

City of Starkville Parks and Recreation
Request for Proposals (RFP) for Design Services for the 10-Minute Walk Grant that was awarded to the City of Starkville to create a Bicycle and Pedestrian Master Plan

This document seeks to solicit a request for proposals (RFP) to prepare a Bicycle and Pedestrian Master Plan, specifically related to the City of Starkville being awarded a 10 Minute Walk Planning and Technical Assistance Grant. This grant opportunity is a result of a partnership between the National Recreation and Park Association (NRPA) to reduce barriers to park access in underserved communities, improve environmental conditions and community health, and to expand access to nature in cities across the nation. The City of Starkville was awarded this grant and included design of the Bicycle and Pedestrian Master Plan in the grant proposal.

The City of Starkville is located in north central Mississippi and serves as the county seat for Oktibbeha County. Starkville is a regional destination center in the state, home to Mississippi State University, and is the largest city in the county with nearly 25,500 residents. The City of Starkville is responsible for overseeing 8 parks with an annual operating budget of \$1.7 Million. According to ParkServe, approximately 35% of current residents have access to a park within a 10-minute walk. While this Bicycle and Pedestrian Master Plan may not immediately fund projects that positively impact that number, the goal is to evaluate the city's current bicycle and pedestrian access, identify opportunities for potential connectivity, and develop a suggested connectivity project list and funding plan, with a focus on park equity and underserved areas.

Proposal Evaluation and Selection

The proposal should clearly and concisely document the firm's qualifications related to the design of an action-oriented Bicycle and Pedestrian Master Plan including recommendations for implementing the plan in a phased approach. These recommendations for implementation shall give priority to projects that positively impact park equity and underserved areas. The City will select the proposal which it deems to be in the City's best interest. The City may require competing individuals/firms to make oral presentations of their proposals and to answer specific questions. The City will negotiate the final scope of work with the successful firm. The initial budget, per the submitted grant proposal, is not to exceed \$36,400.00. However, any add-alternates for relevant and necessary work shall be itemized and all costs associated listed so that they may be considered as part of the proposal. The City may choose to fund necessary add-alternates out of available General Fund budget above what is allotted from the grant funds.

The City reserves the right to accept or reject any and all submittals. The City of Starkville anticipates making a single award from the qualified submitters. However, the City reserves the right to make multiple awards should it deem in the best interest of the City. All materials submitted in response to this RFP will remain the responsibility of the consultant. The City of Starkville is an Equal Opportunity Employer and encourages individuals and organizations with diverse backgrounds to submit proposals.

Proposal Requirements

Applicants shall submit an electronic copy of their proposal and four (4) hard copies in a sealed envelope clearly marked on the outside "RFP for Bicycle/Pedestrian Master Plan, City of Starkville, MS". RFP's will be accepted until December 9, 2019 at 4:00 pm. Proposals must contain the following information:

- General information about consulting firm (business location(s), size of staff, etc);

- Identification of project manager for this project;
- Brief resumes of key personnel to be committed to the project, including names, titles, experience, education, the project assignment or role person will be expected to fulfill in connection with the work;
- Description of similar projects;
- Brief description of the planning approach to be used;
- If this is intended to be a joint venture, explain in detail the responsibilities of each firm and identify a lead firm and project manager;
- Identification of anticipated sub-consultants;
- List of references whom can be contacted in relation to this RFP (3 minimum);
- Firm's familiarity with the City of Starkville and its surrounding area;
- Statement that the firm(s) has sufficient staff resources and capability to perform the work contained with the RFP within a reasonable time frame;

The contact for this project is:

Gerry Logan,
Executive Director
Parks and Recreation
405 Lynn Lane
Starkville, MS 39759

Email: glogan@starkvilleparks.com

Telephone: (662) 323-2294

All proposals and written documents

must be submitted to:

Lesa Hardin, City Clerk
110 W Main St
Starkville, MS 39759

All Statements of Qualifications must be received no later than Monday, December 9, 2019 by 4:00

PM. All proposals and accompanying documentation will become the property of the City of Starkville and will not be returned. Proposals received later than the submittal due date will not be considered. Vendors accept all risks of late delivery of mailed proposal regardless of fault. Faxed and e-mailed submittals will not be accepted.

Selection will be based on the following Criteria:

1. Precedent experiences in completing similar scopes of work including rail trail projects and other comparable types of greenway development.
2. Experience and expertise in environmental and energy efficiency design issues.
3. Experience in soliciting feedback from the general public through various engagement practices such as focus groups, public input sessions, online/social media surveys and more.
4. Experience and expertise in equity and community engagement.
5. Capacity and capability of the firm(s) to start and complete the project in a timely manner.
6. Fee Structure.

Scope of Services

While the final scope of work will be crafted upon selection of the consultant, the City anticipates a scope that will include the following:

1. Coordination
 - a. Coordinate a kick-off meeting with City officials and grant partners and follow up

- meetings, as necessary.
 - b. Participate in regular meetings of grant partners, at a minimum of once per month during the grant period.
 - c. Confer with City officials as required.
2. Analysis and Design
- a. Evaluate city's current bicycle/greenway connectivity as it relates to access to parks, with a focus on park equity and use in underserved areas.
 - b. Identify sections/plats of land potentially available for development for use as recreational greenway amenity and/or areas where connectivity with existing bicycle/pedestrian access is possible. This should include easements, rights-of-way, undeveloped parcels of land that would connect existing amenities and other opportunities that allow for connectivity.
 - c. Develop a suggested connectivity project list based on projected impact on community outcomes including park equity, health, social, and environmental outcomes. Each suggested project should include the estimated number of citizens that will gain access to a park within a 10-minute walk and the associated benefits and burdens should the project be implemented.
 - d. Match project list with a funding plan. This could include how to allocate current resources, partner with others, or identify new sources of funding.
3. Community Involvement
- a. Coordinate and participate in community events related to the needs and desires of the community. We anticipate at least two community events for input related to the Bicycle/Pedestrian Master Plan, and other community events at appropriate times as necessary.

The Consultant may recommend other steps and/or other processes for this work. The City would be interested in reviewing those recommended approaches.