



August 10, 2020

PROJECT: Hawkins County Transportation Facility Inventory RFP

Dear Prospective Submitter:

You are invited to submit your qualifications for the above project. A copy of the Public Notice and the Request for Proposal documents are attached.

If there are any questions, you may call me at (423) 722-5217.

Sincerely,

Chase Milner
RPO Coordinator

First Tennessee Development District
3211 N. Roan Street
Johnson City, TN 37601
o: 423-722-5217
cmilner@ftdd.org
www.FTDD.org

Public Notice - Request for Proposal

First TN RPO – Hawkins County Transportation Facility Inventory RFP

The First Tennessee Rural Planning Organization (RPO), a federally mandated multi-jurisdictional organization responsible for transportation planning and assistance to local governments with identifying multi-modal rural transportation needs, is seeking qualifications for a contract for the following project:

Development and completion of the First TN RPO – Hawkins County Transportation Facility Inventory as detailed in the RFP document, copies of which can be obtained from the offices of the First Tennessee Development District 3211 N. Roan Street Johnson City, TN 37601
o: 423-722-5217, cmilner@ftdd.org , www.FTDD.org. A copy of the RFP document is also available on-line at: <http://www.ftdd.org/public-notices/>

The contract forthcoming from this request will be subject to compliance with any and all federal, state, and local regulations related to federally-funded consulting contracts i.e. President’s Executive Orders, and Title VI and Title VII specifications.

Qualified Disadvantaged Business Enterprises (DBE’s) are encouraged to apply, and must hold DBE certifications in Tennessee.

Qualifications may be mailed or delivered to the RPO Coordinator, Chase Milner, at 3211 N. Roan Street Johnson City, TN 37601, but must be received no later than 4:00 P.M. Eastern Time, on {30 DAYS} September 11th, 2020. FTDD has right to accept or reject any or all bids received, to waive any informalities, and to re- advertise.

Documents for the above referenced project are available online
<http://www.ftdd.org/public-notices/>

Introduction

The First Tennessee Rural Planning Organization (RPO), is soliciting sealed Expression of Interest / Request for Proposals for Hawkins County Transportation Facility Inventory plan. Additional details are included within this document.

Submittal Requirements

1. Submittals will be received by the Procurement Manager (Chase Milner, FTRPO Coordinator) until **4:00 P.M. Eastern Time on Friday September 11th, 2020** at which time it will be publicly opened and the names read aloud at FTDD located at 3211 N. Roan Street Johnson City, TN 37601.
2. The Sealed EOIRFP shall be signed by an authorized representative and the sealed envelope addressed and marked as follows:

**Chase Milner, RPO Coordinator
First Tennessee Development District
3211 N. Roan Street
Johnson City, TN 37601
Proposal for “FTRPO – Hawkins County Transportation Facility Inventory”**

PDF's will be accepted via: cmilner@ftdd.org

3. Submittals, modifications or corrections received after the scheduled closing time of the receipt of proposals will not be considered. The First TN Development District is not responsible for delays in delivery by mail, courier, etc.
4. No submittal may be withdrawn for a period of one hundred twenty (120) days after the scheduled closing time of the receipt of proposals.
5. No oral interpretation will be made to any proposer as to the meaning of the specifications or any part thereof. Each written request for clarification or interpretation shall be made in writing to the FTRPO.
6. It shall be the Proposer's responsibility to make inquiry as to the addenda issued. Any and all addenda shall become part of the specifications and all Proposers shall be bound by such addenda, whether or not received by Proposer.

7. Submit one (1) original, four (4) copies and one (1) electronic copy of the submittal.

Within the technical submittal, please include the following:

- A cover letter with the name, address, phone number, fax number, and website URL for your firm together with the name, address, phone, fax and email for the project manager or person whom the FTRPO should contact in regard to the EOIRFP.
- The proposer SHALL address all the requirements as set forth within this EOIRFP request. If there are exceptions or deviations from any requirement, these exceptions SHALL be identified within the proposal.
- A written summary of the expertise of your firm in providing the First TN RPO– Hawkins County Transportation Facility Inventory Plan as specified herein.
- A company profile and resume of the project manager, project engineer and any other permanent employees that would be assigned to handle the First TN RPO account.
- A schedule detailing the tasks required to furnish the plan in its entirety. This schedule shall form the basis of all system project milestones.
- A written summary of the capacity and ability of your firm in providing the necessary resources to meet the schedule, milestones, etc. as described above.

The First TN RPO has established a selection committee to review the submittals.

Projected Timetable

The following projected timetable should be used as a working guide for planning purposes only. The First TN RPO reserves the right to adjust this timetable, as required, during the course of the EOIRFP process.

Event/Date:

RFP Issued: August 10, 2020

Deadline for submitting questions: August 28, 2020

RFP Qualification Submittals due by 4:00 P.M., ET on September 11, 2020

Committee Evaluation of Proposals Complete by September 30, 2020 (estimate)

Additional Terms and Conditions

Taxes – The First TN Development District is exempted from Federal Excise Taxes, State of Tennessee and local sales taxes and bidder must quote prices which do not include such taxes, unless by law the taxes must be a part of the price. Exemptions Certificate will be furnished upon request.

Indemnification – The First Tennessee RPO, its officers, agents, and employees shall be held harmless from liability from any claims, damages and actions of any nature arising from the use of any materials furnished by the Proposer, provided that such liability is not attributable to negligence on the part of the using agency or failure of the using agency to use the materials in the manner outlined by the Proposer in descriptive literature or specifications submitted with the proposal. The city will not indemnify the successful Proposer.

Patent Liability – The successful Proposer, at his own expense, will defend any suit which may be brought against the FTRPO to the extent that it is based on a claim that the goods furnished through a contract/agreement infringes a United States Patent, and in any such suit will pay those costs and damages which are attributable to such claims and finally awarded against the FTRPO.

Limitation of Remedies – Any remedies in the Proposer’s proposal, to include Agreement, License Product Agreement, Terms and Conditions, literature, etc., that may be considered an agreement to waive the legal rights of the citizens of the First Tennessee RPO, may be considered cause for rejection.

All agreements related to the purchase and sale of any product pursuant to this bid document will include the following conditions:

“Notwithstanding anything in this section to the contrary, any provision of provisions of this Section will not apply to the extent they are (it is) finally determined by a court of competent jurisdiction, including Appellate review if pursued, to violate the laws or Constitution of the State of Tennessee.”

The successful proposer shall maintain such insurance as will protect it from claims under Workmen’s Compensation Acts and from any claims for bodily injuries, including death, either to its employees or others, and from all claims on account of property damage, which may arise in connection from said work.

All Certificates of insurance and policies shall contain the following clause: “The insurance covered by this Certificate will not be canceled or materially altered, except after thirty (30) days written notice has been received by the First Tennessee Development District (FTDD).”

Insurances required with a minimum of \$1,000,000.00 limits are Comprehensive General Public and Professional Liability, Comprehensive Automobile Liability and Owner’s Liability.

Additional Terms and Conditions contd.

This requirement will be effective for the life of any contract/agreement entered into by the proposer and the First Tennessee Development District (FTDD).

F.O.B. – All prices will be quoted F.O.B. Johnson City, TN delivery to FTDD’s location shall be without additional charge.

By submission of a signed proposal, the proposer certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.

Contracts and purchases will be made or entered into with the lowest, responsible, compliant proposer meeting specifications for the particular grade or class of material, work or service desired in the best interest and advantage to the First Tennessee Development District (FTDD). Responsible proposer is defined as a proposer whose reputation, past performance, and business and financial capabilities are such that he would be judged by the appropriate City authority to be capable of satisfying the FTDD’s needs for a specific contract or purchase order.

The FTDD reserves the right to determine the low proposer either on the basis of the individual items or on the basis of all items included in its Request for Proposal, unless otherwise expressly provided in the Request for Proposal. The FTDD reserves the right to accept any item or group of items of any kind and to modify or cancel in whole or in part, its Request for Proposal.

All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee. Arbitration is not permitted and if a dispute arises between the parties concerning any aspect of the contract or purchase order and it cannot be resolved by mutual agreement, any party may resort to resolution of the dispute by litigation in the state or federal courts for Hawkins County, Tennessee. The parties waive their right to a jury trial. Mandatory and exclusive venue and jurisdiction for any disputes shall be in state courts or federal for Hawkins County, Tennessee.

The FTDD, in accordance with its governing directives, reserves the right to reject any and all proposals, to waive any informality or irregularities in proposals and unless otherwise specified by the proposer, to accept any item.

All contracts, purchase orders, and any documents or material obtained by the city may be subject to disclosure in whole or in part pursuant to the Tennessee Open Records Act set out in T.C.A. 10-7-503 et seq. without regard to any provision contained in the document declaring information confidential.

Request for Projects

Hawkins County Transportation Facility Inventory

1. Plan Description

Proposed improvements to the current transportation system which will include features that minimize conflict points, thus offering better access to public school system as well as to nearby residential, institutional, and commercial neighborhoods.

2. Background

Hawkins County is a rural county, located in Northeast Tennessee, comprised of 486.98 square miles, with a population of 56,402 under the 2018 Census. Additionally, it is considered an At-Risk County. Hawkins County School System is comprised of nineteen (19) schools, with an enrollment of 6,399 students.

3. Plan Key Elements /Description

Vision, Goals, Objectives: The vision (and goal) of the 2021 Hawkins County Transportation Facility Inventory is to identify potential safety concerns and impediments to accessibility, and identify and evaluate potential countermeasures to address them, along the public roadways surrounding each of the 19 schools within the Hawkins County School System.

Plan should identify and evaluate multimodal problem areas, gaps, and opportunities that need to be corrected and filled within the current transportation system, and the plan should establish ADA compliant upgrades identified that complement the existing ADA Transition Plan regarding the public transportation facilities in the county. The following are key elements that be will be included in this plan.

The key goal of this study is to provide the County with a framework for which to prioritize improvements at each school. This framework could be used for planning capital improvements, including grant opportunities.

Multimodal Approach: Multimodal includes bicycle, pedestrian, transit/bus, paratransit van, truck, and traditional automobiles. Interconnectivity is vital between all of these modes and the multimodal link (or transferability) i.e. bicycle to transit, should be a major theme throughout the plan.

System-wide evaluation (county-area): The plan should be approached from a system-wide “needs assessment” perspective, focusing on transportation routes and origin-destination points, including neighborhoods, commercial areas, institutions, and parks, that either are, or could be, linked to other modes of travel. The plan should emphasize intermodal connections, should also identify gaps in the network, and recommend ways to eliminate these.

Inventory of Current Transportation Facilities: Establish GIS-based inventory of sidewalk facilities by jurisdiction, classification, length/width, conditions, and other criteria. This applies to Hawkins County’s major arterials, minor arterials, major collectors, and RPO selected collectors. All of these classifications should be evaluated in terms of metro area “connectivity”. Most importantly, the plan should center on “accessibility” for all citizens to connect with the current and future walkways and bike paths. Transit system facilities (inventory) will be limited to route structure.

Examples of various facility types include:

- downtown-oriented sidewalks
- neighborhood-oriented sidewalks
- community/neighborhood bike/ped paths
- greenways - separated bike/ped asphalt pathway
- roadway shoulders (marked on-street bikeway)
- shared (marked on-street) bike lane
- primitive urban/rural trail (unpaved)
- intersection crossings
- mid-block crossings
- other multimodal pathway
- wayfinding signage / pavement / guidebook

Evaluation of Current Usage: Survey (samples) of users, conduct counts at high traffic and critical locations, then evaluate this usage for input in to capital project development and priority process. RPO staff will assist in the selection of survey locations. Survey to include origin, destination, mode, location, purpose, and suggested “best fit” ideas for capital improvements.

Community Needs / Engagement: A minimum of two public meetings will be conducted, one as a workshop to gather citizen input and one to present draft plan recommendations to the public. These meetings should also incorporate a public needs assessment approach. Final presentation should be to either the steering committee or planning commission (or both).

The scope of the plan will comprise of the following activities:

- Establish a dedicated "Steering Committee", made of community leaders who will participate in the study process and provide feedback.
- Review crash history at each site, to determine patterns.
- Visit each site, and inventory existing traffic control devices, sidewalks, curb ramps, and the like, along the surrounding roadways.
- Review each school's operations, including drop-off and pick-up plans, crossing guard usage, and the like.
- Identify and evaluate potential countermeasures at each site.
- Prepare a document to summarize the study's findings.
- Meet with the Steering Committee to review and discuss.

Stakeholders Interactive Workshop: Small group workshop consisting of stakeholders with the Hawkins County public school system. These include parents, teachers, transit/bus drivers, neighborhood representatives (council), bike sales/rental shop owners, and pedestrian/walking clubs/organizations. Gather suggestions from these groups and incorporate into plan. As part of the workshop, stakeholders will be surveyed to gather ideas for improvements to infrastructure as well as area programs.

Program Development (with Community Input): Develop recommendations for various county-wide programs related to healthy lifestyles, transportation alternatives, and sustainable/livable environments that promote development of non-motorized facilities.

Recommended Major/Minor Capital Improvements (Capital Improvement Plan): Public input, user surveys, inventories of facilities, identification of gaps, and needs assessments will help establish a list of major and minor capital improvements by facility, classification, and jurisdiction. These recommendations will be complemented with general planning level design concepts, cost estimates, and suggested funding sources. "Major" is generally defined as constructing separated pathways, bike/ped bridges, ATRAs, primitive trails, rest areas/shelters, and any other improvements where there are substantial financial investments. This may also include kiosks, bike racks, downtown bulb-outs, cross-walks, and other similar improvements. "Minor" would be pavement markings, signage, brochures/maps, etcetera. Improvements also include enhancement of existing facilities.

CIP Prioritization of Projects and Cost Estimates: Once CIP recommendations have been developed and organized by classification, location, and other criteria, a prioritization process should be implemented that includes cost estimates and sources for funding. The CIP should include an estimated schedule for project development based on purpose and need and funding availability (an "Implementation Plan").

Public Transit System (Bus/Van) Elements: Public transportation, specifically school bus and paratransit van service, is an important segment of the overall transportation system. Fixed route service and van service should have connections to, and be coordinated with, bicycle and pedestrian facilities. The plan should identify current and potential connection points and describe multimodal accessibility.

Safety Element / Considerations:

Safety for all students, faculty, and including motorists, should be considered first and foremost in developing the transportation facilities plan. The plan should include a review of safety issues and identification of problem areas. It should include recommendations for features that support and sustain safety for pedestrians and bicyclists. This might include safety training programs, an emphasis on separated pathways, minimizing conflicts with various modes of travel, visibility issues (site distance), ADA ramps, signage, security cameras, protected crossings, and etcetera. The Plan will also incorporate PM 1 safety factors into the design of all bike/pedestrian, and busing facilities.

Design Elements (specifics/aesthetics): Greenways and bike/ped paths not only provide transportation routes for non-motorized travelers, but also offer aesthetic features for communities. In design of new or expanded trails sidewalk and other facilities, the plan should make recommendations and describe in some detail aesthetic features, i.e. downtown intersection bulb-outs and cross-walks and landscaping.

Review of Current Area Bicycle and Pedestrian Regulations / Ordinances: Include description of regulations and ordinances that apply to pedestrians and bicyclists on existing and future facilities, i.e. whether bicycling is allowed on sidewalks, shared lanes on city streets, and shared space on the greenbelt, etcetera. Suggested changes to these regulations that will benefit users and make for a safe traveling environment should be included.

Land Use and Development Policies: Zoning regulations, site development specifications, subdivision regulations, and other land use ordinances and policies all have an impact on the presence (or lack of) non-motorized/multimodal facilities. The plan should encourage land use regulations that require bike/ped pathways that link to the existing system of greenways, sidewalks, trails, and other similar infrastructure.

Programs and Policies: This includes public safety and law enforcement programs, educational programs on bicycling, proper use of trail facilities, bike/ped events, bike/ped user maps, sidewalk user policies, and etcetera.

Support Facilities / Promotional items: Recommendations for support and complementary facilities, streetscaping/landscaping, benches/furniture, lighting, trail signage/wayfinding, water fountains, public art, bike racks, maps and brochures, should be included.

4. Scope of Service / Work

The selected consultant shall be required to include in the development of the Hawkins County Transportation Facilities Plan all of the “Key Elements” previously described in this document. In addition, the following focus areas from these key elements are found below and are also included as part of the “Scope of Work”.

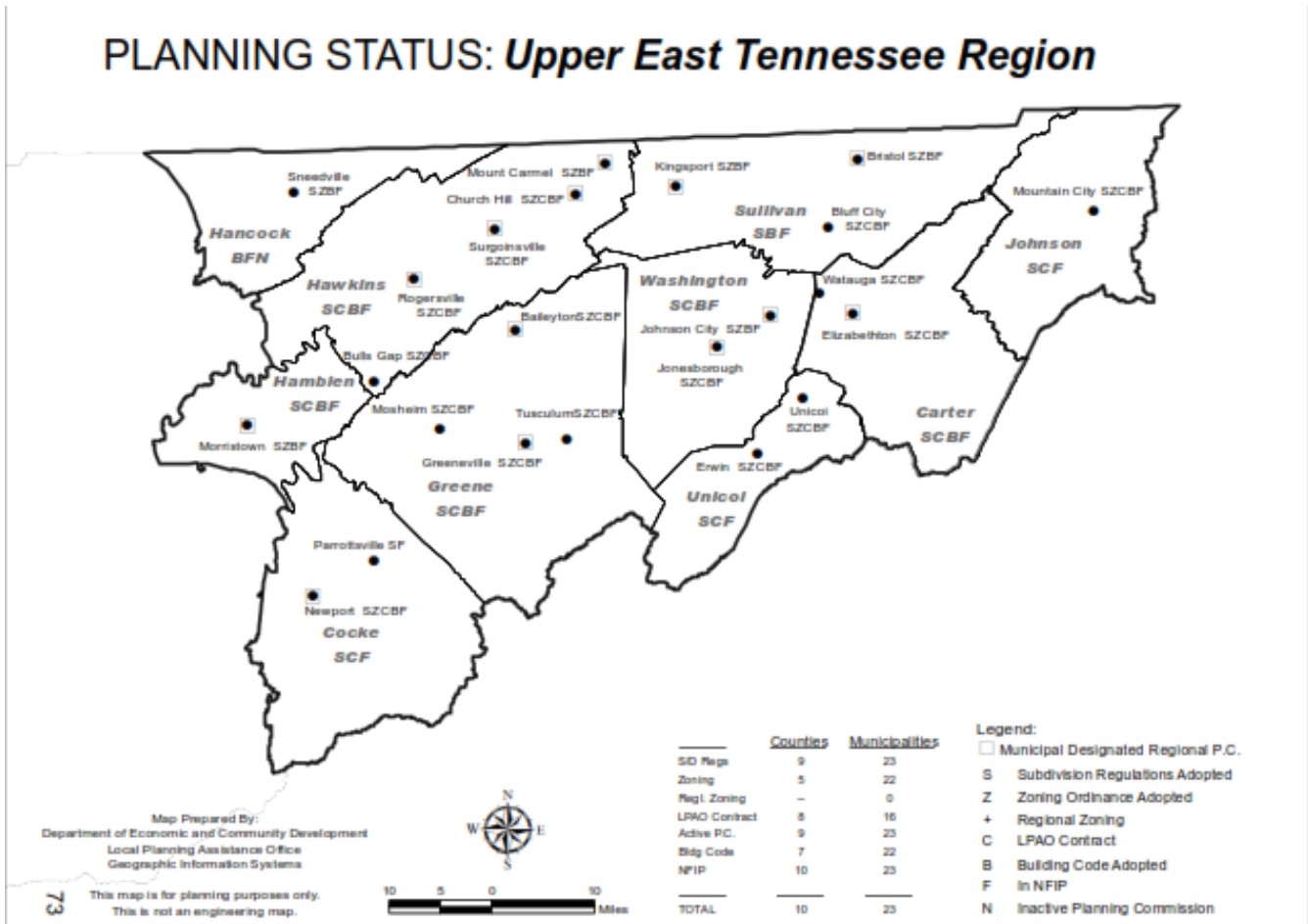
- The proposed cost shall incorporate ALL costs for services under the contract for the total contract period, including any renewals or extensions.
- A Respondent must sign and date the Cost Proposal.
- A Respondent must submit the Cost Proposal in a sealed package signed across the seal
- A Cost Proposal must be prepared and arrived at independently and must not involve any collusion between Respondents.

Plan Area Map



Enhance / Supplement the Vision, Goals, Objectives, and Elements of the Plan: This includes maintaining a focus on origins and destinations and associated transportation routes that accommodate non-motorized travel and interconnectivity.

Establish an Understanding of Current Plans: Area Land Use and Development plans, including but not limited to: Hawkins County ADA Transition Plan (2019), and the Status of Planning & Land Use Controls (April 2011), as excerpted below:



Review and Evaluate Current Conditions and Facilities: Determine strengths and weaknesses of current county public school system’s bicycle, pedestrian, and/or multimodal (including transit/bus) facilities and identify gaps, needs, and opportunities based on a system-wide approach.

Establish Recommendations for Improvements: Based on the identified needs and opportunities, provide a detailed list of major and minor capital improvements.

Develop an Implementation Plan: Project priority rankings, cost estimates, funding sources, and process to carry out project implementation (action steps).

Public Involvement Strategy and Plan: Establish a plan of action for public involvement that includes various methods to gain feedback, including public meetings, stakeholder meetings, website surveys, mail-out surveys, and public open-house meetings and workshops.

Provide Monthly Written Progress Summary Report: Brief, documented updates of work activities completed during the previous month - a check step to determine if vision, goals, objectives, vision, and plan elements are being followed.

Periodic Meetings / Conference Calls with FTRPO Staff: These meetings will serve to complement the monthly progress reports and maintain consistent communication to assure plan development is on track to achieve goal and objectives.

Plan Document: Provide draft and final plan, plus Executive Summary, including maps and graphics.

The First TN RPO is committed to providing opportunities for small and disadvantaged businesses to perform on its contracts through established goals. The firm, sub-consultant, and sub-firm shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex in the performance of this contract.

5. Evaluation Criteria

Selection Committee: A “Selection Committee” will be responsible for selecting a consulting firm to write the transportation facility plan, as administered by the FTRPO. The committee will develop a short list of firms, who will be called in for an on-site interview. Once the interviews are complete, the committee will then meet and make a selection. The selected firm will be notified and, if they accept, subsequent negotiations will occur to determine the fee for completing the scope of work (key elements), and completion of the Transportation Facilities Plan. Consultants interested in performing the work will be considered based on the following evaluation criteria – which should be described in their statement of qualifications:

- Firm’s experience, knowledge, and familiarity with bicycle and pedestrian plans
- Firm’s past performance with projects of similar scope and size, with an emphasis on innovative solutions that have been accepted by TDOT and Hawkins County govt.
- References from other clients who contracted for bike/ped plans
- The qualifications and experience of the firm’s proposed staff (bios) to perform the type of work required within the previous five (5) years
- Name and reference of sub-consultants to be used in completing this plan
- The firm’s understanding of the project-specific issues and their responsibility in delivering services described in the scope of work, elements, and deliverables
- The firm’s ability to meet established schedule and budgets
- Examples of previous work (transportation facility inventory plans)
- The proposed overall project approach, methodology, and the degree of creativity displayed
- Proposed effective allocation of time and resources
- Anticipated fit and effective communication between the consultant and the FTRPO staff
- The effective allocation of time and resources
- Proof of professional liability insurance coverage

6. Anticipated Schedule of Plan Development, Completion, and Presentation - 6 months

(Estimated schedule of work)

- Notice to proceed: November 2-9, 2020
- November 30, 2020: kick off (location or virtual, TBD) meeting with hired consulting firm, FTRPO Coordinator, Hawkins County staff
- December, 2020: establishment of assignments (consultant-directed)
- First of each month: progress reports (brief)
- March 1, 2021: publication of first draft
- May 3, 2021: publication of final draft
- May-June, 2021: presentation to FTRPO Executive Board and staff (Spring meeting) - and acceptance

7. Deliverables

The following is a list of minimum deliverables required for the plan. If additional deliverables are to be created, please list them in your statement of qualifications. All deliverables must be included in the budget.

- Hawkins County Transportation Facility Inventory including executive summary, recommended capital improvements, and implementation strategies
- Documentation of existing conditions and needs assessment
- Documentation of all meetings including public and stakeholder comments
- Documentation of the project identification and priority process
- Conduct two public meetings and attend a minimum of three project staff meetings
- Publish final approved plan, provide 20 bound copies, and issue electronic version

8. Request for Qualifications Selection Process and Schedule

(DATES ARE ESTIMATED)

RFP Issued: August 10, 2020; Issuance of RFQ solicitation document to responding firms

Qualification Submittals due by 4:00 P.M., ET on September 11, 2020

Committee Evaluation of Proposals Complete by September 30, 2020 (estimate)

August 10 – August 21, 2020: RFP solicitation document available on the FTRPO website

August 28, 2020; Deadline to submit questions on clarification and/or interpretation of contents within the RFP solicitation document

Sept. 11, 2020; Receipt of Statement of Qualifications from pre-qualified Firms (RFP Deadline)

September 12- October 16th, 2020: Once Statement of Qualifications are received, FTRPO RuPI Selection Committee may prepare to narrow list to 3 firms to additionally submit a final proposal for a scope with a budget. RuPI Selection Committee may review statements, meet and establish a shortlist for interviews to be conducted (if warranted), and Selection Committee makes final selection of firm.

October 30, 2020: Fee negotiation (approved), selection process completed

November 2-9, 2020: Notice to proceed with Transportation Facilities Inventory (begin work)

November 9-25, 2020: Process contract with scope of work, schedule, and fee

November 30, 2020: kick off (date/time/location TBD) meeting with hired consulting firm, FTRPO Coordinator, TDOT OCT staff, and Hawkins County staff

December 2020: establishment of assignments (consultant-directed)

First of each month: progress reports (brief) due to cmilner@ftdd.org

March 1, 2021: publication of first draft

May 3, 2021: publication of final draft

May-June, 2021: presentation to FTRPO Executive Board and staff (Spring meeting) - and acceptance

9. Submittal of Statement of Projects and Notice to Prospective Consultants

This request for qualifications does not constitute a contract or offer of employment. All submittals, whether accepted or rejected, shall become the property of the First TN RPO. The First TN RPO reserves the right to reject any and all proposals. Elements and/or tasks may be added or deleted at the discretion of the First TN RPO, pending negotiation of the scope of work and compensation. Questions about the statement of qualifications may arise as qualified firms are preparing their responses. Inquiries are to be made in writing via email to cmilner@ftdd.org by **4:00 P.M. on September 11, 2020.**

Interested firms or teams are invited to submit their in a sealed envelope labeled “Statement of Qualifications for Hawkins County Transportation Facility Inventory Plan”, with the firm’s name also printed on the outside of the envelope.

The envelope should be addressed to:

**Chase Milner, FTRPO Coordinator
First Tennessee Development District
3211 N. Roan Street
Johnson City, TN 37601
o: 423-722-5217
cmilner@ftdd.org
www.FTDD.org**

THE STATEMENT OF QUALIFICATIONS SHOULD BE RECEIVED AT THIS ADDRESS NO LATER THAN 4 P.M. ON SEPTEMBER 11, 2020.