

City of Portsmouth  
Portsmouth, New Hampshire  
Department of Public Works

**DESIGN SERVICES**  
**Safe Routes to School Travel Plan Study**

**REQUEST FOR PROPOSAL**

**Sealed proposals, plainly marked, RFP# 30-09: Safe Routes to School Travel Plan Study** shall be addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. **Proposals will be accepted until Tuesday, March 24, 2009 at 2:30 p.m.**

**SCOPE OF WORK:** The City of Portsmouth's Department of Public Works invites sealed proposals for planning services to review and recommend the Safe Routes to School 5 E's: Evaluation, Encouragement, Education, Enforcement and Engineering travel plan study. Proposals must present evidence of the firm's qualifications and experience with studies of similar magnitude and scope.

If you have any questions, please contact Deborah Finnigan at (603) 766-1415. You can obtain a copy of the RFP from the City's website [www.cityofportsmouth.com](http://www.cityofportsmouth.com) or by contacting the Finance/Purchasing Department at the following number: (603) 610-7227. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. **Please continue below for the complete RFP.**

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

**REQUEST FOR PROPOSAL FOR  
DESIGN SERVICES  
Safe Routes to School Travel Plan Study  
RFP # 30-09**

**I  
Introduction**

This project will prepare the Safe Routes to School (SRTS) Travel Plan (see attached document) for use by the City to apply for the Federally funded SRTS grant.

**II  
Scope of Work**

The study will include all schools that qualify for the Federal grant program. The schools that are eligible instruct students in grades K ~ 8<sup>th</sup> and they are as follows in the City of Portsmouth:

- 1) Dondero Elementary School - 32 Van Buren Avenue
- 2) Little Harbour Elementary School - 50 Clough Drive
- 3) New Franklin Elementary School - 1 Franklin Drive
- 4) Portsmouth Middle School - 155 Parrott Ave
- 5) St. Patrick School - 125 Austin Street

The approximate K through 8<sup>th</sup> grade student population in the City of Portsmouth is 1,800 and of these students less than 10% uses non-motorized transportation to go back and forth to school.

Information about this program can be found on the following web sites:

- 1) [http://www.nh.gov/dot/bureaus/planning/SRTS\\_home.htm](http://www.nh.gov/dot/bureaus/planning/SRTS_home.htm)
- 2) <http://www.saferoutesinfo.org/>

**1. NATIONAL SRTS PARENT/STUDENT STANDARD SURVEY**

The City will send out the survey and the consultant shall do the following based on surveys submitted:

- a) Transcribe the data
  - i) City has Standard Spreadsheet for this use
- b) Determine Infrastructure issues (engineering)
- c) Determine Suggestions for the following:
  - i) Encouragement
  - ii) Education
  - iii) Enforcement
  - iv) Evaluation, if different from national Standard

The data found above will be used at input sessions at each school to help prepare the SRTS travel plan.

## 2. MEETINGS

Assume up to fourteen (14) meetings: two (2) public meetings per school (Total: 10) to discuss the 5 E's and gather input into issues that are preventing students from walking/biking/skateboarding to school and four (4) progress meetings with City Staff. The consultant shall be responsible for recording and prepare meeting agendas and minutes as well as providing presentation plans as requested by the City.

## 3. ENGINEERING

- 1) Perform an inventory of locations that need infrastructure improvements based on the meetings with the parents/students and the survey
- 2) Sketch of proposed infrastructure improvements that could include traffic calming measures, geometric changes, crosswalks, signage, etc, including written description
- 3) Determine infrastructure improvements per location
- 4) Determine the cost of improvements per location

## 4. EVALUATION, ENCOURAGEMENT, EDUCATION AND ENFORCEMENT

- 1) Written description of proposed projects based on the meetings with the parents/students and the survey
- 2) Determine the cost of proposed projects

## 5. FINAL PRODUCT

- A) An electronic word document file and a hard copy that contains SRTS Travel Plan with each section divided by school and the following:
  - i. All information in the travel plan completed
  - ii. Sketch of proposed improvements
  - iii. Maps of School with required travel plan requirements
  - iv. Estimated cost of proposed items
  - v. Supporting documentation for all aspects of travel plan
  - vi. Any other relevant data

### **IV Submittal Requirements**

The Consultant shall submit three (3) bound copies of a non-price proposal and one (1) separate sealed original price proposal for design services to complete the scope of work. **Proposals will be accepted until Tuesday, March 24, 2009 at 2:30 p.m.**

The following items shall be included in the non-price proposal submission.

1. Statement of Project Requirements – The consultant shall state in succinct terms its understanding of what is required by this Request for Proposal.

2. Scope of Services – Describe in narrative form the Consultant’s approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP. The Consultant shall submit a schedule for completing the scope of work.
3. Relevant Experience – Provide the details of relevant experience to this proposal and past performance of the consultant and its team members assigned to this project on comparable projects. Consultants are required to give sufficient information of their experiences to permit the City to understand and verify the exact nature of the contributions made by the Consultant to the projects listed.
4. Firm Description – provide a brief description of the firm including firm size and areas of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.
5. Project Team – Provide names and resumes of key professional staff who would be assigned to the project. Each team member’s education and experience shall be listed. The team leader shall be designated.
6. References – Provide the name, title, locations and phone number of persons who can substantiate the consultant’s referenced experiences as listed in Item #3 above.

The following shall be included in the price proposal submission:

- 1) The consultant shall submit in a separate sealed envelope a price required to complete the services described in the proposal.
- 2) The fee schedule should be broken down by proposed task including labor, overhead, profit and reimbursable expenses.
- 3) Any sub-consultant fee schedule for work being done in association with this proposal.
- 4) A cover letter must be included which is signed by an authorized owner or agent of the firm, committing the firm’s resources to complete the project on time and within the fee.

## V Selection Criteria

All responsive submittals shall be reviewed and the City may conduct interviews of short-listed firms. Each team shall be evaluated based on the following criteria:

- A. Understanding of Project Objectives and Scope of Work
- B. Responsiveness to City’s Requirements reflected in Proposed Approach/Scope
- C. Team Qualifications
- D. Qualifications of Project Manager, Lead Designers, and other Key Staff
- E. Project Schedule

Upon review of the non-price proposals, and after conducting interviews, if so used, the City shall rate the firms in order of preference. The City then will open the price proposal and the firms may then be ranked based on price. The top rated firm shall be notified of its standing. If the City is unsuccessful in reaching a satisfactory contract with the top rated firm, it may terminate the negotiations without prejudice and commence negotiations with the second rated firm. If no agreement can be reached with the second rated

firm, the City shall move to the third, and so forth. Once negotiations are terminated with a firm, they may not be reopened.

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, and to accept any proposals that are deemed to be in the best interest of the City, and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract.

By submitting a proposal the consultant consents to the City undertaking such investigation as it deems necessary to investigate and verify consultant's qualifications, reputation and experience. Consultant may be requested to execute releases. Failure to execute a release for information, if requested by the City, may result in disqualification.

# New Hampshire Safe Routes to School

## Travel Plan

Name of school or community:

Is this plan for:

An individual school

A group of schools

For a each school, provide the school name, identity and title of a contact person, physical and mailing addresses (if separate), telephone number, fax number and e-mail address:

Is this plan

New

Revised

On this and the following pages, provide a detailed description of plans to encourage safe walking and bicycling to school.

**If the plan is being developed in conjunction with an application for SRTS reimbursement funding, fully describe all programs and projects. Rank them in order of local priority and indicate which expenses the community is seeking reimbursement for. Include the cost estimate in the application form.**

**You are not limited by the pages in this document. Add sheets as necessary.**

Community organizing efforts:

Summarize efforts to both create a SRTS task force and to build community support for a local program.

Identify members of the local SRTS task force.

Name	Affiliation



## Mapping:

Submit a map or maps showing a radius of approximately two miles around each school. Show residential neighborhoods and indicate the approximate number of students in kindergarten through 8<sup>th</sup> grade in each neighborhood. The map or maps should also display existing and proposed safe routes for bicycling and/or walking between residential neighborhoods and schools.

## Evaluation:

Summarize the results of the in-class and parent surveys and any walkability and/or bikability surveys. Describe the existing participation of students walking and bicycling to school and the potential for increasing this participation if barriers (physical, cultural and otherwise) are removed.

If the community has a master plan that includes proposals for enhancing walking and/or bicycling, submit a copy of the relevant sections. In addition, include a description of any efforts to maintain or enhance compact settlement patterns that use land, resources and infrastructure investments efficiently.

The evaluation process will identify barriers to safe walking and bicycling from home to school and document the effectiveness of SRTS programs.

## Encouragement

Describe plans for events such as walking school buses, rolling bike trains, walk-to-school days, school assemblies, walking clubs etc.

## Education

Describe bicycle and pedestrian safety courses, bike rodeos, efforts to educate motorists, etc.

## Enforcement

Identify efforts by police, crossing guards and others to prevent speeding, failure to stop in crosswalks, etc.

## Engineering

Describe physical changes to make walking and/or bicycling from home to school safe and inviting. Examples include sidewalks, bike routes and paths, signs and pavement markings, intersection improvements and traffic calming projects.