

REQUEST FOR PROPOSALS

Trails and Active Transportation Plan for the City of Livingston

The City of Livingston, Montana seeks to adopt a Trails and Active Transportation Plan in 2021. Residents of Livingston strongly advocated for the planning and development of non-motorized transportation facilities during the preparation of the *2019 Strategic Plan*. At this time the City is requesting proposals for a *2021 Trails and Active Transportation Plan*. The City of Livingston expects that a Trails and Active Transportation Plan will place a heavy emphasis on expanding and connecting our trails system. It will also provide guidance for a Safe and Accessible Streets policy for new developments within the City.

The City of Livingston is seeking the assistance of a qualified consultant to help develop a Trails and Active Transportation Plan. The ideal consultant will have extensive experience developing such plans for small communities in Montana or other western United States in a manner that engages the residents of the area in the planning process. It is important to note that the Trails and Active Transportation Plan is intended to be used to develop a connected network of transportation options and is not a plan limited to recreational trails.

Anyone interested in providing professional consulting services for the preparation of a Trails and Active Transportation Plan is encouraged to submit a proposal to the City in accordance with the following Scope of Work and proposal requirements. All proposals must be received by the City by 12:00 p.m. **January 8th, 2021** as further specified below.

Scope of Work

The proposal must define a proposed Scope of Work based on the following minimal requirements as well as any work activities proposed by the consultant deemed necessary to develop an effective Trails and Active Transportation Plan. The proposal must demonstrate an understanding of the overall objectives of the work program and must clearly describe how each task will be accomplished. At a minimum, the proposal shall incorporate the following tasks as the Scope of Work:

1. The consultant shall review the *City of Livingston Growth Policy*, *Parks and Trails Master Plan*, *2019 Parks and Trails Survey Results* and *Subdivision Regulations* as well as other planning documents (such as the Strategic Plan) dealing with non-motorized transportation and meld the relevant findings and recommendations into the more detailed Active Transportation Plan. A description of the process of the analysis of existing conditions should be included.
2. The consultant shall identify and undertake whatever field studies, data collection or other research necessary to support the findings and recommendations in the Trails

and Active Transportation Plan.

3. The consultant shall design and implement a public participation process that will engage residents of the Livingston area in the planning process. The public participation process may include, but is not limited to, opinion surveys, public meetings and workshops, plan dissemination via the Internet and other media, web site and GIS development and so on. Any focused public outreach such as to school age children or senior citizens should be addressed in the proposal. A steering committee will be selected by the City and will include stakeholders from the Parks and Trails Committee, Active Transportation Coalition, Planning Board and City staff to help facilitate the public involvement of Active Transportation.
4. The consultant shall identify any existing non-motorized transportation facilities and evaluate the connectivity, effectiveness, capacity and potential integration of such facilities into a comprehensive system, including facilities outside of City Limits adjacent and connected to facilities within City Limits.
5. The consultant shall recommend proposed new non-motorized transportation facilities as well as any identified deficiencies in existing systems that might be corrected. Non-motorized programs such as "complete streets" shall be identified and analyzed. An estimate of costs of construction of capital facilities, maintenance of non-motorized facilities and other elements of the plan implementation such as signage and paint striping should be provided.
6. Explore innovative viable funding and maintenance alternatives for development and maintenance of trails and non-motorized projects, such as Adopt-A-Trail, partnerships, endowments, dedicated or institutionalized funding sources, impact fees, parks and trails improvement districts, tax increment financing, subdivision park maintenance districts and CIP plans for trails and bikeways, similar to those for citywide curb, gutter and sidewalk improvements.
7. The consultant shall provide appropriate non-motorized transportation design standards for inclusion in the *City of Livingston Design Standards*.
8. In addition to other public processes, the consultant shall present the findings and recommendations of the Trails and Active Transportation Plan to the City Commission and Parks and Trails Committee as well as other Boards as identified.
9. The City may consider proposals from one firm or groups of firms in a joint venture.

Proposal Submittal Requirements

Five (5) physical copies and one (1) digital copy in PDF format of the proposal must be submitted to the Finance Office of the City of Livingston at 110 South B Street, Livingston, Montana, 59047, not later than 12:00 p.m. Mountain Time on January 8, 2021. Each proposal must include the following:

1. Name, physical and mailing addresses, e-mail contact information and telephone number(s) of the lead firm and any other firms on the consulting team.
2. The Scope of Work proposed by the consultant.
3. The experience and qualifications of the consultant (or consulting team) to undertake the Scope of Work.
4. The name and qualifications of the Project Manager who will direct the work effort and serve as the liaison with the City of Livingston.
5. The names and qualifications of the principal team members who will perform the proposed work and their individual responsibilities for the Scope of Work.
6. References from at least three (3) jurisdictions where the consultant or consulting team have provided similar non-motorized transportation consulting services. The references must include complete contact information including telephone number and e-mail address as well as a brief description of the project completed.
7. A preliminary timeline for the completion of the project. It is anticipated that this project will be substantially complete by August 31, 2021.

Evaluation Criteria

All proposals will be evaluated on the following basis:

80 Points Work Program and Qualifications of Firm and Personnel

1. The approach and work program in the proposal.
2. The public involvement experience of the consultant.
3. Related experience on similar planning projects incorporating facilities planning and cost estimating and capital programming.
4. Qualifications, experience and training of the firm's Project Manager,
5. Qualifications, experience, and training of staff to be assigned to project.

6. Ability of firm to meet project time requirements including present and projected future workloads.

20 Points Background Reference Checks

1. Record of past performance of firm or personnel on similar projects in or outside of the City of Livingston.

Following review and evaluation of all proposals, the City shall award the contract to the most qualified consultant based on the evaluation score and the proposal that is deemed to be the most responsive to this Request for Proposals. The City may, at its sole discretion interview any or all of the consultants before awarding the contract. Unsuccessful consultants will be notified as soon as possible.

Additional Information

Bids will be opened at 2:00 pm January 8, 2021. Promptly upon making the final determination of ranking, the City will proceed to award the bid to the top-ranked vendor. All vendors not selected will be notified by the City of its decision. This advertisement publication requirement is outlined in MCA [7-1-4127](#).

The budget allocation for this project is Fifty Thousand Dollars (\$50,000). This is the maximum allocation including contingencies.

Proposal forms and specifications are on file and may be obtained from the City of Livingston Finance Office, 110 South B Street, Livingston, Montana, 59047 or calling 406-222-1142, or on our web-site at http://www.livingstonmontana.org/test_link/bids_and_request_for_proposals_qualifications.php

The contact person for any questions pertaining to this Request for Proposals is Mathieu Menard, Planner, City of Livingston Planning Department, will serve as the City's project manager and may be contacted by telephone at (406) 222-4903, by e-mail at mmenard@livingstonmontana.org or by mail at 330 Bennett St., Livingston, Montana, 59047.

Legal Advertisement to be published in the Livingston
Enterprise: December 10, 2020; December 16, 2020;
December 22, 2020

Attest: Faith Kinnick
City of Livingston
December 8, 2020