

# REQUEST FOR QUALIFICATIONS (RFQ 15-21)

## BICYCLE MAP CONSULTING SERVICES

FINAL: December 17, 2015



6100 Southport Road  
Portage, Indiana 46368  
(219) 763-6060  
[www.nirpc.org](http://www.nirpc.org)

Requests for alternate formats of this document may be directed to [cbrown@nirpc.org](mailto:cbrown@nirpc.org).  
TTY users may also dial Relay Indiana at 711.

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# **1. PROCUREMENT OVERVIEW**

## **1.1. Description**

The Northwestern Indiana Regional Planning Commission desires to procure a qualified consultant to develop a bicycle route map. The selected contractor will be responsible for producing printer ready files for a high quality bicycling map for Northwestern Indiana.

## **1.2. Background**

The Northwestern Indiana Regional Planning Commission is a multi-purpose, area-wide planning agency representing local governments within Lake, Porter, and La Porte counties in Indiana. It is governed by a board of fifty-three Commissioners, all being elected officials. The 1,520 square mile planning area has a population of 771,815 according to the 2010 decennial census.

The Commission is a unit of government and besides being the regional council of local governments, it is the designated Metropolitan Planning Organization for transportation planning and programming in Northwest Indiana. For information please visit the Commission's website at [www.nirpc.org](http://www.nirpc.org).

The Commission provides a wide range of services to communities and organizations within its planning area. These include the dissemination of technical data, the maintenance of planning certifications qualifying the region for state and federal aid, the conduct and undertaking of planning and development studies, and the general provision of staff services to assist local governments. The Commission is the designated metropolitan planning organization (MPO) for transportation planning in Northwestern Indiana.

## **1.3. Definitions**

**Response(s):** Response(s) may refer to a quote, proposal, sealed bid, or set of qualifications that is to be submitted by the Responder.

**Responder:** Responder shall refer to a firm, agent, company, or person submitting a Response(s) to the Commission.

**Contract:** Refers to an agreement between the Responder and the Commission in which a set of terms and conditions and a scope of work are agreed upon after evaluations have determined a competitive Responder.

**The Commission:** The Commission refers to the Northwestern Indiana Regional Planning Commission.

**Solicitation:** Refers to this document.

## **1.4. Method of Procurement**

The method of procurement will be Competitive Negotiation.

## **1.5. Solicitation Schedule**

Release Date:	Thursday, December 17, 2015
Deadline for Inquiries:	Monday, January 4, 2016 at 12:00pm CST
Deadline for Submittals:	Monday, January 18, 2016 at 12:00pm CST
Interview Dates (if necessary):	Friday, January 22, 2016 at 10:00am CST
Interview Location:	Northwestern Indiana Regional Planning Commission 6100 Southport Rd Portage, Indiana 46368

Award Date:  
Contract Start Date:

Last week of January 2016  
Monday, February 1<sup>st</sup>, 2016

## 1.6. Contact

Kathleen Honl, Accounting and Procurement Coordinator  
Northwestern Indiana Regional Planning Commission  
6100 Southport Road  
Portage IN 46368  
P: 219-763-6060 ext. 161  
F: 219-762-1653  
[khonl@nirpc.org](mailto:khonl@nirpc.org)

## 2. INSTRUCTIONS TO RESPONDERS

### 2.1. Inquiries

Any question related to this solicitation shall be directed to the contact whose name appears herein. The Responder shall not contact or ask questions of the department or agency for which the requirement is being procured. Questions shall be submitted in writing or by e-mail. Any correspondence related to a solicitation should refer to the appropriate Solicitation number, page and paragraph number. Oral interpretations or clarifications will be without legal effect. Only questions answered by formal written solicitation amendment will be binding. All questions and answers will be shared with the mail/e-mail list and posted on the Commission's website.

*It is the interested parties' responsibility to contact whose name appears herein and get added to this RFQ mail/e-mail list. If the interested party is not on that mail/e-mail list, they will not be sent any addendums, questions, answers, and etc. This can be done by submitting an email to Kathleen Honl, Accounting and Procurement Coordinator, with the subject line: **RFQ 15-21 – Add to vendor list.***

All questions and clarifications are due by **Monday, January 4, 2015 at 12:00pm CST** with subject line: **RFQ 15-21: Bicycle Map Consulting Services.**

### 2.2. Instructions for Submittal

1. Name of Responder.
2. Full address of Responder's principal office.
3. Responder's telephone number.
4. Name(s) telephone number(s) fax number(s) and addresses if different from above, of primary contact(s) in the Responder's organization with responsibility for responding to this solicitation and to whom matters regarding this solicitation should be directed.
5. Indicate whether the Responder is an individual, partnership, corporation, or joint venture. If the Responder is a consortium, joint venture, or team, indicate the entity responsible for the Response(s).
6. A referral list of a minimum of three present customers must be included in the Response(s).
7. Qualifications of any and all members of the consulting team to be utilized, with an indication as to the team leader for any and all emphasis areas, including the optional area and the responsibilities of each team member.
8. A summarized timeframe for the map's development.
9. A schedule of fees for all map activities.
10. Signed Non-Collusion Agreement (Exhibit 5.1)

Three (3) copies of the Response must be submitted for review in sealed envelopes marked on the outside of the envelope to as follows: **RFQ 15-21: Bicycle Map Consulting Services.**

## **2.3. Evaluation and Vendor Selection**

### ***2.3.1. Response Evaluation***

Response(s) will be subject to an initial review by the Accounting and Procurement Coordinator. Interested Responders shall be deemed responsive if they conform to the essential requirements of this document which includes the specifications, terms, and conditions to be met.

All submitted Response(s) will then be reviewed by the Commission and a short list of Responses scoring highest on the criteria (through application of the evaluation criteria) will be developed. Where there are apparent deficiencies, ambiguities and uncertainties present in the Responses(s), the Commission may engage in discussions, in the manner most appropriate (either via writing or verbally), with interested Responders for the sole purpose of addressing these deficiencies, ambiguities, and uncertainties.

Responders who are on the short list may be asked to make an oral presentation to the Commission. Final selection of the successful Responder, in this case, will be made after oral presentations are received from each Responder on the short list.

Notwithstanding the above, the Commission reserves the right to select one Responder based on the original submission of the Responses, without negotiations with any Responders or without oral presentations.

### ***2.3.2. Evaluation Criteria***

The contract for this engagement shall be awarded to the Responder that exhibits excellent qualifications. The Commission expects the Responder to provide knowledgeable and service oriented consulting services.

The following criteria will be used in evaluating Response(s) submitted in response to this Solicitation. The relative importance is shown in descending order:

Experience of the organization	30
Demonstrated understanding of the scope of work	25
Understanding of the bicycle mapping process	20
Past record of performance	15
Price competitiveness	10

### ***2.3.3. Interviews, if necessary***

After evaluating the Response(s), the Commission may wish to interview the top scoring Responders. A relatively short notice will be given to those that would be invited for an interview; therefore the notification of the date is given in advance.

## **2.4. Deadline**

All Response(s) must be received at the Commission by ***Monday, January 18<sup>th</sup>, 2016 at 12:00pm CST***. No Response(s) will be accepted after this time and date. The Commission reserves the right to reject any or all Response(s) received.

## **3. GENERAL CONDITIONS**

### **3.1. Right of Rejection**

The Commission reserves the right to postpone the closing/opening date for its own convenience and to reject any or all Responses(s) for any reason.

### **3.2. Responder Responsibility**

The Responder shall have the responsibility of satisfying all parts of this solicitation. It is the desire of the Commission to procure goods and services of the finest quality. No advantage shall be taken by the Responder in the omission of any part of detail that would be necessary to fully satisfy all work required in this solicitation.

### **3.3. Familiarization of Scope of Work**

Before signing a contract, each Responder shall familiarize itself with the Scope of Work, laws, regulations, and other factors affecting performance of work. It shall carefully correlate its observations with requirements of the solicitation and contract and otherwise satisfy itself as to the expense and difficulties attending the performance of the work. The signing of a Contract will constitute a representation of compliance by the Responder. There will be no subsequent financial adjustment, other than that provided by the Contract, for lack of such familiarization.

### **3.4. Responsive Response(s)**

The Commission shall award contracts only to responsible/responsive Responders who possess the potential to perform successfully under the terms and conditions of the Request for Qualifications. The Responder shall affirmatively demonstrate its responsibility and, when necessary, the responsibility of any proposed Sub-Contractors.

### **3.5. Eligibility**

Responders must not be on the U.S. Government Excluded Parties List System of ineligible firms. The successful Responder will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

## **4. SCOPE OF WORK**

### **4.1. Project Background**

The Northwestern Indiana Regional Planning Commission desires to procure a qualified consultant to develop a bicycle route map. The selected contractor will be responsible for producing printer ready files for a high quality bicycling maps for Northwestern Indiana.

In 1994, the Commission produced the Regional Bikeways Plan, which was the Commission's first planning document for bicycle travel. This plan was produced just after the release of the Intermodal Surface Transportation Efficiency Act (ISTEA), which represented the first federal transportation bill directly allocating monies towards the development of

multi-use non-motorized off-road trails. The Regional Bikeways Plan, produced with the assistance of numerous local officials and private citizens, became the catalyst behind the development of over 70 miles of off-road trail in the decade after its creation. In addition, over 50 miles of new trails have been funded for and nearly ready for construction.

In 2005, the Commission adopted the Ped & Pedal Plan, which expanded the vision of the 1994 plan, with an additional emphasis on pedestrian movements. The prime focus of the plan is a *Priority Corridor Map* that outlines over 500 miles of off-road trail possibilities in Lake, Porter and LaPorte Counties. This vision supplements an already impressive on-road, or shared route network totaling well over 600 miles in both Porter and LaPorte Counties. In 2011, an update to the Ped & Pedal Plan was approved by the Commission board.

In 2008, the Commission released the *Northwest Indiana Bike Map*, the first comprehensive bicycle route map for the Commission region, including a portion of the Chicago South Suburbs. Over 100,000 copies of this map were distributed, and the map has proven enormously popular showcasing our region's ever-expanding off and on-road bicycle network.

In 2012, the Commission released the second edition to the map called the *Northwest Indiana Greenways & Blueways Map*. This edition included the identification of a number of water routes for canoes and kayaks.

## 4.2. Professional Service Requirements

The Commission is seeking to procure the services of a highly-qualified consultant with a solid background in developing bicycle route maps. The consultant will produce printer ready files for a high-quality bicycling map for Northwestern Indiana. The map will include all existing trails as well as corridors identified for future trail development, both water and land-based. On road, or shared routes will also be identified. The territory of coverage will include all of Lake, Porter, and LaPorte Counties, with approximately two miles into Southwestern Michigan adjacent to LaPorte County, and up to 10 miles into Northeastern Illinois adjacent to Lake County. Specifically, the consultant will categorize each of these routes based on the following:

- 1) Off-road Trails:** All existing trails that currently are in use today, including those corridors that have been fully funded and awaiting construction by 2017. All trail surfaces will be identified, and will also include those facilities that are double sidewalks along roadways.
  
- 2) On-road Routes:** Otherwise described as "shared routes". These will include those routes already signed throughout LaPorte and Porter Counties, and those in the Town of Munster. In addition, the consultant will include routes in Lake County that have been recently researched by the Commission staff and members of South Shore Trails, or SST. The consultant may be expected to verify many of these routes, either signed or unmarked, by soliciting input from local bicyclists on recommended routes and collect data necessary to perform modified Bicycle Level of Service analysis of these routes. It is expected that some of the data will be unavailable, or out-of-date, and will need to be supplemented by fieldwork by the consultant, the Commission staff, members of SST, other local bicycling organizations, or a combination thereof. The difficulty classification of these routes will be determined on factors such as road condition, width of pavement and average daily travel (ADT) of vehicular traffic. The consultant will be expected to produce a hierarchy of routes based on these said factors. Routes that are signed and/or identified with marked bike lanes, will be highlighted along with their difficulty level.
  
- 3) Water Trails:** A number of water features in the Commission region are currently accessible for recreational canoe, and kayak use. Routes to be included will feature those with established launch sites with supporting facilities such as parking lots and camp sites. Additional language will be expected in relation to safety information for paddlers, including emergency contacts along the corridors.

**Summary of Professional Services:**

- Develop a print-ready bicycle, hiking and water routes map of Northwestern Indiana, including both off and on-road routes.
- Prepare digital copies of the map for internet use on the Commission's website.
- Development of a map application for use with iPhones (optional cost element).
- Work with staff from the Commission and members of South Shore Trails (SST) on various research tasks, including data collection.
- With the assistance of SST and the Commission, survey local bicycle users on preferred shared-routes in the scope of work area.

The current *Greenways & Blueways* map can be found at:

<http://www.nirpc.org/greenways-blueways/g-b-map.aspx>

## 5. EXHIBITS

## 5.1. NON-COLLUSION AFFIDAVIT

### NON-COLLUSION AFFIDAVIT

The undersigned Responder, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person from bidding not to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

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Responder

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Signature of Responder

**END OF DOCUMENT**