



On Behalf of the Town of Stanton, Tennessee  
Southwest Tennessee Development District (SWTDD)  
Welcomes interested firms' responses to

Request for Proposals (RFP)  
Town of Stanton Bicycle and Pedestrian Plan

Issue Date: October 1, 2021  
Closing Date: November 15, 2021

On behalf of the Town of Stanton, the Southwest Tennessee Development District seeks a qualified person or firm to contract for consulting services for the Town of Stanton funded by the Tennessee Department of Transportation's Rural Planning Initiative (RuPI) Grant a Bicycle and Pedestrian Plan. The deadline for submittals is 5:00 pm CT on November 15, 2021. Please read the entire RFP for specific information and requirements.

## **SCOPE AND PROJECT DETAILS**

### Scope of Services – Project Tasks

- Task 1 – Project Management
- Task 2 – Goals, Objectives, and Measurements/Performance Measures
- Task 3 – Needs Assessment

### TASK 1 – PROJECT MANAGEMENT

The assignment by the consultant of the person (or persons) serving and facilitating the contractual terms, shall work throughout the life of the contract. The consultant's responsible for overall project management necessary to ensure the satisfactory completion of the Town of Stanton's Rural Planning Initiative (RuPI) Bicycle and Pedestrian Plan, on time and within budget, per the scope of services. The consultant shall serve as a point of contact for the Town of Stanton and expected to ensure appropriate management and adequate resources. In addition to allocating proper management and resources, the consultant shall provide timely performance reports to both the Town of Stanton and the Southwest Tennessee Development District.

The consultant shall assume total responsibility for the quality of all work completed under this contract and expected to ensure high standards for all submittals, both draft and final.

The consultant shall work closely with the Southwest Rural Planning Organization Coordinator to ensure reliable communication and coordination through the life of the contract. Dissemination will include updated actual schedule, task progress, identification of critical path tasks, and actual expenditures. The consultant will also be responsible for attending the kick-off meeting, a submission draft of the plan 30 days before the end date, submission of the final project, and presentation of the final plan to the Town of Stanton Planning Commission's standard phone and email communication.

## TASK 2 – GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

This task aims to identify the Town of Stanton's (RuPI) Bicycle and Pedestrian Plan goals, objectives, and measures of effectiveness/performance measures. The Town of Stanton's RuPI will look to examine the roads within the Town of Stanton's boundaries with special attention given to the most damaged roads and identify solutions for long-term management of the pavement conditions. The process will include a description of pavement condition and trends, distress data, surface characteristics, structural capacity, location of problem areas and identification of problem types, estimation of pavement management and rehabilitation needs, development of work plans, and creation of strategies for greater efficiency with resurfacing resources.

- Evaluation Criteria

The consultant's evaluation shall consist of the time of experience, the previous similar studies, approach/methodology, and the number of staff to work on the study.

- SWTDD Prioritization Process

The consultant will work with the Southwest TN Rural Planning Organization Coordinator and the Town of Stanton RuPI committee to develop a transparent, concise, defensible approach to project prioritization, documentation, and recommendation. The prioritization process will consider project readiness, type of required funding versus available funding, economic benefit analysis, and other metrics the consultant recommends.

The consultant shall complete an inventory and condition assessment of the existing bicycle / pedestrian network.

Develop a prioritized bicycle and pedestrian plan that will result in the highest return on investment within the given short-term and long-term budget parameters.

Complete the final Town of Stanton's RuPI Bicycle and Pedestrian Plan document by April 15, 2022, and present it at the Town of Stanton February Planning Commission meeting.

The consultant shall prepare presentation materials and handouts, explaining the development of the plan.

## **COST**

The consultant shall submit a formal fee and budget proposal of no more than two pages to include detailed project costs by task and staff member and estimated hours. Actual compensation is subject to contract negotiation. The Town of Stanton' RuPI Bicycle and Pedestrian Plan's maximum amount for planning services is \$40,000.

## **DELIVERABLES**

- Presentation of the Town of Stanton's RuPI Bicycle and Pedestrian Plan to the Town of Stanton Planning

- Commission
- Executive summary
- Electronic and paper copies of Town of Stanton's RuPI Bicycle and Pedestrian Plan

## **PROCUREMENT TIMELINE**

The process and timeline are as follows:

- October 1, 2021: SWTDD will initiate the consultation process for the Stanton' RuPI Bicycle and Pedestrian Plan.
- November 15, 2021: The RFP is due from consultants to SWTDD for the proposal for hiring for the Stanton RuPI Bicycle and Pedestrian Plan.
- December 1, 2021: Notification of selection for services for the Stanton' RuPI Bicycle and Pedestrian Plan.
- December 15, 2021: The consultant shall sign the contract.
- January 11, 2021: A presentation to The Town Stanton of the RuPI Bicycle and Pedestrian Plan during a virtual kick-off meeting that includes city staff, the consultant, the RPO coordinator, and the OCT regional planner. (First meeting)
- April 15, 2022: Stanton' RuPI Bicycle and Pedestrian Plan will conclude with deliverables, a presentation, a plan copy, and electronic and three paper copies. (Second/Final meeting)

## **SELECTION PROCEDURES**

SWTDD will select a consultant based on the contents requirements, as mentioned above, for proposal submittal. Included in the document are the requirements for the RFP, and the consultant evaluation.

Firms interested in being considered for selection should respond by submitting one copy of the proposal electronically to [smerrell@swtdd.org](mailto:smerrell@swtdd.org) by 5:00 pm on the response due date listed above.

### Requirements for Proposal Submittal

Instructions for preparing and submitting a proposal:

- Provide the information requested, in the same order listed, with a letter of interest cover signed by an officer of the firm. Do not send additional forms, résumés, brochures, or other materials.
- Proposals shall be limited to ten 8½" x 11" single-sided pages, as specified below.
- Adhere to the following requirements in preparing your proposal:
  - Use a minimum font size of 11 pt., and maintain margins of 1" on all four sides.
  - Number all pages.
  - Use 8½" x 11" paper only

### Proposal Content

#### Qualifications of Firm and Staff/Project Management:

Team personnel: List the project manager and other key staff members, including critical sub- consultant staff. Include

personnel for relevant disciplines and staff members who will be responsible for the work, and indicate the project responsibility of each. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection sub-factors noted. Provide résumés of each firm/team member, including a list of primary services that each team member offers. No more than five pages.

Experience:

Provide detail of the firm's qualifications, successes with similar projects or programs, budgets, and clients. Describe your staff's capacity and ability to perform the work on time, relative to their present workload, and the availability of the assigned team. List significant sub-consultants, including their qualifications, and the percentage and areas of work assigned to each sub- consultant. No more than five pages.

Project Approach:

1. Describe your project approach.
2. Address your firm's;
3. Technical approach;
4. Understanding of the project;
5. Qualifications for the project;
6. Innovative ideas;
7. Project-specific plan for ensuring increased quality reduced project; delivery time, and reduced project costs; and
8. Schedule for completing the tasks No more than five pages.

## EVALUATION CRITERIA

Criteria	Weight %
Project Approach: Methodology	25
Qualification of Staff: Previous Studies	30
Years of Experience	30
Number of Staff to Work on Study	15
<b>Total</b>	<b>100</b>

Notes for Consultant Selection Rating

**Project Approach:** Each consultant shall be evaluated based on the approach presented in the proposal to complete the project. Factors for evaluation shall include project schedules, demonstration of understanding for the project, methods, and strategies for optimal completion of the project, and creativity, viability, and implementation. Required and contained within this proposal is the provision of a concise description of each task's completion.

**Qualification of Staff:** The proposal shall demonstrate that the consultant has the organizational capability and experience toward project completion. The rankings and scores include staff's expertise on comparable projects and past performance for other agencies.

**Years of Experience:** The proposal must include the length of time the consultant has worked in the field.

**Number of Staff to Work on Study:** The proposal must specify the actual number of members to work on the plan.

## **COMMUNICATIONS AND QUESTIONS**

For questions regarding the RFP, please contact [smerrell@swtdd.org](mailto:smerrell@swtdd.org). All questions submitted shall be via email and sent no later than two days before the due date, November 15, 2021 at 5:00 p.m. Pre-proposal questions and answers are provided for informational purposes only and are not part of the RFP documents. If a question warrants a clarification, SWTDD will issue an addendum addressing the request.

## **SUBMITTALS**

All responses to this RFP shall contain the following sections in the following order:

1. Letter of Interest
2. Abstract
3. Background and Experience
4. Project Staffing and Organization
5. References
6. Cost Proposal

Submittals received for items 1– 6 above will be confirmed via email. Please call (731) 668-6430 if you do not receive an email response within 48 hours, indicating that your submittal was received.

Proposal package should include the following:

1. Letter of Interest – This section must not be more than one page and must include contact information and authorizing signature.
2. Abstract – The abstract will consist of a summary of the proposal's highlights and not to exceed one page.
3. Background and Experience – This section will include background information on the applicant's organization and shall give details of experience with similar projects, with particular emphasis on pavement studies. The submission should consist of samples of work the applicant has performed and related to previously implemented projects. This section must not be more than five pages in length.
4. Project Staffing and Organization – This section should outline the qualifications and relevant experience of key staff members proposed to work on this project. It should identify these staff members' experience with similar projects and these staff members' proposed roles on the project. After the contract award, SWTDD must approve project staff changes. This section must be no more than five pages in length.
5. Project Approach – This section should discuss the vendor's proposed project plan and approach and include specific outputs and milestones. This section must not be more than five pages.
6. References – This section should list the most recent references from similar projects that include contact information. It should be no more than one page.
7. Cost Proposal – The cost proposal must adhere to the requirements stated above.
8. Supplementary Reference Material – This section should include examples of past work performed for other clients demonstrating the consultant's capability to develop a Bicycle and Pedestrian Plan.

Submissions must be made electronically by 5:00 pm on Monday, November 15, 2021, using a PDF or Microsoft Office format. To submit the proposal, please email the proposal to [smerrell@swtdd.org](mailto:smerrell@swtdd.org).

For material that must be mailed, use the following address:

Shelton Merrell, SWTRPO  
Coordinator  
Southwest Tennessee Development District  
102 E. College Street  
Jackson, TN 38301

Public announcement of the consultant selection shall take place at SWTDD offices on Wednesday, December 1, 2021, at 12:00 pm noon. The plan becomes subject to all federal and state Equal Opportunity and Civil Rights guidelines.