



January 21, 2022

Bidder:

The City of Traverse City will receive sealed bids in the Planning office at 400 Boardman Avenue, Traverse City, Michigan 49684, until **Thursday, February 11, 2022 at 2:00 PM** for the following:

Traverse City Mobility and Bike Action Plan

The specifications can be obtained from the City's website link at: http://www.traversecitymi.gov/bids_and_rfps.asp, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to ksheridan@traversecitymi.gov

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities and to accept the bids either on an entire or individual basis that is in the best interest of the city.

The City of Traverse City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must indicate on the outside of the sealed envelope that the bid is for **“Traverse City Mobility and Bike Action Plan”**

You must submit one (1) sealed hard copy and one digital copy of the bid to the city's planning office prior to the above indicated time and date or the bid will not be accepted. All bids will be opened at **2:30 on February 11, 2022** at the city's planning office.

If you have any questions, please contact Shawn Winter, Planning Director at 231-922-4465 before the bid is submitted.

PLEASE SUBMIT BID TO: Shawn Winter, Planning Director
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

OVERVIEW

The City of Traverse City, in cooperation with the Traverse City Downtown Development Authority (DDA), is requesting proposals from qualified bidders (Consultant) to assist in completing a comprehensive Mobility and Bike Action Plan for Traverse City. Although there have been several formal and informal attempts at developing a city-wide plan for bike and pedestrian infrastructure, this will be the first comprehensive mobility and bike action plan for the City. To that end, this plan should build upon, expand and cultivate the City's evolving culture of mobility.

The Consultant hired will provide professional services to lead an extensive and inclusive community engagement process to develop the Mobility and Bike Action Plan. The planning process will include an assessment of the entire street and non-motorized network, identification of community values and goals, a review of current policies and ordinances, a balanced summary and applicability of Complete Streets and other mobility/biking best-practices in the City, and an implementation plan that addresses opportunities for micro-mobility and identifies a preferred mobility and bike network for the City. The planning process will also help to identify immediate, medium and long-range actions, potential costs and funding opportunities, and necessary partnerships. In addition, the planning process will identify how the preferred mobility and bike network connects to, supports and impacts recent and on-going planning efforts related to future street design, traffic circulation and placemaking plans and projects. Furthermore, the Consultant should expect the Mobility and Bike Action Plan to be adopted as a "sub-plan" in a separate but concurrent effort to develop the city's new Master Plan.

The ideal Consultant team will include members with the following specialties: city planning, transportation and mobility planning, non-motorized transportation, urban design, placemaking, parking, economic and retail development, civil engineering, and public engagement.

The final draft of the Mobility and Bike Action Plan is expected to be completed in approximately nine (9) months from the contract award date. Respondents are encouraged to submit their most cost-effective bid.

ABOUT THE CITY

The City of Traverse City is located in Grand Traverse County and Leelanau County in northwest Lower Michigan on the shores of Grand Traverse Bay (Lake Michigan). The City's landmass of 8.1 square miles includes Boardman Lake and the Boardman/Ottaway River which flows into Grand Traverse Bay. The City is the hub of a micropolitan statistical area comprising upwards of 143,000 people. With a city population of approximately 15,700, a daily influx of people more than doubles its permanent population. Traverse City offers unparalleled outdoor recreational opportunities as well as tremendous cultural and social opportunities often only found in much larger cities.

Downtown Traverse City is the cultural and economic hub of the region, surrounded by historic neighborhoods and the Grand Traverse Bay. The City is home to a variety of transportation opportunities, including two state highways, (M-72 and M-37) and a federal highway (US-31),

78 miles of streets, 95 miles of sidewalks, and 14 miles of non-motorized trails. Public transportation is facilitated through the Bay Area Transit Authority (BATA).

DESIRED MASTER PLAN CONTENT AND FORMAT

The new Mobility and Bike Action Plan is envisioned to be both a physical plan and a policy guide for staff and decision makers to direct and integrate bike, micro-mobility and pedestrian planning, projects and investments into the City's infrastructure program. To be clear, the intent of this plan is provide a general framework for bike, pedestrian and mobility infrastructure throughout the city, rather than a prescriptive block-by-block determination of infrastructure.

Among other things, the Plan should address:

- The existing street and non-motorized network, including gaps
- Street typology and hierarchy (in coordination with the City Street Design Manual¹)
- Travel patterns and traffic within the network
- Conflict points
- Facility options
- Traffic calming
- Micro-mobility
- Messaging, education and enforcement
- Downtown circulation
- Impacts of climate change on mobility options and infrastructure
- Opportunities for tactical intervention
- Diversity, equity, and inclusivity

As part of the public engagement process the Consultant should seek input from a diverse and wide-spectrum of community stakeholders and citizen on the placement, connections and scale of bike and pedestrian infrastructure. The Consultant should integrate within the within the body of the Plan those values and describe how well-placed and well-designed infrastructure can bring a variety of benefits to the city and its citizens.

The Plan should include a prioritized implementation schedule that identifies immediate, short-, medium-, long-range, and continual action items that can be monitored for progress as well as which departments, agencies, or partnerships are responsible for implementation,

The Plan should be concise, written in a non-technical format and highly visual. The document will ideally be educational, engaging, action-oriented, and user friendly. Appendices will be allowed and encouraged for supplemental materials (e.g., maps, data, survey responses, etc.) as needed so that the Plan document as a whole may serve as a repository of community information. The final plan and all associated data and documents will be the property of the City of Traverse City and the DDA upon completion of the project. The document will be produced both in paper and digital format. The digital copy of the Plan shall be fully linked (as needed) and structured to effectively communicate to the public progress on any implementation steps.

¹ The Street Design Manual has not been formally adopted, but rather serves as a reference document for City staff.

PROCESS LEADERSHIP AND COMMUNICATION EXPECTATIONS

The Consultant will coordinate work with the City's Planning Office as well as the Downtown Development Authority. The Planning Director and the COO of the Downtown Development Authority will oversee the direction and quality of work of the selected Consultant.

The Action Plan process will be guided by the Consultant and informed and supported by a Leadership Team. The Leadership Team consists of:

Shawn Winter, Planning Director
Harry Burkholder, COO of the Downtown Development Authority
Timothy J. Lodge, PE, City Engineer
Frank Dituri, Director of Public Services
A representative from the City Commission
A representative of the Planning Commission
A representative from the DDA Board
A representative from the Disability Network
A representative from TART Trails Inc.
A representative from NORTE

The Consultant will guide and facilitate a project kick-off meeting with the Leadership Team. The purpose of the meeting is to create a shared understanding of the details of the planning process, roles and responsibilities, and deliverables. During the project kick-off meeting, the participants will review the project objectives, strategies for public engagement, outreach, and project deliverables. Plans will also be made for a community tour (as needed), stakeholder interviews and the public kick-off meeting.

The City will provide all relevant existing related community planning reports, plans, and studies from local planning agencies and community advocacy groups for the Consultant's thorough evaluation. If the base data assessment provided by the City is incomplete, the Consultant may make recommendations for additional data. The Consultant shall participate in bi-weekly project calls with the City Planning Director and DDA COO.

Expectations for Community Engagement

Reaching out and interacting with the stakeholders, business and property owners and citizens will be a critical component of this planning process. There is an expectation that the chosen Consultant will use multiple platforms, different strategies and venture into the community where people typically meet and socialize. Engagement will be critical throughout the process with particular emphasis in the early stages of the Plan development process. The Consultant will coordinate public participation throughout the entirety of this project until the final draft is presented to the DDA, Planning Commission and City Commission (and potentially the Parks and Recreation Commission). The City and DDA are interested in exploring with the selected Consultant how it can use other resources to maximize engagement through social media

platforms, electronic delivery services and potential use/identification of physical spaces for creative engagement opportunities.

The Consultant may suggest roles and activities City and DDA staff may perform alongside the Consultant in order to support or assist with community engagement activities. Early in the process, with stakeholder and public engagement, it is expected the Consultant will develop a set of values that will be used throughout the plan and development process. These values will be applied in the context of Plan development as guiding principles, as a tool to consider trade-offs and potential consequences of the Plans action steps. Exploration of scenarios may be considered in this context as well, to help guide future discussions, priorities, and movement towards resolution of potentially conflicting positions or to prioritize investments of financial and non-financial resources.

PROPOSAL SUBMISSION AND CONSULTANT SELECTION PROCESS

The City and DDA intend to select a Consultant based on qualifications, ability, relevant experience, cost, and other pertinent factors. The Consultant will be required to accept a Consultant Agreement with the City for this work.

CONSULTANT QUESTIONS AND RFP ADDENDUMS

All questions regarding this Request for Proposal (RFP) shall be submitted via e-mail addressed to Shawn Winter, Planning Director at swinter@traversecitymi.gov. Questions will be accepted and answered in accordance with the terms and conditions of this RFP. **All questions shall be submitted on or before February 4, 2022 at 2:00 pm EDT.**

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to: https://www.traversecitymi.gov/bids_and_rfps.asp. It shall be the prospective Consultant's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the City shall become part of the RFP, and must be incorporated in the proposal where applicable.

No pre-proposal meeting will be held for this RFP. Please contact staff indicated above with general questions regarding the RFP.

Proposal Format and Submission

Interested Consultants must submit one (1) sealed hard copy proposal and one (1) electronic copy (USB flash drive) which should include at a minimum the following information:

- Consultant names and introduction.
- Qualifications of staff to be assigned to this project. Describe where personnel will be physically located while they are engaged in the project.
- Examples of experience with similar projects.
- Narrative in which the firm describes their understanding and approach to meeting the needs and outcomes requested by the City in this proposal.

- The methodology, approach or work plan, including activities, deliverables and timelines, which would be used to complete the project.
- Proposal Sheet with a “Not to Exceed” project cost that includes an attached costs by activity sheet.

The proposal should not be more than 25 pages (50 sides), not including required attachments and resumes. One (1) sealed hard copy proposal and one (1) electronic copy (USB flash drive) must be submitted to City of Traverse City, Planning Department, 400 Boardman Avenue, Traverse City, MI 49684, clearly marked “**Traverse City Mobility and Bike Action**” on the outside of the envelope, no later than **2:00 pm EDT on February 11, 2022** . Telefaxed or e-mail proposals will not be accepted. All proposals will be opened at **2:30 pm EDT on February 11, 2022** at the City Planning office.

The City accepts no responsibility for any expense incurred by the Consultant in the preparation and presentation of a proposal. Such expenses shall be borne exclusively by the Consultant. Only the successful Consultant will be notified.

Proposal Evaluation and Selection

The City reserves the right to accept or reject any or all bids, waive irregularities and to accept the proposals either on an entire or individual basis that is in the best interest of the City.

The following describes the weighted point system that will be used for evaluation of the proposals. The evaluation will be completed by an evaluation committee likely made up of the City Planning Director, City Engineer, Downtown Development Authority CEO, Downtown Development Authority COO, Planning Commission Chair, a City Commissioner and DDA Board Member.

Professional Qualifications (20 points)

State the full names and address of your firm (including any sub-consultants) and, if applicable, the branch office or other subordinate elements that will perform, or assist in performing, the work hereunder. Indicate whether your firm operates as an individual, partnership, or corporation. If a corporation, include whether it is licensed in the State of Michigan.

Include the name of executive and professional personnel by skill and qualifications that will be employed to complete the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project and how many hours each person will need to complete the project. Identify only individuals who will work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subconsultants. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details which make the firm uniquely qualified for this work.

Proposed Work Plan (35 points)

A detailed narrative of the proposed work plan and how the Consultant intends to provide the services requested in this RFP including a timeline of how and when data and materials will be

delivered to the City, communication and coordination of working with City and DDA staff, and methods and approaches to engage the public.

Clarity and completeness of the proposal and creativity and thoroughness in addressing the project scope of work, and the submission of a complete proposal with all elements required by the Request for Proposals.

Past Involvement with Similar Projects (35 points)

The Consultant's expertise and experience working together as a team as related to the required work. List of specific experience in the project area and indicate proven ability in implementing similar projects by the Consultant and the individuals to be involved in the project.

A list of client references must be provided for similar projects recently completed. The list shall include the firm/agency name, address, telephone number, project title and contact person.

Fee Proposal and Cost (10 points)

Fee quotations shall be submitted in a separate, sealed envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors and any other details, including hours of effort for each team member by task and sub-task, by which the overall and project element costs have been derived. The fee quotation is to relate in detail to each item of the proposed work plan. Consultants must be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time. The cost proposal should be realistic in showing the hours necessary to provide a quality product. The fee proposed must include the total estimated cost for each task and the complete Plan when it is 100% complete. This total may be adjusted after negotiations with the City and prior to signing a formal contract, if adjusted.

Authorized Negotiator

Include the name, phone number and email address of the person(s) in your organization authorized to negotiate the Scope of Work with the City.

Proposal Evaluation

The evaluation committee will evaluate each proposal by the above described criteria and point system to select a short list of firms for further consideration. A proposal with all the requested information does not guarantee the proposing firm will be a candidate for an interview. The Committee may contact references to verify material submitted by the Proposers.

Interview

The City will then schedule interviews (as needed) with selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal. The interview should include the Project Team members expected to complete a majority of the work on the project, but no more than five (5) members total. The interview shall consist of a presentation of up to thirty (30) minutes by the Proposer, including the person who will be the project manager on this Contract, followed by approximately thirty (30) minutes of questions and answers, if needed. Audio-visual aids may be used during the interview.

Final Scoring and Selection

The firms interviewed will then be re-evaluated by the above criteria, and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by the City, if suitable proposals are received.

Timeline

Issuance of the RFP	January 21, 2022
Questions concerning this RFP deadline	February 4, 2022
Deadline for proposals	February 11, 2022 at 2:00 PM EDT
Interviews for Consultants	Week of February 7 th through 11 th 2022
Selection of Consultant/negotiations	TBD
Expected City Commission authorizations	TBD
Project Start-Up meeting	TBD

The above schedule is for informational purposes only and is subject to change at the City’s discretion.

Project Budget

Firms are encouraged to itemize additional activities and deliverables and costs for consideration.

Bidder - Please complete and return

BID SUMMARY

TITLE: **Traverse City Mobility and Bike Action Plan**

DUE DATE: **Friday February 11, 2022 at 2:00 PM**

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or
- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative

proceeding, which in the opinion of the DDA indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the DDA, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by:

Signature

Company Name

Name and Title (Print)

Company Address

Phone Fax

City, State, Zip

EMAIL ADDRESS:

Sole proprietorship/partnership/corporation

If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. _____
Contact Person: _____ Telephone: _____

2. _____
Contact Person: _____ Telephone: _____

3. _____
Contact Person: _____ Telephone: _____

SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

2. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

3. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____