

**Town of Granite Falls
Request for Qualifications
Comprehensive Pedestrian Plan**

November 23, 2009

The Town of Granite Falls is seeking a qualified firm to provide planning services for the development of a Comprehensive Pedestrian Plan in accordance with the North Carolina Department of Transportation's *Recommended Template for Developing Pedestrian Plans*.

The Town of Granite Falls prohibits discrimination against any person or business in pursuit or award of this opportunity on the basis of race, color, sex, religion, national origin, age, disability, or veteran status.

Interested firms may obtain a detailed Request for Qualifications by contacting Greg Wilson, Town Planner at (828) 396-3131 or by visiting the Town of Granite Falls website at www.granitefallsnc.com and navigating from "Our Town Services" to the Planning Department's page.

The deadline for submittal is Tuesday, December 15, 2009 at 5:00 pm. Mail to:

Town of Granite Falls
PO Drawer 10
Granite Falls, NC 28630

Or hand-deliver to:

Town of Granite Falls
30 Park Square
Granite Falls, NC 28630

The Town wishes to thank you for your interest in assisting our efforts to plan for the future of Granite Falls. All applicants will be notified of the selection after a contract has been executed.

November 23, 2009

Request for Qualifications
Planning Services

Comprehensive Pedestrian Plan
Granite Falls, NC

Granite Falls Comprehensive Pedestrian Plan Request for Qualifications

Project Description

The Town of Granite Falls is seeking a qualified firm to provide planning services for the development of a Pedestrian Comprehensive Plan under the North Carolina Department of Transportation 2009 Bicycle and Pedestrian Planning Grant Initiative, Division of Bicycle and Pedestrian Transportation and Transportation Planning Branch and the Recommended Template for Developing Municipal Pedestrian Plans. The planning grant, including matching funds, provides \$31,000 to produce the Plan to accomplish the Granite Falls Comprehensive Pedestrian Plan.

Scope of Services

This Scope of Services format is offered to simplify the proposing consultant's task and to provide a consistent format to help the Consultant Selection Committee compare qualification submittals. We welcome modifications to this format if the proposing firm feels greater detail or clarification would be helpful. However, please address the minimum information noted.

The Scope of Services includes activities for developing a Comprehensive Pedestrian Plan for Granite Falls that is organized in accordance with the NCDOT 2009 Bicycle and Pedestrian Planning Grant Initiative Recommended Template for Developing Municipal Pedestrian Plans. The following is a breakdown of the services requested by the Town of Granite Falls for planning services of the aforementioned project.

- Develop a public involvement strategy to include:
 - ✓ a steering committee,
 - ✓ an instrument to evaluate resident and visitor perceptions on destinations, obstacles and opportunities,
 - ✓ two (2) open house meetings with a printed agenda, power point presentation, handouts, displays and materials.
 - 1st Open House - Progress Report – current status, deficiencies and directions.
 - 2nd Open House - Progress Report – plan draft, funding and priorities.
 - ✓ a public hearing before the Town Council for approval of the Granite Falls Comprehensive Pedestrian Plan.

- Develop the pedestrian plan in accordance with the plan template at:
<http://www.itre.ncsu.edu/PTG/BikePed/NCDOT/documents/2007documents/07FullTemplate.pdf>

- Client Review
The proposing firm shall meet with Town Staff to review draft documents to ensure that the project is consistent with the scope of services. The Town will forward draft documents to the Department of Transportation for review. **The Granite Falls Comprehensive Pedestrian Plan shall be delivered to the Planning Board and Town Council for review within 9 months of the NCDOT notice to proceed and shall be presented in its final form for approval by the Town Council within 12 months of the NCDOT notice to proceed.**

- Progress reporting
The consultant shall:
 - ✓ communicate at least monthly with the Town Staff to summarize activities, progress and obstacles,
 - ✓ meet with the Town Staff prior to scheduled open houses and public hearings or meetings,
 - ✓ staff all Comprehensive Pedestrian Plan steering committee meetings, and
 - ✓ provide briefings to the Town Staff via e-mail with monthly summaries of activities, progress and obstacles.

- Deliverables shall include:
 - ✓ coordinate with Town Staff to produce map layers in ArcView 9.2 file format aligned with the Town of Granite Falls name parcel layer,
 - ✓ .jpg images,
 - ✓ Acrobat 6.0 (or more recent) files,
 - ✓ MS Word text,
 - ✓ original hardcopy materials, with documents sized for portrait letter or horizontal tabloid printing,
 - ✓ One set of draft handouts, electronic presentations and sample display materials shall be provided in print or Acrobat format for staff review two weeks prior to the scheduled deadline for submitting materials,
 - ✓ Needed handouts and electronic presentations and display boards shall be provided to the Town Staff for distribution at the open houses and not later than 14 days preceding any meeting of the Town Council at which presentations will be made.
 - ✓ Five final approved Comprehensive Pedestrian Plan documents, one print ready original, one digital copy of all Microsoft Office 2003 (or more recent) documents, Acrobat files and ArcView GIS files. Also, NCDOT will require five hard copy documents and a digital file including text document, maps and associated GIS files.

- Document accessibility and ownership:
 - ✓ All documents, printed or electronically produced as part of this project shall be the property of the Town of Granite Falls and the NCDOT.
 - ✓ The Town of Granite Falls shall remain free to copy and edit any and all documents and presentation materials, electronic or otherwise.
 - ✓ Electronic documents shall not be locked or password protected and the Town of Granite Falls shall retain the ability to edit and update documents, including original word processing, spreadsheet, database and mapping files and resulting Acrobat files.

- Prepare final Granite Falls Comprehensive Pedestrian Plan:
 - ✓ After two open houses and final review of draft Comprehensive Pedestrian Plan documents by Town Staff, the steering committee, and the NCDOT, the Comprehensive Pedestrian Plan shall be presented in public hearings for Planning Board recommendations and approval by the Town Council.
 - ✓ The Granite Falls Comprehensive Pedestrian Plan shall be a bound document with reduced maps contained within the document and an Acrobat file with an executable table of contents suitable for digital distribution. All original electronic files used to generate the Acrobat file shall be provided to the Town and shall be in editable condition with full access rights.

- ✓ Official maps for the Comprehensive Pedestrian Plan shall be produced in ArcView 9.2 with a print layout designed for 24" x 36" sheets and shall contain ordinary cartographic features.
- Timeline of Events
 - ✓ Qualification submittals shall be submitted to Town Staff no later than 5:00pm on December 15, 2009.
 - ✓ The first open house shall be held in the second quarter of the project.
 - ✓ The second open house shall be held in the third quarter of the project.
 - ✓ Deliver a draft of the Granite Falls Comprehensive Pedestrian Plan to the Town Staff within 7 months from the NCDOT Notice to Proceed.
 - ✓ NCDOT may require up to six months for review and approval.
 - ✓ Public hearing on the Granite Falls Comprehensive Pedestrian Plan before the Town Council.
 - ✓ Approval by Town Council.
 - ✓ Final approved Granite Falls Comprehensive Pedestrian Plan delivered.

The Town of Granite Falls will provide information, mapping, and assistance in this project where available.

Applicants should feel free during the selection process to provide any suggestions or comments that might be advantageous for the Town of Granite Falls to consider in terms of any efficiencies, issues, processes, or products.

Administrative Information

A. Standard Terms and Conditions of Request for Qualifications

1. The Town of Granite Falls reserves the right to reject any and all proposals, to consider alternatives, to wave irregularities and to re-solicit qualification submittals.
2. All qualification submittals must be valid for a minimum period of ninety (90) days after the date of the qualification submittal opening.
3. The Town of Granite Falls reserves the right to select the most responsible and responsive qualification submittal which it finds to be within the best interests of the Town.
4. The Town of Granite Falls makes no guarantees to any proposing firm until such time the Town approves the negotiated contract.

B. Project Contact

The project contact for Granite Falls is: Greg Wilson, Planning Director.

Prospective applicants may make inquiries concerning the Request for Qualifications to obtain clarification of the requirements. Direct all inquiries to Greg Wilson at:

Granite Falls Town Hall
30 Park Square
Granite Falls, NC 28630

or

P.O. Drawer 10
Granite Falls, NC 28630-0010

Phone: 828-396-3131
Email: gswilson@charter.net

C. Purpose

This Request for Qualifications (RFQ) provides perspective firms with sufficient information to prepare and submit qualification submittals for consideration by the Town of Granite Falls. To be considered, each qualification submittal must provide completion of the tasks outlined in the RFQ.

D. Scope

This RFQ contains the instructions governing the qualification submittals to be submitted and the materials to be included. These are mandatory requirements that must be met to be eligible for consideration.

E. Scheduling

Qualification submittals must be received by the Town at the above named address by 5:00pm on December 15, 2009. The qualification submittal should outline the schedule for completion of this project. Applicants are encouraged to discuss scheduling constraints, if any, with the Town.

F. Submittal

Four (4) copies of the qualification submittal shall be submitted to the attention of Greg Wilson, Planning Director at the above named address. Clearly mark "Comprehensive Pedestrian Plan Submittal" in the lower left corner of the envelope.

Late qualification submittals will not be accepted. It is the responsibility of each firm submitting a qualification submittal to ensure that four (4) copies of the document arrive by the submittal deadline.

G. Proprietary Information

Any restrictions on the use of the data contained within the qualification submittal must be clearly stated in the qualification submittal itself.

H. Response Material Ownership

All materials submitted regarding the RFQ become the property of the Town of Granite Falls and will only be returned at the Town's option. Responses may be viewed by any person at the qualification submittal opening time and after the final selection has been made. The Town has the right to use any or all of the material outlined in the Proprietary Information above.

I. Incurring Costs

The Town is not liable for any costs incurred by those who have submitted qualification submittals prior to issuance of a signed contract.

J. Acceptance of Proposed Content

The submittal contents from the selected firm will become contractual obligations if a subsequent agreement is reached. Failure of the selected firm to accept these obligations may result in cancellation of the award.

K. Acceptance Time

The Town of Granite Falls intends to make a selection by January 25, 2010.

L. Payment for Services

The Vendor agrees to bill the Town of Granite Falls as each task is completed and approved and allow 30 days for payment to be received.

Qualification Submittal Content

The qualification submittal must clearly address the requirements outlined in the RFQ. Any concerns that the proposing firm may have about meeting these requirements shall be specifically identified in the qualification submittal. The proposing firm must insure that all proposed work meets all applicable State and Federal requirements.

Consultants interested in the project are invited to submit four (4) copies of a qualification submittal that addresses the criteria listed above and include the following:

1. Personnel

Provide the proposing firm's name, address, contact name(s) and telephone number(s).

2. General Profile and Qualifications

Provide a general profile of your firm. Also provide your firm's personnel qualifications in order to prepare the services outlined in this RFQ. Provide names of principals, key persons, or associates who would be involved in the project and their qualifications. Provide a list of similar projects completed by the person/firm, giving names, addresses, and phone numbers of clients.

3. Scope of Services

Provide an outline of the understanding of each task of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process. Provide the names of the staff that will be assigned to complete each task. The scope of services description should be a maximum of 800 words.

4. Summary Timeline

Include a timeline for completion of each task.

Qualifications Submittal Evaluation and Selection

Qualification submittals shall satisfy the requirements of the RFQ. The firm's qualification submittal shall address all aspects of the RFQ and clearly express the firm's understanding of the Town's specific requirements, indicating the firm's personnel qualifications to conduct these services in a thorough and efficient manner.

All applicants will be notified of the selection after a contract has been executed.