Request for Qualifications
2020 Gateway Bike Plan Implementation Activities

SUBMITTAL DUE DATE:  Friday, January 24, 2020
4:00pm CST

SUBMITTAL LOCATION:  Via Great Rivers Greenway website (upload link will be provided) Submit qualifications via .PDF Format Only

QUESTION RELATED TO THIS RFQ:

All questions must be submitted to the GRG website for this RFQ by 5:00pm Central Standard Time on Friday, January 17, 2020. Answers will be distributed to all known recipients of the RFQ by Tuesday, January 21, 2020.

BACKGROUND:

Great Rivers Greenway (GRG) is a political subdivision of the State of Missouri serving St. Charles County, St. Louis County and the City of St. Louis. Great Rivers Greenway connects the St. Louis region with greenways, making it a vibrant place to live, work, and play. Great Rivers Greenway is operated by a 24 member staff governed by a 12 member board of directors that is appointed by the executives of St. Charles County, St. Louis County and the City of St. Louis.

More information about Great Rivers Greenway can be found here: https://greatriversgreenway.org/about-us/

The Gateway Bike Plan is a result of a collaborative effort between Great Rivers Greenway, Missouri Department of Transportation, East-West Gateway Council of Governments, Metro, numerous municipalities, St. Louis and St. Charles counties, City of St. Louis and Trailnet. The Gateway Bike Plan provides a long-term vision for providing a connected system of on-road bicycle routes between communities, transit, greenways and trails. This plan was completed in August 2011 and covers St. Louis County, City of St. Louis and the urbanized communities of St. Charles County.

The Gateway Bike Plan provides both a coordinated vision for accommodating and encouraging bicycling as a viable transportation mode and practical action strategies for how to achieve this vision over the next twenty years. The plan includes detailed maps as well as strategic actions to achieve the recommended facilities along with education, enforcement and encouragement programs.
The Gateway Bike Plan may be viewed online at [www.stlbikeplan.com](http://www.stlbikeplan.com).

Goals of the Gateway Bike Plan are as follows:

- Provide a prioritized system of routes that are contiguous and connected to other on- and off-road facilities.
- Improve safety for all modes of transportation through the careful design and implementation of bicycle facilities.
- Improve safety for all modes of transportation through the implementation of educational and enforcement programs.
- Expand the public’s view that bicycles are a viable/acceptable mode of transportation through encouragement programs.
- Increase the commitment of public officials to support or initiate public policy for bicycling in all levels of government – state, local and regional.

Great Rivers Greenway is requesting qualifications from interested consultants or teams of consultants to assist with the update of the Gateway Bike Plan and other implementation tasks. Groups choosing to respond as a team should include all information as outlined in the instructions contained in this document.

**SCOPE OF SERVICES**

A firm, organization, non-profit or combination thereof is sought to implement activities that achieve the update to goals of the Gateway Bike Plan. Implementation activities include but are not limited to the following categories:

**TASK No. 1: Education - Conduct bicycle safety education classes:**
For residents, particularly underserved populations, at elementary schools and other populations or groups that could benefit from bicycle safety education opportunities in St. Louis City and County and St. Charles County.

**TASK No. 2: Gateway Bike Plan Working Group:**
Attend four (4) meetings during 2020 and prepare meeting minutes for distribution.

**TASK No. 3: Plan Update:**
Update digital map files in GIS of the Gateway Bike Plan network, including newly adopted plans or routes that further enhance the Gateway Bike Plan connectivity.

**Subtask No. 3.1: Develop the updated network.**
Analyze current conditions of bicycle facilities and revise recommendations for future facilities to focus on low-stress connections using best practices in facility planning.
and design. Also, analyze other elements such as programs, policies, implementation activities, performance measures that align with the GPB goals, in 2 different regions:

- St. Charles County
- City of St. Louis

(Please note that St. Louis County is currently working on their own update of the bicycle and pedestrian facility network improvements: The St. Louis County Action Plan. This plan will replace the Gateway Bike Plan network in the St. Louis County Area; therefore, there is no current need to update the plan in this GRG region. GRG staff is part of the technical advisory committee and will assist St. Louis County during planning, design and implementation.)

Subtask No. 3.2: Community & Stakeholder Engagement.
As part of the Plan update in St. Charles County and the City of St. Louis, conduct engagement with all appropriate groups/individuals previously consulted for the development of the original plan, and current stakeholders working on the development of any related bicycle facility networks.

Additional implementation activities not listed above may be included if provided as part of a submittal under the RFQ for consideration by Great Rivers Greenway staff.

INSTRUCTIONS FOR PREPARING QUALIFICATIONS
Submission of Qualifications
Please upload one submission in .PDF format to the GRG web site (link will be provided to you). Submission should be no more than 20 pages and must include the following:

- A one-page letter of interest that includes a synopsis of the respondent’s qualifications, primary specialties of the respondent, the primary contact, anticipated project manager and the project principal representing the contractual authority of the respondent.

- Profile(s) of respondent(s) including number of employees, location, and relevant experience working on similar projects within the last five (5) years. Include the respondent’s experience with local governments, special districts or other public agencies in the development of similar projects.

- 1-2 page statement of understanding of the proposed scope of work and consultant’s approach to working with GRG. If the consultant proposes to deviate from the suggested scope of work, provide description of the proposed approach and justification.
• Profile of three (3) projects demonstrating relevant experience working on similar efforts within the past five (5) years by the firm submitting its qualifications. These projects should include a description of the services provided, the firm’s Project Manager, whether the firm was the prime or a sub-consultant and the year the work was completed. Include references with current contact information.

• Resumes of key staff members identified by the respondent(s) as having a major role in the project. Resumes may not be longer than two (2) pages, double sided per person.

• An organizational chart showing the prime consultant, the proposed relationships between key personnel and support staff and/or sub consultants who are expected to participate on the project, and which aspects of the work each person will be responsible for performing.

• Provide 2020 hourly rates for all job titles for the project along with estimated expenses.

• Disclose any material agreements, relationships, or employment your firm or team members have with Great Rivers Greenway that may create a conflict of interest or the appearance thereof.

• Description of the firm’s ownership structure, including percentage ownership by women and minorities and DBE/WBE/MBE certification (if applicable).

It is the sole responsibility of the vendor to ensure the .PDF statement of qualifications is received in proper time. No late submittals will be considered. No printed, fax or verbal proposals will be accepted.

**SELECTION PROCESS**

Great Rivers Greenway will assemble a review committee to evaluate all responses to this RFQ. From this review, the committee may select a consultant(s) solely on the basis of submittals, or may additionally identify a short list of individual or team candidates for possible interviews. The committee may contact any or all respondents to clarify submitted information.

Upon selection of a firm, organization, non-profit or combination thereof, Great Rivers Greenway will negotiate a scope of services and other terms and conditions of an agreement with the selected respondent. If such negotiations are not successful, Great Rivers Greenway reserves the right to begin negotiations with other respondents. Respondents whose qualifications are not accepted will be notified in writing as soon as practical.
SCHEDULE

Qualifications must be received no later than **4:00 p.m. local time on Friday, January 24, 2020** via Great Rivers Greenway website. Any qualifications received after this deadline will not be opened. All responses and any accompanying material will become the property of Great Rivers Greenway. By submitting a response to this request, firms and agencies accept all the terms and conditions of the Request for Qualifications or “RFQ”.

The services provided under this RFQ are from February 2020 to February 2021. However, Great Rivers Greenway may decide to include services beyond February 2021 as part of a contract amendment with firms selected under this submission.

GENERAL PROVISIONS

Any contract awarded as a result of this RFQ will be awarded without discrimination on race, color, religion, age, sex, sexual orientation, or national origin.

Prospective consultants shall assure Great Rivers Greenway that they will comply with 2010 ADA Standards prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.).

It is the policy of Great Rivers Greenway that minority and women-owned businesses shall have the maximum opportunity to participate in the performance of contracts utilizing Great Rivers Greenway funds.

Preference will be given to businesses located within St. Louis City, St. Louis County or St. Charles County (Great Rivers Greenway’s district), and secondarily within the state of Missouri.

GRG reserves the right, at its sole discretion, to 1) reject any or all submittals when, in their opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, 4) request additional information which may be deemed necessary.

This RFQ does not obligate GRG to pay any costs incurred by any respondent with their submission.

Great Rivers Greenway is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex,
sexual orientation or national origin. The successful proponent will be required to conform to the Equal Opportunity Employment regulations.