



CORE MPO Bicycle and Pedestrian Facility Study RFP

Chatham County – Savannah Metropolitan Planning Commission

110 East State STREET, P. O. BOX 8246
 SAVANNAH, GEORGIA 31412-8246
 Phone 912-651-1440,

www.thempc.org

Date: January 21, 2025

REQUEST FOR PROPOSALS RFP NO. 2025-02 PI NO. 0020787	<p>Qualified Proposers are invited to submit sealed proposals, subject to conditions and instructions as specified, for the furnishing of:</p> <p style="text-align: center;">CORE MPO Bicycle and Pedestrian Facility Study RFP</p> <p>All Proposers must be prequalified by the Georgia Department of Transportation (GDOT).</p>
GENERAL SCOPE	<p>The Chatham County – Savannah Metropolitan Planning Commission (MPC) on behalf of the Coastal Region Metropolitan Planning Organization (CORE MPO) is requesting proposals to provide Transportation Planning and Research Consultant Services for the CORE MPO Bicycle and Pedestrian Facility Study RFP.</p> <p>The Study will:</p> <ul style="list-style-type: none"> • Take inventory of existing bicycle and pedestrian infrastructure; • Assess the conditions of bicycle and pedestrian facilities; • Analyze gaps in the bicycle and pedestrian infrastructure system; and • Involve the creation of a database and maps to provide continual updates after the study is completed. <p>The Study will produce multiple products, such as a methodology, project prioritization, update schedule, and a GIS database so the information can be continually updated after the study by CORE MPO.</p>
DUE DATE	<p>February 21, 2025 - 5:00 PM (Eastern)</p> <p>Proposals must be received, and date/time stamped on or before the due date by the MPC, located at 110 East State Street, Savannah, Georgia, 31401. Late submissions shall not be accepted.</p>



CORE MPO Bicycle and Pedestrian Facility Study RFP

INSTRUCTIONS TO OBTAIN RFP SPECIFICATIONS

THIS SHEET DOES NOT REPRESENT RFP SPECIFICATIONS

If interested in receiving a complete copy of the specifications, please go to our website at <https://www.thempc.org/Core/RFP2025>. To receive RFP specifications by mail, please complete the information below and mail to MPC, Attn: Kieron Coffield, Administrative Assistant.

FedEx Acct# _____ UPS Acct# _____

Company Name _____ Attention of: _____

Complete Mailing or Delivery Address _____

Email _____ Phone Number _____ Fax _____
Number

Specifications may also be picked up from the MPC's offices between 8:30 AM – 5:00 PM, Monday – Friday.



CORE MPO Bicycle and Pedestrian Facility Study RFP

Communication Once RFP has been Issued

All questions, clarifications and communication concerning this solicitation shall be submitted in writing via e-mail to the Executive Director and CEO of the MPC (hereafter referenced as E.D. & CEO). MPC will not orally or telephonically address any question or clarification regarding specifications or procedures. If a Proposer visits or calls MPC with such questions, he or she will be instructed to submit the questions in writing.

All contact concerning this solicitation unless otherwise directed shall be made through the E.D & CEO. Firms shall not contact department heads or staff persons with questions about the solicitation. You must submit the written question to the E.D. & CEO through Kieron Coffield at coffieldk@thempc.org. If it is necessary that a technical question be addressed, the E.D. & CEO will place an addendum containing all questions and a written response on the MPC's website, <https://www.thempc.org/Core/RFP2025>. The E.D. & CEO will not respond individually to questions.

If it becomes necessary to revise any part of this solicitation, a written addendum will be posted on the website. It is the responsibility of each firm to review the MPC website for any new information that is posted.

The MPC is not bound by any oral representations, clarifications, or changes made to the written specifications by MPC staff, unless such clarification or change is provided in written addendum posted on the website from the E.D. & CEO.

Any request by firms after a solicitation has been opened and pending award must also be submitted in writing to the E.D. & CEO.



CORE MPO Bicycle and Pedestrian Facility Study RFP

CHATHAM COUNTY – SAVANNAH METROPOLITAN PLANNING COMMISSION QUESTIONS/CLARIFICATION FORM

DATE: _____

TO: EXECUTIVE DIRECTOR AND CEO, through
Kieron Coffield, Administrative Assistant
Email coffieldk@thempc.org

RE: **RFP NO. 2025-02**
CORE MPO Bicycle and Pedestrian Facility Study

.....
I have the following concerns/questions about the specifications:

(Add additional pages as necessary)

From:

Company Name

Website

Representative

Email Address

Complete Address

City

State

Zip Code

Telephone Number

Fax Number



CORE MPO Bicycle and Pedestrian Facility Study RFP

CHATHAM COUNTY – SAVANNAH METROPOLITAN PLANNING COMMISSION GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS

CORE MPO Bicycle and Pedestrian Facility Study RFP

The Chatham County – Savannah Metropolitan Planning Commission (MPC) on behalf of the Coastal Region Metropolitan Planning Organization (CORE MPO) is requesting proposals to conduct the Bicycle and Pedestrian Facility Study. Proposer must be a prequalified firm with the Georgia Department of Transportation (GDOT).

The MPC intends to award a contract for work during April 2025 with a completion date of no later than March 31, 2027. MPC anticipates that available funds for the project will be no more than \$300,000. Any contract award for this project is contingent upon MPC receiving the adequate funds from the Georgia Department of Transportation (GDOT).

A. **PROPOSAL SUBMITTAL DATE:**

All consulting services will be procured using competitive sealed proposals. **THE SEALED PROPOSALS ARE DUE at the location below on: FEBRUARY 21, 2025, NO LATER THAN 5:00 PM (Eastern Time).** *Submit five (5) paper copies of the proposal and one (1) electronic copy in PDF format.* For proper identification, the firm's complete name and address shall appear on the exterior of the proposal package.

The proposal shall be hand delivered or mailed to the following:

Chatham County – Savannah Metropolitan Planning Commission
RE: RFP NO. 2025-02, CORE MPO Bicycle and Pedestrian Facility
Study

Mail: P.O. Box 8246
Savannah, Georgia 31412-8246

Deliver: 110 East State Street
Savannah, Georgia 31401

If the proposal does not reach the MPC on or before **February 21, 2025** at 5:00 PM, the proposal shall not be considered and shall be returned to the firm unopened. It is the firm's responsibility to ensure the proposal is mailed or delivered and received by the due date and time. The MPC shall not be held responsible for proposals delayed by the US Mail or any other courier.



CORE MPO Bicycle and Pedestrian Facility Study RFP

The MPC shall not be held liable for any expenses incurred by the Proposer in preparing and submitting its proposal and/or attendance at any presentations, final contract negotiations or applicable site visits. **The MPC reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the MPC.**

B. RECEIPT OF PROPOSALS:

Unless otherwise stated in the technical specifications of the RFP, the MPC shall only accept one proposal per firm. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor, and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the MPC and the prime contractor.

C. SUBCONTRACTING:

Should the firm intend to subcontract all, or any part, of the work specified, name(s) and address(es) of subcontractor(s) must be provided in the proposal response. The firm shall be responsible for all subcontractors' full compliance with the requirements of the RFP specifications. If awarded the contract, payments will only be made to the firms submitting the proposal. **The MPC shall not be responsible for payments to subcontractors.**

D. QUESTIONS ABOUT THE RFP:

Communication concerning any proposal currently advertised must take place in writing and addressed to the E.D. & CEO. For more information, please see page titled "Communication Once RFP has been Issued" within this solicitation package.

E. PUBLIC INFORMATION:

All information and materials submitted will become the property of the MPC; and shall be subject to the provisions of the Georgia Open Records Act. If awarded the contract, applicable sections of the proposal submission will be included as part of the contract documents and filed, as public record, with the MPC.

F. ADDENDA:

The firm shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The firm should include an initialed copy of each addendum in the proposal package. It is the firm's responsibility to contact MPC for copies of addenda if they receive the proposal document from any source other than the MPC.



CORE MPO Bicycle and Pedestrian Facility Study RFP

G. SELECTION PROCESS:

The members of the MPC Proposal Review Committee shall evaluate all proposals received based upon the criteria stated in the RFP. The Proposal Review Committee will consist of transportation planning professionals from the CORE MPO Technical Coordinating Committee (TCC), the Bicycle and Pedestrian Advisory Committee (BPAC), and Transportation Equity and Public Involvement Advisory Committee (TEPIAC). Each Committee member shall grade each submitted proposal based upon the evaluation criteria. The Proposal Review Committee may recommend at least the three (3) highest ranked firms to the E.D. & CEO to be invited to make presentations. The Proposal Review Committee will evaluate the firms' presentations and provide a final ranking and recommendation to the E.D. & CEO.

H. NEGOTIATION:

After proposals have been evaluated, negotiations may begin with the highest ranked firm. To facilitate negotiations, the firm may be asked to submit detailed scope and fee proposals or hourly rates at the request of the Proposal Review Committee. The E.D. & CEO shall consider the estimated value, scope, and complexity of the nature of services required. The E.D. & CEO will negotiate a contract price with the highest ranked firm. Should such negotiations fail to reach an agreement, the E.D. & CEO will close those negotiations and open negotiations with the next highest ranked firm. Should this process not yield an agreement, the E.D. & CEO will begin negotiations with the third firm in order of their ranking. The E.D. & CEO shall continue negotiations in accordance with this section until an agreement is reached with a qualified firm. If negotiations with the third firm does not yield an agreement, the E.D. & CEO has the option to cancel the solicitation and reopen the RFP process.

I. CONTRACT AWARD:

Each proposal is received with the understanding that an acceptance in writing by the E.D. & CEO of the offer to furnish any or all of the services and materials described will constitute an offer to enter into a contract between the firm and MPC. The negotiated contract shall bind the firm to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the terms of said contract. The contract file shall contain all negotiation results and the basis on which the award is made.

After negotiations have resulted in an agreement with the highest ranked firm, a contract based on the negotiated terms will be drafted and submitted to the MPC's Planning Commission for approval and execution by all necessary parties.



CORE MPO Bicycle and Pedestrian Facility Study RFP

It is agreed that the successful firm will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous written consent of the E.D. & CEO.

J. NON-COLLUSION:

The firm affirms that the proposal has not been made in connection with any other firm submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

K. INDEMNITY:

The successful firm agrees, by entering into a contract to perform the services, to indemnify, hold free and harmless the MPC, it's agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorneys' fees, by reason of any liability imposed by law upon MPC, except in cases of MPC's sole gross negligence, for damage because of bodily injury, including death at any time during the term of the contract sustained by any person or persons, on or account of damage to property arising out of or in the work performed under the contract. It is further understood and agreed that the firm shall (at the option of the MPC) defend the MPC with appropriate counsel and shall further bear all costs and expenses, including expenses of counsel, in the defense of any suit or legal action arising hereunder.

L. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:

Disadvantaged Business Enterprises (minority or woman owned businesses) (DBE) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, or national origin in consideration for an award. The MPC expects firms to include DBEs, minority business enterprises and woman owned business enterprises to be to the maximum extent practical and consistent with the efficient performance of MPC contracts. The Georgia Department of Transportation has an agency-wide DBE goal of 16%. This will be the targeted goal of the MPC for this project. The firms shall keep records adequate to permit a determination of compliance with this requirement. Firms shall also submit the attached Notice of Non-Discrimination and Proposed Schedule of M/WBE Participation found in Appendix III with their proposal.

M. SPECIFICATION DESCRIPTIONS:

The specifications detailed herein represent the quality of the services required by the MPC. Whenever in this solicitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer, developer and/or inventor, such wording will be deemed to be used for the purpose of facilitating



CORE MPO Bicycle and Pedestrian Facility Study RFP

descriptions of the process, service or equipment desired by the MPC. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the MPC.

N. TAXES:

The MPC is exempt from State Retail Tax. The costs proposed for the RFP shall be exclusive of taxes. Tax Exemption No. 6541648-IV, GA Code Sec. 48-8-3, Federal ID No. 586005252.

O. DRUG-FREE WORKPLACE:

In compliance with Federal and State Drug Free Workplace Acts, the MPC has adopted a drug free Workplace Policy. Consequently, any firm providing goods or services to the MPC must comply with all applicable Federal and State Drug Free Workplace Acts.

P. FEDERAL, STATE, LOCAL LAWS:

All firms shall comply with all Federal, State and Local laws, ordinances, rules, and regulations relative to conducting business in Savannah, Georgia and performing the prescribed service. Ignorance on the part of the firm shall not, in any way, relieve the firm from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

Q. INSURANCE:

All firms shall maintain, and if requested, show proof of insurance applicable for services described in these specifications under “General Requirements, Section II, Insurance” of this RFP.

R. TERMINATION OF CONTRACT:

- 1. Default:** If the firm refuses or fails to perform any of the provisions of the contract with such diligence as will ensure its completion within the time specified, or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of the contract, the MPC may notify the firm in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing, the MPC may terminate the contract or such part of the contract as to which there has been delay or a failure to properly perform.



CORE MPO Bicycle and Pedestrian Facility Study RFP

In the event of termination in whole or in part, MPC may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by MPC. The firm will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by the MPC will be at the contract price. The MPC may withhold from amounts due the firm such sums as the MPC deems to be necessary to protect it against loss because of outstanding liens or claims of former lien holders and to reimburse MPC for the excess costs incurred in procuring similar goods and services.
3. **Excuse for Nonperformance or Delayed Performance:** Except with respect to defaults of subcontractors, the firm may not be held to in default by reason of any failure in performance of the contract in accordance with its terms (including any failure by the firm to make progress in the prosecution of the work thereunder which endangers such performance) if the firm has notified the E.D. & CEO within fifteen (15) days after the cause of the delay and the failure arises out of causes such as acts of God, acts of a public enemy, acts of the MPC and any other governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes or other labor disputes, freight embargoes or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the firm may not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the firm, the MPC shall ascertain the facts and extent of such failure, and, if the MPC determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the firm's progress and performance would have met the terms of the contract, the delivery schedule may be revised accordingly.

S. TIME FOR CONSIDERATION:

Due to the evaluation process, proposals must remain in effect for at least ninety (90) days after date of receipt.

T. REQUEST FOR EVALUATION RESULTS:

In compliance with the Georgia Open Records Act, proposals submitted, and evaluation results cannot be disclosed until after the award of the contract. After contract award, firms



CORE MPO Bicycle and Pedestrian Facility Study RFP

desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity to do so by appointment.

NOTICE TO PROPOSERS

The MPC prohibits any business that is owned by any member of the Planning Commission, employs a Planning Commission member, or staff, or any business in which any member of the Planning Commission has a substantial financial interest from submitting a proposal for goods or services to the MPC.

Likewise, no business which is owned by any member of any board, authority or commission, subordinate or independent entity, or any business in which any member of any board, authority or commission, subordinate or independent entity has substantial pecuniary interest may submit a proposal to MPC if such proposal pertains to the board, authority, or commission.



CORE MPO Bicycle and Pedestrian Facility Study RFP

REQUEST FOR PROPOSALS PROJECT SCOPE CORE MPO Bicycle and Pedestrian Facility Study RFP NO. 2025-02 PI# 0020787

Background

Pedestrian and bicycle facilities that improve active transportation while promoting safety, comfort, and accessibility are crucial in creating sustainable and equitable transportation systems.

The CORE MPO region has many characteristics that make it an excellent place to promote walking and biking as a means of transportation. Temperatures remain comfortable for outdoor activities throughout the year, there is a vibrant park system, and the layout of the City of Savannah, particularly the downtown Historic District, makes it easy to walk, bike, and access transit. Additionally, residents across the region have expressed a strong desire for more bicycle lanes, trails, and continuous sidewalks according to input received from numerous surveys and public outreach efforts. Despite the demand for active transportation facilities, accessibility and safety concerns especially beyond the downtown Savannah area, serve to discourage active transportation usage for many people. For local governments across the CORE MPO region, the current Non-Motorized Transportation Plan guides the development of Capital Improvement Programs, makes recommendations for bicycle and pedestrian infrastructure development, provides active transportation data, and assists organizations in applying for grants.

While CORE MPO has previously collected bicycle and pedestrian count and facility data at several locations, this data is limited in geographic coverage and has not been kept up to date. Now that the CORE MPO planning area boundary has expanded (see the updated CORE MPO MPA map in Appendix IV), there are more data gaps that need to be filled. The Chatham Area Transit conducted a Bus Stop Inventory Study, which recorded the existence or condition of bike and pedestrian resources next to bus stops in Chatham County, but data regarding bicycle and pedestrian facilities for the entire CORE MPO planning area is not available. In many locations, bicycle lanes and sidewalks have not received ongoing maintenance and many sidewalks and bicycle lanes are frequently unusable. Further, little information is known about the current characteristics, condition, and locations of bicycle and pedestrian facilities, which makes it difficult to direct resources toward the improvement of these facilities.

The travel patterns of pedestrians and bicyclists are directly influenced by their perception of the surrounding environment. An uncomfortable or threatening condition, such as a dangerous intersection, will cause people walking and biking to alter their route, choose a different mode of travel, or even decide not to make the trip at all. Based on available crash data and recent corridor studies on SR 307, SR 21, SR 26/US 80, and SR 25/US 17, several non-motorists are killed or seriously injured on streets in our region every year. The conditions of some bicycle and pedestrian facilities are unpleasant, especially for vulnerable populations and underserved communities. With positive public opinion toward active transportation, ongoing Vision Zero efforts, and the creation of the CORE MPO's Bicycle and Pedestrian Advisory Committee (BPAC), this is a wonderful



CORE MPO Bicycle and Pedestrian Facility Study RFP

opportunity to improve bicycle and pedestrian facilities and create safer streets for all road users. Investing in this Study will enhance these efforts toward creating safer and more accessible streets.

To address these issues, CORE MPO’s Bicycle and Pedestrian Facility Study (“the Study”) will identify the location and condition of bicycle and pedestrian facilities including intersections across the CORE MPO’s Metropolitan Planning Area boundary. The results of the Study will include:

- An inventory and map of bicycle and pedestrian facilities throughout the CORE MPO metropolitan planning area in GIS format;
- The identification of current network connectivity, opportunities for improvement, and the potential economic development impact;
- The identification of safety improvements by overlaying Numetric crash data over maps; and
- The creation of a system or methodology to provide continuous updates to the bicycle and pedestrian networks and to reduce future CORE MPO and member agency staff time needed to capture data collection and updating efforts. This includes developing a Standard Operation Procedure (SOP) and/or training manual for CORE MPO staff, municipalities, and agencies.

The work to produce these results will include:

- Taking inventory of existing data;
- Taking inventory of current conditions of bicycle and pedestrian networks;
- Integrating collected data with local GIS data houses, such as SAGIS;
- Creating an app or database for current and future facility tracking;
- Creating a bicycle and pedestrian facility prioritization system;
- Using the CORE MPO’s map survey for public input;
- Collaborating with CORE MPO member municipalities and supporting agencies for information;
- Creating a condition matrix of bicycle and pedestrian infrastructure;
- Public outreach throughout the community; and
- Examining bicycle and pedestrian facilities using a variety of methods.

The completed Study will then be used to direct the efforts of updating the CORE MPO Non-Motorized Transportation Plan (NMTP) and other plans within partnering agencies. The information therein will be used to prioritize areas for project development and connectivity with an overall emphasis on road safety. Ultimately, this guiding document will lead to infrastructure that provides diverse transportation options that ensure accessibility and system redundancy; promote economic vitality; and enhance social equity.

The CORE MPO Bicycle and Pedestrian Facility Study will take place in the State of Georgia’s Fiscal Years 2025 - 2027. The project’s expected start date is April 2025, and the expected



CORE MPO Bicycle and Pedestrian Facility Study RFP

completion date is March 31, 2027. Taking advantage of new data, this Study will support and inform the CORE MPO's Non-Motorized Transportation Plan update, which will be conducted concurrently by the MPO as a separate project.

The work to be accomplished is divided into various tasks with several subtasks. The selected consultant team will provide the work to the CORE MPO under the direction of the Bicycle and Pedestrian Advisory Committee (BPAC) and Transportation Equity and Public Involvement Advisory Committee (TEPIAC).

Task 1. Project Management and Coordination

This section briefly describes the general management approach and project coordination for the CORE MPO Bicycle and Pedestrian Facility Study.

Project Management Plan - A Project Management Plan (PMP) needs to be prepared at the start of the project to identify work organization, program, outreach plan, responsibilities, coordination and communication procedures, team meetings, document format, report format, technical memorandum schedules, graphic production standards, and other important operational information pertaining to the team activities.

Project Schedule - The Study team needs to develop a detailed project schedule which will be used to manage and disseminate project progress within the team and to CORE MPO. The schedule will indicate tasks, subtasks, critical dates, milestones, deliverables, and review requirements.

Quality Assurance/Quality Control Program – The Study team shall develop a formal approach to quality management to ensure all products meet the high standards of quality and scope attainment.

Progress Reports - The PMP needs to outline the timing and format for progress reports. At a minimum, it will include:

- Activities, ongoing or completed, during the reporting period;
- Activities planned for the following quarter;
- Problems encountered and actions to remedy them; and
- Overall status, including a tabulation of percent complete by task, management schedule showing Study progress, supporting documentation.

Project Meetings - The PMP will be required to outline the timing of meetings with the CORE MPO Project Manager. The Study team will produce the support material needed for the meetings, as well as taking all meeting notes, summarizing the discussions, and outlining decisions and action items.

Bicycle and Pedestrian Advisory Committee (BPAC) - the Study team will conduct the Study under the guidance of and in coordination with CORE MPO's BPAC.

Transportation Equity and Public Involvement Advisory Committee (TEPIAC) - the Study team will conduct the Study in coordination with CORE MPO's TEPIAC.

Outreach Efforts – in addition to coordination with BPAC and TEPIAC, the Study team will need to perform extensive outreach to the various stakeholders and the general public in the CORE MPO region, as outlined in a Public Outreach Plan. The Plan will identify all bike and pedestrian community groups and design the appropriate methods to get their input. The Plan will also identify outreach opportunities and create public outreach events in the community, identify



CORE MPO Bicycle and Pedestrian Facility Study RFP

opportunities for CORE MPO Board and Committee coordination, and create public contact avenues.

Project Coordination – the PMP needs to outline the coordination work expected with other ongoing bicycle and pedestrian related studies and projects, including the Non-Motorized Transportation Plan, the City of Savannah’s Vision Zero Plan, and SS4A projects in the region.

Deliverables:

Project Management Plan (PMP) - Following an initial meeting between CORE MPO and the Study Team, the Consultant Team shall produce a Project Management Plan (PMP) and submit it to CORE MPO for review and approval within thirty (30) days of the Notice to Proceed. The PMP shall detail the personnel organization, project scope, project schedule with deliverable deadlines, project fee breakdown, quality control and assurance plan, and project controls.

Public Outreach Plan - Following an initial meeting between CORE MPO and the Study Team, the Consultant Team shall produce a Public Outreach Plan and submit it to CORE MPO for review and approval within thirty (30) days of the Notice to Proceed. The Public Outreach Plan will identify all community groups and design the appropriate methods (community engagement, stakeholder collaboration, etc.) to get input. This includes a document that describes the public outreach plan, methods, and schedule for this process; schedule to provide presentations, slide decks, and/or demonstrations to CORE MPO Board and Committees; and email, phone contact information, and other means of contact for the community.

Task 2. Literature Review and Data Inventory of Bicycle and Pedestrian Facilities

- Task 2.1 Review existing studies and data that include bicycle and pedestrian information for the region, including, but not limited to Chatham Area Transit’s Bus Stop Inventory Study, existing bicycle and pedestrian map files, CORE MPO Non-Motorized Transportation Plan, Chatham-Savannah School System data, the City of Savannah’s Vision Zero Plan, the SS4A studies from Chatham County and Effingham County, as well as other relevant data and information.

Deliverables

- A document detailing existing bike/pedestrian data that is relevant to this Study in the CORE MPO metropolitan planning area
- Integrate data with Savannah Area GIS (SAGIS) data in a GIS database

Task 3. Update Bicycle and Pedestrian Facilities Inventory Information

- Task 3.1 Utilize a variety of data sources, methods, and technologies to examine bike and pedestrian facilities.
- Task 3.2 Field examine bike and pedestrian facilities.
- Task 3.3 Create an inventory of existing bicycle and pedestrian facilities.
- Task 3.4 Identify and record who owns and who maintains facilities.



CORE MPO Bicycle and Pedestrian Facility Study RFP

Deliverables

- A methodology document detailing the data sources, methods, and technologies used to examine facilities, and how they were used to assess facilities.
- A GIS database detailing the existing bike/ped facilities with inventory information. The database should include exiting data integrated with newly collected data. The attributes should include, at minimum, the following,
 - Bicycle facilities
 - Width
 - Facility type
 - State of Repair
 - Ownership and Responsible Maintenance Agency
 - Pedestrian Facilities
 - Width
 - Facility type
 - State of Repair
 - Ownership and Responsible Maintenance Agency
 - Trails
 - Width
 - Facility type
 - State of Repair
 - Ownership and Responsible Maintenance Agency
- Metadata explaining the attributes for the inventoried information.

Task 4. Assessment of Bicycle and Pedestrian Facilities and Networks

- Task 4.1 Facility Condition Assessment
 - Subtask 4.1.1 Assess the conditions of bicycle facilities.
 - Subtask 4.1.2 Assess the conditions of pedestrian facilities.
 - Subtask 4.1.3 Assess the condition of crosswalk facilities.
 - Subtask 4.1.4 Assess the conditions of boardwalk facilities.
 - Subtask 4.1.5 Assess the conditions of shared-use and multi-use paths.
 - Subtask 4.1.6 Assess the conditions of off-road non-motorized facilities.
- Task 4.2 Connectivity Assessment
 - Subtask 4.2.1 Assess the current connectivity of the bicycle and pedestrian systems.
 - Subtask 4.2.2 Identify problem areas that lack connectivity for bicycle and pedestrian facilities.
 - Subtask 4.2.3 Identify connectivity opportunities for bicycle and pedestrian facilities.
- Task 4.3 Safety Assessment



CORE MPO Bicycle and Pedestrian Facility Study RFP

- Subtask 4.3.1 Utilize Numetric and other crash data sources to identify pedestrian and bicycle high crash areas.
- Subtask 4.3.2 Identify overarching issues that contribute to high crash areas and hotspots.
- Subtask 4.3.3 Develop safety strategies based on location and crash incident information, including facility implementation.

Deliverables

- A technical memorandum that summarizes the conditions, connectivity and safety assessments.
- GIS maps of the bicycle and pedestrian networks with identified problems for conditions, connectivity gaps, and safety hotspots.

Task 5. Recommendations and Project Prioritization

- Task 5.1 Develop recommendations for system and facility improvements, strategies to implement improvements, and solutions to system and facility issues.
 - Subtask 5.1.1 Based on analysis of the condition of bike and pedestrian facilities, develop maintenance recommendations.
 - Subtask 5.1.2 Based on connectivity examination, recommend best practice to connect facilities.
 - Subtask 5.1.3 Based on safety data, recommend best practice to increase safety for cyclists and pedestrians.
- Task 5.2 Develop project prioritization recommendations and method to rank bicycle and pedestrian projects with considerations for safety, equity, accessibility, connectivity, and other important factors.

Deliverables

- A technical memorandum that summarizes the following:
 - Improvement recommendations based on area class, facility type, speed, and other important factors.
 - Methodology and results of prioritization:
 - The methodology to prioritize bicycle and pedestrian projects;
 - The prioritized bike/ped project lists; and
 - Updated GIS database with prioritization results.

Task 6. Training Manual for Future Database Updates

- Task 6.1 Develop a Standard Operation Procedure (SOP) or training manual for CORE MPO staff, municipalities, and agencies for reporting new information regarding bike and pedestrian facilities after the completion of the Study.

Deliverables



CORE MPO Bicycle and Pedestrian Facility Study RFP

- Training manual for staff, municipalities, and partners

Task 7. Final Report and Documentation

Develop a comprehensive document detailing the findings of each task.

Deliverable

- Final Report and Documentation.



CORE MPO Bicycle and Pedestrian Facility Study RFP

ESTIMATED PROJECT BUDGET

\$300,000

ESTIMATED SCHEDULE

The anticipated completion date of the CORE MPO Bicycle and Pedestrian Facility Study is no later than March 31, 2027.

Proposed Schedule

Request for Proposals Announced:	01/21/2025
Deadline to Submit Questions:	02/03/2025
Deadline to Respond to Submitted Questions	02/10/2025
Deadline for Submittal of Proposal:	02/21/2025
Proposal Review	02/24/2025 – 03/25/2025
Interviews (week of):	03/26/2025 (subject to confirmation)
Consultant Selection and Notification (week of):	04/14/2025 (subject to confirmation)
Project Start - End:	April 24, 2025 – March 31, 2027



CORE MPO Bicycle and Pedestrian Facility Study RFP

GENERAL REQUIREMENTS

I. FIRM QUALIFICATIONS

The firm (and subcontractors) shall be GDOT pre-certified, demonstrate knowledge and experience in preparation of bicycle and pedestrian plans and shall not be debarred from working on any federally funded contract.

II. INSURANCE

The firm shall provide a Certificate of Insurance for each category listed below and carry each in force if awarded this contract for the duration of the project:

- (1) General liability property damage insurance
- (2) General liability bodily injury insurance
- (3) Automotive/truck insurance covering all owned, hired, and non-owned vehicles used in the project
- (4) Workman's compensation insurance
- (5) Employer's liability insurance
- (6) Professional Liability Insurance (\$1,500,000 per occurrence)

III. INDEPENDENT CONTRACTOR

The firm shall be an independent contractor and not an employee of MPC.

IV. PROPOSAL PREPARATION AND SUBMISSION

The complete proposal shall contain the following information and shall be submitted in the order shown below. **Please address each section in your proposal submission and divide each section of your proposal with identifying tabs.**

A firm who submits a proposal that does not address each of the sections specified below will be deemed non-responsive, and the proposal submission deemed incomplete.



CORE MPO Bicycle and Pedestrian Facility Study RFP

REQUIREMENTS FOR PROPOSAL

Section 1: Transmittal Letter (1 page)

Transmittal letter on company letterhead shall introduce the firm, provide a brief history, describe the ownership, include complete address, phone, and fax numbers, and include the name and email address of contact person(s) during this RFP process. An authorized agent must sign the transmittal letter.

Section 2: Firm’s Qualifications/Experience of Key Personnel (2 pages)

Submit statements or evidence that demonstrate the knowledge and experience of the firm in the development of plans of the type described in the RFP scope. The proposed project personnel should have similar experience, preferably as a team. An organizational chart displaying duties of team members shall be included.

Section 3: Project Understanding (5 pages)

Provide a written description of how your firm proposes to complete the development of the Bicycle and Pedestrian Facility Study for the MPC. The description must be consistent with the scope of work or explain why it is different and beneficial.

The Project Understanding section should not exceed five (5) pages in length, including any illustrations, and should include an overview of how the firm proposes to complete the project. The Project Understanding section should outline the project tasks or elements and a time schedule for completion of each task and the entire project.

Section 4: Insurance and Certification (2 pages)

Provide proof of insurance as per “General Requirements, Section II, Insurance” and complete attached affidavit found in Appendix I indicating that the firm is qualified to do work in Georgia and not debarred from working on a Federally funded contract.

Section 5: References (2 pages)

The firm shall provide a list of at least five (5) client references for which similar services have been performed. Reference information shall include entity name, address, description of services provided, contact name, telephone number, and fax number. The firm shall identify any client relationships that may be in conflict with the successful completion of this project.

Section 6: Resumes (up to 20 pages)

The firm shall include resumes of all proposed project team members up to 20 pages.



CORE MPO Bicycle and Pedestrian Facility Study RFP

Section 7: Notice of Non-Discrimination and Proposed Schedule of M/WBE Participation (2 pages)

The firm shall submit the Notice of Non-Discrimination and Proposed Schedule of M/WBE Participation found in Appendix III with their proposal.

IV. RFP EVALUATION

The evaluation and selection process will involve reviewing the proposals and conducting in-person presentations with the finalist firms. The written proposal is not the only measurement that will be used to identify firms that will be invited to make a presentation. The Proposal Review Committee will evaluate the proposals and make a recommendation to the E.D. & CEO regarding the short-listed firms and ranked to be invited to make a presentation. Proposals and presentations will be evaluated based on the following criteria:

Criteria	Weight Proposal/Presentation
A. Comprehensively demonstrates the firm has the knowledge and experience to address the scope of work. The proposed project personnel should have similar experience, preferably as a team. The quality of references will also be a factor in determining selection. Team members must also show availability to this project.	40%
B. Demonstrates understanding of the scope of work and local factors. Shows how the firm proposes to approach and complete the project. Shows an implementable outline of project tasks or elements and a time schedule for completion of each task and the entire project.	40%
C. Demonstrates how the firm will meet CORE MPO Bicycle and Pedestrian Facility Study schedule.	10%
D. Demonstrates commitment to include DBEs.	10%



CORE MPO Bicycle and Pedestrian Facility Study RFP

Each of the above criteria (A-D) will be given a rating of 1 through 5 by each member of the Proposal Evaluation Committee. The ratings are as follows:

RATING	
1	Poor
2	Fair
3	Average
4	Good
5	Excellent

The proposal score will be used to determine those invited for a presentation. The presentation will be scored based on its own merit aside from the original proposal score.

After the review and rating of proposals and presentations, team proposal and presentation scores will be combined based upon a weighting of 50% for the written proposal and 50% for the presentation. Firms will be ranked in descending order of numerical predominance.



CORE MPO Bicycle and Pedestrian Facility Study RFP

Appendix I Affidavit of Certification

CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Request for Proposals is full, complete, and truthful.

I further certify that the proposer and any principal employee of the proposer has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked, or been subjected to disciplinary proceedings.

I further certify that the proposer has not, in the immediately preceding five (5) years, been suspended, or debarred from contracting with any federal, state, or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer has not in the immediately preceding five (5) years been defaulted in any federal, state, or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract.

I further certify that the proposer is a prequalified firm with the Georgia Department of Transportation (GDOT).

I acknowledge, agree, and authorize, and certify that the proposer acknowledges, agrees, and authorizes, that the Chatham County – Savannah Metropolitan Planning Commission (MPC) may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the MPC may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the MPC to award a contract.

A materially false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Signature

Sworn and subscribed before me

This ____ day of _____, 20__.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____



CORE MPO Bicycle and Pedestrian Facility Study RFP

Appendix II Notice of Non-Discrimination

NON-DISCRIMINATION STATEMENT

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any proposal submitted to the Metropolitan Planning Commission or the performance of any contract resulting there from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all businesspersons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands, and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling the Metropolitan Planning Commission to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature _____

Title _____

Company _____

Date _____

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

Appendix III
Proposed Schedule of M/WBE Participation

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

Name of Proposer/Proposer: Proposal No.: Project Title: Total Proposal Amount \$ Name of M/WBE Participant	Address	Type of Work Sub-Contracted	Subcontract Value	MBE/WBE Status
			\$	
			\$	
			\$	
			\$	
			\$	

MBE Participation Value: % \$ _____

Women Participation Total Value: % \$ _____

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Metropolitan Planning Commission.

Joint Venture Disclosure If the prime proposer is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the Minority/Female joint venture firm.

Joint Venture Firms	Level of Work	Financial Participation

Signature: _____

Title: _____

Appendix IV CORE MPO Metropolitan Planning Area Boundary Map

