



REQUEST FOR PROPOSALS (RFP)

RFP NUMBER: 09-0132

PROPOSAL FOR: Hike and Bike System
Master Plan

DEADLINE FOR QUESTIONS: Thursday, April 2, 2009

PROPOSAL DUE TIME: 5:00 PM CST

PROPOSAL DUE DATE: Thursday, April 9, 2009

PROPOSAL DUE TIME: 5:00 PM CST

RFP CONTACT: Alicia Winkelblech, AICP
Chief Transportation Planner
E-mail: alicia.winkelblech@arlingtontx.gov

Sealed proposals, one (1) original and eight (8) copies, subject to the Terms and Conditions of this RFP and other contract provisions, will be received in the **Community Development and Planning Department, Transportation Planning Program Area, 101 West Abram Street, Arlington, Texas 76010**, before the due date and time shown above. **Proposals must be returned in a sealed envelope or other appropriate package, addressed to Alicia Winkelblech, Chief Transportation Planner, City of Arlington and have the proposal number, due date, and company name clearly marked on the outside envelope.** Late proposals will be returned to the proposing firm unopened. Proposals may be withdrawn at any time prior to the due date and time shown above. Proposals may not be altered, amended or withdrawn after the due date and time without the recommendation and approval of the RFP Contact. The period for acceptance of this proposal shall be 180 calendar days.

THE UNDERSIGNED, BY HIS/HER SIGNATURE, REPRESENTS THAT HE/SHE IS AUTHORIZED TO BIND THE PROPOSING FIRM FOR THE AMOUNT SHOWN ON THE ACCOMPANYING PROPOSAL SHEETS AND HEREBY CERTIFIES FULL COMPLIANCE WITH THE TERMS AND CONDITIONS, SPECIFICATIONS AND SPECIAL PROVISIONS OF THE RFP. BY SIGNING BELOW, YOU SIGNIFY THAT YOU HAVE READ THE ENTIRE DOCUMENT AND AGREE TO THE TERMS AND CONDITIONS THEREIN.

Company Name and Address	Company's Authorized Agent:
	Signature
	Name and Title (Typed or Printed)
Federal ID Number (TIN) or SSN and Name	
Telephone No.	Date
Fax No.	Email address:

**CITY OF ARLINGTON
INSTRUCTIONS TO PROPOSING FIRMS**

1. DELIVERY OF PROPOSALS

Proposals must be received in the Community Development and Planning Office prior to the due date and time. It is the sole responsibility of the proposing firms to ensure timely delivery of the submission. The City will not be responsible for failure of service on the part of the U.S. Postal Office, courier companies, or any other form of delivery service chosen by the proposing firm. Late submissions will be returned to the Respondent unopened. The time stamp clock in the Community Development and Planning Department is the time of record.

Proposing firms are reminded that the U.S. Postal Service deliveries may be delayed. Proposing firms are responsible for on-time deliveries of submission documents to the City of Arlington, and are strongly encouraged to use alternate means, such as overnight/hand delivery carriers, or allow ample time for USPS deliveries to be received in time. Additionally, local courier firms and copy shops may accept fax copies, seal them and deliver to the City, for fees, for which the proposing firm bears responsibility.

2. EXAMPLE OF PROPERLY IDENTIFIED ENVELOPE:

**Bidder's Name
Address
City, State, Zip
City of Arlington
Community Development and Planning
Transportation Planning Program Area, 1st Floor
101 West Abram Street
Arlington, Texas 76010
RFP Number:
RFP Due Date:
RFP Name:**

3. DOCUMENTS

Review of Documents: Proposing firms are expected to examine all documents that make up the RFP. Proposing firms shall promptly notify the City of any omission, ambiguity, inconsistency or error that they may discover upon examination of the RFP. Proposing firms must use a complete RFP to prepare their response. The City assumes no responsibility for any errors or misrepresentations that result from the use of incomplete RFPs.

This RFP may be downloaded from the Demand Star job posting system located at www.demandstar.com Registration on-line may be subject to a registration fee. You may also register for free by calling Onvia customer support at 1(800)331-5337 and telling the support representative that you are registering for City of Arlington procurements. All addenda and notices related to this procurement will be posted by the City on Demand Star. In the event that this RFP is obtained through any means other than Demand Star, the City will not be responsible for the completeness, accuracy, or timeliness of the final RFP document.

Explanations or Clarifications: Any explanation, clarification, or interpretation desired by a proposing firm regarding any part of the RFP must be requested in writing from the RFP Contact prior to the deadline established herein. Interpretations, corrections, or changes to the RFP made in any other manner are not binding upon the City, and proposing firms shall not rely upon such

interpretations, corrections or changes. Oral explanations or instructions given before the award of the contract are not binding. Request for explanations or clarifications may be emailed to the RFP Contact. The document must clearly identify the proposing firm, point of contact and RFP number. Any written information given to one firm concerning the RFP will be furnished as an addendum to all firms who attend the mandatory pre-proposal meeting.

Preparation of RFP: Each proposing firm must furnish the information required by the RFP on the documents provided, and on clearly referenced attachments as needed. RFPs submitted on other than the forms included in the RFP package may be considered non-responsive. Any attempt to alter the wording in the RFP may result in rejection of the RFP.

Signature: The proposing firm must sign each document in the proposal requiring a signature. If addenda are issued, the proposing firm must sign and return all addenda as part of their proposal.

RFP Preparation Costs: All costs associated with preparing a RFP shall be borne by the Respondent.

4. SUBMISSION OF RFP

Unless otherwise specified, proposing firms are required to submit the following documents along with their detailed RFP information, labeled "original" and eight (8) copies as described in the RFP description.

Documents Required with RFP: The following documents must be submitted with each RFP prior to the due date:

- a. The signed RFP cover page
- b. MWBE Participation Form (if applicable)

The Respondent may retain all other pages in the RFP document.

Addenda: Receipt of addenda must be acknowledged by signing and returning the Addenda with the RFP, if requested, or under separate cover prior to the due date. Addenda containing RFP pricing should be returned in a sealed envelope marked on the outside with the firm's name, address, RFP number, and the due date and time. It is the proposing firm's responsibility to obtain, review, sign and return any and all addenda. Addenda are available through www.demandstar.com and from the RFP Contact. Failure to return any and all issued addenda may adversely affect the firm's opportunity for award.

5. MODIFICATIONS OR WITHDRAWAL OF RFPS

Modification of RFPS: RFPS may be modified in writing at any time prior to the due date and time. Modifications should be returned in a sealed envelope marked on the outside with the respondent's name, address, RFP number, and the due date and time. The modification package must include a cover letter clearly stating the page(s) and item(s) being modified, and any further relevant information.

Withdrawal of RFPS: RFPS may be withdrawn in writing or by facsimile (provided that the facsimile is signed by the firm) at any time prior to the due date. An RFP may also be withdrawn in person by a firm, provided the withdrawal is made prior to the due date. The firm must sign a receipt of withdrawal.

No RFPS may be withdrawn after the due date without forfeiture of the proposal security (if required), unless there is a material error in the RFP. Withdrawn RFPS may be resubmitted, with or without modifications, up to the due date. The City may require proof of agency from person withdrawing proposal.

6. OPENING OF RFPs

The Community Development and Planning representative responsible for opening RFPs shall confirm the time and announce the RFP opening. The representative shall then personally and *publicly open and read aloud only the names of firms submitting proposals.*

7. EVALUATION FACTORS AND AWARD

Evaluation: Evaluation will be conducted as described in this RFP Section F.

Award: The City will first examine the functional requirements to determine their conformance with the RFP. Any submissions that are deemed to be non-conforming to the stated requirements may be rejected. Therefore, Respondents should exercise particular care in reviewing the required Submission Format as set forth in this RFP.

Acceptance of RFP: Acceptance of this RFP and the subsequent RFP will be in the form of a contract. The contents of the RFP shall become a part of the contract. Under no circumstances will the City be responsible for goods or services provided without an acceptance signed by an authorized City representative.

Reservations: The City expressly reserves the right to:

- a. Specify approximate quantities in the RFP;
- b. Extend the RFP opening date and time;
- c. Consider and accept alternate proposals, if specified in the RFP documents, when most advantageous to the City;
- d. Waive as an informality minor deviations from specifications, provided they do not affect competition or result in functionally unacceptable goods or services;
- e. Waive any minor informality in any RFP or RFP procedure (a minor informality is one that does not affect the competitiveness of proposing firms);
- f. Add additional terms or modify existing terms in the RFP;
- g. Reject a RFP at the City's discretion;
- h. Reject or cancel any or all RFPs;
- i. Reissue a RFP; and/or
- j. Procure any item by other means.

8. POST-RFP DOCUMENTS REQUIRED FROM SUCCESSFUL FIRM

Certificates of Insurance: When insurance is required, the successful must provide certificates of insurance in the amounts and for the coverage required to the RFP Contact within fifteen (15) business days after notification of award, or as otherwise required by the specifications.

9. COMPLIANCE WITH LAWS

The Consultant shall give all notices and comply with all federal, state and local laws, ordinances, rules and regulations, and lawful orders of any public authority bearing on the performances of the services. This agreement and the rights and obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the laws of the State of Texas.

The Consultant warrants and covenants to the City that all services will be performed in compliance with all applicable federal, state, county, and city health and safety codes, rules and ordinances including, but not limited to, the Texas Industrial Safety and Health Act, and the Workers Right to Know Law.

10. PUBLIC DISCLOSURE

Information, documentation, and other material in connection with this solicitation or any resulting contract may be subject to public disclosure pursuant to Chapter 552 of the Texas Government

Code (The "Public Information Act").

Proprietary Information: All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt.

11. PROHIBITED PROPOSING FIRM

As of the date of this transaction, the proposing firm certifies that they are not listed in the prohibited vendors list authorized by Executive Order #13224, "*Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism*", published by the United States Department of the Treasury, Office of Foreign Assets Control (see <http://www.treas.gov/offices/enforcement/ofac/sdn/>). Proposing firm agrees that should at any time during the term of this contract they become listed on the Terrorism List, proposing firm shall promptly notify the City. The City shall have the absolute right to terminate this contract without recourse in the event proposing firm becomes listed on the Terrorism List.

12. CONTACT WITH CITY COUNCIL, STAFF AND ADVISORS

All questions concerning this procurement solicitation must be directed to the RFP Contact. Contact information for the RFP Contact is listed on page 1 of this document.

The following provisions are intended to ensure a fair and equitable review process so that there is no actual or potential situation where one RFP proposer secures or attempts to secure an unfair advantage over another RFP proposer or creates a situation where there is an appearance of impropriety in contacts between the RFP proposer or Proposer's agent or Proposer's contractor or Proposer's consultant and City officials.

Proposers are prohibited from communicating with council members, City officials and their staff regarding the RFP or Proposals from the time the RFP has been released until the contract is posted as a City Council agenda item for consideration by the entire city council.

Proposers are prohibited from communicating with City employees from the time the RFP has been released until the contract is awarded. These restrictions extend to letters, phone calls, emails or any contact that results in the direct or indirect discussion of the RFP or proposal submitted or to be submitted. Violation of this provision by proposer or Proposer's agent may lead to disqualification from consideration. Exceptions to the restrictions on communication with City employees include:

Contacts by the proposer with City staff when such contacts do not pertain to this proposal. Examples include: private (non-business) contacts with the City by the proposer or Proposer's employees acting in their personal capacity; presentations and/or responses to inquiries initiated by City Staff; and if a representative of the proposer has a question about any potential contact as described above, the RFP Contact will be notified in order to make a determination as to whether any contact is allowed in accordance with the RFP.

If a representative of any company or party submitting a proposal violates the foregoing prohibition by contacting any of these parties, such contact may result in a Proposer being disqualified from the procurement process.

**FOR MINORITY AND/OR WOMAN OWNED
BUSINESS ENTERPRISES
(To be completed only if applicable)**

Minority and/or Woman Owned Business Enterprises are encouraged to participate in Arlington's procurement process. In order to be identified as a Qualified Minority and/or Woman Owned Business Enterprise in the City of Arlington, this form, along with a copy of your certification, must be returned to the RFP Contact in the City of Arlington Community Development and Planning Department. You should return these documents with this response, or if you have already submitted this form and a copy of your certification to the Purchasing Division, it is not necessary to re-send certification.

COMPANY NAME: _____
REPRESENTATIVE: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE NO.: _____ **FAX NO.:** _____

INDICATE ALL THAT APPLY

_____ Minority Owned Business Enterprise
_____ Woman Owned Business Enterprise

MINORITY STATUS: Has this firm been certified as a minority, women or disadvantaged business enterprise by any governmental agency?

___ Yes No ___ if yes, please specify government agency:

Date of certification: _____

The above information is for information only. The City of Arlington encourages minority business participation; however no preferences shall be given.

**CITY OF ARLINGTON
HIKE AND BIKE SYSTEM MASTER PLAN
REQUEST FOR PROPOSALS
March 5, 2009**

A. Introduction

The City of Arlington is requesting proposals from professional consulting firms qualified to develop a hike and bike system master plan. The City is interested in developing a citywide network of facilities to provide for improved bicycle and pedestrian commuting and recreational opportunities. The proposed master plan shall show a comprehensive network of trails and facilities that utilizes existing and planned roadway infrastructure, utility easements and linear parks to connect users to neighborhoods, parks, schools, places of interest, and to provide connectivity to the hike and bike systems of adjacent cities. The master plan will depict a comprehensive system of off-road and on-road trails and facilities that encourages bicycle and pedestrian travel and shall be integrated with the regional veloweb system.

The firm selected for this project will provide leadership throughout the master planning process. This process will include but is not limited to a detailed field review of the existing trail and roadway systems, facilities and conditions pertinent to the master planning process. The master planning process will also include preparing a base map of existing conditions to illustrate recommended trail alignments and connections to neighborhoods, schools, and places of interest. The selected firm shall develop design and engineering standards for all types of facilities and crossings, as well as recommendations for end-of-trip facilities and other amenities. In addition, the consultant shall develop an implementation plan that reflects the City's existing and anticipated capital improvement programs. And finally, the plan should include a public education program. **The deadline for responses to this "Request for Proposals" is Thursday, April 9, 2009.**

B. General City Information

The City of Arlington is located in Tarrant County, between the cities of Fort Worth and Grand Prairie. It is one of the 60+ municipalities that together constitute the Dallas/Fort Worth Metroplex. The 2008 population of Arlington is estimated to be 369,150 and is projected to grow to approximately 437,862 by the year 2030. Arlington is approximately 100 square miles in size and currently has eighty-six parks and an existing trail system that includes approximately 43 miles of off-street trails.

C. Proposal Requirements / Goals

Proposals for the Hike and Bike System Master Plan should address the following:

1. Arlington shall have a comprehensive hike and bike master plan to guide the planning and development of a network of hike and bike trails and facilities that encompasses and inter-connects the entire City at total build-out.
2. Arlington shall have an off-street trail master plan that is coordinated with the North Central Texas Council of Governments (NCTCOG) Veloweb plan.
3. Arlington's master plan shall have design standards that comply with current AASHTO guidelines and TxDOT standards.
4. Arlington shall have an ordinance that requires that all new and reconstruction roadway projects and new developments comply with the adopted master plan and the established standards therein.
5. Arlington's master plan shall identify existing and/or proposed infrastructure, creek, open space and linear park corridors, and utility easements that can be integrated with the proposed trail system.

6. The ultimate goal of the master plan is to guide the development of a comprehensive system of off-road and on-road trails and facilities that will connect users to key destinations throughout the City, provide connections to all adjacent cities, provide opportunities for a wide variety of recreational activities and encourage alternative modes of transportation.

D. Deliverables

Successful completion of the master plan project will require the following deliverables:

1. General policies and objectives for the master plan.
2. Inventory and analysis of the existing off-road and on-road trails and facilities in Arlington. Provide recommendations to amend the existing hike and bike off-street trail and on-street system facilities. The City will provide assistance in providing maps, AutoCAD, and Arc Map files of existing conditions.
3. A citywide system of off-road/on-road trails and facilities to connect neighborhoods users to key destinations within the City as well as to existing and planned systems in adjacent cities. The system shall utilize linear parks, open spaces, utility easements and existing roadways as potential linkages. The system shall have a hierarchy of trail widths ranging from 12' wide concrete trails down to narrower trail widths where necessary.
4. Design and engineering standards for off-street facilities with regard to trailheads, trailside facilities and recreational nodes, width, pavement, vegetation, grade, lighting, crossings, bridges, railings, fences and motor vehicle barriers.
5. Design and engineering standards for on-street facilities including bicycle lanes, bicycle routes, bicycle boulevards and shared roadways with regard to width, pavement, striping, lighting, on-street parking, grade and railroad crossings.
6. Design and engineering standards for intersection design, bicycle parking, signage and markings and end-of-trip facilities.
7. Guidelines for selecting bicycle facilities for each type of roadway.
8. A plan for education and outreach with regard to bicycle facilities and safety in Arlington.
9. An implementation plan that includes city priorities and estimated timeframes for each segment of the planned off-street trail and on-street system. Cost estimates should also be provided in an Excel spreadsheet format.
10. Ten (10) hard copies of a draft master plan and one copy in MS Word with any detailed drawings and maps in a .PDF and/or AutoCAD file format for City review.
11. Fifty (50) hard copies of the final master plan and one copy of in each format, MS Word, AutoCAD, and ArcMap with any detailed drawings and maps in a .PDF and/or AutoCAD file format.
12. Provide a hard map and electronic file of the city in AutoCAD or Arc map format graphically illustrating the master plan. The map shall be plotted at 1" = 1,000'. The map shall be laminated and mounted on a sturdy backing.
13. A detailed mapping system that shows the entire master plan broken down into a grid system of approximately 20 tiles for the entire City, in booklet form.
14. Attendance at a series (10-12) of planning meetings with City staff from various departments throughout the duration of the project.
15. Consultant presentations at a minimum of two (2) Park Board meetings.

16. Consultant presentations at a minimum of two (2) Planning and Zoning Commission meetings.
17. Consultant presentations of the final master plan at a minimum of two (2) City Council meetings.
18. Consultant presentations at two (2) public information-gathering meetings, and later present the findings of these two meetings at a third, final public meeting.
19. An economic evaluation to suggest funding strategies for plan implementation, including recommendations for establishing developer impact fees, grants, private funding, and zone assessment fees.
20. Work with City staff to develop a proposed ordinance that requires all roadway projects and new developments comply with the adopted master plan. Provide copies of trail and on-street facility ordinances from other cities of similar size to be used for suggestions on the wording of the proposed ordinance.

E. Proposal Information

1. The proposal shall not exceed 20 pages, excluding resumes.
2. Submit the completed and signed cover sheet.
3. Include a brief history of the firm.
4. Provide a list of projects completed by the firm during the last five years, which are comparable to the scope of this project. Identify whether your firm was the prime or a sub-consultant. Identify the percentage of work performed by your firm on each project. For each project listed, provide a brief description of the scope of work, its location, completion date and contract costs. Also, provide current contact information for a key person for each of the listed projects.
5. Identify the project manager, key management and operating personnel from your firm who would provide direct services and identify their area of responsibility for this project. Provide a resume for each person who would have day-to-day responsibility for the development of this project, giving a summary of their pertinent experience and qualifications.
6. Identify all outside consultants that would be employed by the firm for this project. For each outside consultant listed, please provide the information requested in Item E.3 above. The City under the contract will treat sub-consultants and all employees of such sub-consultants as if they were employees of the primary firm. The selected firm will not be allowed to use a sub-consultant firm that was not noted in the original proposal to the City.
7. Identify the methodology that will be used to develop the deliverables listed above.
8. Supply a proposed time schedule for completion of all project requirements, including any summary work the firm proposes to perform.
9. State the firm's philosophy and how it facilitates Arlington's desire for a comprehensive hike and bike trail master plan.
10. Include the firm's current project work schedule and any other business obligations in relation to the available time and attention that the firm anticipates devoting to this project.
11. Please include any additional information, such as awards or special recognition that will aide in ascertaining the firm's qualifications for this project.
12. Submit a statement of the firm's current combined insurance coverage.

F. Evaluation Process

The City will begin the evaluation process immediately after the deadline for submittal. The City reserves the right to request additional information and to reject any and all proposals. As a part of the evaluation process, respondents may be asked to present their proposal to one or more governing bodies of the City. The Arlington Parks and Recreation Department will establish an Evaluation Team that will review all proposals to select the proposal that best meets the criteria set out herein and that is most advantageous to the citizens of Arlington.

Proposal selection will be based primarily on the following criteria:

- The knowledge, skills and experience of the firm's proposed team.
- The quality and effectiveness of the firm's past projects of similar scope.
- The firm's proposed project methodology and approach.
- The firm's proposed work schedule.

The evaluation team will formulate a "short list" culled from all submitted proposals and will interview the short listed firms. From the short list a firm will be selected for the purpose of negotiating a contract for professional consulting services. If a satisfactory agreement cannot be reached with that firm, the City shall formally end negotiations and begin contract negotiations with the next most favored firm. The City reserves the right to reject all submitted proposals and request a new Request for Proposal if necessary.

G. Questions Prior to Submission of the RFP

Questions regarding this Request for Proposal should be addressed to Alicia Winkelblech at alicia.winkelblech@arlingtontx.gov no later than 5:00 p.m., Thursday, April 2, 2009.

H. Submittal Date

Please deliver eight (8) hard copies of your proposal to Alicia Winkelblech, Chief Transportation Planner, City of Arlington, Community Development and Planning Department, 101 West Abram Street, Arlington, Texas 76010, no later than 5:00 p.m., Thursday, April 9, 2009.

Attachments

None