



**REQUEST FOR QUALIFICATIONS  
DESIGN & ENGINEERING SERVICES**

**Broadway Project**

**Release Date:**

**Monday, December 16, 2019**

**Submittal Deadline:**

**Friday, January 17, 2020**

**4:00 PM CST**

## **Introduction**

The City of Shawnee, Oklahoma invites qualified professional firms to submit a Request for Qualifications (RFQ) to provide design, engineering, and public engagement services for the Broadway Project. This project may potentially incorporate colored, buffered bike lanes, roundabouts, retrofitted on-street parking, pedestrian/bicyclist-level street lighting, wayfinding and bike route signage, increase connectivity and traffic calming extending from the intersection of N. Broadway and MacArthur to the intersection of N. Broadway and Highland.

## **Purpose**

The City of Shawnee is soliciting a RFQ from firms to develop the design and engineering for the Broadway Project. The goal of this project will be to provide increased connectivity for active transportation, and traffic calming measures for safer streets for all types of transportation.

The plan will be developed in conjunction with the City and stakeholder groups/residents to provide a roadmap to improving our pedestrian, cycling, and motorist transit facilities with a focus on implementing a model for our future infrastructure improvements. This document outlines the requirements, selection process and documentation necessary to submit to this RFQ.

## **1. GENERAL**

The City of Shawnee is interested in developing a network of facilities and pathways to provide better and safer pedestrian, cyclist and motorist commuting and recreational opportunities along the Broadway Corridor as a gateway to the Downtown District. The proposed Plan shall show a comprehensive approach that utilizes the possibilities of buffered bike lanes, roundabouts, and pedestrian-level lighting, on-street parking, and wayfinding. The Plan will illustrate a comprehensive design of on-road facilities that will safely connect to the Downtown District while encouraging modes of active transportation. This project may encompass up to 8,540 linear feet of bike lanes.

## **2. CITY OF SHAWNEE**

The City of Shawnee is the fourteenth largest city in Oklahoma with a population of 31,434 according to the latest U.S. Census estimates. The city limits of Shawnee include 44.7 square miles. The City has been working diligently on a new Comprehensive Plan that creates a priority around safe bicycle and pedestrian transportation opportunities and connectivity. This project will link Oklahoma Baptist University, located at N. Kickapoo Street and W. MacArthur Street, across MacArthur Street to Broadway Avenue to span to Highland Street, serving as a welcome mat to the Downtown District.

### 3. GOALS OF THE PLAN / PROJECT OPPORTUNITY

The purpose the Plan is to:

1. Create a north/south community connector and a model for future street conversions to support active transportation.
2. Incorporate design and infrastructure that supports traffic calming throughout project corridor.
3. Establish goals, procedures, and practices for operations, maintenance, and amenities of bike lanes.
4. Incorporate signage and general way finding on project route.
5. Painted art in intersection(s).
6. Pedestrian-level lighting for additional safety.
7. Identify and design on-street parking opportunities.
8. Beautification of a gateway entrance into the Downtown District.
9. Analyze and propose intersections on Broadway most appropriate for roundabout implementation.
10. Create bike share program to rollout with infrastructure completion.
11. Consider incorporation of public art in project (especially by Downtown District) and state-of-the-art design to cultivate a sense of community pride.

The plan should be developed in a way to increase our community's involvement in walking and biking along with stimulating economic growth in the community.

### 4. SCOPE OF WORK

Successful completion of the Broadway Project will require the following:

1. General policies, goals and objectives of the Plan.
2. Identify existing and proposed infrastructure that can be integrated with the bicycle/pedestrian network recommendations to amend and enhance the safety and connectivity of this corridor.
3. Project design and engineering at a sufficient level of detail to be ready for implementation.
4. Include an informative, interactive charrette that builds understanding for project to help envision functionality, broad community understanding, and support for the project.
5. Identify high priority intersections within the project corridor most suited for roundabouts for calming of vehicular traffic.

#### **4. SCOPE OF WORK, continued**

6. Establish operations and maintenance goals and recommendations for continued upkeep of the existing and proposed infrastructure.
7. Identify and recommend additional areas for markings, signage and way finding for existing and proposed routes.
8. Data collection for before and after project implementation/completion to compare usage, traffic accidents, property values, vehicle/bicycle/pedestrian per day counts.
9. Expand on the City's education and enforcement strategies to improve safety for pedestrians and bicyclists.

The firm designing the Plan will be responsible for providing all required planning/design and engineering services necessary for the Plan, along with any associated cost estimates.

It is the City's intent to use this qualification process to select a limited number of qualified firms to submit proposals to the City. Firms will be asked to narrow and define the scope of services that will be performed. The City will evaluate responses to this RFQ and will select qualified firm(s) to participate in the Request for Proposal (RFP) phase of this selection process.

#### **5. QUALIFICATIONS SUBMITTAL DEADLINE**

The City will accept Qualifications until Friday, January 17, 2020 at 4:00 PM CST. Qualifications should be and submitted to: City of Shawnee Planning Department, Attention: Rebecca Blaine, 222 N. Broadway Ave., Shawnee, OK, 74801.

#### **6. SUBMITTAL REQUIREMENTS**

Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

1. Firm Description: Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and location of office proposed to handle this project.
2. Financial Qualifications: The proposing firm must provide financial statements for the three most recent completed fiscal years to demonstrate financial capability. The financial statement information must include: Independent Auditors' Report, Balance Sheet, Income Statement, Statement of Changes in Cash Flow, and financial statement footnotes.
3. Project Team: Provide names, resumes, and office locations of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, indicate the lead consultant and identify any sub-consultants.

## 6. SUBMITTAL REQUIREMENTS, continued

4. Project Understanding: Provide a statement summarizing how the consultant and/or project team is particularly qualified for this project.
5. Scope of Services: Describe the consultant's approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks without clearly noting this in the submission.
6. Project Schedule: The Consultant shall submit a schedule, itemized by task, for completing the scope of work.
7. Comparable Projects: Description of related project experience with other municipalities over the last five (5) years. Include the client's name, a brief summary of the work, and role of key staff in each project.
8. References: Three (3) references, including current contact name and phone number for similar projects.

## 7. SELECTION PROCESS

The materials submitted by the Proposers will be reviewed and ranked by City Staff. Evaluation will be based upon a Qualifications Based Selection (QBS) format.

The QBS process will incorporate without limitation the following criteria:

- Relevant project experience;
- Experience with bike, pedestrian and traffic calming planning, and evaluation;
- Experience with providing innovative solutions and alternatives;
- Ability to comply with project requirements;
- Experience, skill-set, and demonstrated leadership of proposed project team;
- Experience in preparing and administering a Bike and Pedestrian Master Plan, and a Traffic Calming Master Plan for municipal and governmental clients;
- Experience in designing and evaluating single lane roundabouts and other innovative intersection designs;
- Experience in leading successful public engagement events;
- References from past clients

## **7. SELECTION PROCESS, continued**

Following the review by City staff, a short list of qualified firms will be invited to participate in an interview process. Following this process, a preliminary selection will be made, where the City will negotiate and enter into a contract with one firm to conduct the Broadway Project services.

## **8. POINT OF CONTACT**

All questions and contacts regarding this RFQ should be addressed to:

Rebecca Blaine  
City Planning Director  
City of Shawnee  
222 N. Broadway Ave.  
Shawnee, OK 74801  
Phone: (405) 878-1665  
[rebecca.blaine@shawneeok.org](mailto:rebecca.blaine@shawneeok.org)

Any inquiry that directly affects an interpretation or change to this RFQ will be issued in writing by the City as an addendum and will be posted to the city website under the original project posting. The City will not accept verbal or emailed responses, or responses received after RFQ deadline. The City of Shawnee will not discriminate in the purchase of goods and services based on race, color, religion, sex, national origin, age, disability or any other lawfully protected classification. The City reserves the right to reject any or all submittals, to waive irregularities and/or informalities in any RFQ, and to make an award in any manner, consistent with law, deemed in the best interest of the City.

**END**