



# Nibley City Active Transportation Plan **REQUEST FOR PROPOSALS**

12/1/2023

**Nibley City Planning Department**



Proposals must be submitted to [levi@nibleycity.com](mailto:levi@nibleycity.com) by December 22, 2023

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# Request for Proposals: Nibley City Active Transportation Plan

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## *Introduction*

Nibley City is proposing the development of its first Active Transportation Plan. The currently adopted Parks, Trails, Recreation and Open Space Master Plan includes a Trail element that plans specific off-street trail alignments. The Nibley City Transportation Master Plan includes a planned network of transportation facilities which include provisions for bicyclists and pedestrians. The Nibley City Active Transportation Plan will identify a network of facilities, both on and off street, to provide for safe, convenient, comfortable connections to both existing and future neighborhoods that promotes healthy living and improves recreational opportunities. This plan will provide a project plan list, timeline, and budget, as well as recommended guidelines to implement appropriate facilities through the development process as the City grows. The City is requesting proposals from firms interested in providing these services.

## *Project Goals*

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- Support Nibley City General Plan goal to “create a safe atmosphere that encourages pedestrians and bicyclists.”
- Review and update the Trails Master Plan and Active Transportation components of the Transportation Master Plan.
- Identify a network of Active Transportation Projects to be implemented with development, in coordination with other transportation improvement or parks projects, and as stand-alone projects.
- Identify funding sources to implement recommended projects
- Obtain community input and buy-in for the planned active transportation network.

## *Scope of Work*

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Nibley City has budgeted \$47,000 for the development and completion of the Nibley City Active Transportation Plan. The following tasks are to be completed, in addition to others that are necessary to accomplish the project goals and complete the project:

## **1. Project Coordination**

The Consultant will regularly coordinate with the Project Manager and Project Steering Committee. Coordination shall consist of a bi-weekly update call with the project manager and a monthly status meeting with the steering committee. The update in the coordination activities shall include a progress report on each milestone including the consultant's estimated percent completion of each. The Consultant shall prepare an agenda for each coordination activity and provide the agenda to the City in advance of the meeting. Coordination activities should be designed to both receive direction on the project and to inform the City regarding status and findings of the project.

## **2. Public & Stakeholder Engagement**

The consultant will conduct appropriate public and stakeholder engagement to gauge the needs and interests of the community. Activities may include a community-wide survey, interviews with community members and stakeholders, a public walk and/or bike audit and participation in open houses. In addition to general public engagement, key stakeholders should be targeted for input, including schools and representatives of neighboring communities. With input and guidance from the City, the Consultant will create a public engagement plan to guide these activities. Engagement activities should focus on both identifying deficiencies in the active transportation network and exploring improvements to address such deficiencies.

## **3. Existing Conditions & Existing Plan Review**

An existing conditions analysis of bicycle and pedestrian facilities, including identification of network gaps, strengths and weaknesses of the system will be conducted. To inform this analysis, the consultant will conduct data analysis of existing active transportation use on various sections of the transportation system. This will include compiling available data and conducting additional counts, as needed, to fill data gaps. The analysis should also include identification of community traffic generators and attractors. Based upon locations, identify corridors (both existing and future) with high demand (both existing and latent) for active transportation.

The consultant will review the existing Nibley City Transportation Master Plan, the Trail element of the Parks, Trails, Recreation & Open Space Master Plan, the Active Transportation component of the Cache MPO Regional Transportation Plan, and relevant Active Transportation Plans for Logan, Millville, Hyrum, Wellsville and other nearby communities to form a baseline of existing active transportation plans to update and refine through the Plan's development.

## **4. Project Needs Assessment**

Based upon the existing conditions analysis, the consultant will identify specific alignments and locations for improvements to the bicycle and pedestrian network to improve the attractiveness and safety of the network. Identified projects should be based upon a needs assessment, which takes into account system demand, safety risk abatement, vehicular speeds and volumes, among other factors. Specific locations of projects to be identified should include:

- Sidewalks

- Improved crossing treatments, including the following:
  - Crosswalk treatments
  - Rapid, Rectangular Flashing Beacon (RRFB) or High-Intensity Activated CrossWalk (HAWK) signal locations. Particular attention should be given to this task to identify the need for specific project locations.
- Trails and pathways, including alignments along street rights-of-way and along other corridors
- Bike lanes, including buffered and separated facilities
- Other system improvements to the active transportation network

## **5. Draft Active Transportation Network Improvements**

Based upon the existing project needs assessment and input received from public and stakeholder involvement, the consultant team will draft an active transportation network improvements map that will identify locations of specific active transportation enhancing treatments throughout Nibley City. The Draft Active Transportation Network will be reviewed by the project Steering Committee for further refinement.

## **6. Project & Funding Identification**

The consultant team will identify specific projects, costs, proposed phasing and recommended funding sources for each. Funding sources may include both local sources and grant opportunities. The Plan should identify which projects should be led by the City, as stand alone projects, and which will be implemented in conjunction with development.

## **7. Street Cross Section and Transportation Network Recommendation Refinement**

Based upon the recommended Active Transportation Network, the consultant team will provide recommended updates to the City's adopted street cross sections, provided in the Nibley City Transportation Master Plan and provide an update to the TMP's Network Recommendation map, based upon the updated cross sections.

## **8. Action Plan and Policy recommendations**

In addition to the development of proposed projects, funding and design elements identified above, the consultant team will develop specific policy recommendations to guide the improvement of the safety and comfort for active transportation users and an action plan for implementation. Specific strategies and action items will be incorporated into the Plan.

## **9. Compile Plan for Adoption**

All components of the Nibley City Active Transportation Plan will be compiled into one cohesive document for adoption consideration.

## *Proposal Content*

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Nibley City is seeking a concise proposal that addresses all the requirements outlined in this RFP. Proposers must send a digital copy to [levi@nibleycity.com](mailto:levi@nibleycity.com). The proposal must not exceed eight single-sided pages, excluding personnel resumes, and must include the following sections:

1. Information - Provide the following information:
  - a. Name of the qualified firm
  - b. Complete address
  - c. Contact person
  - d. Telephone number
  - e. Internet address
  - f. E-mail address
2. Proposed Completion Schedule – Include a Proposed Completion Schedule for each proposed task.
3. Project Approach – A concise description of how your team will work with the City to achieve its goals described in the “Scope of Work” section of this RFP, along with a list of additional duties to be completed, along with any additional detail and tasks that would need to be completed but are not included herein.
4. Project Experience – Highlight project experience of similar nature including examples of innovative work products (i.e., maps, cross sections, etc.)
5. Personnel
  - a. List the professional and support positions that would be primarily responsible for this study.
  - b. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one.
  - c. If applicable, list professional sub-consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
6. Estimate of costs (in a separate document) – The cost structure for services shall include:
  - a. A not-to exceed total cost of \$47,000
  - b. Costs per task and subtask
  - c. Staff hours, itemized to include tasks / sub-tasks, estimated hours, the rate per hour, and total costs
  - d. Supplies and materials
  - e. Travel
  - f. Subcontractor(s), (if necessary)

## *Selection Process and Criteria*

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A Selection Committee will review the proposals received in response to this request. The Committee may reject any proposal without further consideration for failure to conform to the requirements of this RFP. Following the review of the proposals, a firm will be selected or, if no firm is acceptable, the City may reject all proposals and cancel or reissue the RFP. Selection of a firm is also dependent on the negotiation of a mutually acceptable contract with the highest scoring proposal. If a contract cannot be negotiated, the City and Committee may negotiate with the next highest scoring proposal(s), cancel, or reissue the RFP.

### **Selection Criteria**

The Selection Committee, in choosing a firm to assist in the study, will use the following criteria:

1. Experience: (20 points) Firms will be evaluated according to their current and past experience and the individuals assigned to this project. The experience will cover current and past efforts and their quality in creating Active Transportation Plans and other related projects.
2. Qualifications of Staff Assigned: (20 points) The professional qualifications and time availability of the staff assigned to manage and conduct the study will be reviewed.
3. Approach: (30 points) The proposal will be reviewed for completeness, organization, innovation, adherence to the described scope, additional duties added to the scope, and soundness of the technical procedure to the project.
4. Project Management: (20 points) A statement of schedule and significant milestones will be reviewed along with the experience and reliability in performing and managing similar work in past projects.
5. Project Value: (10 points): A score on the value of the project, based upon proposed scope of work, personnel hours and rates will be assessed. The City reserves the right to choose a lower scoring proposal to meet Nibley City budget requirements for the project. The proposed cost should not exceed \$47,000.

### **Timeline**

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|------------------------------|-------------------|
| Questions due in writing     | December 15, 2023 |
| Proposals Due                | December 22, 2023 |
| Contract Awarded (estimated) | January 17, 2023  |

### **Questions**

Please send any formal questions in writing to [levi@nibleycity.com](mailto:levi@nibleycity.com) .