

REQUEST FOR PROPOSALS

**STADIUM DRIVE/WEST MICHIGAN AVENUE
CORRIDOR CHARRETTE
REQUEST FOR PROPOSAL (RFP)**

KALAMAZOO, MICHIGAN

**Prepared by
KALAMAZOO AREA TRANSPORTATION STUDY
5220 LOVERS LANE, SUITE 110
PORTAGE, MI 49002**

**And
THE MICHIGAN DEPARTMENT OF TRANSPORTATION**

I. General Information

A. Purpose

The Kalamazoo Area Transportation Study (KATS) and the Michigan Department of Transportation (MDOT) are seeking proposals from qualified consultants to conduct a condensed design Charrette to be held in August, 2014 that addresses long-term future needs and a vision for vehicular movement, access, and increased pedestrian and bicycle safety for the Stadium Drive/W. Michigan Avenue corridor in Kalamazoo, Michigan, from approximately Western Michigan University eastbound to the Kalamazoo River. The Charrette process is expected to be complete within approximately 4 weeks.

B. General Time Requirements

Begin proposal process: June 23, 2014

Deadline for submittal of questions and/or requests for clarification: July 3, 2014

Response to questions and/or requests for clarification: July 11, 2014

Closing date for proposal submission: July 18, 2014

C. Issuing Office

This RFP is issued by the Kalamazoo Area Transportation Study. All inquiries and requests for information must be submitted to the Project Manager via email or hard copy:

*Steve Stepek, Senior Planner
Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Kalamazoo, MI 49002
(269) 343-0766 telephone
email : sstepek@katsmpo.org*

Verbal inquiries or requests for information shall not be made of any staff. Any attempt on the part of any consultant or any of its employees, agents or representatives to contact staff with respect to this RFP, other than as described above, may lead to disqualification.

D. Submission of Proposals

Send one original (unbound) and 4 copies (bound) of the technical proposal to the issuing office by proposal due date and time, as indicated on page 1 of this RFP. The pages must be numbered consecutively, e.g., 1, 2, 3, etc. No other distribution of the proposals will be made by the consultant or his agent.

Send one original and one copy (both unbound) of the price proposal, separate from the technical proposal, in a sealed envelope clearly marked, **Price Proposal**, with the consultant's name identified on the front of the envelope. Continue the consecutive page numbering from the last page of the technical proposal, e.g., 3, 4, 5. The instructions and format for the price proposal are attached. In the price proposal identify total cost for each of the two parts of the study individually and then totaled.

Proposals must be signed by an authorized agent to bind the consultant to its provisions. The proposal must remain valid for a period of at least 120 days from the due date of submission.

E. Cost Liability

The Kalamazoo Area Transportation Study assumes no responsibility or liability for costs incurred by any prospective consultant prior to the signing of a contract by all parties. No work shall be started on this study until a notice to proceed is issued in writing by the Kalamazoo Area Transportation Study.

F. Disclosure

All information in a consultant's proposal and any contract resulting from this RFP is subject to disclosure under the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

G. Scope of Services

1.0 Research, Education and Charrette Preparation

1.1 Project Assessment and Organization Tasks (To be conducted with the participation and approval of the relevant planning staff.)

- A. Project Management Team Meeting:** Conduct an initial Project Management Team Meeting to create a shared understanding of the project purpose, process and schedule between the project sponsor and team members, including any appropriate representatives of local government. Conduct an Initial Stakeholder Analysis by identifying key stakeholders, their issues, levels of involvement and strategies for outreach. Create a Charrette Products List, consisting of drawings, studies and documents that describe a feasible plan that must be completed by the end of the Charrette. This includes but is not limited to: preliminary analysis briefing materials, copies of all public presentations, and implementation plans.
- B. Project Process Roadmap** (NCI Charrette System Roadmap): Prepare a guiding document for the project management team that lists the project phases, events, and products on a timeline and assigns roles and responsibilities for each task. The preferred format for this plan is a Gantt chart using The NCI Charrette Planner Forms Kit, MS Project 2000, or equivalent.
- C. Charrette Ready Plan:** Prepare a schedule of activities describing the type and number of meetings, base data research, and stakeholder engagement tasks to be completed prior to the Charrette. The preferred format for this plan is a Gantt chart using The NCI Charrette Planner Forms Kit, MS Project 2000, or equivalent.
- D. Charrette Schedule:** Prepare a Charrette schedule in table format indicating the Charrette events, such as open house hours, meetings, meals and production targets. List the times when each Charrette team member will be present at the Charrette.

1.2 Stakeholder Research, Education and Involvement Tasks (As dictated by the Charrette Ready Plan).

- A. Stakeholder Identification and Analysis:** Prepare a document that indicates the primary (for example, local officials and landowners), secondary (community groups, schools, churches), and general stakeholders (community members), their issues and positions and a recommended outreach and engagement strategy designed to solicit their continued input and participation in the process.
- B. Stakeholder Outreach and Engagement:** Describe the plan for facilitating community engagement per the Stakeholder Identification and Analysis at three levels:
 - 1) The large public gathering, such as a lecture or workshop.
 - 2) The group meeting, such as a neighborhood organization steering committee or Chamber of Commerce meeting.
 - 3) The individual or small group meeting, which consists of one to five people, such as elected officials, business and property owners or other key stakeholders.The plan should describe a methodology for generating proportional demographic community representation.
- C. Project Objective and Measures:** Create a set of quantifiable objectives and measures based on stakeholder interviews, governing policies and standards, project goals and economic, engineering, and environmental constraints. These measures are to be revised as new information arises and will guide the design decision-making process.

1.3 Pre-Charrette Base Data Research and Analysis

- A. Base Data Research and Gathering:** The project sponsor will provide all relevant existing related community-planning reports, plans, and studies from local planning agencies, universities, and community advocacy groups for the consultant's review. The consultant will conduct all necessary base data research called for in the Charrette Ready Plan, e.g., the existing state of the community in terms of economic/fiscal conditions, transportation, storm-water, wetlands, energy consumption, housing types, demographics, air quality, and other measures.
- B. Pre-Charrette Project Brief:** Prepare a written report or MS PowerPoint presentation that concisely summarizes the information from all previous phases of work including summaries on project assessment and organization, stakeholder research, education and involvement, base data research and analysis, and feasibility studies.

1.4 Charrette Logistics

- A. **Meeting Planning and Management:** Prepare a summary of the plans for the basic room arrangement, facilitation process and agendas for all public meetings.
- B. **Charrette Studio Logistics:** Advise and assist the sponsor's planning staff in the selection of a Charrette studio venue that will function as a place for the Charrette team to work and meet, while accommodating drop-in visits by the public during the day and night when the Charrette team is present.

2.0 Charrette- Conduct a three (3) to four (4) day condensed public Charrette that includes the following events and tasks.

2.1 Organization, Education, Vision

- A. **Primary Stakeholder Meetings:** Conduct pre-public meeting briefings with primary stakeholders on the first day of the Charrette. Meet with elected officials, landowners, lead community activists and any other primary stakeholders per the Stakeholder Identification and Analysis. The purpose of these meetings is to prepare the primary stakeholders for the public meeting and to elicit any important last minute information.
- B. **Charrette Public Meeting:** Conduct a public meeting in order to:
 - 1) Establish a community understanding of the project purpose, process, roles and opportunities for community involvement, and
 - 2) Elicit public input on such topics as community values, existing physical conditions and future vision. (Actual topics to be determined by the consultant and planning staff based on earlier analysis.)

2.2 Preferred Plan Synthesis

- A. **Preferred Plan Synthesis:** Draft a preferred plan by accounting for all of the information from the public meeting and merging the high performing elements of the concepts with newly developed design elements. Document the degree to which the preferred plan performs according to the Project Objectives and Measures and to assure that the plan is feasible.
- B. **Public Open House:** Conduct an open house or public meeting to present the preferred plan and solicit community feedback.

3.0 Plan Implementation- Following the completion of the Charrette

- A. **Final Report:** Finalize revisions to the Charrette documents per the final feasibility studies and the input from the final public meeting. Produce a report that concisely describes the project, the process, and the plan. The report should cover the entire project process, highlighting stakeholder involvement and decision-making processes. The documents should be capable of educating those who did not participate in the process previously.

H. Project Goals

The following goals, at a minimum, have been identified for the project:

- Identify transportation improvements that increase safety and support commercial and residential development
- Coordinate land use and transportation with an emphasis on the creation of an appropriate gateway to the downtown that includes improved non-motorized and pedestrian access
- Provide extensive citizen and community outreach and participation opportunities
- Develop project descriptions, priorities and financial feasibility
- Connect the Central Business District to Western Michigan University, Kalamazoo College, and neighborhoods.

I. Skills and Qualifications

Consultants are encouraged to collaborate with other consulting firms to work as a team. A lead consultant will need to be selected from the team of consultants to facilitate the process.

Other disciplines may be included as needed. Those might include experts in urban retail planning or retail trends and development, visualization, or other technical assistance. At a minimum, expertise in the following areas is required:

- **Urban Planning:** The urban planning element will provide the facilitation for a wide range of participation in the planning process and presents opportunities for consensus building and creates the vision for the consultant team.
- **Transportation Planning:** Future multi-modal transportation issues will need to be addressed for Stadium Drive/W. Michigan Avenue and the minor streets intersecting with Stadium Drive/W. Michigan Avenue, including better organized traffic flows and expected increases in travel volumes. Pedestrian, bicyclist and vehicular safety are also critical elements of the traffic plan.
- **Visualization:** The development of a conceptual landscape plan that captures the essence of a gateway into downtown Kalamazoo.

J. Proposal Content

Respondents must address their qualifications for this project, at a minimum in terms of the following qualifications and experience:

- A broad range of experience in multiple realms of planning and urban design as they apply to land use, transportation, streetscape, community involvement, economic development and redevelopment.

Respondents must also provide a detailed description and supporting documentation for the following:

A. A statement of the firm's understanding of the services requested and a description of how the firm proposes to implement the evaluation activities above. Include a detailed explanation as to how the consultant would approach this project, including a technical work plan identifying special data needs, analysis methods, public outreach, consensus building, graphic and visualization preparation, milestones, end products and procedures.

B. Qualifications and experience of the firm and key individuals who would be assigned to perform the requested activities. Describe your experience working with a broad and diverse range of groups, facilitating cooperation and developing consensus throughout the planning process.

- C. If consulting teams are proposed, a written description and role of any subcontractor and/or consulting team member must be provided. This shall include the amount and timing of involvement, examples of past work, and professional certifications.
- D. A listing of clients for whom similar plans have been prepared. The listing shall contain appropriate contact information.
- E. A description of your experience in the development and implementation of similar types of plans.
- F. A work plan indicating tasks to be accomplished, a schedule of tasks, persons/hours and an estimated cost to accomplish each task.

K. Proposal Selection

The selection of the consultant will be made by a Consultant Selection Committee representing the Kalamazoo Area Transportation Study, Michigan Department of Transportation, and other interested parties. During this period, proposers may be requested to give an oral presentation of their submission. Factors to be used in evaluating the proposals include:

1. Understanding of the project and proposed course of action. (30%)
2. Previous firm experience on similar projects. (10%)
3. Number of contracts the consultant currently has with other clients. (10%)
4. Experience and qualifications of personnel to be assigned to the project. (20%)
5. Time schedule for accomplishing the tasks. (15%)
6. Estimated Cost of project. (15%)

The Consultant Selection Committee will look for a demonstrated comprehensive approach to the various work elements.

Other factors to be considered:

1. Past performance on related projects for the Kalamazoo Area Transportation Study and the Michigan Department of Transportation, or the City of Kalamazoo.
2. Other items the consultant may include deemed pertinent to this project.

L. Award of Contract

Award of the contract will be made to the proposer providing the most complete proposal with the best aggregate of total functionality for the amount of expenses to be incurred. The firm chosen to work may be asked to submit further information. Negotiations could be necessary to arrive at a final cost for the contract. We expect to award a contract within one month from our receipt of the proposals.

M. Statement of Non-commitment

Issuance of this request for proposal does not commit the Kalamazoo Area Transportation Study or the Michigan Department of Transportation to award a contract, to pay any costs incurred in preparation of the proposal in response to this request, or to contract for services. The Kalamazoo Area Transportation Study reserves the right to reject any and all proposals and to re-advertise.

N. Insurance

If the acts or omissions of the Contractor/Vendor or its employees, agents or officers, cause injury to person or property, the Contractor/Vendor shall defend, indemnify and save harmless the Michigan Department of Transportation and the Kalamazoo Area Transportation Study, their agents, officials, and employees against all claims, judgments, losses, damages, demands, and payments of any kind to persons or property to the extent occasioned from any claim or demand arising therefrom.

The Contractor shall furnish within (10) days of Notice of Award, certificate(s) of insurance providing insurance coverage as follows:

(A) Workers' Compensation Insurance - Covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Workers' Compensation Act, including Employer's liability of \$500,000.

(B) Commercial Liability Insurance - Including premises and operations, including XCU coverage, if the nature of the contract requires XC or U work. Product and completed operations, contractual and independent contractor's protection with limits as follows:

Bodily Injury	\$1,000,000 occurrence/ \$1,000,000 aggregate
Property Damage or Bodily Injury/ Property Damage	\$ 500,000 occurrence/ \$ 500,000 aggregate \$1,000,000 CSL

(C) Automobile Liability Insurance - Including owned, non-owned and hired motor vehicles as well as Michigan Property Protection Insurance as required by statute. Limits as follows:

Bodily Injury	\$ 1,000,000 occurrence/ \$ 1,000,000 aggregate
Property Damage or Bodily Injury/ Property Damage	\$ 300,000 occurrence/ \$ 300,000 aggregate \$ 1,000,000 CSL

The above requirements should not be interpreted to limit the liability of the Contractor under this contract. All Insurers shall be either licensed or authorized to do business in the State of Michigan.

These coverages shall protect the Contractor, its employees, agents, representatives and subcontractors against claims arising out of the work performed.

The Kalamazoo Area Transportation Study and the Michigan Department of Transportation, their officials, agents and employees shall be included as additional insured with respect to all liability policies herein.

It shall be the Contractor's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the contract.

O. Non-Discrimination Notice

The Kalamazoo Area Transportation Study (KATS) assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

KATS further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. Furthermore, KATS will not exclude persons based on age, religion, or disability.

More specifically, the Kalamazoo Area Transportation Study assures that efforts will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low income populations. Additionally, the Kalamazoo Area Transportation Study will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

In the event KATS distributes federal aid funds to another governmental entity, KATS will include Title VI language in all written agreements and will monitor for compliance.

KATS's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other KATS responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.