



May 26, 2017

Request for Proposals

The City of Ames is inviting Transportation Planning firms to submit proposals for the City of Ames Complete Street Plan. Staff will consider those firms submitting proposals by the deadline submittal date, noted below.

PROJECT INFORMATION

City of Ames Complete Street Plan

Project Overview: The City of Ames is seeking a consultant to help prepare a community-based Complete Streets Plan that looks at improving safety and mobility for all users. Ames has a significant transit and non-motorized traveling public and desires to become one of the premier bicycling communities in Iowa. Ames is also a community that promotes active and healthy transportation and lifestyle choices.

Project Objectives:

- Build stakeholder consensus (internally, externally, and across jurisdictions) on the key gaps between existing practices and complete streets concepts, and the necessary implementation steps to address these gaps.
- Clearly articulate a work program of specific actions with designated responsible parties and timelines to implement complete streets policies as well as a framework for monitoring and reporting on the implementation of these actions.
- To the maximum extent possible, ensure that the appropriate jurisdictional standard operating procedures incorporate complete streets considerations through the adoption of locally-appropriate administrative policies, ordinance, or other similar document.
- Develop a multimodal street typology to supplement the traditional functional classification system by prioritizing streets and intersections by mode (as well as other factors like adjacent land uses, access to major transit facilities, the size of the facility, operating speeds, ADT, etc.). Include the identification of priority routes for the movement of motorized and non-motorized users.
- Develop Complete Streets Design Guidelines to ensure that City of Ames street and intersection designs and treatments consider the full range of users on every street and accommodates these users wherever possible. The street typology will provide an organizing framework for the Design Guidelines.
- Develop Complete Streets Project Checklists to assist project managers in the successful application of Complete Streets Design Guidelines to all projects. This will include criteria for exclusions such as where prohibited by law, the absence of need, excessive cost, topographic or natural resource restraints, etc.

- Produce targeted education materials to provide training and implementation direction to staff on the use of the Complete Streets Design Guidelines and ensure implementation within daily practices.
- Coordinate this effort with relevant comprehensive plans being used by the City of Ames, including but not limited to the following: Land Use Policy Plan, South Lincoln Way Mixed Use Plan, Lincoln Way Corridor Study, Ames Mobility 2040 LRTP, CyRide Transit Route Study, and the Orange Route Alternatives Analysis Study.

Program Budget: The planning, design, and project administration budget for this project is programmed with \$100,000 in local funds.

Location: The Complete Streets Plan will be a citywide plan, and will apply to streets under the jurisdiction of the City of Ames. As stated in the project objectives, the plan should also address those streets under the jurisdiction of the university, counties, and the Iowa DOT that are necessary for continuity and coordination with the City of Ames plan.

Special Considerations: Healthiest Ames has hired the Iowa State University Community Design Lab (CDL) to develop a complete street guide for Ames as part of a Wellmark® grant to promote healthy and active transportation choices in the community. Proposals should identify elements, themes, or ideas, to the maximum extent possible, from the CDL report that can be incorporated into the final Ames Complete Streets Plan. The CDL document can be found at: <https://goo.gl/yZFOIa>

Scope of Services:

Listed below are tasks the consultant is expected to incorporate in the proposed scope of services. It is not intended that the tasks included below comprise a comprehensive list or are the only tasks required for this project. Each consultant firm should, based on its expertise, develop a comprehensive and detailed scope of services necessary to complete the objectives listed in the RFP.

Task 1. Project management

- a. Scope
- b. Schedule
- c. Budget
- d. Work plan
- e. Progress reports
- f. Meeting agendas and summary notes

Task 2. Review and analyze existing and on-going studies

- a. Summarize Ames transportation profile such as commuting patterns, network, major transportation consideration (ports, rail, stadiums)
- b. Summarize key findings
- c. Identify the link between active transportation and public health

Task 3. Develop network recommendations with an eye to all modes all users in creation of Complete Street Design Guidelines

- a. Develop citywide transportation classification network based on mode priorities as appropriate in consideration with roadway characteristics and land use.
- b. Develop street typology and city-wide network and associated Design Guidelines for each typology.
- c. Identify design consideration for transition zones between two adjacent typology types and intersections.
- d. Identify ancillary elements for complete streets environments including, but not limited to, transit stations, bicycle parking, parklets, commercial areas (i.e. foodtruck vending), and potential shared-economy amenities within the public space.
- e. Identify special context areas which may require additional considerations due to local land use, such as special generators, schools, hospitals, emergency response facilities, or other uses which may require special transportation considerations.

Task 4. Develop implementation guide

- a. Identify agencies responsible for elements within the right-of-way that may relate to design elements of the complete street design
- b. Develop project development process for roadway projects including timeline of milestones, engaged departments, public engagement opportunities, and maintenance along with a Complete Streets Project Checklist.
- c. Identify key performance metrics that can be used to benchmark and measure effectiveness of design implementation and overall network improvement.

Task 5. Stakeholder participation and public outreach

- a. Inform and manage a Technical Advisory Committee
- b. Develop, inform, and manage a Community Advisory Committee
- c. Contribute to necessary Boards, Commissions, and Council presentations
- d. Prepare and conduct necessary public meetings
- e. Conduct necessary public surveys and provide collateral outreach materials
- f. Develop and maintain a project website

Task 6. Final report

- a. Compile the technical analysis developed for the project
- b. Develop a concise executive summary
- c. Develop a concise list of policies to constitute the Ames Complete Streets Policies
- d. Develop Complete Streets Design Guidelines workbook for each typology and context for the application (such as roadway characteristics, network, and land use)

BASIS OF EVALUATION AND CONTRACT AWARD

The proposals will be evaluated on the following criterion:

Project Understanding.

Project Approach.

Design Team.

Key Personnel.

Relevant Project Experience.

Responsiveness.

Ability to perform work.

Proposed project schedule.

References.

Estimated Contract Cost for engineering services –submitted in separate SEALED envelope.

The statements will be evaluated, scored, and ranked by a project evaluation team. The award of professional services contract will be based on this evaluation, pending negotiations with the top ranked firm.

Please keep each submittal to a limit of 20 single-sided (or 10 double-sided) pages, not including the cover page.

SUBMITTAL OF STATEMENTS

Please email an electronic copy of your Proposal and Statement of Professional Qualifications to the contact below:

City of Ames Public Works Department
Attn: Damion Pregitzer
dpregitzer@city.ames.ia.us
515 Clark Avenue
Ames, Iowa 50010

DEADLINE: The submittal deadline for the project is 5:00 PM Friday, June 16, 2017.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Pregitzer".

Damion Pregitzer, P.E. PTOE
Traffic Engineer

Enclosure:

Community Design Lab – Complete Streets Plan developed under a Wellmark® grant.