



## Legislation Text

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**File #:** 16-168, **Version:** 1

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**TO:** Mayor Collins and Town Council Members

**FROM:** Kevin Burke, Town Manager  
Eva Cutro, Community Development Director  
Paul Michaud, Senior Planner

**DATE:** May 26, 2016

**DEPARTMENT:** Community Development Department

**CONTACT:**  
Paul Michaud, 480-348-3574

**AGENDA TITLE:**  
Award of Contract for Bicycle and Pedestrian Master Plan

**Council Goals or Statutory Requirements:**

- Improve non-motorized mobility throughout our Town
- Develop a pedestrian/bicycle Master Plan incorporating industry standards for safety
- Maintain and Improve the Paradise Valley quality of life

**RECOMMENDATION:**

Authorize the Town Manager to execute a contract with Coffman Studio, PLLC in the amount not to exceed \$143,695.02 to develop a Bicycle and Pedestrian Master Plan for the Town

**SUMMARY STATEMENT:**

One of the Town Council's Quality of Life Initiatives is to complete a Bicycle and Pedestrian Master Plan for the Town. This initiative is one of several implementation actions residents of the Town ratified as part of the 2012 General Plan Update. The General Plan targeted completion of this Master Plan for 2016-2020. The 2015-2016 Town Budget/Capital Improvement Plan includes \$150,000 for this Master Plan.

It is expected that the process to develop this Master Plan will take approximately ten months to complete. Components of the plan will include identifying existing conditions, identifying gaps in the bicycle-pedestrian network, developing standards for the design of this network, considering destinations and linkages to encourage use of these facilities, ways to improve safety, developing a schedule to phase in improvements, and other aspects that may come out of the public engagement.

The Town in accordance with State and local regulations solicited request for proposals (RFPs) from qualified professional consultants to assist the Town in this Master Plan process and the public

engagement that will shape this plan. Below is a summary of the RFP process that led to the selected consultant team:

- The RFP was issued on February 12, 2016.
- Six consultants submitted RFP proposals by the RFP deadline of March 9, 2016.
- A Selection Committee reviewed the six submitted RFP proposals. This Committee comprised of two staff members from the Town's Community Development Department, a staff member from the Town's Public Works Department, a representative from the City of Scottsdale, and a member of the Planning Commission.
- The Selection Committee met on March 24, 2016 to review and score the RFP proposals. Scoring was based on methodology, experience and expertise, and the cost and terms as described in the RFP solicitation.
- Four of the six consultant teams were selected to interview based on the written scores.
- The Selection Committee met on March 30, 2016 to listen to, review and score the four consultant interviews. Scoring was based on methodology, experience and expertise, and the presentation as described in the RFP solicitation.
- The Coffman Studio, PLLC consultant team scored the highest and the intent to negotiate and award the contract was posted on April 11, 2016.

**BUDGETARY IMPACT:**

\$143,695.02 (with scope options) and \$137,449.32 (without scope options) from CIP Project 2016-07, Pedestrian/Bicycle Route Study, Line Item No. 30-40-330. There are four options as part of the scope. These options include a bicycle and pedestrian count, additional stakeholder meeting, additional public open house, and an additional Town Council study session. The options would be activated by staff if deemed necessary at that point in the study.

**ATTACHMENT(S):**

1. Presentation
2. Agreement for Professional Services with exhibit excerpts
3. Timeline, Fee, and Scope Summary