

**Town of Clarksville Thoroughfare Plan
REQUEST FOR PROPOSAL**



ISSUED:

Monday, July 11, 2022

DEADLINE FOR PROPOSALS:

Monday, August 8, 2022

MARK ENVELOPE:

"THOROUGHFARE PLAN"

SUBMIT PROPOSALS TO:

TOWN OF CLARKSVILLE, INDIANA

2000 BROADWAY STREET

SUITE 208

CLARKSVILLE, IN 47129

ATTN: CLAIRE JOHNSON, CAPITAL PROJECT MANAGER

TOWN OF CLARKSVILLE THOROUGHFARE PLAN REQUEST FOR PROPOSAL

Questions regarding this RFP should be directed to Claire Johnson, Capital Project Manager via email or in writing to the Point of Contact (POC) at CJohnson@townofclarksville.com on or before 4:00 P.M. (EST), **Monday, July 25, 2022**. No additional RFP questions will be addressed after this date. Information in response to any inquiry may be published as an addendum. Addenda will be forwarded to all interested parties.

The Point of Contact (POC) for this solicitation is:

Claire Johnson, Capital Project Manager
2000 Broadway Street
Suite 208
Clarksville, IN 47129
812-283-1407 or CJohnson@townofclarksville.com

Target Schedule of Events:

Letter of Intent	Monday, July 25, 2022
Deadline for Receipt of Written Questions for RFP	Monday, July 25, 2022
RFP Proposals Due	Monday, August 8, 2022
Intended Date for Contract Award	Tuesday, August 23, 2022
Intended Date for Commencement of Work	Friday, September 9, 2022
Date for Project Completion	On/before Friday, June 30, 2023

REQUEST FOR PROPOSAL

Issue Date: Monday, July 11, 2022
Title: THOROUGHFARE PLAN
Issuing and Using Agency: Town of Clarksville
Attn: Claire Johnson, Capital Project Manager
2000 Broadway Street, Suite 208, Clarksville, IN 47129

Overview:

The Town of Clarksville seeks proposals from qualified planners, engineers, environmental consultants to develop the Clarksville Thoroughfare Plan (Thoroughfare Plan). The Town seeks a thoroughfare plan which will be a progressive, town-wide, multimodal plan. The Thoroughfare Plan will be used to carefully plan and develop an adequate thoroughfare system to serve both present and future mobility and access needs of the public. The Thoroughfare Plan will be a master guide for the development of transportation systems and will be utilized in the process of transportation planning, in the evaluation of projects and in the formulation of transportation plans.

Proposals for furnishing the services described herein will be received until 4:00 P.M. (EST) on **Monday, August 8, 2022**. The proposals will be publicly opened and acknowledged after 4:05 PM (EST) in the Executive Conference Room at the Town of Clarksville.

Proposals may be mailed, or hand delivered to:

Town of Clarksville
"THOROUGHFARE PLAN"
Attn: Claire Johnson, Capital Project Manager
2000 Broadway Street
Suite 208
Clarksville, IN 47129

Proposals received after the submission deadline will be considered void and unacceptable. The Town is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp will be the official time of receipt.

The Town of Clarksville, Indiana will receive written proposals until 4:00 P.M. EST, **Monday, August 8, 2022**, at the office listed below. Any proposal received after the date and hour specified will be rejected.

Any consultant interested in submitting a proposal for this RFP shall email a letter of intent to CJohnson@townofclarksville.com by **Monday July 25, 2022**. This letter of intent must include a point-of-

contact. Once the letter has been received, the point-of-contact will be added to an anonymous email list. Any notifications involving additional information or addendums will be sent to this anonymous email list.

Proposers are responsible for making certain the proposal is delivered to the above address. Mailing of the proposal does not ensure that the proposal will be delivered on time or delivered at all.

The Town of Clarksville, Indiana reserves the right to postpone the date and time for accepting proposals through addendum.

Offer Statement and Business Information

In compliance with this RFP, and to all conditions imposed therein, and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods/services described herein, or as mutually agreed upon in writing signed by both parties pursuant to subsequent negotiation. I hereby certify that the foregoing proposal has not been prepared in collusion with any other offeror or other persons engaged in the same line of business prior to the official receipt.

Name of Respondent: _____ Date: _____

Street: _____ By: _____
(Authorized Signature in Ink)

City: _____ State: _____ Name: _____
(Please Print)

Telephone: (____) _____ Title: _____

SECTION 1 – GENERAL INFORMATION

The Town of Clarksville is soliciting information from qualified transportation planners, engineers, and environmentalists with extensive experience in the design and development of thoroughfare plans. The respondents are encouraged to assemble a broad-based team of consultants that have demonstrable experience and skills in long-range transportation plan development.

The project will examine the current and future transportation needs of the Town of Clarksville. This includes examining current and forecasting future transportation patterns. The study will include all modes of transportation including, but not limited to, vehicular, pedestrian, bicycle, and public transport. Areas of review include crash data, areas of congestion, current public transport service and the Town's bike/pedestrian network. The study should also project future transportation needs.

The Thoroughfare Plan will be the long-range master plan for the orderly development of an efficient roadway transportation system which will define the interconnected hierarchical system of current and proposed roadways that is required to meet the anticipated long-term growth within the region. The Town of Clarksville needs better connectivity, a range of transportation options, planning for future electric vehicle capacity, public transit routes and stop locations, and vibrant multi-modal corridors. This will allow the transportation system to have a positive impact on the community's quality of life and economic vitality.

The Thoroughfare Plan should ensure efficiency and connectivity of the transportation network that will accommodate future mobility needs throughout the Town of Clarksville.

BACKGROUND

1. The Town of Clarksville is a community of about 21,000 people located in southern Indiana directly across the Ohio River from Louisville, Kentucky. The Town, which along with its immediate neighbors, New Albany and Floyd County directly west, Jeffersonville to the east, and Sellersburg to the north, is part of the Louisville MSA, with a combined population of about 1.7 million.

1.2 Task 1 OBJECTIVES:

1.2.1 The Town of Clarksville seeks a progressive, town-wide, multimodal transportation plan for an orderly development of an efficient roadway transportation system. The Thoroughfare Plan will define the interconnected hierarchical system of current and proposed roadways that is required to meet the anticipated long-term growth within the area. A Thoroughfare Plan is a means of assuring that basic infrastructure needs, and right-of-way will be available when travel demand or development warrants new or improved roadway and bike/pedestrian facilities.

1.2.2 Provide a long-range transportation program for the Town of Clarksville through the years of 2040 for ultimate growth. The plan will be a master guide for the development of transportation system and help guide the Town in the identification of projects. The plan will identify arterial, collector and existing local streets which operations function as an efficient roadway system.

- 1.2.3** The Thoroughfare Plan will contain ways to increase the efficiency of the transportation system through increased street connectivity and a finer mesh of pedestrian bikeways. The Thoroughfare Plan will contain general alignments needed right-of-way (ROW), typical cross-sections for proposed new alignments and right-sizing of existing roads.
- 1.2.4** The plan will project and provide for use in area planning efforts and will be made available to various governmental entities, as well as local citizens and businesses.
- 1.2.5 Deliverables:**
Baseline thoroughfare map showing congestion levels, crash data, and other agreed to performance measures with the number of lanes, estimated pavement width, estimated ROW/Constraints based on appraisal parcel data as well as existing and future land use.
- 1.3 Funding:** Funding for payment will be provided through 2023 Metropolitan Planning Federal Funds of the KIPDA MPO and approved by the Transportation Policy Committee. The budget for this study is \$93,750. Respondents for this RFP are **not** to submit a budget with their proposal but be prepared to provide a detailed budget in accordance with the allotted amount and in timely fashion should their consultant team be ranked first.
- 1.4 Public Information:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Access to Public Records Act (APRA) (*Indiana Code, 5-14-3.*) **after a contract is awarded.**
- 1.5 Cover Letter:** The cover letter should include a summary of important points/sections of the proposal, project objectives, brief description of each section of attached proposal, and any special considerations of a proposed team.
- 1.6 Project Work Program and Schedule:** The consultant should identify how they will undertake the tasks listed in this RFP. The consultant should recommend a specific methodology for performance of the scope of work as defined in Exhibit A. The methodology for each task should be expanded and appropriately scheduled for the completion of the work. This contract must be completed within (nine) 9-months, by June 30, 2023 as to adhere to the funding award obligation in Fiscal Year 2023. Consultant should provide a schedule that accomplishes the scope of work within the best possible period.
- 1.7 Project Organization and Management:** A brief organizational and management plan for this project shall be developed. The plan shall include project staffing with an indication of the personnel to be involved, their respective roles, and percentage of hours by task dedicated to the project. A general summary of the approach to be used in accomplishing the work should be

given. Consultant teams, if proposed, shall describe functions and responsibilities of the firms and staff involved. Responders to this RFP shall clearly delineate all individuals, by names and titles that will be working on this study and their areas of responsibility. If substitutes or back-up personnel are planned on a contingency basis, they should be indicated in the plan.

- 1.8 Responsibility and Qualifications:** The project manager and other key staff members must be specified, and a clear indication given as to their involvement in the project, the amount of time they will be on site and the percent of time dedicated to this project. Brief resumes of staff members should be included. The successful respondent(s) to this RFP must understand that they are expected to provide qualified personnel to accomplish each portion of the work in this study. Substitutions for essential personnel involved in the study will not be allowed without the Town's prior approval and resulting delays will be the responsibility of the contractor. The Town retains the right to request the removal of any personnel found, in the Town's opinion, to be unqualified to perform the work. We request the prime contract signatory be specified, with title, to facilitate the preparation of the contract.
- 1.9 Reservation of Rights:** The Town may evaluate the Proposal based on the anticipated completion of all or any portion of the Project. The Town reserves the right to divide the Project into multiple parts, to reject any and all Proposals and re-solicit for new Proposal, or to reject any and all Proposals and temporarily or permanently abandon the Project. The Town makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.
- 1.10 Acceptance of Evaluation Methodology:** By submitting its Proposal in person to this RFP, the Respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" respondent will require subjective judgements by the Town.
- 1.11 No Reimbursement for Cost:** Respondent acknowledge and accepts that any costs incurred from the Respondent's participation in this RFP shall be at the sole risk and responsibility of the Respondent.
- 1.12 Additional Services:** The Town reserves the right to add or delete services as needed.
- 1.13 Evaluation of RFP:** The RFP Selection Committee will review the responses to the RFP on the basis of the respondent's documented competence, technical qualifications, and understanding of the proposed scope of work that are received by the designated closing date of **Monday, August 8th, 2022, at 4:00pm EST**. The Town intends to select a respondent that demonstrates, in the Selection Committee's opinion, the highest degree of technical merit, expertise and qualifications. The Selection Committee will evaluate the Proposal in accordance with the criteria listed below. The total evaluation points, as separately determined by each Selection Committee member, will be

added together, and each Proposal will be ranked in numerical sequence, from the highest to the lowest score. The scores will be used to develop a list of proposers with whom negotiations maybe conducted. The Selection Committee reserves the right to require written clarification to questions raised in the Proposal. The Selection Committee may also ask the top ranked respondents from this process to give them a presentation, which will be evaluated using the same criteria as the criteria used for the Proposal. Attendance at an interview is at the Respondent's expenses. The Town will not be liable for any expense incurred in the preparation of the Proposal.

- The Selection Committee may elect to interview respondents to clarify their responses and/or for the respondents to make oral presentations. If interviews or presentations are held, the Evaluation Committee may re-evaluate the responses of those firms interviewed.
- The RFP Selection Committee reserves the right to contact respondents for clarification of information submitted. The Town also reserves the right to contact references to obtain information regarding past performance, reliability, and integrity.
- Consortiums, joint ventures, or teams submitting qualification statements will not be considered responsive to this RFP unless they have demonstrated in a "management plan" that all contractual responsibility rests solely with one "prime" contractor or legal entity of the "team".

1.14 Evaluation Criteria:

The proposal evaluation criteria for the selection of the consultant will include:

- **Professional Qualification of Team (40%):**
Within the last five years, the consultant team must have completed on similar project. The consultant team must demonstrate familiarity through past performance and providing references.
- **Experience/Availability of Project Manager and Consultant Team (15%):**
The consultant team must demonstrate its ability to meet the project schedule. The proposal shall address availability of all principal personnel in terms of percent available by task. The prime consultant must show that sufficient resources are available by task. The prime consultant must show that sufficient resources are available to complete requested work.
- **Understanding of Project Scope (40%):**
The responding consultant team must present their team's approach through further clarification and understanding of all tasks involved in this project. Any work on similar type projects may be listed to validate this understanding. The response will include a proposed schedule.
- **Special Considerations (5%):**
The responding consultant team should consider including women-owned businesses (WBE), minority-owned businesses (MBE), or historically underutilized business (HUB) where available and qualified for specific tasks. An analysis of this size and scope also offers opportunities for innovation and cost savings, such as the location of the firm in relation to Clarksville, and these will be recognized.

1.14.1 Compliance with Federal Regulations:

The successful respondent will be required to comply with, in addition to other provisions of the agreement, the conditions required by applicable Federal regulations, including the following:

- **Equal Employment Opportunity** – Successful respondent will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.
- **Title VI Assurances-** Successful respondent will be required to comply with all requirements imposed by the Title VI of the Civil Rights Acts of 1964 (49 U.S.C. Section 2000d), and the Regulations of DOT issued there under (49 C.F.R. part 21), and the assurances by the Town thereto.
- **Disadvantaged Business Enterprise Participation:** The Town has an agreement with the Indiana Department of Transportation (INDOT) to follow the State’s Disadvantage Business Enterprise (DBE) policy. Based on the scope of work for this project, INDOT has established a DBE requirement of **0.0%**. Each respondent is encouraged to take affirmative action and make every effort possible to utilize DBE firms in the performance of work under the contract. Nothing in this shall be construed to require the utilization of any DBE firm, which is either unqualified or unavailable.

1.15 Additional Services: The Town reserves the right to add or delete services as needed.

1.16 Town Responsibilities: The Town is responsible for the project administration and final decisions on all contractual matters.

Further inquiries to the Scope of Work should be directed to:

Claire Johnson
Capital Project Manager
CJohnson@townofclarksville.com

No oral interpretations as to the meaning of the RFP will be made to any respondent. Any explanation desired by a respondent regarding the meaning or interpretation of the RFP, Scope of Work, etc., must be requested in writing on or before **Monday, July 25, 2022.**

SECTION 2 – Exhibit A	SCOPE OF WORK
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The Thoroughfare Plan shall encompass vehicular, pedestrian, bicycle, and transit movements. The scope of work to be provided by the Consultant involves developing a Thoroughfare Plan for the Town of Clarksville. In general, the Plan will manage, guide, and design a transportation network that preserves right-of-way (ROW), improves connectivity, and accommodates growth in the region. The Plan shall conclude with a final report, recommend updates to subdivision development regulations, and produce

documents necessary to modify/create development regulations adopting the Thoroughfare Plan with geometric design standards, and roadway cross sections for the Town.

The Thoroughfare Plan is expected to include and achieve the following (the list is subject to change and not meant to be exhaustive):

2.0 TASK 2.0 Project Management and Coordination

The Consultant's Project Manager, in coordination with the Town staff, will be responsible for directing and coordinating all activities associated with the project.

2.0.1 Control/Scheduling

The Consultant will prepare a Project Management Plan (PMP) to identify work organization, responsibilities, and coordination/communication procedures. The PMP will include a project activity timeline. The timeline will be a graphic schedule identifying the duration and/or tentative dates for all tasks, meetings, and deliverables in this scope of work, as well as any other information deemed relevant by the Consultant or the Town. The PMP will also contain the Public Involvement Plan (PIP) and will be completed no later than thirty (30) days after contract execution.

2.0.2 Progress Reports and Invoices

The Consultant will review the project schedule and prepare monthly progress reports for review by the Town. Invoices for all work completed during the period will be submitted monthly with a progress report for work performed by the Consultant and all subcontractors. Monthly progress reports will include a summary of:

- Activities, ongoing or completed, during the reporting period.
- Activities planned for the following month.
- Problems encountered and actions to remedy them; and
- Status, including a tabulation of percent complete and remaining by task, management schedule showing study progress, and supporting documentation.

2.0.3 Sub-Consultant Management and Meetings

The consultant will prepare subcontracts for Sub-consultant(s), monitor Sub-consultant staff activities and adherence to schedules, and review and recommend approval of Sub-consultant invoices. Also, the Consultant will schedule and participate in meetings throughout the project.

2.0.4 Quality Assurance/Quality Control

The Consultant will provide continuous quality assurance and quality control throughout the life of the study. The prime consultant shall provide the Town staff periodic opportunities to perform their contract monitoring duties of all consultant team agencies.

2.0.5 Deliverables:

- Project Management Plan
- Monthly Invoice and progress report; and

- Letter stating that the sub consultant agreements are in place, if applicable.

2.1 Gap Analysis

The consultant will use the information developed in Task 1 to identify network areas of deficiency.

2.2 Alignment Considerations

The Consultant will analyze alignment alternatives at a conceptual level. The Consultant will work with the Town and use available contours, parcel data/ROW information, and flood plain data to aid in the recommendation of alignments. The Consultant will rely on the accuracy of the data collected. No roadway design or survey services are included in this scope of service.

2.3 Street Context and Cross Sections

The Consultant will review the existing typical street cross-sections and recommend changes to the typical cross-sections. Cross sections will accommodate intersections and routes for heavy truck and evacuation routes, as well as transit and bike/pedestrian activity. The consultant will provide and exhibit illustrating updated cross-section recommendations.

2.4 Review and Assessment

The Consultant shall review and assess available data and studies including, but not limited to, the Town of Clarksville Comprehensive Plan, Redevelopment Commission Capital Project Master Plan, 3C Master Plan, Clarksville Zoning Maps, current 2040 Metropolitan Transportation Plan (MTP), Clarksville Heat Relief Plan, ORIGIN Park Master Plan, South Clarksville Redevelopment Plan, West Riverfront District Ordinance and Comprehensive Plan update, South Clarksville Mixed-Use District Regulating Plan, Kentuckiana Regional Planning and Development Agency (KIPDA) traffic forecasts and StreetLight query output, and any other relevant GIS mapping layers such as environmental features and boundary data.

2.5 Review and Coordination

The Consultant will review and coordinate with long-range MTP and Transportation Improvement Program (TIP) from the KIPDA MPO and the RDC Capital Project Master Plan.

2.6 Future Land Uses and Travel Patterns

The Consultant will identify and evaluate existing and future land uses and travel patterns; evaluate the Town's existing transportation network; perform travel demand modeling; develop conceptual roadway alignment; and Perform intersection analysis. All these elements combine into the creation of the Thoroughfare Plan Map.

2.7 Classification System

Develop a classification system for all transportation modes and facility types. Propose cross sections for the developed classification system. Consider the fact that most streets are existing and will be retrofit projects as opposed to new design. Include minimum to preferred design scenarios and mode information for cross sections and classifications.

2.8 Propose New Connections:

- Identify, propose, and map locations for possible new street connections, pedestrian and bicycle connections, and public transit stops and routes.

- Use best practices for walkability in terms of block lengths, increasing connectivity, Vision Zero strategies, etc.
- Include connections that range from small scale network enhancements (pedestrian and bicycle path) to large scale proposals for new streets, where the contexts vary from developed to undeveloped areas.
- Develop geometric design standards and roadway cross sections that can be utilized by engineers designing roadways in the Town for determining right-of-way needs.

2.9 Identify Future Needs and Projects:

- Develop a multimodal project prioritization tool.
- Develop a list of desired projects including new connections and enhancements to existing infrastructure.
- Enumerate projects based on near-, mid-, and long-term timelines.
- Evaluate maintenance funding needs.
- Include the consideration of electric vehicle demand.

2.10 Other items as identified.

2.11 Deliverables:

- Exhibits with recommended alignment modifications; and
- Exhibit showing updated cross-section recommendations; and
- A written report outlining the Thoroughfare Plan and Recommendations for improvements, containing the information outlined herein, as well as a bibliography and /or sources of information.
- Maps and necessary graphics included in the Thoroughfare Plan shall be produced in GIS format, preferably an ESRI geodatabase, for transfer into the Town's system, which is hosted using an ArcGIS Enterprise System. The geography shall meet National Map Accuracy Standards for 1:24000 scale. The digital data shall be topologically correct and cleaned. The information shall not contain any node, attribute, or label errors. The consultant shall be responsible for quality control and all attribute information shall be intact.

SECTION 3 – PUBLIC INVOLVEMENT

3.0 Task 3 Stakeholder Outreach

The Town and Consultant will establish a stakeholder group composed of public and private entity representatives to define a set of goals and objectives for the plan as well as provide local insight on draft recommendations. The purpose of public sector outreach is to receive feedback on what types of facilities the staff will support in their right-of-way, identify any limitations, (e.g., facility types, lengths, locations) which they would not support, and to generate a common vision for the network. The purpose of private sector outreach is to understand the impacts of recommendations on the development community. The Consultant will create engagement tools (e.g., questionnaires, surveys, visual aids, etc.) to optimize the desired feedback.

The Consultant will provide personnel, documents, and visual aids for three (3) meetings with stakeholders. Visual aids for the stakeholder meetings may be the same as those used for public

meetings. The Consultant will coordinate with the Town staff when scheduling the locations and times for these meetings. In addition to the face-to-face meetings, the Consultant will distribute digital tools (online website with citizen survey, survey equipment, etc.) to enhance stakeholders' participation. These may be the same tools used for public participation.

3.1 Public Involvement Methods

The Consultant is expected to utilize a range of public involvement methods to reach and engage diverse populations to maximize citizen input. The planning process shall combine face-to-face public meetings with the use of digital tools to enhance community participation. Conduct public involvement utilizing digital citizen surveys, open houses, workshops, social media, online public engagement, and other public outreach methods to gather citizen input, feedback, and gain community support. Community engagement may include, but is not limited to, design, creation and launch of an online website with citizen survey, survey equipment, virtual public meeting or open house, interactive techniques during public meetings and other public outreach activities customized to the Town of Clarksville study area. The plan will include documentation of all stakeholder involvement activities and provide a summary of the feedback garnered.

3.2 Public Meetings and Presentations

The Consultant will provide personnel, documents, and visual aids for three (3) public meetings. Two meetings will be a presentation on the draft plan to the Redevelopment Commission and Town Council for adoption. The consultant will coordinate with the Town staff when scheduling the location and times for the three meetings.

3.3 Website and Social Media Tools

In addition to the face-to-face meetings, the Consultant will distribute digital tools to enhance public participation. The Consultant will submit all proposed social media posts and meeting material to the Town to coordinate approval and posting by the Town of Clarksville.

3.4 Deliverables:

- A brief memorandum for each stakeholder meeting describing the event, attendance, questions, comments about the study, outcomes, and follow-up needed.
- A brief memorandum for each public meeting describing the event, attendance, questions, comments about the study, outcomes, and follow-up needed.
- A brief memorandum outlining reoccurring statements made through the digital engagement activities.

SECTION 4 – RECOMMENDATIONS

4.0 TASK 4 Evaluation of Transportation Policies and Codes

The Consultant will review transportation policies and codes that apply to the development of the thoroughfare plan. The Consultant team will compile a list and reference each policy or ordinance that is applicable to the project. Inconsistencies and gaps in the list will be identified and recommendations provide. If there are no policy or ordinances that are applicable to the project

during the process and development of the plan a list will be developed. Based on the results of the evaluation, the Consultant will meet with Town staff to discuss which documents are recommended to keep as-is, revise, remove, or replace. This evaluation will create a list of implementation items to be updated to enhance the transportation system.

4.1 Network Recommendations

Based on the data assessment, public and stakeholder input, the Consultant will identify proposed routes, categorize the street context, and classify the facility type (e.g., arterial, collector, etc.). The consultant team will also identify key intersections where additional ROW may be needed for future improvements. The proposed thoroughfares will be determined from the existing and future needs assessment. The Consultant will also focus on proposing recommendations which complement any existing or future thoroughfare plans. A listing of discrepancies and recommendations corrective action will be included.

The Consultant will develop a map in GIS of improvements showing existing and future roadway corridors (arterials and collectors). The GIS database will include, at a minimum, street names, existing ROW, needed ROW, existing number of lanes, final number of lanes, street context, and functional classification.

4.2 Cross-Section Recommendations

The plan will include typical street cross-section recommendations for all functional classifications and street contexts. The typical cross-sections will include provisions for active transportation elements and median improvements where appropriate.

4.3 Best Practices and Policy Recommendations

The Consultant will propose best practices and policies for the Town to support implementation of the plan. The report should propose items such as:

- Best practices on street connectivity (e.g., connectivity index and block length);
- Guidelines for how much a proposed thoroughfare alignment can be altered without requiring an amendment to the plan; and
- A process for analyzing a street to determine if the functional classification should be amended.

4.4 Deliverables

- A PDF map of the draft network recommendations.
- PDF copies of the draft cross-section recommendations.
- A brief memorandum of improvement recommendations and any identified discrepancies with current thoroughfare plans.

SECTION 5 – REPORT CONTENTS

5.0 TASK 5 Report Contents

The Consultant will deliver a final report which addresses all Federal transportation planning requirements and reasonably satisfies all comments made during the public involvement phase of the project. The report will include a description of the public engagement and contain a summary of how the feedback was incorporated into the decision-making process. The report shall be delivered in 8.5x11 inch portrait format. Separate maps, drawings and or other exhibits may be printed larger than 8.5x11 to provide optimal detail.

The Thoroughfare Plan document will contain general alignments, needed right-of-way, typical cross-sections for proposed new alignments and widening of existing roads. The Thoroughfare Plan will ensure efficiency and connectivity of the transportation network that will accommodate future mobility needs for the Town of Clarksville.

5.1 Draft Plan

The Consultant will document the project methodology, alternatives, and recommendations in a draft study report for submittal to the Town. The draft will be made available to the stakeholder group to review and provide feedback. Based on these comments, the Consultant shall make the necessary changes to finalize the report. Should conflicting comments be submitted, the Town will decide how to address the comments.

5.2 Presentation

Upon completion of the final report, the Consultant will present the final report to the Redevelopment Commission and to the Town Council. The Consultant and Town staff will agree on presentation dates in line with the Redevelopment Commission and Town Council calendars.

5.3 Deliverables:

- Ten (10) paper copies of the report (8.5x11 portrait format) and exhibits;
- One (1) digital copy of the report (8.5x11 portrait format) and exhibits in Adobe PDF format;
- One (1) digital copy of the report in an editable format (e.g., MS Word or another common program);
- PDF copies of all system maps(s) in the report sized to their original aspect ratio; and
- GIS shapefile(s) (ESRI format or compatible) and associated database(s) of the finalized network proposal.

SECTION 6 –SUBMITTALS

6.0 Required Format for Submittals

1. Cover Sheet: This cover sheet should be no more than one page and should provide all contact information including mailing address, phone number, and email address. Additionally, this cover sheet should provide details that will help the Town understand the identity of the Consultant.

2. Description of Approach: Up to three pages describing the Consultant’s typical approach to projects similar to this one, including a detailed description of the methodology being proposed for the Thoroughfare Plan.

3. Team Expertise: Brief description of general qualifications, the multidisciplinary nature of the team assembled for this project, specific evidence of relevant experience creating Thoroughfare Plans and the like, and a listing of key personnel that would be available to work on this project. Up to one page per project team member with a maximum of five pages.

4. Comparable Projects: Summary of a Thoroughfare Plan, or other similar projects in progress or completed by the Consultant, along with the adoption status of the Plan. One page per project with a maximum of five pages.

5. Sample Master Plan Document: Please include one or two sample documents selected from the list of comparable projects. If this document is a plan as originally proposed by Consultant, please also include the plan as formally adopted by the municipality and a brief explanation of differences between the two. Photos of designed or built results of the plan are encouraged but must be accompanied by a description of their specific relationship to the process.

6.1 Additional Instructions and Details

1. Selection Committee:

KIPDA Staff Member

Clarksville Public Works Director

Clarksville Capital Project Manager

Clarksville Planning Director

2. Consultant proposals are to be submitted by mail or dropped off to:

TOWN OF CLARKSVILLE, INDIANA

2000 BROADWAY STREET

SUITE 208

CLARKSVILLE, IN 47129

ATTN: CLAIRE JOHNSON, CAPITAL PROJECT MANAGER

3. Submittals should include six (6) identical, 8.5"x11" copies and one digital copy for re production purposes.
4. An email response will be provided by the Town to the sender of each proposal that is submitted upon receipt of their proposal.
5. Proposals must be received at the above address no later than 4:00 p.m. (EST), **Monday, August 8, 2022.**
6. Upon completion of the review and evaluation of all proposals by the Selection Committee, the most qualified Consultant will be selected. This Consultant will be notified and will be invited to enter into contract negotiations with the Town.

7. Should the selected Consultant and the Town be unable to negotiate a satisfactory cost arrangement, the second most qualified Consultant will be invited to negotiate.
8. All communications in specific reference to this RFP shall be sent by email to CJohnson@townofclarksville.com and should reference the Clarksville Thoroughfare Plan RFP. The Town will not accept telephone calls for clarifications and shall only be bound by posted responses to written or emailed questions concerning this RFP.
9. Any consultant interested in submitting a proposal for this RFP shall email a letter of intent to CJohnson@townofclarksville.com by **Monday, July 25, 2022**. This letter of intent must include a point-of-contact. Once the letter has been received, the point-of-contact will be added to an anonymous email list. Any notifications involving additional information or addendums will be sent to this anonymous email list.
10. No direct replies will be made. Questions regarding the RFP will be answered as they are received, and all questions and answers will be posted on the Town's website. Notification of answers, information, or addendums will be sent to the email list described in item 9 of this section.
11. The Town reserves the right to accept or reject any or all submittals.