



Request for Proposals
For Consultant Services

Completion of the Lower Connecticut River Valley Region
Regional Bicycle and Pedestrian Plan

Requested by:
the Lower Connecticut River Valley Council of
Governments

January 26, 2021

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Introduction

The Lower Connecticut River Valley Region Council of Governments (RiverCOG) is seeking consulting services to complete the Regional Bicycle and Pedestrian Plan for Lower CT River Valley Region. The plan provides the framework for improved bike and pedestrian accommodations and facilities throughout the region.

Background

RiverCOG staff began creating a new Bicycle and Pedestrian Plan after the formation of the COG in 2014. A draft Plan exists that was never finalized.

The Capital Region Council of Governments (CRCOG) received a two-year grant through the CT Department of Public Health to expand on the Regional Complete Streets Inventory, Assessment and Action Plan. Under that grant RiverCOG began the next steps in the update of its regional Bicycle and Pedestrian Plan. Community engagement and plan marketing were performed and an online mapping tool was created to gather and analyze public input.

Scope

1. Recommendations

The consultant will propose a series of recommendations related to facility type, regional bicycle/pedestrian network, signage, and wayfinding; outlining an implementation plan.

2. Plan Document

The consultant will complete RiverCOG's Bike and Ped Plan with graphically rich content. The plan will include an introduction, background, summary of community outreach, goals and objects of plan, existing conditions, and recommendations. Final design, packaging and electronic delivery of all materials is also required.

Preliminary Schedule

- RFP Released February 2021
- RFP Questions due February 2021
- RFP Submissions due February 2021
- Consultant selection and contracting March 2021
- Project kick-off April 2021
- RiverCOG staff review June 2021
- MPO Board Adoption August 2021

Selection Process

There will be no pre-bid meeting for this proposal. Any questions regarding this RFP should be emailed to Robert Haramut at RHaramut@rivercog.org by 5 p.m. on February 12, 2021. All submitted questions and responses will be posted on the RiverCOG website at www.rivercog.org after the close of the question period. A link for the RFP will be on the RiverCOG webpage.

The applicant should e-mail one (1) digital copy to the RiverCOG no later than Friday February 19, 2021 at 5:00 p.m. with the subject line "Bike/Ped Plan RFP Submission." Proposals received after this time and date will not be considered.

Submittal Requirements

1 Proposed Project Approach

Responses should include a proposed approach to the project that includes the applicant's understanding of the project's objectives and local context, a description of your approach to each of the tasks listed in the scope and description of all project deliverables. Please provide your staff capacity for meeting the project requirements. Identify the key team members who are likely to be assigned to this contract if your proposal is selected along with a description of their roles and responsibilities. Provide a list of subcontractors to be included on the consultant team, along with a brief description of their qualifications and services they are likely to perform.

2 Qualifications

Proposals should indicate general and specific qualifications of the applicant's disciplines appropriate to this project and specifically convey the role of the applicant in each case cited. An emphasis and priority in evaluation will be placed on firms with qualifications and experience that have resulted in successful implementation of comparable projects.

3 Fees

Submit a fee proposal for the scope of work that outlines the number of hours and fee associated with each task (and subtask), and provide a list of hourly rates for all team members.

4 Insurance

The applicant and its subcontractors must have appropriate insurance (general liability, auto, workers compensation, and/or professional liability coverage).

Evaluation Criteria

The selection committee will evaluate the proposals. Selection of a consultant will be based on:

- Relevant experience and expertise
- Appropriateness and reasonableness of proposal
- References
- Cost