

**REQUEST FOR QUALIFICATIONS (RFQ)
For Professional Services**

Star Pathway Master Plan

The City of Star, hereinafter “City” or “Star”, is seeking the services of a consultant team of professional planners, engineers and architects experienced with urban pathway design, and planning, hereinafter the “Responder”. This experience shall be translated into a comprehensive master pathway plan document that can help guide the City as pathways are implemented in the future.

RESPONSE DELIVERY AND SCHEDULE

Responses will be received until 4:30 PM, August 31, 2023. Responses may be hand-delivered to Shawn Nickel between 9:00 AM – 5:00 PM at Star City Hall, 10769 W. State St., Star, ID 83669. Alternatively, responses may be mailed to Star City Hall, c/o Shawn Nickel, P.O. Box 130, Star, ID 83669. Three (3) responses shall be delivered together in an envelope addressed to Shawn Nickel, Planning Director & Zoning Administrator with the words “Star Pathway Master Plan Response” clearly written on the envelope. Additionally, a memory stick shall be provided in the envelope with a PDF of the response.

SCOPE OF SERVICES/DELIVERABLES/PRODUCT

Please refer to Appendix A – Star Pathway Master Plan Scope of Work for the effort requested, hereafter referred to as the “Scope”.

RESPONSES

Responders should letter and number responses exactly as the questions are presented herein. Responses shall be prepared using size 11 font not including headings and shall not exceed ten (10) 8 ½”x11” sheets of paper, not including the front and back cover. Resumes for individuals included in Items 2 & 3 may be attached at the end of the response and will not be counted against the page limit. Sheets may be double sided. All pages shall be numbered.

1. Introduction (Transmittal Letter)

By signing the letter, the Responder certifies that the signatory is authorized to bind the Responder. The transmittal letter should include the title “Professional Services for the Star Pathway Master Plan” and include the company name, address, telephone number, federal tax identification number and the name, title, address, telephone number, fax number and email address of the contact person authorized to contractually obligate the Responder on behalf of the Responder.

By signing the letter, the Responder certifies that the signatory is authorized to bind the Responder. The response shall include:

- a. A brief statement of the Responder's understanding of the scope of work to be performed.
- b. A confirmation that the Responder meets the appropriate state licensing requirements to practice in the State of Idaho, if applicable.
- c. Confirmation that, if awarded a contract, the Responder acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract.
- d. A brief statement of which subconsultants will be included in the Responder's team and a confirmation the prime consultant has secured teaming commitments and can commit the subconsultant resources listed in the Response.
- e. Any other information the Responder feels is appropriate.
- f. The signature of an individual who is authorized to make offers of this nature in the name of the Responder submitting the response.
- g. The Introduction shall be limited to one page and shall be Page 1.

2. Firm Experience and Qualifications

Responders should:

- a. Describe Responder's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership. The same information shall be provided for any subconsultants involved.
- b. Describe any prior engagements in which the Responder's firm assisted a municipality with any other similar projects. Responder shall include relevant examples of work on similar projects as described in the Scope. Responder shall provide the names, phone numbers and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Responder may include written references (letters or forms are acceptable) from previous clients attesting to the quality of work Responder cites in this section. These may be added at the end of the response and will not be counted against the page limit.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Responder's firm to handle the proposed project.
- d. Provide current information on professional errors and omissions coverage carried by Responder's firm, including amount of coverage.
- e. Describe any relevant specialized knowledge in planning projects of a similar nature.

3. The "Team"

The City believes the people working on a project make a significant difference. As a result, the City will evaluate the Responder's firm for local staff support including a local project manager that is a licensed professional registered in the State of Idaho.

Responders shall:

- a. Identify staff members who would be assigned to act for the Responder in key management and field positions providing the services described in the Scope and the functions to be performed by each.

- b. Identify staff members who would be assigned to act for Responder's firm in key management and field positions providing the services described in Scope of Services, and the functions to be performed by each. Response shall include an Org Chart of key staff members to be assigned to the project.
- c. Include resumes of each team member shown in the organizational chart including name, position, telephone number, email address, education, licensing credentials, if applicable, and years and type of experience. Describe for each such person, the relevant projects on which they have worked. Provide contact information including names, telephone numbers and email addresses of contact person with the firms or organizations with whom these staff members worked on similar or related projects.

4. Project Approach

Responders shall:

- a. Clearly describe the unique approach, methodologies, knowledge, and capability to be employed in the performance of the Scope.
- b. Present innovative concepts, approaches, and methodologies, if any, not discussed in the Scope for consideration.
- c. Identify expected challenges and proposed solutions to those challenges.

5. Project Schedule

The City is interested in moving forward as quickly as possible. The City anticipates the project schedule to last five to seven months.

Responders shall:

- a. Propose a schedule for the development of the Star Pathway Master Plan using the review time assumptions listed in the Scope.
- b. Assume the Notice to Proceed and the beginning point of the schedule shall be within one month of notification the Responder's firm has been selected.
- c. Identify all assumptions made in the development of the schedule including those listed in the Scope.
- d. The Project Schedule shall be limited to one page.

The City shall not be liable for any cost incurred by any Responder prior to the execution of an agreement or contract created as a result of this RFP. The City shall not be liable for any costs incurred by the selected consultant that are not specified in the contract.

SELECTION CRITERIA

The City of Star reserves the right to accept or reject any or all responses. All responses become the property of the City. The City shall evaluate each response as follows:

1. The following categories shall be evaluated using the weighting shown.
 - a. ***Firm Experience and Qualifications (200 points)***
The Responder's firm and subconsultants have the necessary experience and qualifications and capacity for the satisfactory performance of the required services. References shall be checked and considered in the evaluation.

b. The “Team” (500 points)

The Responder has identified a Project Manager and key staff with the experience and qualifications necessary for the satisfactory performance of the required services. References shall be checked and considered in the evaluation.

c. Project Approach (200 points)

Responder demonstrates an understanding of the level of effort required and what the project will entail overall.

d. Project Schedule (100 points)

The Responder recognizes the need to complete this project in a timely manner without sacrificing the quality of the final product.

CONTRACT REQUIREMENTS

Contract discussion and negotiation will follow award selection.

The agreement will be based on a time and materials, not-to-exceed price basis, with payment terms to be negotiated with the selected respondent.

Selected firm shall:

- a. Provide a cost proposal in table format showing each task and subtask identified in the Scope as well as other tasks the Responders may anticipate with total labor and total direct expenses shown.
- b. Identify general assumptions made in the development of the Cost Response including expected meetings,
- c. Provide billing rates for all staff members included in Items 2 & 3, as well as rates for other individuals that may work on the project. Other individuals may be provided as a classification and range that shall not exceed a 15% difference in high and low billing rates.

The contract shall not be considered executed unless signed by the authorizing representative of the City and the successful respondent. The contract may be extended beyond the original term by agreement of both parties.

COMPLIANCE WITH LAWS

The selected firm agrees to be bound by all applicable federal, State, and local laws, regulations, and directives as they pertain to the performance of the contract.

QUESTIONS

Questions concerning this RFQ shall be in writing and submitted no later than 5 business days prior to the submittal date. Questions may be emailed, mailed, or hand delivered. Inquiries made orally are not allowed and may not be answered. Verbal answers shall not be considered binding and shall be used only for reference. The subject line on a question submitted via email must have “PATHWAY MASTER PLAN – QUESTION” as the subject line. Mailed or hand delivered questions must be in an envelope addressed as shown below and must have

“PATHWAY MASTER PLAN – QUESTION” written on the envelope. Emails and addresses are shown below.

Email

snickel@staridaho.org
rmorgan@staridaho.org

Mailed

City of Star
c/o Shawn Nickel/City Planner
P.O. Box 130
Star, ID 83669

Hand Delivered

City Hall
Shawn Nickel
10769 W. State Street
Star, ID 83669
9:00 AM – 5:00 PM

APPENDIX A

STAR PATHWAY MASTER PLAN SCOPE OF WORK

GENERAL OVERVIEW

The City of Star is soliciting responses through invitation to perform Consultant Services for the preparation of the Star Pathway Master Plan. The project shall be managed by Star's Planning Director. Funding for the project will be through local funds which may or may not include grant funding from outside organizations.

Star is seeking the services of a consultant team of professional planners, engineers and/or architects experienced with urban pathway design, planning and construction. This experience shall be translated into the City's Comprehensive Master Plan so they can help guide the City as pathways are implemented in the future.

Star has established a pathway map showing approximately 66 miles of pathways throughout Star including approximately 31 miles of community pathways within developments and neighborhoods typically along ditch easements, 13 miles of greenbelt pathways along the Boise River and 22 miles of Highway pathways along US Highway 20/26, State Highway 44, and State Highway 16. A draft pathway agreement has been created and shared with the Middleton Mill Ditch Company, but execution of this agreement remains pending. A preliminary pathway map has been established and approved by the Star City Council, see Appendix B – City of Star Master Pathway Map.

The anticipated Scope of Work "Scope" for the Consultant Services is outlined below.

PROJECT APPROACH

The project approach entails gaining a familiarization with the pathway program and the work that has been to date. The City's participants in this process include the City's Mayor, City Council, City staff, and Star's volunteer Transportation & Pathway Committee, here as referred as the City's Team. Understand the dynamics of where pathways are intended to go, the various types of pathways, and the relationship between the City and the entities that control the various jurisdictions where the pathways will be placed including but not limited to irrigation and drainage ditch companies, Ada County Highway District (ACHD) and Canyon Highway District No. 4 (CHD4) corridors, or ITD corridors shall be required with the project approach.

Field work will have to be conducted to get a full understanding of existing and proposed trail locations.

Ultimately, the City desires to have a comprehensive map(s) showing where pathways exist and are planned so when property is developed or made available, the City can clearly see what pathway effort needs to be promoted.

Finally, the City needs a master plan document that identifies the types of pathways planned in different locations, a discussion of how the trails will be used, typical sections showing how different trail types will be constructed, the types and frequency of amenities that should be

implemented, wayfinding, and any other common facets typical to a community trail system and a master plan document.

PROJECT TASKS

Task 1.0 – Project Management

This task includes oversight and direction of the entire work effort including each of the below stated tasks. This task ensures consistent coordination and communication throughout the project.

Monthly, the Project Manager shall provide the City with a progress report including a schedule update. The progress report shall address progress made during the month and identify any “roadblocks” the consultant needs assistance with from the City in order to keep the project on schedule.

Deliverables

1.0a - Monthly progress report.

Task 2.0 – Pathway Master Plan

2.1 Mapping

The Consultant shall use the City’s existing CAD pathway map as a starting point. The map files will be provided or can be requested during the RFP process. The Consultant shall update the mapping files to delineate between existing pathways and proposed pathways. This will require the Consultant to field verify the existing and proposed pathways. The mapping of the pathways does not need to be surveyed; limits can be visually approximated.

The Consultant shall prepare the following maps:

Pathway Types Map – This map shows the various types of pathways including Community, Greenbelt, Highway, Natural Trails, and segments of sidewalks that will serve a dual purpose as a sidewalk and connectivity between pathways. The map must show existing and proposed trail locations.

Pathway Jurisdictional Map – This map shows the same information as the Pathway Types Map in addition to showing the various special districts (ditch companies), government agencies, or highway districts along the pathway corridors including but not limited to the ditch companies, ACHD, CHD4 or ITD. Each homeowner’s association or private property owner does not need to be identified.

Pathway Materials Map – This map shows the various pathway material types anticipated for each pathway shown.

All PDF files of the pathway maps shall be created for implementation into a document or as a handout on 11x17 paper at a reasonable scale and presentation at a 36x48 scale for hanging on a wall. All maps shall be consistent with the City’s map standard including borders, logos, and legends.

The final pathway maps shall be integrated into the Master Plan document.

A sample electronic file of the pathway mapping files shall be submitted early in the effort to the City Engineer for review. Draft e-files, both CAD/GIS and PDF, shall be submitted to the City Engineer on a memory stick and three (3) full size plots and ten (10) 11x17 plots of the pathway map(s) listed above shall be submitted to the City's Team for review. Reviews shall take no longer than 30 days. Submittal of the drafts shall coincide with the monthly City Transportation & Pathway Committee meeting.

Deliverables

- 2.1a – CAD/GIS Mapping Files, draft and final
- 2.1b – PDF Pathway Types Map, draft and final
- 2.1c – PDF Pathway Jurisdictional Map, draft and final
- 2.1d – PDF Pathway Materials Map, draft and final

2.2 Pathway Typical Sections

The Consultant shall develop typical sections of the four types of pathways: Community, Greenbelt, Highway, and Natural. The typical sections shall identify corridor width, trail width, depth of materials, and material types. The consultant shall work with the City's Team to identify which pathway material types shall be used at various locations.

Draft plots of the pathway typical sections shall be submitted to the City's Team for review. Reviews shall take no longer than 30 days. Submittal of the drafts shall coincide with the monthly City Transportation & Pathway Committee meeting.

The final typical sections shall be integrated into the Master Plan document.

Deliverables

- 2.2a – CAD Section Files, final
- 2.2b – PDF Files of Pathway Typical Sections, draft and final

2.3 Amenities

The Consultant shall provide recommendations to the City on the types and frequency of amenities to utilize on the various trail types. Consideration shall be given to cost, ease of installation, durability, operations, and maintenance needs. Types of amenities include (but are not limited to) trash receptacles, pet waste facilities, bicycle repair, benches, wayfinding, and restrooms. Wayfinding information shall be limited to sign and post types and a general discussion regarding regional signs, local signs, and other considerations in a wayfinding program. Trail heads, their location and associated amenities shall be addressed in a cursory manner.

A memorandum with graphics of proposed amenities shall be submitted to the City's Team for review. Reviews shall take no longer than 30 days. Submittal of the drafts shall coincide with the monthly City Transportation & Pathway Committee meeting.

The feedback gathered from the review of the amenity's memorandum shall be incorporated into the Master Plan document.

Deliverables

- 2.3a – Memorandum with graphics of proposed amenities.

2.4 Public Outreach

The City desires to gather public input in the development of the City Pathway Master Plan regarding trail locations, trail types, and trail amenities. The Consultant shall host at least two (2) 3-hour public open houses at either City Hall or the River House. The information shown shall include the draft trail maps identified in Task 2.1, draft typical sections developed in Task 2.2 and the proposed compliment of amenities identified in Task 2.3. A presentation is not necessary but ample display boards at a scale the public can clearly view and understand is required. Computer monitors and the ability for the public, with assistance from the consultant, to zoom in on their area of interest shall be used.

The input from the public meetings shall be compiled and discussed with the City. At the direction of the City, comments shall be implemented into the final maps, typical sections, and amenity selection.

A description of the public outreach efforts and the feedback gathered shall be incorporated into the Master Plan document.

Deliverables

2.4a – (2) 3-hour Open Houses

2.5 Maintenance

The Consultant shall develop a memorandum on the anticipated pathway maintenance the City will need to implement consistent with the trail maintenance programs used by other municipalities in the Treasure Valley.

The memorandum shall address daily maintenance (trash, landscape), routine maintenance (sweeping, leaf blowing, snow removal, general maintenance, tree trimming, etc.), periodic maintenance (removal of ditch debris, resurfacing, regrading, tree removal, striping, etc.), and long-term maintenance (pavement replacement, bridge inspection, painting, etc.).

The feedback gathered from the review of the maintenance memorandum shall be incorporated into the Master Plan document.

Deliverables

2.5a – Maintenance memorandum.

2.6 Master Plan Document

The Consultant shall prepare a master plan document that compiles the information gathered in Tasks 2.1 – 2.5 above in a comprehensive manner. An outline of the Master Plan document shall be submitted to the City's Team early in the process to ensure the document will address all the City's needs. The City shall provide feedback on the outline in no more than 10 days.

A complete draft document shall be submitted in PDF format to the City's Team for review. Reviews shall take no longer than 30 days. Submittal of the draft shall coincide with the monthly City Transportation & Pathway Committee meeting.

Once comments are received, the Consultant shall advance the final master plan document without delay. The final master plan submittal shall include (2) bound hard copies, a single PDF file of the document, indexed, and an organized directory with all e-files used to create the document including MS Word files and other files as appropriate.

Deliverables

- 2.6a – Master Plan Outline
- 2.6b – Master Plan, draft and final

Task 3.0 – Capital Improvement Plan

The Consultant shall prepare Capital Improvement Plan (CIP) implementation and maintenance of the trail system identified in the prepared trail maps. The CIP shall provide the length of each trail type in the proposed system, a unit price for each trail type per mile, a total cost for each trail type and a total cost of the overall program. Unit costs shall only include construction costs and will not include right of way costs or design costs.

Additionally, the Consultant shall prepare a maintenance cost per mile estimate for the various trail types and maintenance categories (daily, routing, periodic, and long term). A comprehensive breakdown and write-up of each unit price is expected.

The draft and final estimates shall be submitted to the City’s Team in PDF format along with any MS Word and MS Excel files. For scheduling purposes, assume the draft review shall last 30 days.

Deliverables

- 3.0a – Capital Improvement Plan

Task 4.0 – Compressive Plan Update

The Consultant shall review the City’s existing Comprehensive Plan and provide an updated section at it relates to pathways.

The draft and final update shall be submitted to the City’s Team in PDF format along with any MS Word files. For scheduling purposes, assume the draft review shall last 30 days.

Deliverables

- 4.0a – Land Use Plan Pathways Section Update, draft and final

Task 5.0 – City Transportation & Pathway Committee Meetings

The Consultant’s Project Manager or representative shall attend the monthly City Transportation Committee meeting held at the Star City Hall, typically the first Wednesday of each month. The Consultant shall provide a brief update of the Master Plan effort and be provided a limited time for discussion. The Consultant shall compile and provide a list of questions in advance of the meeting to make the most of the available time. This meeting addresses many topics and cannot solely focus on the Master Plan discussion. The meeting typically lasts 2 hours.

Deliverables

- 5.0a – Participation in the monthly meeting.