

REQUEST FOR PROPOSALS  
**City of Ellsworth**  
**Bicycle and Pedestrian Plan**  
October 11, 2006

**I. Introduction:**

The City of Ellsworth, with funding from the Union River Healthy Communities, seeks to hire a consultant to assist and advise the newly formed Bicycle and Pedestrian Committee in the creation of a Bicycle and Pedestrian Plan for Ellsworth.

**II. Study Area:**

The primary study area is the comprehensive plan growth area (see “central area” on enclosure) and major bikeways. The secondary study area is the remainder of the city

**III. Objectives:**

The City of Ellsworth seeks to:

1. Promote and inform the community about bicycling and walking to increase these activities in Ellsworth as components of healthy living and transportation.
2. Inventory and map existing systems and identify deficiencies in connectivity of routes and the condition of facilities.
3. Develop safe and accessible bicycle and pedestrian systems within the compact area and routes to other primary public destinations.
4. Provide policy guidelines for use by the Recreation Committee, City Council, Planning Board and other committees/groups consistent with the comprehensive plan, to assist in the decision-making process.
5. Identify potential sources of funding for bicycle and pedestrian services and facilities and integrate opportunities into the plan.

**IV. Scope of Project:**

The consultant will:

- Work with the Deputy Planner to convene initial meetings of the Bicycle and Pedestrian Committee and ensure follow-up on action items.
- Present oral and written summary of bicycle/pedestrian work around the state.
- Review and update existing inventory information on sidewalks, bike lanes and trails.
- Integrate policies and priorities identified in the City’s Comprehensive Plan, the health plan, the waterfront redevelopment plan as well as from the Recreation Commission and the Roads Commission.
- Create a cohesive Bicycle and Pedestrian Plan from the above sources. See Rider A for required contents.

**V. Contract Period:**

The successful bidder will be chosen within two weeks of the due date for proposals. The contract period will commence immediately and work is expected to begin immediately upon execution of the contract. The Bicycle and Pedestrian Plan is to be completed by April 30, 2007. (amended from Jan. 1)

**VI. Proposal Content:**

To be considered, all proposals must be five pages or fewer and include the following items:

A. Qualifications and Experience: The firm's qualifications and experience relative to the above task, including specific experience working with bicycle and pedestrian issues and product samples where applicable.

B. Capacity: Information on the capacity of the firm or individual, including availability of personnel and equipment, financial stability of the firm, and the firm's ability to complete the work by the end date.

C. Project Personnel: A listing of the project personnel, including resumes giving relevant work experience, education and qualifications of persons who will perform work on the project.

D. General Approach: The firm's approach to planning, organizing, and managing the project, including approach to problems solving, data gathering, and communications.

E. Work Plan: Detailed methodology, proposed schedule of activities and time estimates for completing project tasks. In addition, respondent should provide a detailed description of the specific outcomes and deliverables to be provided to the City.

F. Other information: Provide any other information that you believe would make the firm's work on behalf of the City superior to that of other firm or information about your firm's specialty or particular skill to perform a specific requested service.

G. Compensation: A statement of the proposed method and rate of compensation, estimated budget for performing project work plan and estimated total project cost\*.

***\*NOTE: The city has a limited budget for this project and cannot exceed \$3,000 for consultant services. The City of Ellsworth Deputy Planner will be available to work with the selected consultant and the committee to fulfill the project objectives.***

**VII. Review of Proposals:**

Proposals will be reviewed and evaluated by the City pursuant to the following criteria:

A. General qualifications and capacity of firm or individual	25%
B. Demonstrated related experience	25%
C. Appropriateness of general approach to work plan elements	25%
D. Knowledge and understanding of project and of Ellsworth	25%
<b>Total</b>	<b>100%</b>

**VIII. General Terms & Conditions**

- The City reserves the right to enter into a contract for services that is less than the scope of work outlined above and/or enter into another contract for services for similar or related work, as need may arise in the future. The City may also reject any and all proposals, waive technicalities, advertise for new proposals, and make such awards as may be deemed to be in the best interests of the City of Ellsworth.
- Reports and materials developed by the successful applicant under a contract that may result from this RFP are considered public information and may not be copyrighted.
- The City of Ellsworth is an Equal Opportunity Employer and supports Equal Housing Opportunity.

**IX. Submission Process and Q&A**

To be considered, proposals must be five pages or fewer and received at the City of Ellsworth by 4:00 pm on October 27, 2006. Please provide in a sealed envelope, bearing the name and address of the firm: 12 copies of the proposal clearly marked "**Bicycle and Pedestrian Plan**" and in another sealed envelope one (1) copy of the cost clearly marked "Fee Proposal." Proposals shall be submitted to:

"Bicycle and Pedestrian Plan"  
C/O Michele Gagnon, Planner  
City of Ellsworth  
Planning Department  
PO Box 586  
Ellsworth, ME 04605

# City of Ellsworth Bicycle and Pedestrian Improvements Plan

## **RIDER A: REQUIRED PLAN CONTENTS**

1. Executive Summary -- 1-page synopsis of the plan's key findings and projected goals.
2. Introduction -- 2-page general overview of the plan's purposes, including:
  - Economic benefits of bicycle and pedestrian facilities and services
  - Environmental benefits of bicycle and pedestrian facilities and services
  - Social and health benefits of bicycle and pedestrian facilities and services
3. The Ellsworth Bicycle and Pedestrian Committee and its Mission -- a 2-page description of the EBPC and its roll in facilitating education, planning and enforcement.
4. Existing bicycle and pedestrian facilities and services -- a brief written description and map based on the findings of the consultant and EBPC.
5. Proposed bicycle and pedestrian facilities and services -- a brief written description and map based on the findings of the consultant and EBPC including any recommended locations and priority levels for new or improved sidewalks, bicycle lanes, paved shoulders, shared lanes, multi-use paths, traffic calming devices
6. Areas requiring special consideration -- a more thorough written description of existing conditions and proposed improvements that are of the highest priority including school zones, shopping areas and proposed transportation related projects.
7. Sketch designs and details sufficient to convey the concept of proposed improvements.
8. Comprehensive list of suggested improvements showing the priority, scope and potential cost of each.

For a sample plan, see the City of Brunswick's plan at:

<http://www2.curtislibrary.com/brunspinning/bikeped9804.pdf>