REQUEST FOR PROPOSALS
FOR ENGINEERING/PLANNING SERVICES IN
TRANSPORTATION PLANNING FOR A NORTHWEST BISMARCK
SUB-AREA STUDY

This is a request to qualified engineering/planning firms to identify future transportation corridors in northwestern Bismarck that will enhance connectivity and the movement of people in the area. The study will include: analysis of existing and future facilities considering short, medium, and long-range improvements using 20 year traffic projections; evaluation of possible improvements to increase capacity and safety; investigation of the feasibility of construction for new facilities in undeveloped areas; analysis of resulting capacity and level of service at intersections and on connectivity of roadway systems; evaluation of construction cost comparisons of the various alternatives; consideration of travel time and travel cost and a recommended plan of implementation.

In accordance with the Federal Highway Administration and the North Dakota Department of Transportation (NDDOT) policies, the Bismarck-Mandan Metropolitan Planning Organization (MPO) in cooperation with the City of Bismarck will be responsible for the development of this study. The MPO desires to engage the services of a qualified engineering/planning firm to carry out this work.

DESCRIPTION OF PROJECT

Northwest Bismarck Sub-area Transportation Study

The study area is comprised of approximately thirteen (13) square miles located in northwest Bismarck, ND with portions contained in the incorporated limits of Bismarck and portions in unincorporated Burleigh County. The study will consider arterial and collector roadways and trails in the area bounded to the north by North Dakota Highway 1804, to the west by the Missouri River, to the south by Interstate 94, and to the east by North Washington Street. Currently within the study area the natural and built environment provides limited opportunity for development of new corridors and redevelopment of existing corridors to meet current and projected transportation needs. The purpose of the study is to develop and evaluate cost effective alternatives for providing improving motorized and non-motorized mobility in the area. Traffic projections will be developed by the Advanced Transportation Analysis Center (ATAC) and supplemented by data from the Bismarck Planning and Engineering Departments. The study shall include present and future capacity analysis for each proposed corridor, details of each alternative including alignments, right of way requirements, estimated costs, and analysis of the effects and needed improvements and traffic control on connecting roadways and intersections. Neighborhood concerns shall be addressed, including pedestrian safety, etc. Impacts on existing residential developments, parks, schools, areas of historical significance, and other socio-economic impacts shall be considered. Other environmental or historical/archeological issues shall also be identified and addressed. Significant impacts to other locations due to deficiencies in the study area or the effect of any alternative considered shall also be addressed.

SCOPE OF WORK

EXISTING TRAFFIC AND INFRASTRUCTURE DATA

The consultant will analyze existing arterial and collector streets that may handle appreciable through traffic in the study area, determine existing capacities, identifying locations with existing or short-term potential capacity and safety deficiencies, along with low-cost methods for correcting these deficiencies.

The City of Bismarck and Burleigh County will make available data on street and right-of-way widths, city utilities, crash data, existing traffic control and traffic volumes, turning movements, recent orthographic photos, GIS database, and other information where available.

TRAFFIC PROJECTIONS AND LAND USE

Traffic projections developed by the Advanced Transportation Analysis Center (ATAC) for the 2009 Bismarck Mandan Long Range Transportation Study, the Bismarck-Mandan Regional Future Land Use Plan from the Bismarck Planning Department, and existing traffic data from the Office of the City Engineer shall be used. All traffic data shall be subject to review and concurrence by City staff.

PUBLIC INVOLVEMENT

Public participation will be consistent with the Bismarck-Mandan MPO Public Participation Plan. The use of visual aids such as but not limited to pictures, maps, diagrams, charts, and/or other graphic displays, as well as the use, of electronic media such as e-mail and/or internet is strongly encouraged in the public participation process.

At a minimum the following advertised public meetings shall be conducted:

- 2-3 Open house format public meetings to obtain input and present alternatives
- 1 City of Bismarck Planning Commission meeting to present a draft version of the study for recommendation to receive the study by the Bismarck City Commission
- 1 Burleigh County Planning Commission meeting to present a draft version of the study for review and comment
- 1 Burleigh County Commission meeting to receive the final version of the study
- 1 Bismarck City Commission meeting to receive the final version of the study
- 1 Bismarck-Mandan MPO Policy Board meeting to present the final version of the study for adoption

The input from the public meeting shall be recorded and all concerns and suggestions be addressed in the study.

Innovation and creativity is encouraged throughout the Northwest Bismarck Sub-area Transportation Study proposal especially in the public participation process. This is particularly appropriate in methods of attracting public audiences and obtaining meaningful public input. A web-site will be developed to obtain and present information regarding the study. The web-

site should have the ability to track the number of individuals which have visited the site. The web-site should remain current with the study as it progresses.

REPORTING REQUIREMENTS

At a minimum the consultant shall engage in the following reporting techniques throughout the development of the study:

- Six (6) personal appearances at the Bismarck-Mandan MPO Technical Advisory Committee (TAC) and Policy Board meetings at appropriate times throughout the development of the study
- A newsletter or similar publication to keep the Bismarck Planning Commission, Bismarck City Commission, Burleigh County Planning Commission, Burleigh County Commission, study area transportation stakeholders, and other interested parties, informed through periodic updates, regarding the development of the study
- Written monthly status reports to be provided for the Bismarck-Mandan MPO TAC and Policy Board and presented by the consultant via conference call or in person

ALTERNATIVES

Analysis of alternatives shall include the following evaluations and comparisons:

- Level of service including intersection levels of service, vehicle miles of travel, delays, and expected crash experience.
- Impacts on the social, environmental, and historical/archeological fabric of the study area, including but not limited to, neighborhoods, schools, parks/openspace, and archeological sites. At a minimum a “Class I” Cultural Resource Survey (as defined in the NDDOT Design Manual) will be conducted for the entire study area.
- Right-of-way requirements.
- Estimated costs for the proposed alternatives.
- Impacts on adjacent and nearby property, both developed and undeveloped.
- Impacts on safety, day to day operations at any schools along the proposed corridors.
- Public acceptance.
- Access control.
- Suggested Functional Classification.
- Impacts on regional and county roadway system corridor intersections.
- Connectivity to existing corridors.
- Impacts to existing traffic corridors.
- Constructability.
- Compliance with ASSTHO Policy on Geometric Design of Highway and Streets.
- Consideration of pedestrian/bicycle movements in the area.
- Identification of future trail connections
- Consideration of motorist travel time and cost
- Identification of truck corridors in the study area

All viable alternatives shall be considered, including but not limited to the following:

- "No Build" alternative with no improvements to north/south route other than those in the current official three year Transportation Improvement Program (TIP), and improvements to east/west routes only to the extent proposed in the existing official transportation plan.
- Low-cost improvements only, such as traffic control modifications, removal of parking, and minor geometric revisions without significant right-of-way acquisition.
- Short Range improvements such as intersections improvements including geometric revisions with right-of-way acquisitions.
- Long Range improvements to north/south and east/west corridors including right-of-way acquisition and construction costs that may require long term capital planning.

RECOMMENDATIONS

The Consultant shall rank the alternatives based on level of service, social, historical/archeological, and environmental impacts, economic feasibility, constructability, and recommend a plan a phased plan of implementation. The recommendations are to provide reasonable detail on future street right of way widths, alignment, lane configurations, number of lanes, intersection configuration including turn lanes and traffic control, functional classification, non-motorized transportation and access control. The recommendations shall include a suggested schedule of implementation with costs for each major phase, and where appropriate, include alternates depending on future events or trends.

INFORMATION AVAILABLE

The following resource/information is available for the project from the MPO, Bismarck, Mandan, Lincoln, Burleigh County, and Morton County:

1. Digital orthophotos
    a. 2005 ½ foot – color
    b. 2003 1 meter – color
2. Digital elevation data – 2005 2’ contours.
3. Land base/Infrastructure data from member jurisdictions.
4. Hard base maps.
5. Jurisdictional Ordinances.
6. MPO US Highway 83 Study.
7. MPO Long Range Transportation Plan – 2005
8. MPO Long Range Transportation Plan 2009-2035 – In progress.
9. MPO Northern Bridge Corridor Study – 2003.
10. Bismarck Growth Management Plan – 2005.
11. MPO Fringe Area Plans.
12. Burleigh County Comprehensive Plan Update – In progress.
13. MPO Regional Land Use Plan – 2007.
14. The Bismarck Engineering and Planning Departments and Burleigh County Engineering Department will lend any assistance and data that they possess.
15. MPO 2007 Public Participation Plan.

16. NDDOT Average Daily Traffic (ADT) count map
17. River Road Study

ADDITIONAL INFORMATION

It is anticipated that the MPO request to officially "begin the Study" will occur in January 2009.

The Bismarck/Mandan MPO reserves the right to enter into a supplementary agreement to have the firm selected perform any additional work not currently assigned. All design and project data will become the property of the Bismarck/Mandan MPO upon completion of the final report. The work products will be submitted using the following formats and standards, if applicable:

- Word/Excel
- NDDOT Data Collection Codes and Procedures
- NDDOT Drafting Standards
- NDDOT Design Manual
- Chapter 19 NDDOT Survey and Photogrammetry Manual

PROJECT DELIVERABLES

Fifty (50) paper copies of a draft of the final report and five (5) CD copies shall be submitted to the MPO not later than **November 15, 2009** for a comment and review period.

The consultant will be required to make a presentation of the draft report to the Board of City Commissioners at a regularly scheduled meeting.

An approved final report and executive summary shall be delivered to the MPO not later than **April 1, 2010.** Fifty (50) paper copies of a draft of the final report and five (5) CD copies shall be submitted to the MPO. An electronic media copy (CD) and a camera ready copy of the original copy of the final report, including any maps, plans or drawings associated with it shall also be furnished to the MPO.

For purposes of Final Acceptance the consultant will be required to make a presentation to the Board of City Commissioners at a regularly scheduled meeting.

A GIS transferable version of mapping products created in the development of the study shall be provided to the Bismarck-Mandan MPO and the City of Bismarck. All spatial data developed for the study will be submitted as part of the final report (CD) and shall comply with the following requirements:

GIS DATA REQUIREMENTS

ArcView shapefile
Personal geodatabase

RequiredProjection Information

Projection:	Stateplane coordinate system
Zone:	North Dakota South zone (fips 3302)
Horizontal Datum:	North American Datum (NAD)83
Vertical Datum:	North American Vertical Datum 29
Units:	International feet

<u>FGDC Compliant Metadata</u>

- Identification - General
  - Keywords
  - Abstract
  - Purpose
  - Subpplemental information
  - Native dataset format
- Identification – Status
  - Progress
  - Update Frequency
- Identification – Time Period
  - Current-ness reference
  - Range of Dates: beginning date/ending date
- Identification – Citation
  - Citation title
  - Originator
  - Publication date
- Metadata Reference
  - Metadata date
  - Contact – who completed this document
  - Address
  - City, State, ZIP
  - Telephone
  - E-mail

EVALUTION AND SELECTION PROCESS

Consulting firms interested in performing the work shall submit six (6) copies of their proposal to:

Steve Saunders, PE, MPO
221 N. 5th Street
P.O. Box 5503
Bismarck, ND 58506-5503
Telephone No. (701) 355-1840

The Bismarck-Mandan MPO will only consider proposals received on or before 3:00 PM CST on November 20, 2008. Late proposals will be considered unresponsive and will not be considered. Each proposal will be evaluated by a five (5) person selection team.

Selection will be on the basis of the following criteria:

1. Recent, current, and projected workloads
2. Staff Experience and Technical Capabilities
3. Related Experience and Performance records on similar projects
4. Understanding of Project and Proposed Work Approach
5. Willingness to meet time and budgetary requirements
6. Past Performance

The proposals are requested to be as brief and concise as possible and are not to exceed twenty-five (25) pages in length; including any appendices. The proposal should list the personnel who will be assigned to work on the project including titles, education, and work experience.

In an event that five (5) or more consulting firms submit proposals, a qualifying screening process will take place. The qualifying screening will be based on the written submitted proposals of each consultant. The qualifying screening process will result in the top three (3) or four (4) selected consultants to go on to a final selection phase that will involve the written submitted proposals and an interview to determine the selected consultant.

The consultant's proposal must include a Quality Control/Quality Assurance (QC/QA) program that will be used on this project. This QC/QA program must identify the team members, their responsibilities, and stages of development at which each is to be responsible.

Selection of firms for oral interviews will be based on the evaluation of the submitted written proposals. A selection committee will conduct oral interviews of the selected firms. A recommendation to the MPO Policy Board will be made by the selection committee. Price will be negotiated with the successful firm and if negotiations are successful, an engineering/planning services agreement will be executed with a single consultant. Approved sub-agreements for minor portions of the work will be permitted.

RIGHT OF REJECTION

The Bismarck/Mandan MPO reserves the right to reject any or all proposals.

DISCLOSURE OF PROPOSAL

At the conclusion of the selection process, the contents of all proposals will be subject to the City of Bismarck's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information recognized as such and protected by law may be exempt from disclosure.

REQUEST FOR PROPOSAL INFORMATION AND QUESTIONS

Questions regarding the Request for Proposals should be directed to Steve Saunders, PE, MPO at the office of City Planning at 221 N. 5th Street Bismarck, North Dakota, telephone (701) 355-1840 or fax (701) 222-6450.

RIGHT OF OWNERSHIP

All data developed (including spatial data) for the study will become the ownership of the Bismarck-Mandan MPO and the City of Bismarck.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) STATUS

Indicate within the proposal if your firm and any sub-consultant which may be used in the development of the study is a NDDOT certified DBE.

REQUIRED CONTRACT PROVISIONS

DISADVANTAGED BUSINESS ENTERPRISE EFFORTS

In the performance of this agreement, the contractor shall cooperate with MPO in meeting its goals with regard to the maximum utilization of disadvantaged business enterprises, and will use its best efforts to ensure that such business enterprises shall have the maximum practical opportunities to compete for subcontract work under this agreement.

1. Policy

It is the policy of the Department of Transportation that disadvantaged business enterprises as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this Agreement.

2. DBE Obligation

The MPO and contractor agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under or pursuant to this Agreement. In this regard, the contractor shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. The contractor shall not discriminate on the basis of race, creed, color, national origin, age, or sex in the award and performance of DOT-assisted contracts.

The consultant's efforts to involve DBE businesses in this project needs to be shown. If the consultant is a DBE, a statement indicating that the business is certified by the NDDOT as a DBE/MBE shall be included in the proposal. If the consultant intends to utilize a DBE to complete a portion of this work, a statement of the subcontractor's certification by the NDDOT shall be included. The percent of the total proposed cost to be completed by the DBE shall be shown. A copy of NDDOT's current certified DBE Directory can be secured at MPO.