-mail.

1) What is your anticipated budget for this project?

We did not provide a specific budget for this project because this will be one of our considerations in reviewing proposals. Please propose a project budget that, based on your experience in other communities of this size and your own knowledge of Portsmouth, adequately and efficiently covers the scope of work included in the RFP. The funding for this project will come out of the City's city-wide Master Plan 2015 update funds. We currently have \$143,000 allocated for the city-wide Master Plan for FY14 and another \$100,000 proposed in the City budget for FY15. City staff will be doing a good share of the first phase of the city-wide Master Plan update in-house and we have about \$15,000 already earmarked in that budget for updating the Existing Conditions report. The remainder of the city-wide Master Plan funding will be used for the Bike / Ped Master Plan as well as for the next phase of the other sections of the city-wide Master Plan (including public engagement, vision & goals, strategies, and implementation plan for all other topical sections). As a stand-alone plan that will be integrated into the city-wide Master Plan update, we anticipate the Bike / Ped Master Plan portion of the total budget will be significantly more than that budgeted for other individual topical sections.

2) What level of production quality do you envision for the Bicycle Pedestrian Master Plan final report?

We expect that the final report will be professional quality and graphically appealing. It is important that we have a final product that is appealing to read and easy to review. The final report should be an appropriate balance of narrative text with graphics (maps, pictures, diagrams, graphs).

3) Does the City have any recent traffic counts or other traffic studies available?

We have some traffic studies that have been completed for private development projects in different areas of the City over the past few years. These primarily include vehicular traffic counts (not pedestrian or bicycle activity).

4) Who are the members of the Steering Committee? Will NHDOT be represented on the Committee?

We are working on establishing a Steering Committee for the Bike / Ped Master Plan. Representation will include planning department staff, public works department staff, representatives from public safety, a representative each of the bicycling and pedestrian communities, and regional planning commission staff. Our Planning Director serves on the Bicycle Pedestrian Advisory Council to NHDOT and will serve as a liaison with staff at NHDOT for this planning effort.

5) For the web-based component of the Plan, will that be housed within the Planning Department web page or as a separate web site?

At a minimum, we have the capacity to host an informational web page within our existing planning department web site (www.planportsmouth.com). In that case, the consultant would be responsible for providing content and graphics for that web page, but City staff would maintain and manage the page. Alternatively, we can provide a link from our web site to an outside url for the Bike / Ped Master Plan. In that case, the consultant would be responsible for content, design, and management of the web site.

6) Please explain the zonal comparison under Task 2.

We have included the geographical comparison in this scope as an effort to develop a plan that considers bicycle / pedestrian needs for all neighborhoods equitably. We understand that not all areas of the City will require the same level and type of bicycle or pedestrian accommodation, this exercise will help understand how best to allocate City resources as fairly as possible at a level that is appropriate to the neighborhood context.

7) How detailed should the cost component be for the implementation plan under Task 7?

The implementation costs should be as specific as possible depending on the level of detail for each recommendation. It will be appropriate to provide an estimated range or comparative scale of costs.

8) Does the City have any existing standards for bicycle racks or other infrastructure?

While the City has not adopted an official City standard for bike racks, we currently use a Vintage Style U-rack for bike racks on public ways around the downtown.

9) What GIS data layers are available?

In addition to what we have listed in the RFP under Task 2, we will be working to update our sidewalk inventory. Land use data is available from the assessors and linkable to the GIS parcel data. The City has orthophotos from 2010 at 6" pixels resolution. Right-of-way information can be determined from the parcels data. The roads layer designates private vs. public, # of lanes, one-way vs. two-way along with other information.

10) Are we flexible on suggestions on modifying the schedule?

Proposals should not extend the total time frame for project completion. Proposals can make suggestions on the scheduling of tasks, etc within the 9 month time period.

11) Please explain the stakeholder interviews.

City staff will work with the consultant to identify a list of stakeholders to involve in the public outreach process, either as interviews or through focus group discussions. Stakeholders may represent specific interest groups or a demographic or user group that will help inform the Bicycle / Pedestrian Master Plan.

12) What is your time frame for selecting a consultant?

It is our hope to have engaged a consultant by the end of September.

13) Can proposals include, covers (not plastic), cover letter, and dividers?

Yes.

Bicycle Pedestrian Master Plan
 Pre-Bid Meeting
 August 15, 2013
 1pm
 City Hall Conference Room A

Sign-In Sheet

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