

**Request for Proposals  
For  
CITY OF COEUR D'ALENE**

**EDUCATION CORRIDOR PRELIMINARY INFRASTRUCTURE DESIGN**

**Introduction:**

The City of Coeur d'Alene (the City) is seeking proposals from qualified firms or individuals to assist them in planning a public street and infrastructure network to serve the future Education Corridor.

This request for proposals seeks to identify firms or individuals that have the expertise and experience in transportation planning. Specific expertise in street networks is necessary. Experience in traffic analysis is essential. As some of the alternatives considered may require an evaluation of street and intersection geometry, design experience is also needed.

The study will encompass the area between the Spokane River and Northwest Blvd, between Mullan Rd and US-95.

Public involvement and stakeholder outreach for the project will be conducted by the consultant. This is likely to involve from three to six meetings over the course of the study.

The consultant's day to day interaction will be through City staff; however there will be some individual information gathering and input sessions with the various stakeholders groups

It is anticipated that the consultant will be asked to prepare presentation materials for the stakeholder meetings during the study period.

For further information regarding this Request for Proposal, please direct inquiries in writing to Chris Bates, Project Manager, City of Coeur d'Alene, 710 E Mullan Ave, Coeur d'Alene, Idaho 83814-3958, and, (208) 769-2228.

**Proposal submission deadline: March 26, 2010.**

**Anticipated Scope of Work:**

1. Develop comprehensive transportation plan for corridor area
2. Evaluate and recommend potential reduction / elimination or additional accesses along Northwest Blvd, including Mullan Ave-Government Way, Garden Ave, River Ave, and Hubbard Ave

3. Determine corridors for pedestrian / bike facilities including the Centennial Trail and a Spokane River crossing
4. Review past studies
5. Collect traffic data
6. Intersection analysis for existing and proposed
7. Evaluate impacts to existing and future traffic flows from proposed street networks and land uses
8. Identify likely future land uses from stakeholders
9. Identify potential future utility needs, including fiber
10. Conduct stakeholder meetings to potentially include NIC, U of I, Lewis-Clark State College, LCDC, City, Fort Grounds homeowners, Business owners on Northwest Boulevard, ITD, BLM, the Centennial Trail Foundation, and the Public.
11. Identify potential entry nodes.

In addition, the plan should seek to minimize traffic impacts on the existing residences.

### **Modifying the RFP:**

The City reserves the right to modify this RFP at any time. In the event a modification is necessary, addenda will be provided to all prospective proposers that have obtained a copy of this RFP from the City. The City is not liable for non-disclosure of modifications to prospective proposers that may have obtained a copy of the RFP from a third party.

### **Proposal Requirements and Evaluation Procedures:**

1. Proposals are limited to 20 single-sided pages.
2. Proposals will be evaluated based on the following equally-weighted criteria:
  - a. Consultant's familiarity with the study area and recommended approach to the project (25%).
  - b. Consultant's proposed detailed scope and schedule for the work (25%).
  - c. Experience, qualifications and availability of consultant's project manager and other key staff (25%).
  - d. Demonstration of successful completion of similar studies or projects, especially those involving multiple governmental jurisdictions (25%).
3. Three copies of the proposal shall be submitted.

City staff shall determine which proposal is most responsive in meeting the proposal requirements. The City reserves the right to award a contract, if any, to the proposer who, in the sole opinion of the City, best meets the requirements set forth in this RFP and is in the best interest of the City. The City does not discriminate based on race, color, sex, age, creed, or national origin.

If in the judgment of the City, proposals received are not responsive, responsible, timely, or are determined to exceed the funds available to conduct the established

scope of work. The City reserves the right to accept or reject elements of any and all proposals.

**Proposed Timeline:**

The City anticipates that the transportation plan will be completed by July or August of 2010, in time to allow collection of field data and design of a major connector roadway for construction in spring of 2011.

**Deliverables:**

The consultant will produce a detailed conceptual plan(s) showing road and right-of-way widths and alignments, existing lot / parcel boundaries, intersection layouts, utility corridors, multi use corridors, potential entry nodes, key intersection locations and layouts, any recommended phasing of improvements, and any special requirements for existing or proposed facilities. The City desires the plan(s) to be complete enough so that any specific facility could move directly into final design and construction.

The contractor(s) will supply the City with five (5) copies of draft working reports and final plans. The final plan and technical documentation shall also be provided to the City in a format mutually agreeable to both parties. Key individuals are expected to be available for the duration of the contract, and any substitutions in personnel must receive prior approval of the City. Failure to comply may result in cancellation of the contract at the sole discretion of the City.

**Preparation Costs:**

The City will not be liable for any costs associated with the preparation of a proposal submitted in response to this RFP.

**Price Warrant and Independent Cost Determination:**

The proposer warrants that any costs that may be described, quoted, or expected for services rendered in response to the RFP are not in excess of those charged any other client for the same services performed by the same individuals and will stay the same for 120 days. The proposer further warrants, as a part of the proposal, that any described cost data have been arrived at independently, without consultation, communications, or agreement with any other proposer or with any competitor for the purpose of restricting competition.

**General Terms and Conditions:**

The City reserves the right to incorporate standard contract provisions into any contract negotiated, if any, as a result of any proposals submitted in response to this RFP. Any contract resulting from this RFP will incorporate the general provisions as noted below.

Proposers must assure compliance with these general conditions, and if selected, provide the supplementary information necessary for inclusion in the contract.

1. Ownership of data, reports, materials, and property: Any survey, data, reports, equipment, or presentation materials prepared or purchased with funds from this project will become the exclusive property of the City. All report originals, presentation materials, and/or equipment must be provided to the City prior to final payment.
2. Statement of proposer's background and professional qualifications:
  - a. General information on the proposer and specific area(s) of expertise
  - b. Specific examples of work experience related to the tasks in the RFP
  - c. Names and qualifications of the individuals who will actually conduct the work specified in the RFP including the name of the project manager
3. Statement describing any potential conflicts of interest with the proposed project.
4. References, including current and former clients having similar work performed.
5. A detailed statement of how the proposer would proceed to accomplish the tasks and a timeline for completion of the expertise report(s).
6. All information on data gathering and computer modeling techniques that are expected to be used.
7. Desired method of payment. Payment is based on actual work completed.
8. General information:
  - a. Official name of entity submitting the proposal
  - b. Name and address of principal officer(s)
  - c. Telephone number of principal officer(s)
  - d. Location of facility where work will actually be performed
  - e. Minority or Women-owned Business Enterprise Certification Number
  - f. Information on any sub-contractors, which would be used as a part of the contract
  - g. Responsible engineer's DOL number.
9. Title VI Nondiscrimination - Equal Employment Opportunity.

**PROPOSALS MUST BE DELIVERED IN A SEALED ENVELOPE TO:**

Chris Bates  
City of Coeur d'Alene Engineering Department  
710 E Mullan Ave  
Coeur d'Alene, Idaho 83814-3958

**BY: 5:00 p.m. March 26, 2010**

All inquiries made regarding this RFP should be in written form. All questions and answers will be faxed, or e-mailed to registered recipients of the RFP. City's fax number is (208) 769-2284.