



# *City of Commerce*

## **REQUEST FOR PROPOSAL**

For

Consultant to Develop a Bicycle and Pedestrian Master  
Plan

**Proposal can be submitted in person or by mail:**

Mailing/Delivery Address: City of Commerce  
ATTN: Lena Shumway, City Clerk  
2535 Commerce Way  
Commerce, CA 90040

Informational Contact: Matt Marquez, Deputy Director of Development  
Services  
Phone: 323-722-4805 Ext. 2349  
E-mail: [mattm@ci.commerce.ca.us](mailto:mattm@ci.commerce.ca.us)

**Proposal due date: Tuesday September 19, 2017 at 4:00 p.m.**

## GENERAL INFORMATION

The City of Commerce is soliciting proposals for consulting services from qualified consultants to prepare conceptual design and detailed plans for a Bicycle and Pedestrian Master Plan for the City of Commerce. **The selected consultant is expected to have expertise in traffic/transportation engineering/planning and urban design/landscape architecture.**

## BACKGROUND

The City of Commerce is located approximately six (6) miles outside of Downtown Los Angeles. It is 6.5 square miles and shares a common boundary with Montebello, Bell, Bell Gardens, Downey and unincorporated Los Angeles County. The City's residential population is approximately 12,960, but it has a daytime population of over 50,000.

## DESCRIPTION OF PROJECT

The City of Commerce has received public requests for bicycle and pedestrian improvements, including possible bike lane considerations. The purpose of developing a comprehensive citywide Bicycle and Pedestrian Master Plan is to make bicycle and walking more viable transportation options, while improving and enhancing the quality of life for the City's residents. Additionally, the City is looking to contribute to and support the region's commitment to multi-modal transportation solutions.

Commerce is one of 27 cities that together form the Gateway Cities Council of Governments (GCCOG). The Gateway region is home to more than two million people and an extensive goods movement industry anchored by the Ports of Long Beach and Los Angeles. The GCCOG is committed to improving the quality of life for people who live and work in the partnering cities, and undertakes initiatives to promote the mobility, economic opportunity, health, and safety in the sub region. One such initiative is its Strategic Transportation Plan which brings together all elements of the transportation system in the Gateway Cities – freeways, arterial highways, transit, bikeways, pedestrian facilities, technology, and goods movement – into a unified version of the future. Specific goals of the plan include reducing congestion, improving travel choices, reducing travel times, improving access to transit, increasing bicycle and pedestrian facility options, improving access to disadvantaged communities and reducing greenhouse gas emissions. The work outlined in this RFP is consistent with the goals set forth by the GCCOG in their Strategic Transportation Plan.

The City does face several challenges related to improving circulation; including being segmented into different areas by rail lines and heavy volumes (30%) of truck traffic along its major arteries. The goal of the study described in this RFP is to develop a comprehensive bicycle and pedestrian master plan that identifies optimal biking and walking routes and preferred treatments. The master plan is intended to serve as an important reference document that can be incorporated into the City's improvement projects and ensure that

bicycle and pedestrian facilities are considered during road maintenance and reconstruction, as well as when important land use decisions are made.

## **SCOPE OF WORK**

The following scope of work provides an outline of services that are expected to be offered as part of the development of the bicycle and pedestrian master plan.

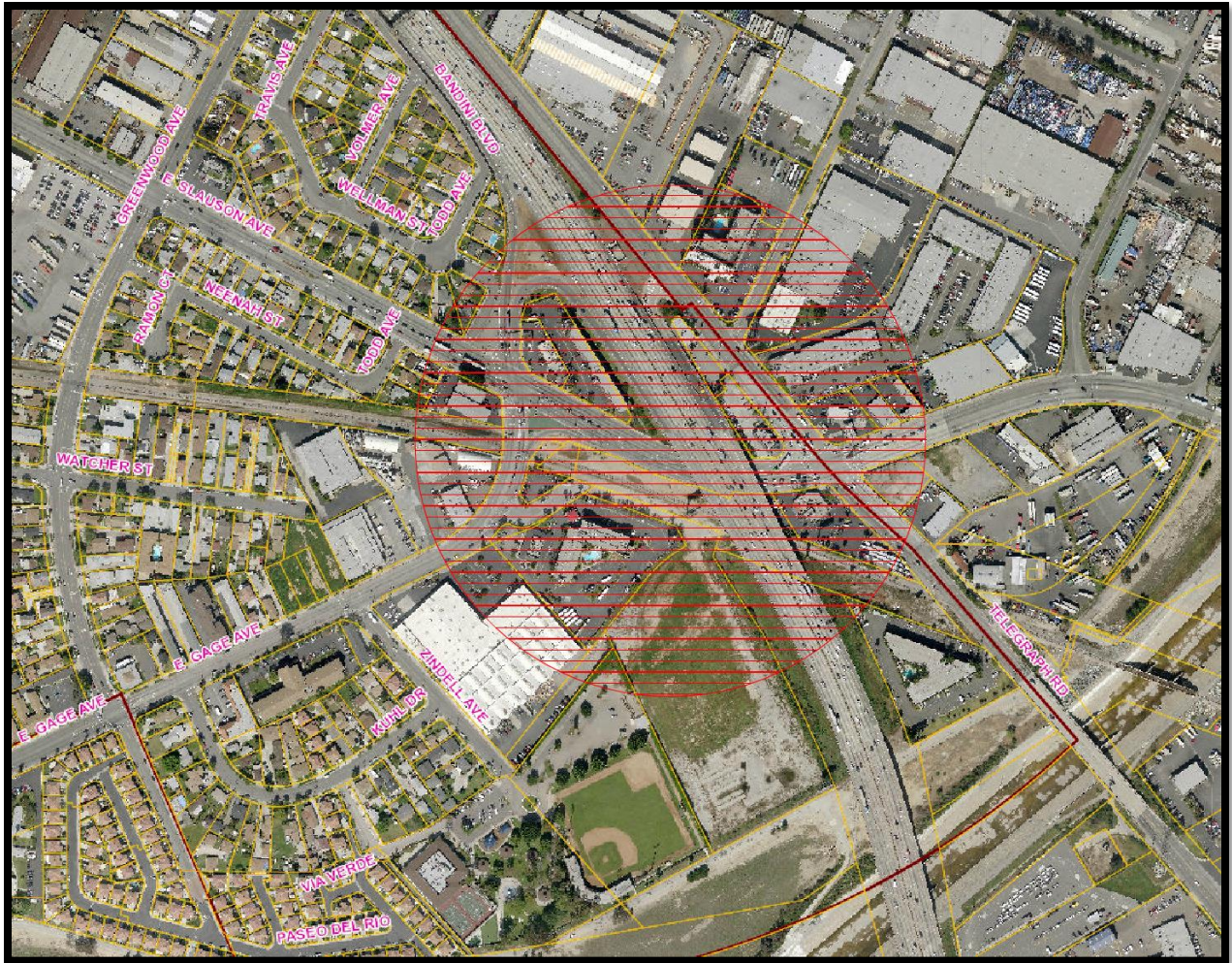
### **Task 1 — Collect and review existing data and documents**

Consultant will review available information, including the City's General Plan and Transportation Element and zoning code, public and private infrastructure standards, infrastructure master plans, regional transportation and blueprint plans, traffic data, aerial and mapping data, and other studies.

### **Task 2 — Conduct a survey of local conditions, including possible or existing environmental or roadway problems.**

Consultant will survey the City and identify potential hazards and provide solutions and/or alternative approaches. Consultant will prepare a summary of physical limitations and opportunities, such as traffic, right-of-way, surface, land use and planned growth considerations, and factors that influence the safety and experience for all modes of travel.

It is presumed some improvements will concentrate near school zones; hence, consultant shall take into consideration any change in traffic patterns and volumes and school hours. While this effort is a citywide one, the City believes the area shown below is a high priority and shall be a major focus of this work.



**Task 3 — Address landscape and urban design efforts in relation to medians, signage, amenities, and street lighting.**

Consultant will include recommendations for the landscape and urban design, taking into account medians, signage, amenities, and street lighting.

**Task 4 — Identification of bicycling streets and bike routes.**

Consultant will identify destinations for bicycling and walking (e.g. parks, schools, library, etc.). Consultant will also identify pedestrian and bicycle amenities, e.g. bicycle parking, streets to avoid due to safety issues, etc.

The design shall specify type of bike lane proposed (classification) and why it is appropriate for the street recommended, with consideration to traffic conditions, traffic volumes, parking, etc.

### **Task 5 — Develop Bicycle and Pedestrian Transportation Network and Bicycle and Pedestrian Master Plan.**

Consultant will analyze relevant streets using Geographic Information Systems (GIS) and field evaluation. Criteria to include are: suitability for bicycling and walking, connectivity, roadway classifications, etc. In addition, consultant will provide implementation strategies and priorities and in coordination with new and maintenance projects. Consultant will review existing City standards, codes, and/or ordinances and recommend changes if needed. Report will also include short term (3 year) and long term (5 year) implementation timeframe.

The City has received grant funds for the implementation of improvements that will be identified in the proposed plan. To this end, it is important the plan's connectivity provide regional emphasis/ attention and connection to adjacent community bike/pedestrian plans.

### **Task 6 — Presentation to the Traffic Advisory Commission and City Council.**

Consultant will present report on findings and recommended master plan to the Traffic Commission and to the City Council.

### **Task 7 — Prepare a master plan that meets the Bicycle and Transportation Plan requirements.**

Consultant will prepare a Bicycle and Pedestrian Master Plan that at minimum meets the requirements as described in "Attachment "A"" of this document.

### **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

Respondent must meet these minimums to be considered in this competitive process. Minimum qualifications and requirements are as follows:

1. Proposer shall be an established firm regularly engaged in the general type of work described in this RFP for the past four (4) consecutive years.
2. Selected firm will be required to obtain a City of Commerce business license if it currently does not have one.

### **PROPOSAL SUBMITTAL**

The proposal shall include the following information:

1. Cover letter (no more than two pages) that provides the name, address, phone and e-mail addresses of the consultant, and the primary contact name. An authorized principal of the consulting firm should sign the letter.

2. A summary of the firm's qualifications and experience to successfully perform the project, including key personnel, their qualifications and core responsibilities to the project.
3. The firm's experience on similar type of projects which includes a description of services and project outcomes. A minimum of three (3) references for which similar work has been performed needs to be provided. Include individual contact person, company/agency name, address, and phone numbers.
4. The firm's understanding of the project and ability to provide creative, practical and cost effective solutions.
5. A detailed description of the intended methodology to be utilized in addressing the scope of work.
6. An estimated schedule of the time required for completion of the various tasks identified in the scope of work.
7. **On a separate envelope**, a fee schedule detailing costs for each tasks and project staff.

Ten (10) hardcopies and one electronic copy of the proposal can be submitted in person or by mail. Proposal must be received by **4:00 p.m. on September 19, 2017.**

Received proposals will be stamped and submittals received after the date and time specified on this Request for Proposal will be considered late, will not be opened or considered for evaluation, and will be returned unopened. The City is not responsible for bids that are delinquent, lost, mismarked, sent to an address other than that given herein, or sent by mail or courier service and not signed for by the City staff. When delivering proposals in person or by courier service, proposers are solely responsible for the timely delivery of the proposal and must allow adequate time for parking.

Submissions will be directed to:

Mail or in Person Delivery Address: City of Commerce  
ATTN: Lena Shumway, City Clerk  
2535 Commerce Way  
Commerce, CA 90040  
RE: RFP to Develop Bicycle & Pedestrian Master Plan

#### **ADDENDA AND SUPPLEMENTS TO RFP**

In the event it becomes necessary to revise any part of this Request for Proposal (RFP) or if additional information is necessary to enable the proposer to make adequate interpretation of the provisions of this RFP, a supplement RFP or addendum will be provided to each proposer.



## **REJECTION RIGHTS**

The City of Commerce retains the right to reject all proposals and re-solicit if deemed to be in its best interest.

Selection is dependent upon the negotiation of a mutually acceptable contract with the successful proposer.

## **COST OF PROPOSAL PREPARATION**

No reimbursement will be made by the City of Commerce for any costs incurred prior to a formal notice to proceed under a contract.

## **PROPOSALS TO BE IN EFFECT**

Each proposal will be valid for a period of not less than ninety (90) days from the date of receipt.

## **PROHIBITED INTEREST**

No member, officer, employee of the City or State, or member of its governing body or of a local public body having jurisdiction within the City's service area, during his or her tenure or one year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

## **SELECTION CRITERIA**

Proposals will be evaluated on the following criteria:

1. Presentation;
2. Qualifications and experience of the firm and staff;
3. Personnel assigned to the project;
4. Approach to the project and any innovative ideas, and
5. Cost.

A committee of City staff will review the responses. Selected finalists will be invited to appear for an oral presentation and evaluation by the committee.

## **ATTACHMENT A – PLAN CHECKLIST**

- A. Introduction section that discusses the purpose of the plan, its organization, setting, relationship to other plans, and community involvement.
- B. Goals and policies related to the bicycle and pedestrian network, bicyclist and pedestrian safety, bicycle parking and support facilities, and education and encouragement.
- C. A description of the bicycle network including facilities, existing conditions, a needs assessment, and proposed bicycle improvements and programs.
- D. A description of the pedestrian network including facilities, existing conditions, needs assessment, and proposed pedestrian network improvements and programs.
- E. An implementation plan describing proposed projects, project prioritization, estimated project costs, past expenditures for related facilities, future financial needs to implement the plan, and funding and resources.
- F. The estimated number of existing bicycle commuters in the plan area and the estimated increase in the number of bicycle commuters resulting from implementation of the plan.
- G. A map and description of existing and proposed land use and settlement patterns which shall include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, and major employment centers.
- H. A map and description of existing and proposed bikeways.
- I. A map and description of existing and proposed end of trip bicycle parking facilities. These shall include, but not be limited to, parking at schools, shopping centers, public buildings, and major employment centers.
- J. A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These shall include, but not be limited to, parking facilities at transit stops, rail and transit terminals, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles.
- K. A map and description of existing and proposed facilities for changing and storing clothes and equipment. These shall include, but not be limited to, locker, restroom, and shower facilities near bicycle parking facilities.
- L. A description of bicycle safety and education programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law



enforcement responsibility in the area to enforce provisions of the Vehicle Code pertaining to bicycle operation, and the resulting effect on accidents involving bicyclists.

- M. A description of how the bicycle transportation plan has been coordinated and is consistent with other local or regional transportation, air quality, or energy conservation plans, including but not limited to, programs that provide incentives for bicycle commuting.