

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

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REQUEST FOR QUALIFICATIONS/PROPOSALS

SCCOG REGIONAL BICYCLE AND PEDESTRIAN PLAN

The Southeastern Connecticut Council of Governments (SCCOG) is seeking qualifications and proposals from firms to prepare a Regional Bicycle and Pedestrian Plan on behalf of its member municipalities. The Regional Bicycle and Pedestrian Plan will encompass a unified vision and goals; robust public outreach; data collection; network analysis and routing; database establishment; and graphics and branding to carry the plan forward into implementation.

The Office of Policy and Management (OPM) has awarded SCCOG with a grant to promote (1) responsible growth consistent with the Conservation & Development Policies: The Plan for Connecticut 2013-2018 (C&D Plan) and/or (2) opportunities for transit-oriented development (TOD), as defined in Section 13b-79 of the Connecticut General Statutes. This regional Bicycle and Pedestrian Plan will be funded through the grant from OPM and the SCCOG.

Interested firms must demonstrate knowledge and experience in bicycle and pedestrian transportation planning, community planning, development and land use issues, and graphic design/branding.

Purpose of Study

The proposed Regional Bicycle and Pedestrian Plan will provide a comprehensive inventory and plan for the region's bicycle and pedestrian programs and infrastructure; and will serve as a companion to the Region's Long Range Transportation Plan. The Long Range Transportation Plan provides only a general look at bicycle and pedestrian facilities in the region. The recently adopted the Regional Plan of Conservation and Development notes that improving bicycle and pedestrian accommodations is a goal of SCCOG's member towns. The proposed Regional Bicycle and Pedestrian Plan will also complement local planning efforts and the planning effort recently completed at the CT Department of Transportation (CTDOT). Planning at the regional level is necessary because state planning efforts do not address transit system wide ADA accommodations, bicycle and pedestrian connections between and within towns, the relationship of our system to our regional economic drivers, or the disparities between our various user groups. At the local level, our region has varied capacity for bicycle and pedestrian planning; the Regional Bicycle and Pedestrian Plan will ensure that all of the municipalities in the SCCOG region have a basic level of bicycle and pedestrian planning and that each town's contribution to

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the network is identified and leveraged in the future.

Primary data is almost completely absent for bicycle and pedestrian modes. SCCOG's current trip data sources are the U.S. Census Journey to Work and CT DOT acquired 2014 STRAVA data. The region will collect pedestrian and bicycle data during the study, but has no historical counts. The SCCOG needs trail and intersection counts to calibrate 2014 STRAVA data, gauge non-work related trip rates and prioritize investment.

In 2015, Ledge Light Health District participated in the Data Haven Community Wellbeing survey. However, this data extends only over one of SCCOG's health districts, and applies to only some of the SCCOG's municipalities. There are two other regional data efforts around the state that will be built upon so that data collected during this planning process will build upon existing sources and will be comparable.

Project Goals and Objectives

- Goal 1: Engage and energize constituents and member towns to enable both a state of good repair and the expansion of facilities for cyclists and pedestrians.
 - Objectives for Goal 1:
 - Engage the public and local staff in the planning process
 - Determine needs and existing conditions for cyclists, walkers and ADA users
 - Prioritize investment
 - Leverage existing capacities and infrastructure
 - User survey
- Goal 2: Create a plan for improved livability, mobility, access, healthy opportunities and economic vitality
 - Objectives of Goal 2:
 - Document existing conditions
 - Public and local outreach
 - Coordination with CT Department of Transportation Bicycle Ped Plan
 - Data collection including bicycle and pedestrian counts on trails and roads
- Goal 3: Support the varied needs of constituents and towns
 - Objectives of Goal 3:
 - Understand how demographics influence mode choice and trip purpose
 - Create facility networks that support the users and expand their mobility and access
 - Understand what role bicycle and pedestrian trips play in the local tourism economy and support it through the planning process
 - Prioritize investments to build on existing assets and target identified needs
- Goal 4: Provide constituents and visitors with information that will enable them to best use the system

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- Objectives of Goal 4:
 - Map assets and needs in GIS
 - Inventory programmatic assets (bicycle organizations and clubs, bicycle shops, walking groups)
 - Provide opportunities for programmatic assets to cross-pollinate
 - Create new geodatabase for the region including: bicycle network, and bicycle and pedestrian counts, and additional assets
 - Create static maps that brand the region and can be utilized for tourism
 - Create branding and standards for bicycle routes, as a guide to municipalities
 - Provide engaging project documents that provide value for municipalities and constituents on an ongoing basis (storyboards, infographics, interactive map)
- Goal 5: Grow the capacity of the SCCOG to provide technical support and metrics to its constituent towns
 - Objectives of Goal 5:
 - Establish counting locations
 - Serve as an information hub for regional bicycle and pedestrian programs and partners
 - Identify funding sources for bicycle and pedestrian facilities that SCCOG member municipalities can pursue toward implementation of the plan.
 - Develop public outreach channels to key demographics including millennials, non-English speakers, low income/zero car households and tourists

Background

In 2016, the SCCOG began a bicycle and pedestrian plan analysis; SCCOG staff have updated federal and state data sources, reviewed previous state and regional POCDs, Long Range Transportation Plans, local POCDs, and met with all the municipal staff regarding their current and future bicycle and pedestrian amenities and programs. The SCCOG provides its towns with technical support and access to funding for multimodal transportation infrastructure including the administration of several pass-through grants (LOTICIP and TAP). As a funding intermediary, SCCOG ensures that its member municipalities include accommodation for all modes in State and Federal funded transportation projects. We provide access and awareness of a wide range of funding opportunities. Additionally, SCCOG staff provide technical support for grant applications and project design that does not involve the SCCOG directly. SCCOG staff are a technical resource for grant applications, safety audits and project designs reviews.

SCCOG works with the region's transit and paratransit agencies to eliminate "last mile" transportation challenges and to increase constituent's ability to access transit throughout the

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four transit districts that operate within the region. Our work with the transit districts includes partnering with them on grant applications to provide low-income individuals bicycles to extend their last-mile access and provide household budget flexibility while increasing participant's capacity through mechanical and safety training. There is an unfunded need for youth education, particularly in urban areas of the region.

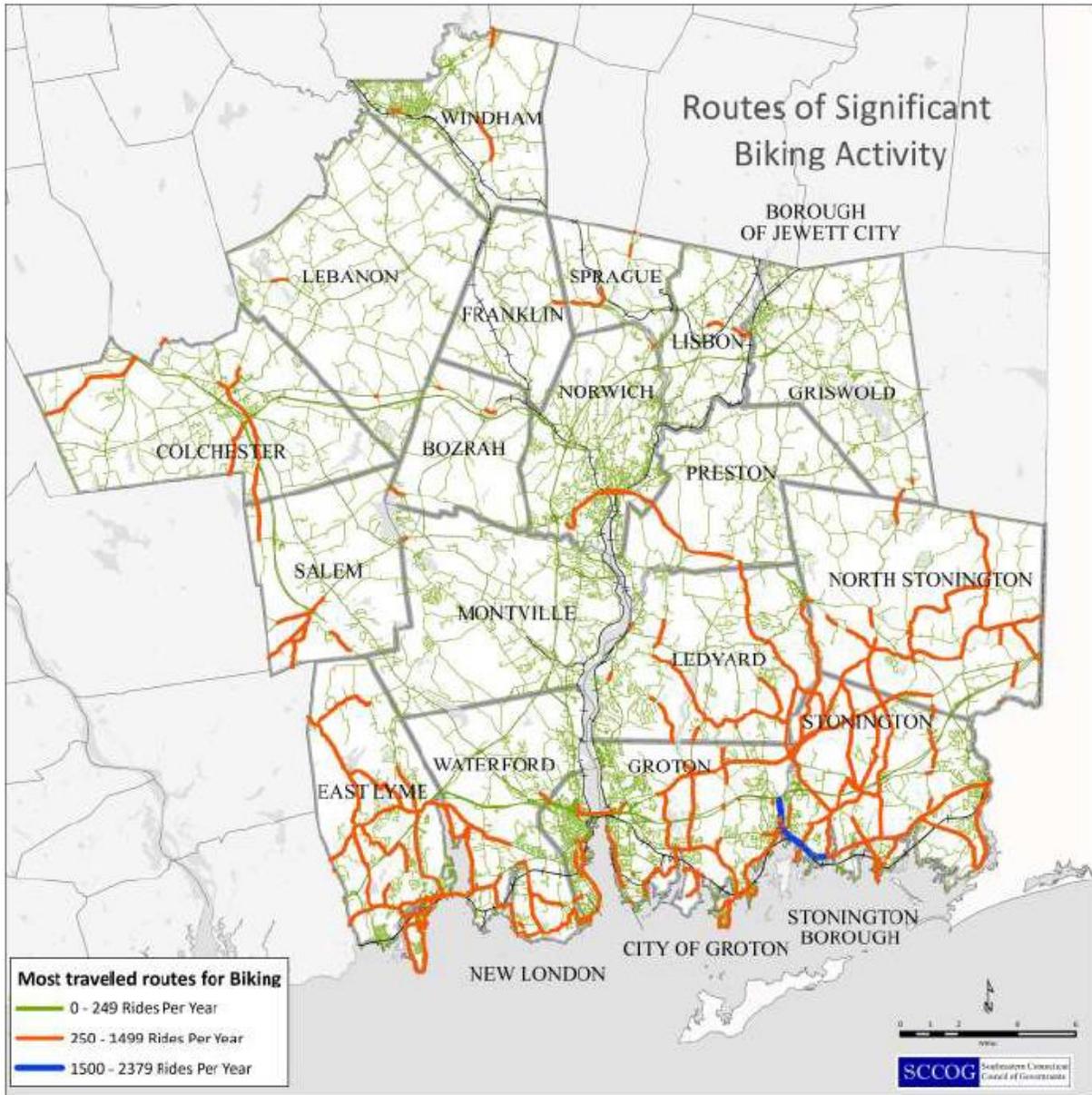
SCCOG staff participate in the Southeastern Connecticut Health Alliance, which is a group of human service providers focused on several priority health outcomes including obesity and diabetes. In particular, the group has addressed racial and income disparities in health outcomes. SCCOG staff provide expertise on infrastructure's impact on these health outcomes and serves as a conduit for collaborating with municipalities and the region as a whole on healthy outcomes.

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Proposed Study Area

The proposed study area is the 22-municipality SCCOG region.



Measurable Bicycling Activity in Southeastern Connecticut

Source: Strava 2014. Strava data is self-reported by users of the service

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Proposal Content

Responses to this Request for Qualifications/Proposal shall include a detailed Work Plan which addresses the below draft Scope of Services:

- Overall timeline and milestones necessary to complete the Plan;
- Identification of specific activities that will be accomplished each month;
- Identification of staffing level and number of hours devoted to each activity; and,
- Description of the work products/deliverables produced for each activity.

Responders may propose modifications to the activities and sequencing reflected below which, based on previous experience, would improve the effectiveness of the study effort while maintaining the budget and timeframe. The Regional Bicycle and Pedestrian Plan shall be completed within ten (10) months of the project start date.

Scope of Services

Task 1 – Overall Project Initiation and Administration

Task 1 includes any necessary refinements to the Work Plan and administration of the study to ensure coordination with the SCCOG, participating municipalities, and other stakeholders. Quarterly reports will be provided on progress in completing project tasks.

Task 2 – Visioning Effort and Public Workshop

Public participation is an integral part of the Regional Bicycle and Pedestrian planning process to help ensure decisions are made in consideration of and to benefit public needs and preferences. The selected consultant will seek meaningful public participation at specific and key points in the decision-making process issues where such input has a real potential to help shape the final decision or set of actions. As part of an overall public outreach plan, the consultant will develop a webpage on the SCCOG website to be updated/maintained by staff after the completion of the study as needed. Consultant staff will post to social media Twitter/Facebook 4 times per month for the duration of the study. Consultant to create a webform on the website to collect public input in addition to summarizing input from social media.

Task 3 – Existing Conditions and Data Collection

This task includes the collection of all relevant data from the municipalities, region, the State of Connecticut and Rhode Island and other entities or sources in order to conduct the analysis phase

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of the planning process. The Consultant will compile available data and GIS layers. The Consultant will create new GIS layers or other data necessary to complete the project, and create a database that is easy for SCCOG to host and update after the completion of the Plan.

Data to compile or create includes:

1. Review of existing data.
2. Pedestrian data collection.
3. Counts at trails/on-road facilities.
4. Analysis of trail counts.
5. Bicycle data analysis.
6. Existing and future bicycle system route mapping.
7. Public outreach survey.

Task 4 – Recommendations

1. Provide storyboarding of recommendation options, ballpark estimate of costs.
2. Mapping recommendations.
3. Integration of public outreach and local municipal outreach.
4. Written report with recommendations

Task 5 – Draft Report

1. Compile recommendations.
2. Develop short-, mid-, and long-term priorities.
3. Develop an appropriate implementation strategy for recommendations. Identify appropriate responsible parties, timelines, and appropriate financing mechanisms to implement the recommendations.
4. Provide cost estimates of prioritized infrastructure and programmatic alternatives.
5. Develop metrics for measuring plan effectiveness.
6. Release Draft Plan for public presentation and comment.
7. Compile responses to Draft Plan and update as required.

Task 6 – Final Public Meeting

Presentation of recommendations to the public for comment.

Task 7 – Final Report

1. Present Final Regional Bicycle and Pedestrian Plan for final approval and formal adoption.
2. Deliver completed documents in printed and digital formats to the SCCOG for distribution.

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The Consultant will provide 30 printed copies of the executive report and map, and 10 copies of the full final report to SCCOG, Additionally, the consultant will provide an electronic copy of the final report for future reproduction and distribution, as needed.

Submission Requirements

- Background statement describing the firm, its discipline capabilities, principals, staff availability, location, and financial stability.
- Qualifications and position with the firm of those individuals who will be assigned to the project. Include resumes of key personnel.
- Statement of experience with similar projects. Identify location of the work, clients, contact information, dates of completion, and deliverables provided.
- A proposal describing the firm's approach to this project, responding to the draft scope of services included herein, including a proposed budget/fee for project completion.
- Organizational structure under which your firm is proposing to conduct this project. Identify any sub-consultants with their principal contact listed.
- Concluding statement as to why your firm is best qualified to meet the needs of the SCCOG and why your firm should be selected.
- Seven (6) copies of your response to this Request should be submitted to James S. Butler, AICP, Executive Director, SCCOG, 5 Connecticut Avenue, Norwich, CT 06360.

Selection Process

A selection committee having representation of SCCOG member municipalities and SCCOG staff will evaluate responses to this Request. The firm selected shall be based on qualifications, experience, and the quality of the Proposal submitted.

After selection of the most qualified firm, the SCCOG will negotiate a final detailed Scope of Services and a fee. If SCCOG and that firm are unable to negotiate a contract, negotiations will be terminated with that firm and the next most qualified firm will be selected until a contract has been negotiated with a qualified firm.

Submission Deadline

Responses to this Request must be received by SCCOG no later than Friday, June 1st, 2018, at 3:30 p.m. Responses received after this deadline will not be considered.

Additional Information

Questions may be directed to Katherine Rattan, AICP, at krattan@seccog.org or at (860) 889-2324.

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