

**REQUEST FOR QUALIFICATIONS**  
**Professional Consulting Services**  
**For the Regional Bicycle Route Mapping Project**  
**Southern Windsor County Regional Planning Commission**

**Date Issued: July 5, 2018**

**RFQ Due: 4:00 PM, July 30, 2018**

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**PROJECT DESCRIPTION**

**Overview**

The Southern Windsor County Regional Planning Commission (SWCRPC) is seeking a qualified consultant or consultant team that can assist with engaging stakeholders, developing a bicycle route map for southern Windsor County, and producing a high-quality map for publication in both digital and hard copies.

The purpose of this map is to identify suggested bicycling routes in the region and associated attractions, such as bike shops, inns, campgrounds, restaurants, breweries, ice cream shops, parks, and swimming holes. The intended users of the map are bicyclists that may have a range of experience levels and desired bicycling experiences. Therefore, the routes should include a variety of types (e.g. paved roads, unpaved roads, multi-use paths where available). The maps should provide an indication of conditions so people can decide what route works best for them (e.g. steepness, surface type, traffic conditions).

The qualified consultant is expected to work with SWCRPC staff to engage with stakeholders and establish suitable routes. The stakeholder group will include Chambers of Commerce, bicycling groups, and relevant business groups.

**Context and Background**

A number of existing maps are available, but none serve the intended purpose of this project. The following resources may help to inform the development of this map.

The Regional Walking and Bicycling Plan (RWBP) has a map that was created in 2006. That map is not only old, but it was intended as a planning map, not as a route finding resource. SWCRPC is now in the process of creating an [Active Transportation Plan](#) (ATP) to replace the RWBP.

The Regional Bicycle Route Map called for in this RFQ will not be explicitly related to the ATP. The intent for the Regional Bicycle Route Map is to be used by the general public to help plan bicycle trips and identify things to do along the way.

The Vermont Agency of Transportation (VTrans) has created a [Bicycle Level of Comfort Map](#) which may be informative. It shows the levels of comfort that a bicyclist may experience on Vermont state roadways, based on GIS data (October 2017). It is a planning tool intended to better inform decision making during corridor planning, prioritizing bicycle improvements in projects and maintenance activities, and defining project scopes. VTrans' [Bicycle Corridor Priority Map](#) should also be considered.

The Vermont Department of Tourism has created a map and provides other information on their [website](#) that may be useful.

Existing data and information is available through SWCRPC, VTrans and the Vermont Center for Geographic Information (VCGI) to serve as a basis for this project.

### **Funding Source**

The consultant will be paid using federal highway planning and research funds made available to the SWCRPC through VTrans. As such, standard state contract provisions that are routinely used by VTrans will apply. VTrans staff will be an active participant with this project.

### **Scope of Work**

In order to complete this project, the consultant will be expected to complete the following scope of work.

#### Task 1: Project Coordination and Outreach

The consultant will:

- A. Prepare a detailed project outline and schedule, and meet with the project team to review and refine it. Considering the project timeline, video-conferencing or a conference call may be an acceptable way to accomplish this step.
- B. Conduct stakeholder outreach to identify suggested bicycling routes, associated conditions, and area attractions. The SWCRPC will identify the stakeholders and provide contact information to the consultant. This likely will involve stakeholder interviews and up to two stakeholder meetings.
- C. Make a presentation at a final public meeting.

#### Task 2: Develop a Regional Bicycle Route Map

The consultant will:

- A. Develop a baseline map (e.g. roadways, topography, villages, surface waters, etc.).
- B. Prepare a draft map(s) that shows suggested bicycle routes, including:
  - 1) On-road routes utilizing shoulders or shared-lane facilities, as appropriate based upon conditions;
  - 2) Unpaved routes for cyclists that prefer a “gravel grinder” experience;
  - 3) Multi-use paths and other family-friendly routes;

- 4) Provide indications about prevailing conditions so that people can make an informed decision about what routes are best suited for them (e.g. surface type, traffic conditions, steep hills, narrow roadways, etc.);
  - 5) Categorize routes or sections as easier, moderate or challenging.
  - 6) Identify specific attractions (e.g. breweries, parks with camping accommodations for bike-packing, bike shops, places to shower, etc.).
- C. Provide a draft map to the project team and stakeholders for review and comment (digital PDF file or similar).

### Task 3: Provide Final Map Products

The consultant will:

- A. Develop a final map based upon comments. The final map will be of high-quality; ready for printing/digital publishing. Digital maps should be compatible for hand held devices/smartphones.
- B. All associated mapping information will be provided to the SWCRPC in GIS shapefiles. The final map product(s) will be provided in digital images in PDF, JPEG or similar file formats.
  - 1) The consultant may suggest preferred methods/applications for digital publishing, such as Ride with GPS.

Based upon their professional experience, the consultant may suggest alternate approaches to successfully complete this project. Given budgetary and time constraints, the consultant and SWCRPC may mutually agree to modify the scope of work or to complete this work through a phased approach.

### **Professional Experience**

The consultant must demonstrate their qualifications, which for this project must include: public outreach, transportation planning/engineering, bicycle planning, GIS mapping, cartography, and final map/graphic production.

### **Timeframe**

This project is on an expedited timeframe. The proposed project timeframe begins immediately and should be completed by September 30, 2018.

### **Project Deliverables**

The consultant that is hired for this project is expected to produce the following specific items:

- 1) Facilitate stakeholder meetings/outreach.
- 2) Draft Regional Bicycle Route Map for review by the project team and stakeholders.
- 3) Final Regional Bicycle Route Map in a high-quality format suitable for professional printing and/or online digital publication.

## SUBMISSION REQUIREMENTS

All responses to the RFQ shall include the following information:

1. **Cover Letter** - A letter of interest for the project.
2. **Statement of Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the proposed role of each consultant on the team. Also provide detailed information on each consultant, including the name of the firm, year established, and contact information.
3. **Summaries of relevant projects** – Describe relevant experience on similar projects for each firm and list the work experience of the individuals expected to be involved in the project. Include a minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.

All information submitted becomes property of the SWCRPC upon submission. The SWCRPC, reserves the right to issue supplemental information or guidelines relating to the RFQ as well as make modifications to the RFQ or withdraw the RFQ.

### Submission Requirements

Respondents should submit one (1) digital copy (PDF) of the proposal by 4:00 PM on July 30, 2018 to:

Southern Windsor County Regional Planning Commission  
Jason Rasmussen, Director of Planning  
P.O. Box 320  
38 Ascutney Park Road  
Ascutney, Vermont 05030-0320  
(802) 674-9201  
[jrasmussen@swcrpc.org](mailto:jrasmussen@swcrpc.org)

Please expect a confirmation email upon receipt of the qualifications by the Southern Windsor County Regional Planning Commission.

If you have any questions about this project or the RFQ, please address them in writing either via U.S. mail or email to Jason Rasmussen before July 20, 2018. We will respond to all questions in writing by July 25, 2018. Both the question and response will be shared with the other consultants that have contacted Jason Rasmussen about this RFQ.

### Selection Process

Qualifications will be reviewed by the project team, which is comprised of representatives from VTrans and SWCRPC. The committee will review and evaluate each statement of

qualifications, based on the criteria below. Firms will then be ranked accordingly. The selection committee may interview the top three firms if it is deemed necessary in order to choose the highest qualified firm. Upon completion of any interviews, a scope of work and cost proposal will be required and negotiations will begin with the top-ranked firm. If a scope of work and fee cannot be agreed upon within a reasonable time, negotiations with the top-ranked firm will be concluded and negotiations with the second-ranked firm will be initiated. If a satisfactory contract is not worked out with this firm, then this procedure will be continued until a mutually satisfactory contract is negotiated. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

**RFQ/Proposal Schedule Summary:**

RFQ questions due July 20, 2018.

Qualifications due July 30, 2018.

Interviews [optional] will be scheduled as needed.

Consultant selection by August 3, 2018 [or later, if interviews are deemed necessary].

**Evaluation of Qualifications**

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects, ability to work with a project team to attain desired outcomes, and knowledge of the topic): 85%
  - a. Experience with producing high-quality maps.
  - b. Knowledge of bicycle and transportation planning or similar professions.
  - c. Proven ability to work with committees and conduct public outreach.
  - d. Availability to meet the project timeline.
2. Quality, completeness and clarity of submission: 15%