



CITY OF FORT SMITH

Request for Qualifications

ACTIVE MOBILITY, BICYCLE AND PEDESTRIAN MASTER PLAN

RFQ Issued: March 5, 2023

Submittals Due: April 13, 2023

**Western Arkansas Planning and Development District
Attn: Reese Brewer
1109 S 16th St
Fort Smith, AR 72901**

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INTRODUCTION

Frontier Metropolitan Planning Organization (MPO) and the City of Fort Smith is seeking RFQs from qualified firms to provide professional consultant services for preparation of an Active Mobility, Bicycle and Pedestrian Master Plan (BPMP). The successful proposer will have significant experience preparing bicycle and pedestrian master plans of comparable complexity and scale for communities similar to the City of Fort Smith with extensive community outreach, public engagement and meeting facilitation experience.

The selected proposer will be expected to deliver high-quality services and products, develop professional meeting and web-ready graphics and work cooperatively with City staff, Board of Directors, and the public throughout the development of the BPMP. Significant community and Commission engagement and participation will be a major part of the plan's development process.

BACKGROUND

Fort Smith is a city of over 89,000 residents that encompasses 64.6 square miles. Fort Smith lies on the Arkansas–Oklahoma state border, situated at the confluence of the Arkansas and Poteau rivers. Located on the Arkansas–Oklahoma border and near the junction of Interstates 40 and 540, Fort Smith, AR is five miles from Van Buren, 47 miles from Arkansas wine country, and 63 miles from Fayetteville. Fort Smith is one of the largest cities in Arkansas.

Interstates 540 and I-49 move vehicle traffic from the north and south to the primary access points in Fort Smith. Several major east-west spines move traffic into the commercial and residential areas. Fort Smith is also home to the Fort Smith Regional Airport, which is a public use joint civil-military airport. FSM is governed by the Fort Smith Airport Commission as established by the City of Fort Smith, Arkansas.

Frontier MPO Area is served by two Class 3 lines, known as short line railroads. The Arkansas-Missouri (A&M) Railroad provides rail services between Springfield, Missouri and Fort Smith, Arkansas. The second short line is the Fort Smith Railroad, which offers transportation services within Fort Smith.

The City is governed by a seven-member Board of Directors, with voters selecting a Mayor for a four-year term, and an appointed City Administrator. There is great emphasis on public participation in local government and the citizenry is quite active as well.

The City of Fort Smith does not have a current Bicycle or Pedestrian Master Plan, though they have a City of Fort Smith Trails and Greenways Master Plan from 2004. In 2014, the City developed its comprehensive plan, Future Fort Smith. Goal TI-I of the comprehensive plan is to improve access and connectivity through enhancements to all modes of transportation, including non-motorized transportation alternatives for commuters, shoppers, and recreational users. In 2016, Frontier MPO created a Regional Bicycle and Pedestrian Plan which includes Fort Smith as part of the region. In 2020 a City of Fort Smith Trails Plan Map was created.

In May 2022, Frontier Metropolitan Planning Organization (MPO) awarded the City of Fort Smith rollover funds for development of a Bicycle and Pedestrian Master Plan. The City and Frontier MPO are partners in regional transportation planning and this planning effort. Frontier MPO acts as the Federal Highway Administration grant recipient for transportation planning funds and will serve as the project administrator of these funds with the selected contractor. The former City of Fort Smith Trails and Greenways Master Plan was developed in 2004.

The City implemented projects such as the Massard Road Widening South of Zero Street, Phase 2 project, which was the installation of a traffic signal at the intersection of Massard Road and McClure Drive, improving Massard Road making it a more complete street that invites increased pedestrian and bicycle use and citywide and regional connectivity. The Towson Avenue project will

rehabilitate and add sidewalks between Garrison Avenue (Hwy. 64) and Zero Street (Hwy. 255), roughly four miles, and the Midland Boulevard (Hwy 71 Business) will also be rehabilitated, and sidewalks added, approximately 3 miles.

In May of 2022, Fort Smith, in conjunction with the University of Arkansas, became the home of the SMILIES bikeshare program. Currently eight bikeshare stations are placed near Fort Smith Transit stops in an effort to improve access to employment and other services.

Frontier MPO and the City is seeking to leverage these projects but needs a comprehensive plan to complete the vision. Additionally, the goal is to provide a roadmap for future capital and program expenditures to enhance bicycle and pedestrian mobility throughout the city. Adoption of a BPMP is anticipated to allow the City to more successfully compete for a range of regional and State grant funds for active mobility, bicycle and pedestrian improvement projects and programs.

REQUESTED SCOPE OF SERVICES

The selected consultant will be expected to prepare a detailed scope of services and timeline, including a community outreach and public engagement plan, as part of the agreement between Frontier Metropolitan Planning Organization and the consultant. The following elements are anticipated to be critical components of the required scope of work, and should provide prospective proposers with a starting point for developing a detailed project scope:

- Review of existing City bicycle and pedestrian related documents and initiatives, including the Regional Bicycle and Pedestrian Plan, Future Fort Smith Master Plan, Complete Streets, Safe Routes to Schools, and other relevant sections of the Fort Smith Municipal Code, etc.
- Review of other agency bicycle and pedestrian policies and plans for coordination opportunities (Arkansas Bicycle and Pedestrian Transportation Plan, City of Greenwood Bicycle and Pedestrian Plan, Frontier MPO's Regional Bike and Pedestrian Plan, Frontier MPO's Walkability Action Plan, Frontier MPO's long-range Metropolitan Transportation Plan, City of Van Buren Bicycle and Pedestrian Plan, and other neighboring cities).
- Guidance and recommendations to the City regarding inclusion of Arkansas Department of Transportation's (ARDOT) Share the Road Campaign and ARDOT Bicycle and Pedestrian Transportation Plan components in the City's BPMP.
- Review and update as needed, the existing bikeway, and mobility inventory.
- Identify and map the existing pedestrian network.
- Identify and map key origins and destinations.
- Identification of gaps in existing bicycle and pedestrian networks hindering safe and convenient access to and from key destinations (e.g., employment centers, stores and shops, schools, neighborhoods, parks, trails and open space, public transit, major local and regional destinations and bicycle and pedestrian facilities).
- Identify "stress zones", such as areas in need of enhanced safety and accessibility, or high traveled areas; determine need for and possible use of pedestrian and collision data and analysis and/or pedestrian counts (e.g., sidewalks/bike lanes that are broken, too narrow, lack curb ramps, lighting, etc.).
- Identify qualitative factors to increase the appeal of walking and biking, e.g., streetscape amenities, support facilities.

- Consideration of design standards for pedestrian and bicycle infrastructure, ways to increase supply and availability of secure bicycle parking, right-sized roadways for walking/biking, and opportunities for mid-block crossings. Evaluate opportunity to repurpose underused and outdated rights-of-way and oversized streets, such as 10th Street, A Street, and B Street.
- Evaluate and recommendations for equitable accessibility for mobility challenged individuals and persons with disabilities.
- Evaluation of the benefits for Fort Smith with improved mobility for people on bikes and pedestrians including but not limited to public health, accessibility, equity, environmental sustainability, quality of life, and economic returns.
- Preparation of recommended outreach strategies and materials, including public workshops, online surveys, and commission study sessions and presentations. This includes preparation of graphics for flyers, websites and other outreach materials as needed.
- Coordination with "Safe Routes to Schools" collaborative.
- Development of recommended policies and programs, including whether any general plan goals or policies amendments are warranted.
- Identify and prioritize capital projects and programs (such as education and safety).
- Consideration of using smart technology, e.g., at crossings to prioritize pedestrian and bicycle use.
- Evaluate and recommendation for optimal sidewalk and mobility zones especially in populations and neighborhoods that need to address transportation inequity issues; such as in the downtown, Midland Boulevard, Towson Avenue, Grand Avenue, (curb, furniture/landscape/lighting, pedestrian zone, shopfronts) and other appropriate facilities.
- Identify locations where additional right-of-way and/or plan line adjustments may be needed to accommodate improvements.
- Development of preliminary project and program cost estimates.
- Prioritization and phasing of projects and programs.
- Identification of funding sources.
- Review thresholds and standards for right-of-way improvements required by private development.
- Recommend whether a bicycle and pedestrian plan should be one single plan/document or developed as separate plans based on experience with implementation in other jurisdictions.
- Include a detailed schedule for project kickoff to project completion, including milestones, deliverables, internal and external meetings and civic engagement meetings and formal public hearings.
- Having performed the above requirements, provide recommendations for equitable mobility options, bike and pedestrian improvements. Recommendations should include steps for implementation in planning, engineering, safety and encouragement, wayfinding, etiquette,

enforcement, education, as well as any other pertinent considerations. Include suggested metrics for success based off of the steps for implementation.

COMMUNITY OUTREACH AND CIVIC ENGAGEMENT

Community outreach and citizen engagement will be a critical component of the development of the BPMP. For purposes of developing a proposal in response to this RFQ, interested firms should propose a civic engagement strategy based on successful outcomes and experience of similar projects in other communities. Public engagement should focus on equity, diversity, and accessibility.

Consideration should be given to:

- How to engage current public transit users who may not necessarily live in Fort Smith but ride transit and walk or bike to work and other relevant stakeholders.
- Social media, surveys, or web-based platforms for obtaining public input.
- Using the City’s Street Department and Planning Commission as the primary forum for engaging the community, inclusive of study sessions and solicitation of community input.
- Coordinate with partners: Friends of Recreation Trails (F.O.R.T.), 64.6 Downtown, Frontier MPO, Fort Smith Parks and Recreation, Fort Smith Streets Department, Fort Smith Planning Department, Fort Smith Transit Department, the United Way of Fort Smith, The 100 Families Coalition for Sebastian County, and the Fort Smith Mobility Coordinator, and any newly formed Bike and Pedestrian Action Committees.
- Attend City staff internal working group meetings (e.g., planning, engineering, etc.)
- Study Sessions with the any Bike and Pedestrian Advisory Committees, Planning Commission, Community Development Advisory Committee, Fort Smith Transit Committee, and Parks and Recreation Commission, Frontier MPO Technical Advisory Committee.
- Formal hearings with the Board of Directors.

The total number of meetings recommended by the proposer should be included and clearly described in the recommended approach to the project.

SCHEDULE

The anticipated RFQ process and Project Schedule is as follows:

Issue RFQ	March 5, 2023
Proposals due	April 13, 2023
Proposal review period	April 21 2023
Final Interviews and Negotiations	May 1, 2023
Award	May 15, 2023
Notice to Proceed	June 1, 2023

SUBMITTAL REQUIREMENTS

Proposals must include the following:

1. A statement or cover letter summarizing the key points of the consulting firms' interests and qualifications, pertinent areas of expertise and the individual or individuals responsible for overseeing the work to be performed.
2. A profile of the firm, including information regarding the key person or persons likely to be assigned, areas of expertise, past experience performing similar work, the firm's office location(s) and staffing. If the firm has sub-consultants that would be retained for specific work, include the profiles of those firms as well.
3. Qualifications and Experience. Detailed information on the background, qualifications and experience of the firm and team members, emphasizing and detailing the successful completion of projects of comparable size and complexity in communities similar to Fort Smith.
4. Project References. A minimum of three project references with contact information for similar projects completed or substantially completed within the last 5-10 years. Project references should be applicable to the specific project manager and key team members proposed for this project. Project references should include the size of the contract (dollar amount) and final outcome (approved by Board of Directors; accepted by staff; in process; etc.). Include excerpts of relevant sample work and/or links to such work available online.
5. Current Projects. A listing of any projects, including references, that the firm currently has under contract to which the proposed project manager has significant project responsibilities.
6. Resumes. Resumes of assigned team members, including key sub consultants, detailing experience and qualifications.
7. Response to Requested Scope of Services, including project approach, community outreach and proposed scope of work. Provide a description of the project approach, including a detailed description of how the public outreach and community engagement process will be conducted. Describe any social media or web-based platforms for obtaining public input, as well as your firm's approach to conducting public meetings. Provide a preliminary scope of work and schedule aligned with key tasks as described in the RFQ, with any additions or modifications recommended in the proposal.
8. Terms of Proposed Service Agreement. The proposer shall prepare a document identifying the terms of the proposed Service Agreement between the City and proposer, including:
 - (1). Specifically, identify any portions of the City's standard form Service Agreement (attached to this RFQ) which the proposer desires to amend (either by addition, deletion, or modification).
 - (2). Disclose any past, ongoing, or potential conflicts of interest which the Consultant may have as a result of performing the work for this project. Identify proposer's ability to comply with the City's insurance requirements. A copy of an insurance certificate or a letter of intent to provide insurance from the issuing company (including a description of types of coverage and dollar amount limits) may be favorably considered.

9. Cost Proposal. In a separate sealed envelope, submit a not to exceed fee proposal tied to a fee estimate by key task or project phase. The cost proposal should consist of a detailed budget, including hourly rates for all positions involved, including any subconsultants, and reimbursable expenses. Billing methodology should be clearly described.
10. Authorization. A letter signed by a principal of the firm authorized to submit proposals on behalf of the firm.
11. Please provide **Three (3) hardcopies** of the proposal in a sealed envelope clearly labeled "SEALED PROPOSAL FOR ACTIVE MOBILITY, PEDESTRIAN AND BICYCLE MASTER PLAN".

One electronic copy of the proposal shall be submitted on either a CD or USB as a PDF and shall be placed within the proposal envelope. Please do not email PDF proposals. Proposals will be accepted until 2:00 PM on **April 13th, 2023** and must be delivered to:

Western Arkansas Planning and Development District
Attention: Reese Brewer
1109 S 16th Street
Fort Smith, AR 72901

EVALUATION CRITERIA

In accordance with the Fort Smith Municipal Code Sec. 2-182, consultant selection shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required and on fair and reasonable price.

Submittals will be evaluated based upon, but not limited to, the following criteria:

- Demonstrated understanding of the requested work and responsiveness to the scope of services.
- Quality and completeness of proposal.
- Experience completing projects of similar scope and complexity in communities comparable to Fort Smith.
- Public meeting facilitation and community engagement expertise and techniques.
- Relevant experience and expertise of the proposed project team members.
- Familiarity with bicycle and pedestrian issues in Fort Smith and/or surrounding communities and jurisdictions.
- Technical knowledge and subject matter expertise.
- Professional qualifications and experience of individuals likely to be assigned to the project.
- Ability to perform the work within the time and budget specified.
- Creativity in approach to scope of work.
- Interviews.
- References.
- Cost.
- General Federal Regulations:
 - The following includes but is not limited to these general federal regulations as applicable to this project:
 - Davis-Bacon Act - 40 U.S.C. §§ 3141, et seq., as applicable under 23 U.S.C. 113
 - Federal Fair Labor Standards Act - 29 U.S.C. §§ 201, et seq. c. Hatch Act - 5 U.S.C. §§ 1501, et seq.
 - c National Historic Preservation Act of 1966 - Section 106 - 54 U.S.C. § 306108

- Archeological and Historic Preservation Act of 1974 - 54 U.S.C. §§ 312501-312508
- Native American Graves Protection and Repatriation Act - 25 U.S.C. §§ 3001, et seq.
- Clean Air Act, P.L. 90-148, as amended 42 U.S.C. §§ 7401, et. seq. i. Section 404 of the Clean Water Act, as amended 33 U.S.C. § 1344
- Section 7 of the Endangered Species Act, P.L. 93-205, as amended - 16 U.S.C. § 1536
- Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. § 4012a
- Age Discrimination Act of 1975 - 42 U.S.C. §§ 6101, et seq.
- American Indian Religious Freedom Act, P.L. 95-341, as amended
- Architectural Barriers Act of 1968 - 42 U.S.C. § 4151, et seq.
- Contract Work Hours and Safety Standards Act - 40 U.S.C. § 3701, et seq.
- Copeland Anti-kickback Act, as amended - 18 U.S.C. § 874 and 40 U.S.C. § 3145
- National Environmental Policy Act of 1969 - 42 U.S.C. §§ 4321, et seq.
- Wild and Scenic Rivers Act, P.L. 90-542, as amended – 16 U.S.C. §§ 1271, et seq.
- Federal Water Pollution Control Act, as amended - 33 U.S.C. §§ 1251-1376
- Americans with Disabilities Act of 1990 - 42 U.S.C. § 12101, et seq.
- Title VI of the Civil Rights Act of 1964 - 42 U.S.C. §§ 2000d et seq.
- U.S.C. §§ 1101 -1104 541, et seq. ee. Limitation on Use of Appropriated Funds to Influence
- Certain Federal Contracting & Financial Transactions - 31 U.S.C. § 1352
- Freedom of Information Act - 5 U.S.C. § 552, as amended
- Magnuson-Stevens Fishery Conservation and Management Act – 16 U.S.C. §
- 1855 Farmland Protection Policy Act of 1981 – 7 U.S.C. § 4201, et seq.
- Noise Control Act of 1972 – 42 U.S.C. § 4901, et seq.
- Fish and Wildlife Coordination Act of 1956 – 16 U.S.C. § 661, et seq.
- Section 9 of the Rivers and Harbors Act and the General Bridge Act of 1946 - 33, U.S.C. §§ 401 &
- 525
- Section 4(f) of the Department of Transportation Act of 1966, 49 U.S.C. 303 and 23 U.S.C. § 138 aa. Comprehensive Environmental Response, Compensation, and Liability Act of 1980
- (CERCLA), as amended --42 U.S.C. §§ 9601-9657
- Safe Drinking Water Act -- 42 U.S.C. §§ 300f to 300j-26 cc. Wilderness Act -- 16 U.S.C. §§ 1131-1136
- Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 42 U.S.C. § 6901, et seq.
- Migratory Bird Treaty Act 16 U.S.C. § 703, et seq.

Frontier MPO reserves the right to alter the selection process and/or project scope following the issuance of this RFQ.

Non-Obligation

Frontier MPO in close coordination with the City of Fort Smith retains sole discretion to evaluate submittals and may make an award to the consultant(s) deemed to be most responsive to the request for qualifications. Receipt of submittals in response to its request for proposals does not obligate Frontier MPO or the City in any way to engage any consultant and Frontier MPO and the City reserves the right to reject any or all submittals, wholly or in part, at any time, without penalty. Frontier MPO in partnership with the City shall retain the right to abandon the request for proposals and selection process at any time prior to the actual execution of a contract with a consultant(s), and shall bear no financial or other responsibility in the event of such abandonment. Frontier MPO reserves the right to negotiate all final

terms and conditions of any agreements entered into.

Additional Information

Frontier MPO and the City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

All costs incurred during submittal preparation or in any way associated with the consultant's preparations, submission, presentation, or oral interview shall be the sole responsibility of the consultant.

If awarded a contract, the consultant shall maintain insurance coverage, including worker's compensation, reflecting the minimum amounts and conditions specified by Frontier MPO.

Consultants are liable for all errors or omissions contained in their proposals. Attachments/ Links:

1. Professional Service Agreement
 - <https://www.ardot.gov/divisions/equal-employment-opportunity-disadvantaged-business-enterprise/ada/>
2. Future Fort Smith Comprehensive Plan (adopted 2014)
 - <http://dev.fortsmithar.gov/downloads/FutureFortSmith.pdf>
3. ARDOT ADA Transition Plan
 - https://www.ardot.gov/wp-content/uploads/2021/10/ADA-TP_Current.pdf
4. Frontier MPO Regional Bike and Pedestrian Plan (2016)
 - <https://www.frontiermpo.org/wp-content/uploads/2017/08/Complete-Frontier-MPO-Regional-Bicycle-and-Pedestrian-Plan-2016.pdf>
5. Frontier MPO Metropolitan Transportation Plan
 - <https://www.frontiermpo.org/together-frontier-2045-mtp-final/>
6. 64.6 PROPELLING DOWNTOWN FORWARD
 - <https://www.646downtown.com/projects>
7. Together: Frontier 2014 Metropolitan Planning Organization
 - <https://www.frontiermpo.org/wp-content/uploads/2017/08/Complete-Frontier-MPO-Regional-Bicycle-and-Pedestrian-Plan-2016.pdf>
8. ArDOT Arkansas Bicycle and Pedestrian Plan (final)
 - <https://www.ardot.gov/wp-content/uploads/2020/10/Arkansas-Bike-Ped-Plan-FINAL-03312017.pdf>
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<p>If you have any questions concerning this request for proposals, please contact Reese Brewer rbrewer@wapdd.org</p>
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