

Request for Proposal/Qualifications

FROM: City of Aurora

PROJECT: Bicycle and Pedestrian Master Plan

Your firm is invited to submit a Statement of Qualifications for professional services related to the development of a Bicycle and Pedestrian Master Plan for the City of Aurora, IN. This Statement will be used to determine your firm's eligibility to participate in the interview process.

Attached to this memo are the following:

- 1) Project Introduction
- 2) Explanation of Parties Involved
- 3) Preliminary Scope of Work
- 4) Schedule of Selection
- 5) Requirements for Statement of Qualifications
- 6) Evaluation Criteria

All responses will be reviewed for selection of firms to be interviewed.

Your Statement of Qualifications should be received via email at dwalker@aurora.in.us no later than July 22nd, 2022. Submissions received after July 22nd, 2022 will not be considered.

Sincerely,



Derek Walker, City Manager
City of Aurora

Request for Qualifications – Bicycle & Pedestrian Master Plan

City of Aurora, IN

Project Introduction

In January of 2022 the City of Aurora successfully applied for \$20,000 of funding through the Indiana State Department of Health (IDOH), Division of Nutrition and Physical Activity for the development of a bicycle and pedestrian master plan. The City desires to keep the planning budget to \$20,000.

The City is home to the Dearborn Trail, a roughly 5.5 mile asphalt path running along the Ohio River, passing through Greendale, Lawrenceburg and Aurora, and Lesko Park, which contains a roughly 0.8 mile asphalt trail along the Ohio River along the southern edge of the city. Recently, bike sharrows were painted on the downtown street network, connecting the Dearborn Trail and Lesko Park. Additionally, the city, in partnership with the city of Lawrenceburg, operates and maintains the River City Bike Share. In December of 2021, the city successfully applied for funding through the Indiana Department of Natural Resources, Next Level Trails Grant, to construct the Northside Trail Connector. The city has been gaining momentum in bicycling and walking development and there is a great opportunity to build upon this success to make active transportation even more of an option in the community.

In light of these successes, several challenges remain in reaching Pendleton's full potential as we continue to develop an integrated walking and bicycling system.

The primary goals of this project include:

1. Create an understanding of the true prevalence of walking and bicycling currently in the community and increase the number of bicyclists and walkers in the community.
2. Increase the amount of people walking and bicycling for everyday transportation purposes such as commuting to work, walking or bicycling to school and running errands.
3. Provide guidance and priorities for implementing programs, policies and infrastructure to support walking and bicycling with a broad range of funding and support.

Explanation of Parties Involved

The Indiana State Department of Health (IDOH): IDOH will be the fiscal agent providing the grant funds for the hiring of a consultant to assist the City in the preparation of the plan.

The City of Aurora: The City of Aurora is the grantee receiving the IDOH funds for the purpose of hiring a consultant to prepare the plan. The city will assign a staff member to be the project manager and primary point of contact with IDOH. The City will manage the overall project, hire the consultant, and pay the consultant directly.

The Bicycle-Pedestrian Master Plan Advisory Committee (The Advisory Committee): The Advisory Committee is a broad group of stakeholders who will provide guidance throughout the planning process as identified in the project work plan.

Preliminary Scope of Work

The firm selected will be involved in the following activities on behalf of the City. This includes the tasks necessary to create a community-wide bicycle and pedestrian master plan and is flexible as needed:

Task 1: Existing Conditions Analysis

The Consultant and the City will conduct a review of the existing conditions that influence walking and bicycling within the study area. This task should include an inventory and analysis of policies, programs and infrastructure that currently support walking and bicycling. A survey of residents in the community shall be conducted that quantifies the extent, barriers and opportunities for walking and bicycling within the community.

The product of this task will be written narrative, a summary of the physical inventory and analysis along with a summary of the results of the community survey.

Task 2: Meet with the Advisory Committee and the Public

At a minimum this task will include steering committee meetings at the beginning of the analysis task to gather committee input, a public meeting to gather comments from the analysis and a second steering committee meeting towards the end of the analysis task to review the results of the public meeting and the final existing condition analysis.

The product of this task will be the products necessary to conduct a minimum of two (2) steering committee meetings and one (1) public meeting along with written summaries of each.

Task 3: Prepare the draft plan

The draft plan will be prepared based upon public input and discussions between City staff and the consultant. The plan will include the findings of the analysis task along with recommendations for both policies and infrastructure improvements along with level of magnitude costs for the planned improvements. A map illustrating the proposed pedestrian and bicycle system will be included as part of the draft document. The plan should be available for review in both electronic and print media.

The product of this task will be copies of the draft plan for review and comment.

Task 4: Meet with the Advisory Committee and the Public

This task will include at least two (2) steering committee meetings during the production of the draft plan and one (1) public meeting to review the draft document. The public meeting should also be used to solicit input necessary to help prioritize the recommendations of the plan.

The product of this task will be the products necessary to conduct two (2) steering committee meetings and one (1) public meeting along with written summaries of each.

Task 5: Develop the Plan Priorities and Prepare the Final Plan for Adoption

The recommendations of the plan will be prioritized based upon the public input gained in Task 4. The steering committee will meet to discuss the plan priorities prior to the production of the final plan.

The product of this task will include a prioritized list of recommendations of the draft plan. Recommendations should include programmatic elements along with engineering and planning elements, as well as general costs and timelines to

implement these elements. The product of this task will also include the final plan document in both hard copy and electronic formats. Copies of the final plan will be provided (including two copies of all final products submitted to IDOH).

Task 6: Adoption

The City will formally adopt the final plan as an amendment to the official comprehensive plan of the City, following the requirements necessary as per State code. The consultant may need to make minor adjustments to satisfy the Planning Commission to obtain a favorable recommendation to the City Council. After this recommendation is made, the Plan will be presented to the City Council for adoption.

The product of this task will be a formal resolution adopting the plan.

Schedule of Selection

1. Send Request for Qualifications: June 24, 2022
2. Submit Proposal/ Statement of Qualifications: July 22, 2022
3. Review Proposal/Statement of Qualifications: July 25-29, 2022
4. Interview Short Listed Firms: August 1-5, 2022
5. Evaluation and Select Firm: August 8-11, 2022
6. Issue Notice of Award/Sign Contracts: August 12, 2022

Requirements for Statement of Qualifications

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to firm's interest, particular abilities and qualifications related to this project.
4. Provide examples of knowledge, expertise and/or experience with other related work.
5. Describe bicycle and pedestrian related plans and projects designed by your firm and key personnel pertinent to this project.
 - a. What similar studies has your firm conducted if any.
 - b. Describe involvement in the design and/or development of a bicycle and/or pedestrian infrastructure project, if so, was it constructed and how close were preliminary cost estimates to actual construction costs. Include reference contact information.
6. Describe knowledge and working experience with relevant agencies in regard to bicycle and pedestrian infrastructure, particularly with railroads, specifically CSX, the Indiana Department of Transportation (INDOT), the Army Corps of Engineers, and the Indiana Department of Natural Resources (DNR).
7. Describe your public outreach process for the planning effort and how you will include underserved populations in your efforts.
8. Describe working knowledge and experience with ADA compliance.
9. Provide an evaluation of the City's current planning efforts, including the Comprehensive Plan (2015), the Parks Master Plan (2017), the Dearborn County Trails Report (2020), and the Aurora River Town Review Report (2021).

Particularly, describe what do you like and dislike about the plans and briefly describe what bicycle / pedestrian / multi-modal project or program you would propose.

- a. The comprehensive plan can be found online here:
<https://aurora.in.us/pdf/Aurora%20Comp%20Plan%20w%20Appendix%20-%20Web%207.31.15.pdf>,
- b. the Parks Master plan here: <https://aurora.in.us/pdf/five-year-parks-plan.pdf>,
- c. the Dearborn County Trails Report can be found here:
<https://www.1dearborn.org/uploadIMG/rfUploads/Reports/Dearborn%20County%20Trails%20Report%202020.pdf>, and
- d. the Aurora River Town Review Report can be found here:
<https://www.1dearborn.org/uploadIMG/rfUploads/Reports/Aurora-RTR-Report-2021.pdf>

10. Provide up to five (5) reference clients that are similar to Aurora and this RFQ.

11. Staff's proximity to the City.

Evaluation Criteria

1. Past performance on contracts, including quality of work, timeliness, and cost control.
2. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm.
3. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and complexity of the project.
4. Approach to project, both in staff philosophy and innovative understanding of the project scope.
5. Familiarity of the organization with this type of project based on past projects completed.
6. Project management abilities in relation to scope and complexity of the project.
7. Creative ability to develop an impactful, achievable plan.