



Pikes Peak Area
Council of Governments

Communities Working Together

Pikes Peak Area Active Transportation Plan

Request for Proposals May 4, 2023

Proposals due May 31, 2023 by 4:00 pm
PPACG 15 South 7th Street, Colorado Springs CO 80905
(719) 471-7080 *Main* / (719) 471-1226 *Fax*
www.ppacg.org / dmiller@ppacg.org

I. Summary

The Pikes Peak Area Council of Governments (PPACG) is requesting proposals from professional consultants to develop an active transportation plan for the Pikes Peak Metropolitan Planning Organization (MPO) area. This effort will document existing active transportation infrastructure within the jurisdictions that are part of the MPO area and develop a long range plan in close coordination with those jurisdictions and other planning partners. This plan is a component plan for the overarching 2050 Pikes Peak Long Range Transportation Plan (LRTP).

The Project Schedule is:

RFP Issued:	May 4, 2023
Cutoff for Requests for Information:	May 19, 2023
Consultant Proposals Due:	May 31, 2023
Consultant Selection:	June 14, 2023
Notice to Proceed (estimate):	June 2023
Contract End Date:	December 2024

Proposals are due electronically to the PPACG offices by 4:00 pm May 31, 2023. *If any of the submission requirements are not met, the proposal may not be considered.*

Questions regarding this RFP should be directed to Jason O'Brien, Senior Transportation Planner, PPACG at (719) 471-7080 x110, or jobrien@ppacg.org. PPACG will maintain a list of questions and answers on the PPACG transportation website (www.ppacg.org) for consultant information. Questions will be accepted until **May 19, 2023** to ensure all parties have adequate time to review the answers. Additionally, there are no circumstances that would allow proposals received after the deadline to be accepted.

All correspondence should be sent to:

Jason O'Brien: jobrien@ppacg.org

or

Pikes Peak Area Council of Governments
c/o Jason O'Brien
15 South 7th Street
Colorado Springs, CO 80905

Submissions should be marked in the subject line or on the envelope: "Request for Proposal: PPACG Active Transportation Plan." Proposals submitted by e-mail or mail are not to be considered received until a confirmation has been sent by PPACG transportation staff.

II. Background

Pikes Peak Area Council of Governments and the Metropolitan Planning Organization

The Pikes Peak Area Council of Governments (PPACG) is the federally designated Metropolitan Planning Organization (MPO) for the Colorado Springs Urbanized Area. Formed in 1967 under Colorado law, PPACG is a voluntary organization of municipal and county governments serving a regional community. Since inception, PPACG has worked to ensure that all communities—large and small—have a forum to discuss issues that cross their political boundaries, identify shared opportunities and challenges, and develop collaborative strategies for action. PPACG's Board of Directors, representing 16 local and county governments, governs the MPO.

While the PPACG boundary includes all of El Paso, Teller, and Park Counties, the MPO boundary is the Census designated Urbanized Area boundary. PPACG's regular federal program funds must be spent on planning and coordination activities within the MPO boundary. However, transportation issues and activities in adjacent areas can be included to the extent that they impact transportation within the MPO. Figure 1 on the following page depicts the MPO boundary.

PPACG members of the MPO include the following:

- El Paso County
- Teller County
- Colorado Springs
- Fountain
- Green Mountain Falls
- Manitou Springs
- Monument
- Palmer Lake
- Woodland Park

The Pikes Peak Region is a fast-growing area of Southern Colorado. El Paso and Teller Counties are expected to receive an additional 355,000 people and 177,000 jobs by 2045. The region includes rural, urban, and mountain areas that present unique challenges and opportunities. It is home to five major military installations.

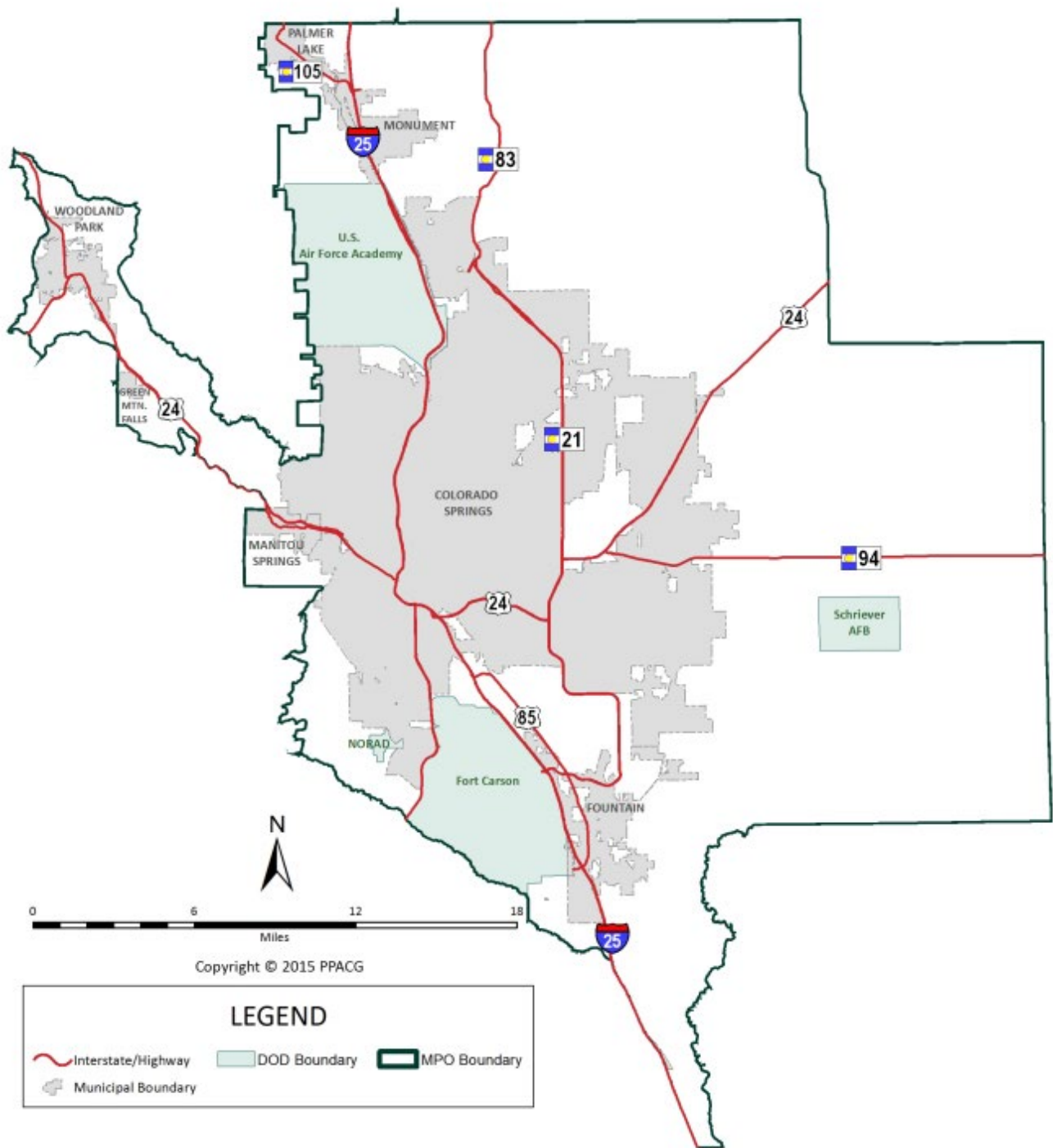


Figure 1 – Colorado Springs Metropolitan Planning Organization Boundary

MPO Planning Requirements

As the designated MPO for the Pikes Peak Region, PPACG is responsible for carrying out the regional transportation planning process. PPACG serves as a regional forum for the discussion and coordination of transportation issues and the development of transportation policies and programs.

The core planning and programming products produced by the MPO are the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). The LRTP is a multi-modal plan that must extend at least 20 years beyond its end date and be updated every 4 years using the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The TIP is the short-term funding instrument for the LRTP.

For more information on the federal regulations that guide the development of a region's federally required Long Range Transportation plan, please refer to Title 23 of the Code of Federal Regulations Part 450. <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-450?toc=1>

The main MPO advisory body is the Transportation Advisory Committee (TAC), which convenes monthly and provides guidance for funding decisions and review of PPACG's transportation planning products. The TAC also makes recommendations to the Board regarding whether documents should receive approval.

The Active Transportation Plan Purpose

The active transportation plan fits into the MPO planning requirements as a component plan for the LRTP. The active transportation plan is intended to serve the following functions:

- Describe the need and potential for development of the pedestrian, bicycle, and micromobility systems in the region.
- Identify regional priority projects and/or corridors, significant gaps, and timely opportunities.
- Complement and enhance member government active transportation plans and initiatives.
- Help provide coordination, data, or other services at the regional level that would be impractical for individual member governments.
- Consolidate and potentially update existing bicycle and pedestrian infrastructure maps to provide a regional view of active transportation.
- Provide local agencies with tools to support active transportation planning and projects to include potential funding opportunities.
- Identify and list active transportation projects that would potentially become part of the LRTP.

Plan Approach

Creativity and out-of-the-box thinking are encouraged, as the Pikes Peak Region prides itself on its uniqueness. Flexibility in addressing challenges and new information that develop during the

course of the project will be required, as will suggestions for minor adjustments of the project as appropriate and within budget limitations.

The Consultant may need to attend PPACG committee and/or Board meetings, or similar meetings of member governments, to make reports and to ensure adequate opportunities for comment on the progress and direction of the plan.

At key project milestones such as completion of draft documents, sufficient time should be allowed for PPACG internal review.

Budget and Period of Performance

This effort is not to exceed \$100,000. This contract timeframe extends until December 31, 2024; however, as this effort will roll into the LRTP, which is beginning concurrently, the active transportation plan should be completed by April 2024.

III. Scope of Work

Work Item 1 – Project Administration

In coordination with PPACG staff, refine a detailed project timeline with milestones and, if necessary, a refined Scope of Work that meets the intent of the Project, for the approval of the PPACG project manager. Provide a revised labor/dollar allocation and project task cost breakdown if necessitated by scope or schedule refinements. The Consultant will allow sufficient resources to meet with the PPACG project manager as necessary.

Deliverables and Anticipated Timeframes

1. Draft and Final Project Timeline with milestones
2. Project Team membership identification and Budget
3. Refined Task Orders upon request

Work Item 2 – Existing System and Conditions

- I. Use available data, existing plans and studies, and consultation with local jurisdictions and community stakeholders to identify and map active transportation infrastructure. This regional infrastructure inventory should include sidewalks, shared-use facilities, bicycle lanes, and recreational trails as well as their proximity to transit stops/routes, commercial and business centers, housing, and recreational activities. Existing conditions should consider pedestrian and bicyclist safety (e.g., crash data and trends).
- II. Detail and map infrastructure condition, if data is available.
- III. Detail and map deficiencies, hazards, gaps in connectivity, or other operational issues in the active transportation network.
- IV. Include bike share stations and micromobility infrastructure where available/applicable.
- V. Summarize the existing system and conditions data in an interim report format.

Data

The Consultant should be knowledgeable about active transportation data and present options and make suggestions regarding the most appropriate data sources to be used given the situation of the region and the scope of this Plan. Data sources should be developed as early as practical in order to help guide the progress of the Plan. Data being used in jurisdictional plans should be taken into consideration to avoid duplication of effort or cost.

PPACG does not collect or utilize active transportation data at this time and does not have resources to analyze active transportation travel patterns.

The consultant should help decide what level/resolution of data is appropriate for this project. Comprehensive sidewalk inventories, for example, may not be needed or realistic.

Updating or development of detailed predictive models should not be done for this Plan. The Consultant may make recommendations about which data and/or modeling capacity might be developed for best advantage in the future. Recommendations may be made about potential acquisition and use of bike counters and other data collection apparatus and their most effective use.

Deliverables

1. Lists and maps of active transportation types, assets, and gaps.
2. Summary of existing conditions (to be delivered prior to the full draft report).
3. Recommendations and development of data and maps.

Work Item 3 – Stakeholder Process and Public Participation

This item may be conducted concurrently with Item 1. The Consultant will conduct a stakeholder and public process per the requirements of PPACG's Public Participation Plan, with assistance from PPACG staff. These efforts must comply with Title VI and Environmental Justice requirements. Steps may include the following.

- I. Create and maintain a stakeholder list and conduct meetings, interviews, workshops, and/or exercises (as appropriate) to solicit information as well as other input, ideas, perceptions, and concerns and to identify key issues related to active transportation in the region. Although it is expected that the majority of stakeholder meetings and/or interviews will be conducted virtually, the Consultant must be available to participate in in-person meetings.
- II. Conduct an early phase of the stakeholder and public process to increase awareness, help gain an understanding of public concern, and discover prospective stakeholders and those most impacted by active transportation issues. This will help guide the direction of overall effort.
- III. Gather needs from local jurisdictions and stakeholder groups. This may include compiling data from existing plans, conducting interviews, and/or performing a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis of the regional active transportation network.
- IV. Support public report review. The later phase of public process may be a more traditional public review and comment period and can be led by PPACG.

Key stakeholders should be identified and involved throughout the project.

This work item should include development of a project website offering robust and varied opportunities for public comment, including user-provided descriptions, map points, photographs, and links, which the consultant will summarize in the Plan.

Deliverables

1. Stakeholder list and engagement.
2. Public participation outreach (including but not limited to the project website) and summaries as applicable.
3. Needs assessment summary (to be delivered prior to the full draft report).

Work Item 4 – Active Transportation Strategies

Following collection of the existing conditions and evaluation of the active transportation network, this work item may include but is not limited to the following.

- I. Identify key active transportation gaps and opportunities within the region. Opportunities may be related to timing, coordination, availability of funding, or others. Coordination activities may include jurisdictions adjacent to the plan area in order to facilitate consistency and connectivity of the active transportation system.
- II. Provide strategies and best practices that could be utilized across the region or by individual jurisdictions. Categories may include safety, design standards/guidance, maintenance, policy, emerging technologies and trends, funding opportunities, environmental considerations, health, wayfinding standards, ordinances, etc. These strategies should align with the goals and SWOT analysis developed with stakeholders. May also include high-level return-on-investment analysis or examples for some types of active transportation projects.
- III. Develop data, analyses, summaries, or other tools that will support meaningful, consistent, well-informed scoring of active transportation projects during the LRTP process. This should be done in consultation with the PPACG Transportation Advisory Committee.

Deliverables

1. Description of gaps, opportunities, strategies, standards, and best practices (as part of the draft and reports).
2. Data, analysis, and/or summaries supportive of LRTP project scoring.

Work Item 5 – Projects and Corridors

This active transportation plan will be developed concurrently with the PPACG 2050 Long Range Transportation Plan.

- I. In cooperation with stakeholders and PPACG advisory committees, identify, map, and categorize, if necessary, regional priority active transportation corridors and provide analysis of these corridors.
- II. Identify, describe, and map regionally significant active transportation projects that are being planned or pursued by jurisdictions within the MPO area.

- i. Project information must include cost estimates as determined by the jurisdictions and estimated year in which the projects are anticipated (to be identified by 5-year bands).
 - b. The project list in this plan is not required to be fiscally constrained. Project evaluation and prioritization is not required as part of this Plan. Project scoring and prioritization will take place during the LRTP process. This Plan should support a well-informed LRTP prioritization process by offering data, reports, and summaries related to active transportation in the region and by identifying a small number of regional priority projects and/or corridors.
- III. Provide a list of other projects that may have incidental benefits for active transportation if desired by the jurisdictions within the MPO boundary.
- IV. Provide a list of the most applicable funding opportunities for identified projects and for the types of projects likely to be most advantageous based on the results of the plan.

Deliverables

1. Priority active transportation projects/corridors map and supporting documentation.
2. Map and list of projects with all pertinent information.
3. Funding sources list.

Work Item 6 – Document Production

- I. Develop an interim existing conditions summary as the culmination of Work Item 1. As the LRTP is being developed concurrently, this deliverable will allow for an early review of content for gaps.
- II. Develop a draft report including recommendations, maps and supporting information. This report will summarize and document information from each work task. Report structure will follow the most logical and useful organization of the information. The report should be written for consumption by the general public and should be concise and highly graphic. The report may contain appendices that are supplemental or more technical in nature if required.
 - a. The Consultant will provide an electronic copy MS Word format of draft documents to PPACG for initial internal review. The Consultant will allow sufficient time in the process for PPACG staff and stakeholder review of draft materials as necessary.
 - b. The Consultant will then address or incorporate all comments resulting from the external review, as appropriate.
- III. Develop a draft executive summary for the report. The executive summary will be utilized for presentations or distribution to the general public, PPACG committees, and/or the Board of Directors. The executive summary should be effective for both online/digital and hard copy format.
- IV. Following integration of the initial comments from staff and stakeholders, the draft report and executive summary will be presented to the PPACG committees and Board of Directors and subsequently released for public comments. Presentations may be led by PPACG staff or by the Consultant.

- a. The Consultant will provide to PPACG a draft copy of all materials to be presented at meetings with sufficient time for review prior to the scheduled meetings.
 - b. The required public comment period will span 30 days, and the document will be posted on PPACG's website.
 - c. The Consultant will provide a summary of public comments received.
 - d. The Consultant will then address or incorporate all comments resulting from the external review, as appropriate.
- V. Deliver a final active transportation plan report with executive summary. Final products should be delivered with copy-ready quality in Adobe PDF format. PPACG will perform any printing and binding of physical copies as needed.
- a. The final report will be presented to the PPACG committees and Board of Directors before adoption by the Board. Presentations will be led by PPACG staff with support as needed by the Consultant.
- VI. Source files should be submitted in fully editable and reproducible format. All work products created during the course of this project become the property of PPACG. Work products include, but are not limited to, written reports, graphic presentations, spreadsheets, databases, data files, computer programs, and support documentation. Source file formats may include Adobe Creative Suite (InDesign, etc.), Microsoft Office (Word, PowerPoint), and ArcGIS (need data from Will).
- VII. Ad hoc data or supporting information may be required on a limited basis to support PPACG staff efforts, presentations, or committee meetings.

Deliverables

1. Summary of Existing Conditions and Needs Assessment
2. Draft Report of the complete Active Transportation Plan for the PPACG MPO area and Executive Summary.
3. Final Report of the Active Transportation Plan for the PPACG MPO area, including an Executive Summary.
4. Supporting materials to include document source files and GIS data.
5. Presentations or other ad hoc support deliverables as needed on a limited basis.

IV. PROPOSAL REQUIREMENTS

All consultants or consultant teams are required to prepare a proposal as part of this submission. The cost of proposal preparation is not a reimbursable cost. Proposal preparation costs are at the applicant's expense and are the applicant's total responsibility. The total written proposal should be no more than **twenty-five (25)** pages in length, including all materials such as consultant experience and introductory letters. One page is defined as one face of an 8½" x 11" sheet; we recommend double siding, with a minimum font size 12.

We strongly recommend clear, concise, and complete information about each firm emphasizing unique qualifications and ability to provide the highest quality services. In order to be considered responsive to this RFP, each proposal must conform to the following requirements.

PPACG prefers digital copies of the proposal requirements, however, printed copies will be accepted. The prospective consultant shall:

- Submit **one (1) digital copy of the Technical Proposal** with all pages numbered consecutively **OR one (1) printed copy**.
- Clearly indicate the name and address of the prime consultant in either the email or on the sealed package.

The Pikes Peak Area Council of Governments reserves the right to reject any and all proposals, and to waive any formality in proposals received, to accept or reject any or all of the items in the proposal, and award contracts in the best interest of the Pikes Peak Area Council of Governments.

Requirements

The proposal should demonstrate that the proposer understands the intent and scope of the work, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed to supply these services. In addition, the proposer must demonstrate qualifications to supply the required services.

The proposer shall prepare a Scope of Services for the project, featuring each of the items listed below. The proposer is encouraged to include additional scope of service tasks that it feels should be included. PPACG is interested in different cost-effective approaches to completing the project items and the final Scope of Services will be subject to negotiation. The selected consultant will be responsible for actively managing the project and for providing all services listed under the scope of work.

Guidelines

The Proposal should contain the following information in the order listed:

1. Statement of Qualifications and Experience
2. Reference
3. Scope of Services (Project Approach)
4. Project Costs
5. Insurance Coverage

Required Detail

1. Statement of Qualifications and Experience

Proposers shall describe **recent relevant** experience with items outlined in the scope of work. Particular emphasis should be placed on projects completed by the personnel assigned to this project. Include an organization chart for the proposed project team and how the team will interact.

2. References

Provide a minimum of 2 references, with current contact name(s) and phone number(s), for whom the consultant has performed work for in the past five (5) years. PPACG staff may contact reference(s) as part of the selection process.

3. Scope of Services

This section should include a detailed description of the proposed approach to the project. Each of the considerations listed in the scope of work must be addressed. This section shall include a description of tasks and products, with reference to the schedule. Survey methodology and completion rate should be discussed as well as an understanding of public participation approaches associated with transportation planning.

The scope of services will ultimately become part of the contract, incorporated in whole or by reference. It should describe in a specific and straightforward manner both the proposer's understanding of the project and the proposed approach to achieving the objectives and accomplishing the tasks described in this Request for Proposal.

4. Project Costs

The prospective consultant shall provide a proposed budget for completion of the work. The Cost Proposal should include all costs for which the prospective consultant expects to be paid and shall include a total figure for all work to be performed including any supplies, equipment, transportation, or other services necessary to perform the proposed services. The cost proposal shall include the total cost for continued technical support for PPACG staff.

5. Insurance Coverage

Contractor shall obtain and maintain throughout the term of the Contract, at Contractor's sole expense, workers compensation and/or employer's liability insurance in an approved company or companies, to cover all classifications of work and workers herein contemplated in accordance with applicable law and regulation within the course and scope of their employment.

Contractor will also carry and maintain throughout the term of this Contract the following insurance:

- i. **General Liability:** Commercial general liability insurance written on an Insurance Services Office occurrence form, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
 - a. \$1,000,000 each occurrence;
 - b. \$1,000,000 general aggregate;
 - c. \$1,000,000 products and completed operations aggregate; and
 - d. \$50,000 any 1 fire.
- ii. **Automobile Liability:** Automobile liability insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.

- iii. Protected Information: Liability insurance covering all loss of State Confidential Information, such as PII, PHI, PCI, Tax Information, and CJ, and claims based on alleged violations of privacy rights through improper use or disclosure of protected information with minimum limits as follows:
 - a. \$1,000,000 each occurrence; and
 - b. \$2,000,000 general aggregate.
- iv. Professional Liability Insurance: Professional liability insurance covering any damages caused by an error, omission or any negligent act with minimum limits as follows:
 - a. \$1,000,000 each occurrence; and
 - b. \$1,000,000 general aggregate.
- v. Crime Insurance: Crime insurance including employee dishonesty coverage with minimum limits as follows:
 - a. \$1,000,000 each occurrence; and
 - b. \$1,000,000 general aggregate.

The maintenance of such insurance shall not affect Contractor's obligation to indemnify PPACG, but maintenance of such approved insurance shall be a condition precedent to the payment to Contractor of compensation for the performance of the contract work.

Certificates of the foregoing insurance coverage shall be furnished to PPACG within fifteen (15) days from the date of execution hereof.

6. Non-Discrimination

The selected contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this work. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts.

The selected contractor shall comply, as applicable, with the Colorado Department of Transportation DBE Program Manual found at <https://www.codot.gov/business/civilrights/smallbusiness/assets/cdot-dbe-programmanual-revised-2016.pdf>.

V. CONSULTANT SELECTION PROCEDURE

Review of Proposals The proposal and the proposer’s team will be evaluated and ranked based on the following factors:

Scoring Factor	Available Points
Understanding of PPACG’s desires and general approach to the project as demonstrated in the consultant’s project description and scope of work	25
Qualifications of the proposer's staff assigned to this project	25
Proposer's experience with similar projects comparable in type, size, and complexity	25

Demonstrated ability of the proposer to perform high quality work, to control costs and to meet time schedules	15
Presentation and transparency (not amount) of fees	10
Total Points	100

Proposals will be evaluated by a selection committee consisting of PPACG staff and representatives of PPACG member jurisdictions. PPACG reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

To protect the benefits of submitting excellent and creative proposals, all proposals and cost proposals will be considered confidential until the submission deadline.

Interviews

If deemed necessary, a short list of the highest scoring proposers may be selected for interviews. Interviews will be made with the selection committee described above. Each interview shall last no longer than one hour. PPACG will provide all interviewees with the same information and question responses for equal scoring opportunity.

If interviews are conducted, they will also be scored. The selection committee may request revisions to the proposal from each of the proposers at the conclusion of the interviews. However, if it is deemed necessary to seek revisions to the proposals at the conclusion of the interviews, then all interviewed applicants will be requested to submit revisions; and the revisions will be scored accordingly.

Interviews will be evaluated by:

1. Responses to provided questions/clarifications
2. Ability to respond to general questions
3. Requested revisions (if applicable)

Award of Contract

This solicitation of proposals in no way obligates PPACG to award a contract. PPACG reserves the right to award this contract not necessarily to the proposer with the most advantageous price, but to the firm that demonstrates the best ability to fulfill the requirements of this Request for Proposal. PPACG will select the most qualified firm that was proven to understand the needs and scope of the Plan. Aside from announcing the top ranked proposal, the scoring and ranking will be kept confidential.

A contract prepared by PPACG will be negotiated with the selected consultant. In the event that a contract cannot be negotiated with the top ranked firm, PPACG may enter into negotiations with the second highest ranked firm or decide to call for new proposals.

Immediately after the notice of award, the contractor will begin planning in conjunction with PPACG staff to guarantee fulfillment of all obligations.

PPACG reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of PPACG.



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