



REQUEST FOR QUALIFICATIONS BICYCLE/PEDESTRIAN MASTER PLAN

INCOG is accepting statements of qualifications for a **Bicycle and Pedestrian Master Plan**. This submittal is for consultant qualifications only. **DO NOT PROVIDE PROPOSED FEES FOR THIS PROJECT.**

Qualifications are to be mailed or delivered to: INCOG, Attn: James Wagner; 2 W. 2nd Street, Suite 800, Tulsa, Oklahoma, 74103 by **May 3, 2013 at 5:00pm**. Provide 10 hard copies of your Statement of Qualifications and send an electronic copy to jwagner@incog.org. INCOG may develop a short list from the submittals and selected consultants will be invited to submit a proposal or interview. It is anticipated that a contract will be negotiated with the selected firm.

For more information and a complete RFQ document, visit <http://www.incog.org/Transportation/2013bikepedplan.html> or contact James Wagner at (918) 584-7526.

I. Introduction.

INCOG is seeking a qualified consultant or team of consultants to develop a Bicycle/Pedestrian Master Plan with the purpose of providing a comprehensive regional plan for pedestrian and bicycle improvements; providing connectivity to the existing regional trail network using on-street treatments; improving pedestrian and bicycle safety; becoming more strategic in competing for pedestrian and bicycle funding; and identifying barriers, with solutions, for residents to safely access destinations using walking or bicycling modes within the Tulsa region.

II. Project Area and Description

The Plan area will be in the Tulsa Transportation Management Area (TMA), which includes the municipalities of Bixby, Broken Arrow, Catoosa, Claremore, Collinsville, Coweta, Glenpool, Jenks, Owasso, Sand Springs, Sapulpa, Skiatook, and Tulsa, Oklahoma. A TMA map can be downloaded here: http://www.incog.org/Transportation/maps/TMA_Map.pdf

III. Background

In June 1998, INCOG employed a consulting team to prepare the Trails Master Plan for the Tulsa Transportation Management Area (TMA). The Plan addressed policies, programs, and physical improvements and offered recommendations for improving community access to outdoor resources by building a network of off-road multi-purpose paved trails addressing the trail needs of community residents related to recreation, transportation, and economic pursuits. It identified 44 corridors throughout the metro area to be developed over 15 years. The resulting Trails Master Plan proposed a 283 mile network of off-street multipurpose trails and a 207 mile system of on-street bikeways throughout the TMA. The Trails Master Plan was developed by INCOG in association with a steering committee of citizens, a team of national and local consultants, and residents of the metro area. It was adopted by INCOG in 1999.

As of 2012, approximately 35% (98 miles) of the total planned miles for the 283 mile trail system have been built or are funded, with many of the projects either in the design or construction phases.

INCOG supports a regional Bicycle/Pedestrian Advisory Committee (BPAC) which is comprised of 19 members representing city staff and citizens involved and interested in bicycle and pedestrian issues. Formed in July 2011, the mission of the BPAC is to promote Engineering, Education, Encouragement, Enforcement and Evaluation & Planning (5-E's) concepts pertaining specifically to bicycling and pedestrian modes, and to provide input into the planning processes to INCOG and its member cities. The BPAC provides input on a future Bicycle/Pedestrian Master Plan, for which funding is currently pending. The BPAC also serves as a resource to other cities and agencies requiring public input pertaining to the bicycle and pedestrian environment. A site containing BPAC information, including the December 2012 recommendations can be found here: <http://www.incog.org/Transportation/bpac.html>

It is expected that a steering committee, comprised of funding communities and BPAC members will be the primary sounding board for recommendations and goals for the Bicycle/Pedestrian Master Plan. The final approval of the plan will be by the INCOG Transportation Policy Committee and the INCOG Board of Directors.

IV . Anticipated Scope of Services

The consultant may be asked to provide the following services:

- 1) Coordinate Project initiation meetings
- 2) Develop and administer a survey to assess bicycle and pedestrian demand and awareness among citizens, city management, and elected officials.
- 3) Develop an ongoing Public Participation Process including conducting workshops in local communities to determine bicycle and pedestrian transportation needs.
- 4) Provide inventory of existing facilities (arterial and collector sidewalks, trails, bikeways).
- 5) Develop a long range vision and direction for bicycle and pedestrian routes and facility planning.
- 6) Develop a purpose and needs analysis based on input of bicyclists in the INCOG region to ensure that the proposed system meets the needs of cyclists of all ages and abilities.
- 7) Develop Proposed Evaluation Framework and Datasets
- 8) Develop a recommended regional bicycle and pedestrian network.

- 9) Develop an implementation strategy that includes details on cost, responsible government entity, priority, and funding strategy.
- 10) Assemble information into a regional Master Planning document for review and comment by INCOG staff and member communities.
- 11) Review of planned capital projects to evaluate opportunities for incorporating bicycle and pedestrian infrastructure for selected street rehabilitation and widening projects.
- 12) Conceptual design, cost estimates and renderings of selected projects identified in the Plan.

V. Evaluation Criteria/Method of Evaluation

Qualifications will be evaluated by an internal staff review committee. Qualifications will be reviewed in terms of content and completeness. Previous client references may be contacted to verify client satisfaction, including clients not listed on the proposal. This RFQ is open to any firm that provides consulting services that comply with all elements identified within this RFQ. Statements of Qualifications should include:

- A. Experience and technical competence of the Consultant and project staff in the bicycle and pedestrian infrastructure planning. This includes:
 - 1) A trained professional experienced in planning and design of on-street bicycle facilities (i.e. bike lanes, bike boulevards, cycle tracks)
 - 2) Planning experience in connecting destinations using GIS applications
 - 3) Cost estimating experience on on-street projects and off-street trail projects
 - 4) Project prioritization methodology and data collection
 - 5) Strong understanding of traffic volume and turning movement data related to on-street bicycle facility selection and networks
- B. Familiarity with the Tulsa Metro area's non-motorized transportation challenges, either through experience or shown in the SOQ. *The [Bicycle/Pedestrian Advisory Committee meeting summaries provide insight to the latest challenges.](#)*
- C. Consultant's record and success on similar projects, examples of similar work.
- D. Client references for similar projects.

The grading of SOQs will be accomplished by using a 100 point scale as described in the following schedule:

1. Experience and Technical Competency **40 points**

Whether the CONSULTANT has sufficient qualifications and experience to successfully perform the Scope of Services. The reviewers will also assess the applicability and relevance of the CONSULTANT'S experience and previous projects. Contact with specific references may be used to better clarify the nature and relevance of past projects.

2 . Familiarity **20 points**

CONSULTANT'S response must demonstrate a level of familiarity with the proposed scope of work and an understanding of the planning challenges posed by the project. CONSULTANT should demonstrate familiarity with the Tulsa Metro area's non-motorized transportation challenges.

4. Record of Success **20 points**

CONSULTANT'S response should demonstrate success on similar projects and provide examples of similar work. Proposed staffing for the project should have been involved in referenced projects. Demonstrate how the proposed staff completed the work demonstrated in this section.

5. References **20 points**

CONSULTANT should provide at least 3 client references, including contact information from previous clients.

The SOQ is limited to twelve (12) single-sided pages. Any additional documentation should be included as hyperlinks. Send 10 copies of the SOQ to James Wagner, INCOG, 2 West 2nd Street, Suite 800, Tulsa, Oklahoma 74103. Statements of Qualification are due to INCOG by **5:00 p.m. (local time) on May 3, 2013.** Send an electronic copy to jwagner@incog.org

Answers to questions received from potential firms will be posted at no later than 5:00pm, April 19, 2013, after which no further communication with consultant teams will occur. Updates will be posted to: <http://www.incog.org/Transportation/2013bikepedplan.html>

INCOG reserves the sole right to evaluate the submittal, waive any irregularities therein, select candidates for submittal of proposals or reject any and all firms that submitted should it be deemed for its best interest. All parties selected to submit proposals will be notified by e-mail. Please direct comments, questions, and any request for information to James Wagner, Project Manager, at (918) 584-7526.