



July 31, 2019

PROJECT: RFQ for Kingsport MTPO – Area Bicycle and Pedestrian Plan

Dear Prospective Submitter:

You are invited to submit your qualifications for the above project. A copy of the Public Notice and the Request for Qualifications documents are attached. Please make certain you sign and notarize the Affidavits Form and return with your proposal. Please note that no fee structure is requested at this time.

If there are any questions, you may call me at (423) 229-9419.

Sincerely,

Brent Morelock, CPPO, CPPB
Procurement Manager

City of Kingsport – Procurement Department
225 W. Center Street, Kingsport, TN 37660
Phone – (423) 229-9419 Fax – (423) 224-2433

Public Notice - Request for Qualifications

Kingsport MTPO – Area Bicycle and Pedestrian Plan

The Kingsport Area MTPO, a federally mandated multi-jurisdictional organization responsible for transportation planning in the Kingsport Urban Area, is seeking qualifications for a contract for the following project;

Development and completion of the Kingsport MTPO Area Bicycle and Pedestrian Plan, as detailed in the RFQ document, copies of which can be obtained from the offices of the Kingsport Area MTPO – located at 201 West Market Street, Kingsport Tennessee, or the City of Kingsport's Procurement Office, located at 625 West Industry Drive, Kingsport, Tennessee. A copy of the RFQ document is also available on-line at <https://www.kingsporttn.gov/city-services/purchasing/>.

The contract forthcoming from this request will be subject to compliance with any and all federal, state, and local regulations related to federally-funded consulting contracts i.e. President's Executive Orders, and Title VI and Title VII specifications.

Firms must be on TDOT's current list of pre-qualified consulting firms.

Qualified Disadvantaged Business Enterprises (DBE's) are encouraged to apply, and must hold DBE certifications in Tennessee or Virginia.

Qualifications may be mailed or delivered to the Procurement Manager, 225 West Center Street, Kingsport, TN 37660, but must be received no later than 4:00 P.M. Eastern Time, on August 22, 2019, at which time, will be publicly opened and only the names of the submitters will be read aloud in the Council Room, City Hall. The City has right to accept or reject any or all bids received, to waive any informalities, and to re-advertise.

Documents for the above referenced project are available online @ <https://www.kingsporttn.gov/city-services/purchasing/>. Interested parties may also contact the Procurement Department @ 423-229-9419.

PUB 1T: 7/31/19

Chris McCartt
City Manager

COMPLIANCE AFFIDAVIT(S) (TOTAL OF 2 PAGES)

THIS COMPLIANCE AFFIDAVIT MUST BE SIGNED, NOTARIZED AND INCLUDED WITH ALL BIDS – FAILURE TO INCLUDE THIS FORM WITH THE BID SUBMITTED SHALL DISQUALIFY THE BID FROM BEING CONSIDERED.

VENDOR: _____

CONFLICT OF INTEREST:

1. No Board Member or officer of the City of Kingsport or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the City of Kingsport has a direct interest in the award of the vendor providing goods or services.
2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of their immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
3. The grantee's or sub-grantees officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
4. By submission of this form, the vendor is certifying that no conflicts of interest exist.

DRUG FREE WORKPLACE REQUIREMENTS:

5. Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

ELIGIBILITY:

6. The vendor is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

GENERAL:

7. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
8. Such offer is genuine and is not a collusive or sham offer.

IRAN DIVESTMENT ACT:

9. Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each vendor and each person signing on behalf of any vendor certifies, and

in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to § 12-12-106.

NON-COLLUSION:

10. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Kingsport or any person interested in the proposed award or agreement.
11. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

BACKGROUND CHECK REQUIREMENT FOR SCHOOL SYSTEM SUPPLIERS:

12. In submitting this bid/quote/proposal, you are certifying that you are aware of the requirements imposed by TCA § 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property any time students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

The undersigned hereby acknowledges and verifies that the response submitted to this solicitation is in full compliance with the applicable laws/listed requirements.

SIGNED

BY: _____

PRINTED NAME: _____

TITLE: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE: _____

BY (NOTARY PUBLIC): _____

MY COMMISSION EXPIRES ON: _____

Introduction

The City of Kingsport & Kingsport MTPO is soliciting sealed Expression of Interest / Request for Qualifications for an Area Bicycle and Pedestrian Plan. Additional details are included within this document.

Submittal Requirements

1. Submittals will be received by the Procurement Manager until 4:00 P.M. Eastern Time on August 22, 2019, at which time it will be publicly opened and the names read aloud in the Council Room, City Hall, 225 West Center Street, Kingsport, TN.
2. The Sealed EOI/RFQ shall be signed by an authorized representative and the sealed envelope addressed and marked as follows:
Procurement Manager
City of Kingsport
225 W. Center Street
Kingsport, TN 37660
Proposal for “Kingsport MTPO-Area Bicycle and Pedestrian Plan”
3. Submittals, modifications or corrections received after the scheduled closing time of the receipt of proposals will not be considered. The City of Kingsport is not responsible for delays in delivery by mail, courier, etc.
4. No submittal may be withdrawn for a period of one hundred twenty (120) days after the scheduled closing time of the receipt of proposals.
5. No oral interpretation will be made to any proposer as to the meaning of the specifications or any part thereof. Each written request for clarification or interpretation shall be made in writing to the City. NOTE – It is the intent of the City to issue one (1) addendum, if necessary, written request for clarification and or interpretation must be submitted in writing to the Procurement Manager by 4:00 P.M. August 8, 2019 and an addendum will be issued by 4:00 P.M. August 14, 2019 and will be available online at <https://www.kingsporttn.gov/city-services/purchasing/>. Written requests shall be submitted to the Procurement Manager by e-mail (brentmorelock@kingsporttn.gov).
6. It shall be the Proposer’s responsibility to make inquiry as to the addenda issued. Any and all addenda shall become part of the specifications and all Proposers shall be bound by such addenda, whether or not received by Proposer.

7. Submit one (1) original, four (4) copies and one (1) electronic copy of the submittal.

Within the technical submittal, please include the following:

- Signed and Notarized Compliance Affidavits Form.
- A cover letter with the name, address, phone number, fax number, and website URL for your firm together with the name, address, phone, fax and email for the project manager or person whom the City of Kingsport should contact in regard to the EOI/RFQ.
- The proposer SHALL address all the requirements as set forth within this EOI/RFQ request. If there are exceptions or deviations from any requirement, these exceptions SHALL be identified within the proposal.
- A written summary of the expertise of your firm in providing the Kingsport MPO – Area Bicycle and Pedestrian Plan as specified.
- A company profile and resume of the project manager, project engineer and any other permanent employees that would be assigned to handle the City of Kingsport account.
- A schedule detailing the tasks required to furnish the plan in its entirety. This schedule shall form the basis of all system project milestones.
- A written summary of the capacity and ability of your firm in providing the necessary resources to meet the schedule, milestones, etc. as described above.

The City of Kingsport & Kingsport MTPO will establish a selection committee to review the submittals.

Projected Timetable

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable, as required, during the course of the EOI/RFQ process.

Event/Date:

RFQ Issued: July 31, 2019

Deadline for submitting questions: August 8, 2019

Addendum issued via website, if needed: August 14, 2019

Qualification Submittals due by 4:00 P.M., ET on August 22, 2019

Committee Evaluation of Proposals Complete by September 3, 2019 (estimate)

Additional Terms and Conditions

Taxes – The City is exempted from Federal Excise Taxes, State of Tennessee and local sales taxes and bidder must quote prices which do not include such taxes, unless by law the taxes must be a part of the price. Exemptions Certificate will be furnished upon request.

Indemnification – The City of Kingsport, its officers, agents, and employees shall be held harmless from liability from any claims, damages and actions of any nature arising from the use of any materials furnished by the Proposer, provided that such liability is not attributable to negligence on the part of the using agency or failure of the using agency to use the materials in the manner outlined by the Proposer in descriptive literature or specifications submitted with the s proposal. The city will not indemnify the successful Proposer.

Patent Liability – The successful Proposer, at his own expense, will defend any suit which may be brought against the City to the extent that it is based on a claim that the goods furnished through a contract/agreement infringes a United States Patent, and in any such suit will pay those costs and damages which are attributable to such claims and finally awarded against the City.

Limitation of Remedies – Any remedies in the Proposer's proposal, to include Agreement, License Product Agreement, Terms and Conditions, literature, etc., that may be considered an agreement to waive the legal rights of the citizens of the City of Kingsport may be considered cause for rejection.

All agreements related to the purchase and sale of any product pursuant to this bid document will include the following conditions:

“Notwithstanding anything in this section to the contrary, any provision of provisions of this Section will not apply to the extent they are (it is) finally determined by a court of competent jurisdiction, including Appellate review if pursued, to violate the laws or Constitution of the State of Tennessee.”

Insurance – During any work performed by the successful proposer(s) on the premises of the City or otherwise, the successful proposer(s) agrees to take such measures as will effectually prevent any accident to persons or property during or in connection with the work; and especially to indemnify and save harmless the City from all loss, costs, damages, expense and liability for property damage and for bodily injuries to, or death of, any persons, including without limitation, as to both property damage and bodily injury, the bidder and the City and their representative agents and employees, City and their representative agents and

employees, occasional in any way by the acts or omissions of the proposer, or the proposer's agents, employees, during or in connection with said work, excepting only property damage, bodily injury or death caused by the sole negligence of the City, its agents or employees.

The successful proposer shall maintain such insurance as will protect it from claims under Workmen's Compensation Acts and from any claims for bodily injuries, including death, either to its employees or others, and from all claims on account of property damage, which may arise in connection from said work.

All Certificates of insurance and policies shall contain the following clause: "The insurance covered by this Certificate will not be canceled or materially altered, except after thirty (30) days written notice has been received by the City."

Insurances required with a minimum of \$1,000,000.00 limits are Comprehensive General Public and Professional Liability, Comprehensive Automobile Liability and Owner's Liability.

This requirement will be effective for the life of any contract/agreement entered into by the proposer and the City.

F.O.B. – All prices will be quoted F.O.B. Kingsport, TN, delivery to City of Kingsport's location shall be without additional charge.

By submission of a signed proposal, the proposer certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.

Contracts and purchases will be made or entered into with the lowest, responsible, compliant proposer meeting specifications for the particular grade or class of material, work or service desired in the best interest and advantage to the City of Kingsport. Responsible proposer is defined as a proposer whose reputation, past performance, and business and financial capabilities are such that he would be judged by the appropriate City authority to be capable of satisfying the City's needs for a specific contract or purchase order.

The City reserves the right to determine the low proposer either on the basis of the individual items or on the basis of all items included in its Request for Proposal, unless otherwise expressly provided in the Request for Proposal. The City reserves the right to accept any item or group of items of any kind and to modify or cancel in whole or in part, its Request for Proposal.

All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee. Arbitration is not permitted and if a dispute arises between the parties concerning any aspect of the contract or purchase order and it cannot be resolved by mutual agreement, any party may resort to resolution of the dispute by litigation in the state or federal

courts for Kingsport, Sullivan County, Tennessee. The parties waive their right to a jury trial. Mandatory and exclusive venue and jurisdiction for any disputes shall be in state courts or federal for Kingsport, Sullivan County, Tennessee.

The City, in accordance with its governing directives, reserves the right to reject any and all proposals, to waive any informality or irregularities in proposals and unless otherwise specified by the proposer, to accept any item.

All contracts, purchase orders, and any documents or material obtained by the city may be subject to disclosure in whole or in part pursuant to the Tennessee Open Records Act set out in T.C.A. 10-7-503 et seq. without regard to any provision contained in the document declaring information confidential.

All contracts or purchase orders will include a provision that it is not assignable by the Proposer without the written consent of the city.

Request for Qualifications

Kingsport MTPO-Area Bicycle and Pedestrian Plan



Kingsport MTPO

City of Kingsport Tennessee

City of Church Hill Tennessee

Town of Mount Carmel Tennessee

Town of Gate City Virginia

Town of Weber City Virginia

Scott County Virginia

Sullivan County Tennessee

Hawkins County Tennessee

Washington County Tennessee

July 31, 2019

Request for Qualifications

Kingsport MTPO-Area Bicycle and Pedestrian Plan

1. Plan Description

The current Kingsport Metropolitan Area Bicycle and Pedestrian (Bike/Ped) Plan was written in 2012 and has become somewhat outdated (most plans are updated about every 5 years). Development of the plan was managed and funded by the staff of the Kingsport MTPO. It focused on various levels of service (LOS) or, in essence, various conditions of bike/ped pathways, sidewalks, separated pathways, and trails, and made recommendations to include pavement markings for bike lanes, signage for trails and greenbelts, and proposed new sections of paved multimodal pathways. Elements of the new plan, as described later, will focus more on connectivity and the bike/ped system that exists throughout the metropolitan area. Proposed improvement to the current system will include features that minimize conflict points, thus offering better access to main lines (arterials) as well as to nearby residential, institutional, and commercial neighborhoods.

2. Background

Kingsport Metropolitan Area (Plan Area): Kingsport is located in the northeast corner of Tennessee and borders the State of Virginia. In Tennessee, the metropolitan area consists of the cities of Kingsport and Church Hill, the town of Mount Carmel, western portions of Sullivan County, northern portions of Washington County, and eastern portions of Hawkins County. In Virginia, the towns of Weber City and Gate City a portion of Scott County are in the metropolitan area. The area is blessed with an abundance of natural beauty, mountains, rivers, lakes, and a wide range of topography, all of which is ideal for bicycling, walking, and hiking. The bicycle and pedestrian facilities that currently exist were built to accommodate and complement these features. Most importantly, transportation by alternative, or non-motorized means, is a priority to the citizens of the area. Because of this, the following “Bike/Ped Plan” has been developed to maximize resources and support facilities that promote alternative modes of transportation.

Kingsport area – Bike/Ped Traditions / Initiatives: Since the 1950s Metro-Kingsport has been well-known for supporting, promoting, and constructing sidewalks, trails, greenways, and alternative transportation systems that have served thousands of local and regional citizens. The original sidewalk system built in and near the downtown areas still exists and has been partially restored and replaced in order to maintain a safe and useful function. Sidewalks in subdivisions developed as a result of outward growth from the downtown area have been a valuable asset for decades as well. The centerpiece of cross-town travel since the early 1980s has been the “Kingsport Greenbelt”, which continues to expand section by section, following the master plan established in the late 1970’s. Kingsport initiatives for healthy living (“Healthy

Kingsport”) have also supported programs that encourage walking and biking to nearby destinations. Instead of driving, the presence of trails, sidewalks, and other connections to numerous parks have encouraged people to walk and bike. These include Riverfront Park, Warriors Path State Park, Cloud Park, Exchange Place historic site, Fort Henry Mall, numerous schools, Domtar Park, Brickyard Park, and numerous other smaller neighborhood parks. John Nolen, famous city planner, included in his plans for Kingsport several parks, sidewalks, and trails. Thus, the tradition of alternative modes of travel has been longstanding in Kingsport and continues to grow.

Previous Bike / Ped Plan: The previous bike/ped plan was written in 2012. The focus was on sustainability and livability, safety, quality of life, walkability and a level of service (LOS) for bicycle or walking. LOS, in essence, was described as a ranking system for a variation of conditions that area bike/ped facilities have including pavement conditions, width of sidewalks, trail surface (gravel versus paved), width of shoulders, etcetera. The plan identified various current facilities that needed improvement as well as recommendations for new infrastructure. The “Greenbelt” was also considered to be a centerpiece to the plan, in essence the “trunk-line” across the area that is used to access numerous residential, commercial, institutional, and industrial populations. The new plan will differ in some respects in that connectivity will be less dependent on LOS and more on where trips originate and where they end (an origin-destination approach).

Metro-Area Long-Range Transportation Plan: The latest version of the Kingsport Area Long Range (2040) Transportation Plan focuses more on multimodal concepts than in the previous version. Multimodal elements deal with non-motorized travel (bicycle and pedestrian), transit (bus) travel, and ride-sharing (van-pools and other private transportation services). Rideshare has not caught on in this area primarily because of lack of SOV lanes on major arterials and the price of fuel. However, the utilization of (non-motorized) bicycles and pedestrian “trips” for transportation (and not just recreation) continues to increase. The LRTP plans and makes recommendation for additional bike routes/lanes and pedestrian infrastructure that enhance the area’s walkability. Because of this, the LRTP complements the elements found in current and future bike and ped plans.

3. Plan Key Elements / Description

Vision, Goals, Objectives: The vision (and goal) of the 2019 Kingsport Area Bike and Ped Plan is to ultimately develop a metropolitan area system whereby transportation accessibility can be provided to all citizens who choose to use multimodal facilities to acquire basic needs and to achieve a higher quality of life. There are 4 primary objectives to complement this vision or goal. These are (1) the plan should establish and implement bicycle and pedestrian facilities that carry out the vision, to make safe and efficient alternative modes of transportation available to all citizens of the Metropolitan Kingsport area, (2) as a foundation for obtaining this goal the plan should incorporate the collection and evaluation of data that leads to sound decisions on developing realistic, effective, and affordable capital improvements for the metro-area, (3) the plan should include the input of local citizenry and planning professionals in

determining and evaluating multimodal problem areas, gaps, and opportunities that need to be corrected and filled within the current transportation system, and (4) the plan should establish bicycling and pedestrian programs that educate the public and complement the existing and proposed facilities in the area. The following are key elements that will be included in this plan.

Multimodal Approach: Multimodal includes bicycle, pedestrian, transit/bus, paratransit van, truck, and traditional automobiles. Interconnectivity is vital between all of these modes and the multimodal link (or transferability) i.e. bicycle to transit, should be a major theme throughout the plan.

System-wide evaluation (metro-area): The plan should be approached from a system-wide “needs assessment” perspective, focusing on transportation routes and origin-destination points, including neighborhoods, commercial areas, institutions, and parks, that either are, or could be, linked to other modes of travel. The plan should emphasize intermodal connections, should also identify gaps in the network, and recommend ways to eliminate these.

Inventory of Current Facilities: Establish GIS-based inventory of bike and ped facilities by jurisdiction, classification, length/width, conditions, and other criteria. This applies to major arterials, minor arterials, major collectors, and (MTPo) selected collectors. All of these classifications should be evaluated in terms of metro area “connectivity”. Most importantly, the plan should center on “accessibility” for all citizens to connect with the current and future walkways and bike paths. Transit system facilities (inventory) will be limited to route structure.

Examples of various facility types include:

- downtown-oriented sidewalks
- neighborhood-oriented sidewalks
- community/neighborhood bike/ped paths
- greenways - separated bike/ped asphalt pathway
- roadway shoulders (marked on-street bikeway)
- shared (marked on-street) bike lane
- primitive urban/rural trail (unpaved)
- intersection crossings
- mid-block crossings
- other multimodal pathway
- wayfinding signage / pavement / guidebook

Evaluation of Current Usage: Survey (samples) of users, conduct counts at high traffic and critical locations, then evaluate this usage for input in to capital project development and priority process. MTPo staff will assist in the selection of survey locations. Survey to include origin, destination, mode, location, purpose, and suggested “best fit” ideas for capital improvements.

Community Needs / Engagement: A minimum of two public meetings will be conducted, one as a workshop to gather citizen input and one to present draft plan recommendations to the public. These meetings should also incorporate a public needs assessment approach.

Stakeholders Interactive Workshop: Small group workshop consisting of stakeholders who are in the local business of accommodating bicyclists and pedestrians. These include park managers, neighborhood representatives (council), bike sales/rental shop owners, and pedestrian/walking clubs/organizations. Gather suggestions from these groups and incorporate into plan. As part of the workshop, stakeholders will be surveyed to gather ideas for improvements to infrastructure as well as area programs.

Program Development (with Community Input): Develop recommendations for various community-wide programs related to healthy lifestyles, transportation alternatives, and sustainable/livable environments that promote development of non-motorized facilities. This would include bicycle rental programs and working with focus groups and stakeholders to develop ideas for improved multimodal travel.

Recommended Major/Minor Capital Improvements (Capital Improvement Plan): Public input, user surveys, inventories of facilities, identification of gaps, and needs assessments will help establish a list of major and minor capital improvements by facility, classification, and jurisdiction. These recommendations will be complemented with general planning level design concepts, cost estimates, and suggested funding sources. “Major” is generally defined as constructing separated pathways, bike/ped bridges, ATRAs, primitive trails, rest areas/shelters, and any other improvements where there are substantial financial investments. This may also include kiosks, bike racks, downtown bulb-outs, cross-walks, and other similar improvements. “Minor” would be pavement markings, signage, brochures/maps, etcetera. Improvements also include enhancement of existing facilities.

CIP Prioritization of Projects and Cost Estimates: Once CIP recommendations have been developed and organized by classification, location, and other criteria, a prioritization process should be implemented that includes cost estimates and sources for funding. The CIP should include an estimated schedule for project development based on purpose and need and funding availability (an “Implementation Plan”).

Public Transit System (Bus/Van) Elements: Public transportation, specifically bus and paratransit van service, is an important segment of the overall transportation system. Fixed route service and van service should have connections to, and be coordinated with, bicycle and pedestrian facilities. The plan should identify current and potential connection points and describe multimodal accessibility.

Greenway / “Greenbelt” Expansion: The nationally recognized “Kingsport Greenbelt” is the centerpiece of bike and ped activities in the metropolitan area. Consequently it should be identified in the new plan as the “trunk line” of the bike/ped system, whereby extending east-west provides additional links to area origins and destinations. Expansion of the greenbelt itself

should include points beyond the city of Kingsport and should include tributary (connection) routes to nearby residential, institutional, commercial, and medical communities – making it part of a true transportation system.

Safety Element / Considerations: Safety for all travelers, including motorists, should be considered first and foremost in developing a bike/ped plan. The plan should include a review of safety issues and identification of problem areas. It should include recommendations for features that support and sustain safety for pedestrians and bicyclists. This might include safety training programs, an emphasis on separated pathways, minimizing conflicts with various modes of travel, visibility issues (site distance), ADA ramps, signage, security cameras, protected crossings, and etcetera. The Plan will also incorporate PM 1 Safety factors into the design of all bike/ped facilities.

Design Elements (specifics/aesthetics): Greenways and bike/ped paths not only provide transportation routes for non-motorized travelers, but also offer aesthetic features for communities. In design of new or expanded trails sidewalk and other facilities, the plan should make recommendations and describe in some detail aesthetic features, i.e. downtown intersection bulb-outs and cross-walks and landscaping.

Review of Current Area Bicycle and Pedestrian Regulations / Ordinances: Include description of regulations and ordinances that apply to pedestrians and bicyclists on existing and future facilities, i.e. whether bicycling is allowed on sidewalks, shared lanes on city streets, shared space on the greenbelt, etcetera. Suggested changes to these regulation that will benefit users and make for a safe traveling environment should be included.

Land Use and Development Policies: Zoning regulations, site development specifications, subdivision regulations, and other land use ordinances and policies all have an impact on the presence (or lack of) non-motorized/multimodal facilities. The plan should encourage land use regulations that require bike/ped pathways that link to the existing system of greenways, sidewalks, trails, and other similar infrastructure.

Programs and Policies: This includes public safety and law enforcement programs, educational programs on bicycling, proper use of trail facilities, bike/ped events, bike/ped user maps, sidewalk user policies, and etcetera.

Support Facilities / Promotional items: Recommendations for support and complementary facilities, streetscaping/landscaping, benches/furniture, lighting, trail signage/wayfinding, water fountains, public art, bike racks, maps and brochures, should be included.

4. Scope of Service / Work

The selected consultant shall be required to include in the development of the Kingsport Area Bicycle and Pedestrian Plan all of the “Key Elements” previously described in this document. In addition, the following focus areas from these key elements are found below and are also included as part of the “Scope of Work”.

Enhance / Supplement the Vision, Goals, Objectives, and Elements of the Plan: This includes maintaining a focus on origins and destinations and associated transportation routes that accommodate non-motorized travel and interconnectivity.

Establish an Understanding of Current Plans: Kingsport Area (2012) Bike / Ped Plan, Kingsport Metropolitan Area's 2040 Transportation Plan, Kingsport MTPO Transportation Improvement Program, area Multimodal Plans, and area Land Use and Development plans.

Review and Evaluate Current Conditions and Facilities: Determine strengths and weaknesses of current bicycle, pedestrian, and/or multimodal (including transit/bus) facilities and identify gaps, needs, and opportunities based on a system-wide approach.

Establish Recommendations for Improvements: Based on the identified needs and opportunities, provide a detailed list of major and minor capital improvements.

Develop an Implementation Plan: Project priority rankings, cost estimates, funding sources, and process to carry out project implementation (action steps). Plan should include a link with the MTPO's TIP and LRTP.

Public Involvement Strategy and Plan: Establish a plan of action for public involvement that includes various methods to gain feedback, including public meetings, stakeholder meetings, website surveys, mail-out surveys, and public open-house meetings and workshops.

Provide Monthly Written Progress Summary Report: Brief, documented updates of work activities completed during the previous month - a check step to determine if vision, goals, objectives, vision and plan elements are being followed.

Periodic Meetings / Conference Calls with MTPO Staff: These meetings will serve to complement the monthly progress reports and maintain consistent communication to assure plan development is on track to achieve goal and objectives.

Plan Document: Provide draft and final plan, plus Executive Summary, including maps and graphics.

5. Pre-Qualification

The Tennessee Department of Transportation (TDOT) maintains on file the qualification and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application, as required by your anniversary date, or your firm is not currently prequalified, please submit an application to TDOT prior to submittal of your statement of qualifications. Having this data on file with TDOT eliminates the need to resubmit this data with each statement of qualifications.

Even though specific DBE/MBE/WBE goals are not required for this planning document, the City of Kingsport and the Kingsport MTPO is committed to providing opportunities for small and disadvantaged businesses to perform on its contracts through established goals. The firm, sub-consultant, and sub-firm shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex in the performance of this contract.

6. Evaluation Criteria

Evaluation Committee: An “Evaluation Committee” will be responsible for selecting a consulting firm to write the bike/ped plan. The committee will develop a short list of firms, who will be called in for an on-site interview. Once the interviews are complete, the committee will then meet and make a selection. The selected firm will be notified and, if they accept, subsequent negotiations will occur to determine the fee for completing the scope of work (key elements), and completion of the Bike/Ped Plan. Consultants interested in performing the work will be considered based on the following evaluation criteria – which should be described in their statement of qualifications:

- Firm’s experience, knowledge, and familiarity with bicycle and pedestrian plans
- Firm’s past performance with projects of similar scope and size, with an emphasis on innovative solutions that have been accepted by TDOT and the Kingsport MTPO
- References from other clients who contracted for bike/ped plans
- The qualifications and experience of the firm’s proposed staff (bios) to perform the type of work required within the previous five (5) years
- Name and reference of sub-consultants to be used in completing this plan
- The firm’s understanding of the project-specific issues and their responsibility in delivering services described in the scope of work, elements, and deliverables
- The firm’s ability to meet established schedule and budgets
- Examples of previous work (bicycle and pedestrian plans)
- The proposed overall project approach, methodology, and the degree of creativity displayed
- Proposed effective allocation of time and resources
- Anticipated fit and effective communication between the consultant and the MTPO staff
- The effective allocation of time and resources
- Proof of professional liability insurance coverage
- Proof of current listing with TDOTs list of pre-qualified consulting firms

7. Anticipated Schedule of Plan Development, Completion, and Presentation - 6 months

(Estimated schedule of work)

- Notice to proceed: September 18, 2019
- September 20, 2019: kick off (on-site) meeting with MTPO staff
- September 20, 2019: establishment of assignments (consultant-directed)
- First of each month: progress reports (brief)
- January 30, 2020: publication of first draft
- March 31, 2020: publication of final draft
- April-May, 2020: presentation to MTPO Executive Board and Staff (meeting) - and acceptance

8. Deliverables

The following is a list of minimum deliverables required for the plan. If additional deliverables are to be created, please list them in your statement of qualifications. All deliverables must be included in the budget.

- Bicycle and Pedestrian Plan for the Kingsport MTPO area, including executive summary, recommended capital improvements, and implementation strategies.
- Documentation of existing conditions and needs assessment
- Documentation of all meetings including public and stakeholder comments
- Documentation of the project identification and priority process
- Conduct two public meetings and attend a minimum of three project staff meetings
- Publish final approved plan, provide 20 bound copies, and issue electronic version

9. Request for Qualifications Selection Process and Schedule

(DATES ARE ESTIMATED)

May 9, 2019; MTPO Executive Board meeting – approval to proceed with Bike/Ped Plan

June 1 - 30, 2019; Development of RFQ (MTPO staff) and approval by TDOT and City of Kingsport Procurement Department

July 31, 2019; Advertisement for qualified consultant firms

Note: Firms must be on TDOT's current list of pre-qualified consulting firms

July 31 - August 22, 2019; Issuance of RFQ solicitation document to responding firms

July 31 – August 22, 2019: RFQ solicitation document available on the City of Kingsport's website

August 8, 2019; Deadline to submit questions on clarification and/or interpretation of contents within the RFQ solicitation document

August 14, 2019; issuance of addendum to answer questions on clarification and/or interpretation. Addendum will be e-mailed to all firms who have received or requested copies of the RFQ.

August 22, 2019; Receipt of Statement of Qualifications from pre-qualified Firms (Deadline)

August 23, 2019; Statement of Qualifications from responding firms distributed to committee members

August 23- August 27, 2019; Committee members review statements

August 28, 2019; Selection committee meets and establishes shortlist and Interview schedule

August 29-30, 2019; Interviews conducted

September 3, 2019: Committee makes final selection of firm

September 4 & 5, 2019; Fee negotiation

September 5, 2019: Fee approved, selection process completed

September 9-13, 2019: Process contract with scope of work, schedule, and fee

September 2019: Contract approved by MTPO, TDOT, and Kingsport Board of Mayor and Aldermen if necessary

September 18, 2019: Notice to Proceed (begin work)

10. Submittal of Statement of Qualifications and Notice to Prospective Consultants

This request for qualifications does not constitute a contract or offer of employment. All submittals, whether accepted or rejected, shall become the property of the City of Kingsport and Kingsport MTPO. The City of Kingsport and Kingsport MTPO reserves the right to reject any and all proposals. Elements and/or tasks maybe added or deleted at the discretion of the City of Kingsport and Kingsport MTPO, pending negotiation of the scope of work and compensation. Questions about the statement of qualifications may arise as qualified firms are preparing their responses. Inquiries are to be made in writing via email to brentmorelock@kingsporttn.gov by 4:00 P.M. on August 8, 2019 and answers thereto will be posted on the Purchasing Department page of the City of Kingsport's website by August 14, 2019 @ 4:00 P.M.

Note: Firms must be on TDOT's current list of pre-qualified consulting firms

Interested firms or teams are invited to submit their Statement of Qualifications in a sealed envelope labeled "Statement of Qualifications for Kingsport Metro-Area Bicycle and Pedestrian Plan", with the firm's name also printed on the outside of the envelope.

The envelope should be addressed to:

**Brent Morelock, Procurement Manager
City of Kingsport
225 West Center Street
Kingsport, TN 37660**

**THE STATEMENT OF QUALIFICATIONS SHOULD BE RECEIVED AT THIS ADDRESS
NO LATER THAN 4 P.M. ON August 22, 2019.**