

## TOWN OF SIMSBURY

### REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES

#### BICYCLE AND PEDESTRIAN MASTER PLAN

The Town of Simsbury is requesting a statement of qualifications from qualified consultants to prepare a Bicycle and Pedestrian Master Plan.

The Request for Qualifications (RFQ) is available online at:

<http://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>

The Town of Simsbury reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of Town of Simsbury.

Questions regarding this RFQ should be directed to Thomas J. Roy, PE – Director of Public Works via email at [troy@simsbury-ct.gov](mailto:troy@simsbury-ct.gov). In order to receive consideration, all questions must be submitted by the close of business on February 9, 2017. A response to all salient questions will be provided via addendum that will be posted on the Town's web site under the Finance page, RFQ's and RFP'S prior to the close of business on February 13, 2017.

Interested and qualified consultants are to submit five (5) copies and one flash drive of their Statement of Qualifications in a sealed envelope, clearly marked "RFQ Bicycle Pedestrian Master Plan" and addressed to Sean Kimball, Director of Finance, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070. **Statements will be accepted until 10:00 AM on February 16, 2017.** No Statement of Qualifications will be accepted after the date and time specified. No fax or email submissions will be accepted.

# TOWN OF SIMSBURY



**DEPARTMENT OF PUBLIC WORKS  
933 HOPMEADOW STREET  
SIMSBURY, CONNECTICUT 06070**

**REQUEST FOR QUALIFICATIONS**

**BICYCLE AND PEDESTRIAN MASTER PLAN**

**Submission Deadline:**

Thursday, February 16, 2017

**Submission Contact and Address:**

Thomas J. Roy, P.E.  
Director of Public Works  
933 Hopmeadow Street  
Simsbury, CT 06070  
Fax: 860-658-3206  
Email: [troy@simsbury-ct.gov](mailto:troy@simsbury-ct.gov)

**Purpose:**

The Town of Simsbury is soliciting a Summary of Qualifications from firms to develop a Bicycle and Pedestrian Master Plan (the "Plan") to build and improve upon the Town's biking and pedestrian infrastructure. The plan will be developed in conjunction with our stakeholder groups/residents to provide a road-map to improving our biking and pedestrian facilities with a focus on implementing a complete streets model for our future infrastructure improvements. This document outlines the requirements, selection process and documentation necessary to submit to this Request for Qualifications (RFQ).

# **REQUEST FOR QUALIFICATIONS BICYCLE AND PEDESTRIAN MASTER PLAN TOWN OF SIMSBURY**

## **1. GENERAL**

The Town of Simsbury is interested in developing and improving upon our existing network of facilities and pathways to provide better and safer bicycle and pedestrian commuting and recreational opportunities. The proposed Plan shall show a comprehensive transportation network that could utilize a variety of facilities such as pathways, trails, bike lanes, shared lanes, multi-use pathways, sidewalks, and other types of facilities. The Plan will illustrate a comprehensive system of off-road and on-road facilities that will safely connect neighborhoods, while encouraging pedestrian and bicycle travel.

## **2. TOWN OF SIMSBURY**

The Town of Simsbury is a suburban New England Community that has grown over the past several years and is continuing to grow. The population in Simsbury has increased from 5,000 in 1950 to over 23,000 today. The town is a suburb of Connecticut's capital city, Hartford, spanning over 34.5 sq. miles, located in the northern end of Farmington Valley approximately 14.5 miles west of Hartford. The east side of Simsbury is flanked by Talcott Mountain, part of the Metacomet Ridge, a mountainous ridgeline that stretches from Long Island Sound to nearly the Vermont border. Notable features of the Metacomet Ridge in Simsbury include Heublein Tower, Talcott Mountain State Park, Penwood State Park, and the Tariffville Gorge of the Farmington River. The 51-mile-long (82 km) Metacomet Trail traverses the ridge. At the western foot of the mountain, near the Farmington River, grows the Pinchot Sycamore, the largest tree in Connecticut. Along with its rural environment and historic charm Simsbury is also known for its outstanding bicycling community.

In 2009 Simsbury received recognition as a Bike Friendly Community by the League of American Bicyclists (L.A.B.). With continued investment in our pedestrian and biking infrastructure Simsbury was recognized as a Silver Bicycle Friendly Community in November of 2014 by the L.A.B., the first in Connecticut. Simsbury also has an active Bike/Pedestrian Advisory Committee and a strong commitment to being pedestrian friendly.

We have many popular biking routes on our town roads, including a scenic 14 mile sharrowed loop through town and the East Coast Greenway. This network of public routes can be found on the "bike friendly" page of the Town of Simsbury website <http://www.simsbury-ct.gov/culture-parks-recreation/pages/simsbury-silver-bicycle-friendly-community>. Simsbury is committed to our biking and walking community and wants to continue to encourage walking and biking for transportation, recreation, exercise and overall quality of life.

### **3. GOALS OF THE PLAN**

The purpose the Plan is to:

1. Identify opportunities for expansion and improvement of our biking and walking infrastructure over the next 3, 5 and 10 years.
2. Work with our community stakeholders and residents to solicit input as to how to best improve the walkability and bike-ability of Simsbury.
3. Inventory and analysis of the existing off-road and on-road pathways, bikeways, trails, and all other walking and biking facilities in the town of Simsbury.
4. Improve upon the connectivity with our surrounding communities.
5. Establish goals for maintenance and amenities for our trail system.
6. Improve upon our current signage and general way finding our existing routes.
7. Add to our education and enforcement strategies to improve safety for pedestrians.
8. Provide a plan for educating the community on the health, economic and environmental benefits of a biking community.
9. Establish a community supported comprehensive network of pathways and trails that connect users to key destinations within the town of Simsbury, as well as to existing and planned systems in adjacent municipal entities.
10. Identify potential sources for funding, including grant sources, and State and Federal funding

The plan should be developed as a way to increase our community's involvement in walking and biking along with stimulating economic growth in the town.

### **4. SCOPE OF WORK**

Successful completion of the Bicycle and Pedestrian Master Plan will require the following:

1. General policies, goals and objectives of the Plan
2. Identify existing and proposed infrastructure, parks, businesses, and landmarks that can be integrated with the bicycle/pedestrian network Recommendations to amend, enhance, or alter the existing pathways and trail facilities.
3. Identify gaps in the existing network of pathways and trails and develop priorities and project recommendations at a sufficient level of detail to be ready for design and implantation.
4. Identify high priority transportation corridors and develop bicycle/pedestrian project recommendations for these corridors.
5. Establish maintenance goals and recommendations for continued upkeep of the existing and proposed network of trails and pathways.

6. Identify and recommend additional areas for signage and way finding for existing and proposed routes.
7. Expand on the Town's education and enforcement strategies to improve safety for pedestrians
8. Mapping of our existing bike and pedestrian walkways so they can be integrated into the Town's GIS system.

The firm designing the Plan will be responsible for providing all required planning and preliminary engineering services necessary for the Plan, along with any associated cost estimates. The qualified firm is also responsible for coordinating the plan with our community through a number of meetings and developing a community education campaign on the benefits of walking and biking.

It is the Town's intent to use this qualification process to select a limited number of qualified firms to submit proposals to the Town. Firms will be asked to narrow and define the scope of services that will be performed. The Town will evaluate responses to this RFQ and will select qualified firm(s) to participate in the RFP phase of this selection process.

Information on the Town's current Bike amenities can be found at <http://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp> under RFQ additional information.

## **5. SUBMITTAL REQUIREMENTS**

Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

- A. **Firm Description**: Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and location of office proposed to handle this project.
- B. **Project Team**: Provide names, resumes, and office locations of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, indicate the lead consultant and identify any sub-consultants.
- C. **Project Understanding**: Provide a statement summarizing how the consultant and/or project team is particularly qualified for this project.
- D. **Scope of Services**: Describe the consultant's approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks without clearly noting this in the submission.
- E. **Project Schedule**: The Consultant shall submit a schedule, itemized by task, for completing the scope of work.

- F. Comparable Projects: Description of related project experience with other municipalities over the last 5 years. Include the client's name, a brief summary of the work, and role of key staff in each project.
- G. References: Three (3) references, including current contact name and phone number for similar projects.

## **6. SELECTION PROCESS**

The materials submitted by the Proposers will be reviewed and ranked by Town Staff. Evaluation will be based upon a Qualifications Based Selection (QBS) format.

The QBS process will incorporate without limitation the following criteria:

- Relevant project experience.
- Experience with bike and pedestrian planning.
- Experience with providing innovative solutions and alternatives.
- Ability to comply with project requirements.
- Experience, skill-set, and demonstrated leadership of proposed project team.
- Experience in preparing and administrating a Bike and Pedestrian Master Plan for municipal and government clients
- References from past clients

Following the review by Town staff, a short list of qualified firms will be invited to participate in an interview process. Following this process, a preliminary selection will be made, where the Town will negotiate and enter into a contract with one firm to conduct the Master Plan services.

**END**