

# CONNECTING COMMUNITIES

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## 2020 Planning Grant

### Notice of Request for Qualifications

The Akron Metropolitan Area Transportation Study (AMATS) is seeking Qualifications from interested firms to conduct a planning study for the City of Stow. This is a joint effort between AMATS and Stow, with AMATS contributing Consolidated Planning Grant (CPG) funds. The purpose of the planning study is to increase connectivity and improve livability in the community in accordance with AMATS' Connecting Communities Initiative. The cost of the study is not to exceed \$40,000 and will be completed within twelve months of the contract date.

It is anticipated that the selected Consultant will be authorized to proceed by August 2021.

### Selection Procedures

The completeness and content of the Response will be the basis for the initial evaluation. Further information, including the interview of one or more of the Consultants, may serve in the final selection of the Consultant.

Firms interested in being considered for selection should respond by submitting **four (4)** copies of the Response and an **electronic copy** to the following address **by 4:30 PM on Friday, April 30, 2021**.

Heather Davis Reidl

Suite 201 Ocasek

161 S. High Street

Akron, OH 44308

[hreidl@akronohio.gov](mailto:hreidl@akronohio.gov)

330-375-2436 ext. 4434

Responses received after the close of business on the specified due date will not be considered.

For more information, visit <http://amatsplanning.org/planning/initiatives/connecting-communities/>

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### City of Stow City-Wide Connectivity Plan

#### **The Planning Issues at Hand**

Although named one of the “Best Cities to Live in Ohio”, the City of Stow recognizes missing connections within the community and is ready to plan a multi-modal network to connect people to places. This project will aim to identify alternatives for pedestrians, bicyclists, and transit users that improve health and access to transit and nearby recreational facilities. The City of Stow would like to build on successes such as the several Bike and Hike Trail subdivision connections, as well as trail connections to Bow Wow Beach, Silver Springs Park, and others. This study will identify a city-wide trail network that connects all residents and businesses within a ¼ mile of the trail network, which will also get users within a ¼ mile of the METRO RTA routes in the city. Finally, the plan will also serve as the guiding document for implementation, including future grant funding.

Additional information related to the project area can be found within the Stow application for the Connecting Communities grant program (attached).

#### **Planning Grant Process**

The planning grant process is broken into four phases, starting with the Discovery phase. The Discovery phase kicks-off with an initial AMATS-Recipient meeting to start discussing key issues, focus areas, expectations and outcomes and ends with the selection of a consultant. AMATS will complete initial data collection and analysis before the consultant selection process begins. Once a consultant is selected, the Development phase begins. The consultant will take the community’s identified key issues and goals and begin working on ideas, design concepts, recommendations and other potential solutions and put them into a Draft Plan. Recommendation and Review is the third phase whereby the community, the consultant and AMATS will be working to finalize recommendations and review the Draft Plan provided by the consultant. Public involvement during this phase will be completed. Once the Draft Plan has been reviewed and revised and feedback has been given, the consultant will provide the community with a Final Plan. After the Plan has been presented, AMATS will remain a partner with the City of Stow to help implement the Plan.

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### Goals of the Planning Process

- Identify appropriate locations for alternative modes of transportation (bike lanes, pedestrian walkways, multi-purpose trails, sidewalks);
- Provide alternative methods of transportation to employment, education and recreational centers, which in turn will support economic development activities;
- Ensure an equity focus in the community planning process by including residents of all abilities and income;
- Improve community collaboration (internally and externally);
- Identify community action items and implementation strategies.

### Anticipated Scope of Work - Deliverables

The scope of work and deliverables will be finalized with the consultant and attached to the contract; however they are anticipated to include at least the following:

1. Field observations of existing conditions and review of discovery phase data to be prepared by AMATS (referenced below).
2. Conducting of public engagement in coordination with Stow to obtain feedback from the adjacent property/business owners and the general public.
  - a. Examples from similar projects in other communities for use in engaging public.
3. Kickoff to Stow City Council, with another presentation to share recommendations later in the process
4. The final product is to include recommendations and cost estimates supporting all forms of alternative transportation solutions including, but not limited to, public transit, bicycle, and pedestrian.
5. The final product should include recommendations to increase safety for those users of alternative transportation.
6. The final document should support the principles of Connecting Communities.

Staff from AMATS and Stow will be available to assist the selected consultant with data collection (GIS files, existing plans, traffic counts, specifications, utility and engineering standards) coordination of community outreach, and additional support tasks.

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### **General Information and Requirements:**

**Rejection of Qualifications:** AMATS and the City of Stow reserve the right to reject any and all responses received as a result of this RFQ. Failure to provide all requested information in the format stated below may serve as cause for rejection of the response.

**Consultant Responsibilities:** The Consultant shall be capable of providing all professional services as described under the Scope of Services and to maintain those capabilities while retained by AMATS and Stow. Exclusion of any service required under the Scope of Services may serve as cause for rejection of the proposal or the termination of the contract.

**Contract:** A formal contract will be entered into with the selected Consultant. This RFQ shall become an attachment, and made a part of, the formal contract.

**Content Requirements:** Instructions for Submitting a response to the RFQ:

1. Provide the information requested in the Response Content (below), in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Response shall be limited to ten (10) 8½" x 11" single sided pages (including cover letter) plus two (2) pages for the Project Approach (listed below under Response Content).
3. Please adhere to the following requirements in preparing and binding:
  - a. Use a minimum font size of 10-point and maintain margins of 1" on all four sides.
  - b. Page numbers must be centered at the bottom of each page.
  - c. Use 8½" x 11" paper only.
  - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
  - e. Do not use tabbed inserts or other features that may interfere with machine copying.
4. Responses not adhering to the above instructions are subject to a deduction in the ranking system.

AMATS, as an Equal Opportunity Employer, requires all consultants to affirm that they agree to abide by any and all applicable equal employment opportunity laws, whether state or federal. Consultants agree not to discriminate against any employee or applicant for employment because of race, color, religion, age, creed, sex, sexual orientation or national origin, and agree to take affirmative action so that applicants are employed and that employees are treated during employment without regard for their race, color, religion, age, creed, sex, sexual orientation or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultants further agree that they will insert the foregoing provision in all subcontracts in connection with services provided. Consultants further agree to comply with all requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., 49 C.F.R. Part 21.

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### Response Content

1. **Project Approach** - Provide a description of your project approach. Describe why your firm is a good fit for this project. Confirm that your firm has a solid understanding of the project area and issues. Describe any innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's technical approach and cost containment practices. (two-page maximum)
2. **Project Team and Capacity of Staff and Facilities to Perform Work** - List other key individuals of the project team including the engineer(s) responsible for the technical design of the project and any key sub-consultant staff. Discuss relevant experience of the team with multi-modal transportation and land use planning. Describe staff capacity and the ability to perform the work in a timely manner to meet the project schedule referenced in the Request for Qualifications.
3. **Consultant's Performance on Similar Projects** - Provide three key projects to serve as examples of similar projects completed by the consultant within the last five years. Include reference names with phone numbers. Indicate if any of the proposed project team members worked on these key projects and indicate the percent of change orders which occurred for each project.
4. **Project Manager** - List the Project Manager and discuss relevant experience managing multiple jurisdictions, multi-modal transportation and land use plans.

Items 2 thru 4 must be included within the 10-page body of the Response. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

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## Quality Based Consultant Selection Process

### Rating Form

<b>Criteria</b>	<b>Maximum Score</b>	<b>Score</b>
Project Approach	45	
Project Manager, Team & Capacity of Staff	20	
Consultant's Performance	30	
Response in Conformance	5	
<b>Total Score</b>	100 points total	