

Deadline: March 11th 2016, 4:00 PM

*Submit THREE hard copies and ONE digital copy to:
Northland Neighborhoods, Inc.
Attention: Deb Hermann, CEO
4420 NE Chouteau Trafficway, Suite 100
Kansas City, MO 64117*

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL, SPECIALIZED OR TECHNICAL SERVICES CONTRACT
VIVION ROAD CORRIDOR STREETScape PLAN**

1. **Purpose.** This is a Request for Qualifications for the **Vivion Road Corridor Streetscape Plan** issued by Northland Neighborhoods, Inc. (NNI). The study area boundaries are generally defined as the area from **N Highland to Claycomo/Kansas City city limits** and generally one block on either side of Vivion Road. In certain key locations it is likely the boundary will expand to include a larger area, especially where it is desirable from a project development standpoint. (See Map 1)
2. Currently Vivion Road has no streetscape standard within the study area. It is envisioned that this document will serve as the guiding document for future streetscape design and construction within the corridor in the future.
3. **Request for Qualifications.** The Request for Qualifications for this project contains the following:
 - a. ***Vivion Road Corridor Streetscape Plan: Draft Project Scope;***
4. **Proposal Submittals.** To be given consideration, your statement of qualifications should include the following:
 - a. Experience and Responsibility Summary. Include experience with similar size and scale projects and proposers experience working with KCMO City Planning and Development in the Plan Adoption Process. Include specific examples with graphics and references for each project. (No more than Ten (10) pages)
 - b. List and description of key team members' professional experience. For project team responsibilities, list the approximate percentage of the project for each team member. (No more than Two (2) pages per team member)
 - c. Description of project approach with an associated process timeline.
 - d. An estimation of project costs, clearly state any and all exclusions.
 - e. Description of the Quality Assurance Plan.
 - f. Description of the earliest times and durations of time that work may commence and when it can be completed.

The proposal also may contain any narrative, charts, tables, diagrams or other materials in addition to those called for herein; to the extent such additions are useful for clarity or completeness. Attachments should clearly indicate on each page the paragraph in the Proposal to which they pertain.

5. **Electronic File Submittal Requirements.** All electronic copies will be delivered to the Project Manager using A PDF or Microsoft Word format. All graphics included in the publishing document shall be of a .jpg, or .tif format and submitted, along with all other final deliverables, on a CD rom or a USB flash drive. Resolution of images should be no less than 300 dpi to maintain print quality. All maps shall be in shapefile and/or geodatabase format and all projects, themes, legends, graphics and any supporting databases as part of the project shall be provided with the submittal.
6. This Request for Qualifications (RFQ) is an invitation for Proposers to submit an offer, which may be subject to discussions and negotiations. It is not a request for a competitive bid. Submittal of a RFQ does not create any right in or expectation to a contract with the NNI.
7. **Selection.** NNI will select what in its sole judgment it determines to be the RFQ that will be in the best interests of NNI. Further, a Selection Committee will review the responses and choose a consultant for this project.
8. **Late Proposals.** Proposals and modifications of RFQ's received after the exact hour and date specified for receipt will not be considered.
9. **Change in RFQ and Contract.** NNI reserves the right at any time to add to, delete, modify or enlarge this RFQ, including any specifications and/or statement of work, the proposed contract, the terms and conditions and any subsequently executed contract.
10. **Discussions and Negotiations with Proposers.** RFQ's may be evaluated and award made with or without discussions and/or negotiations with Proposers. NNI also reserves the right to discuss and negotiate anything and everything with any Proposers at any time. NNI reserves the right to request additional information from any or all Proposers. Negotiations by NNI will not be deemed a counter offer or a rejection of any original RFQ.
11. The anticipated fee is **in the range of \$50,000** to carry out the work described herein. The precise fee will be determined as part of the contract negotiations.
12. **Rejection of Proposals.** NNI reserves the right to reject any and all proposals.
13. **Best and Final Offers (BAFOs).** NNI reserves the right to request one or more best and final offers. This may include including submission of a new proposal.
14. **Disclosure of Proprietary Information.** A Proposer may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:
 - a. marking each page of each such document prominently in at least 16 point font with the words "Proprietary Information";
 - b. printing each page of each such document on a different color paper than the paper on which the remainder of the Proposal is printed; and

- c. Segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words "Proprietary Information" in at least 16-point font, along with the name and address of the Proposer.
- 15. Withdrawal of Proposals.** Proposers may withdraw their Proposals prior to the date and time set for receipt of Proposals only with the written consent of NNI. Proposers will be bound by their Proposals for 120 days from the date set for receipt of Proposals. Proposals cannot be withdrawn within this 120 day period.
- 16. Proposal Costs.** All costs incurred by a Proposer in preparation of Proposer's submittal (including costs associated with interviews) will be borne by the Proposer. NNI is not responsible for any costs associated with this proposal submission.
- 17. Ownership of Proposals.** All proposals and supplementary material will become the property of NNI when submitted.
- 18. Disclaimer.** The information contained in this RFP, attachments hereto and any addenda that may be issued is provided to assist prospective Proposers in the preparation of proposals. The City assumes no responsibility for the use of this information by Proposers and does not guarantee the accuracy of the information.
- 19. Evaluation Criteria.** Any evaluation criteria or weighting of criteria is used by NNI only as a tool to assist NNI in selecting the best proposal for NNI. NNI may change criteria and criteria weights at any time. Evaluation scores or ranks do not create any right in or expectation to a contract regardless of any score or ranking given to any Proposer.
- 20. Preproposal Conference.** A preproposal conference will be held at Northland Neighborhoods Inc. offices at 4420 NE Chouteau Trafficway, Suite 100, Kansas City, MO 64117 at **10 am on Friday February 26th, 2016**. Attendance is strongly encouraged but not required. If **not** attending the preproposal conference registration notice must be sent to Cliff_Pouppirt@nni.org on or before the preproposal conference date.
- 21. Questions about RFQ.** If interested Proposers need further information or clarification of this RFQ, requests shall be in writing and NNI shall respond in writing to recipients of the RFQ package. **In order to adequately respond in writing to questions submitted, no questions will be accepted after March 4th. All questions should be addressed to:**

Clifford Pouppirt
Director of Planning and Development
Northland Neighborhoods, Inc.
4420 NE Chouteau Trafficway
Kansas City, MO 64117
816-454-2000
Cliff_Pouppirt@nni.org



Vivion Road Corridor Streetscape Plan: Draft Project Scope

Introduction

The following list of tasks is intended to communicate the general scope and major work tasks to be accomplished by the Contractor. It is not intended to be a comprehensive list of services to be provided, nor is it a chronological listing of tasks. Some tasks may take place simultaneously or concurrently. Prospective consultants may suggest additional or alternative approaches, steps, milestones and deliverables in their proposals based on their knowledge and understanding of the issues and needs. The final scope of services will be agreed upon as part of the contract negotiations.

Project Description

NNI is requesting qualifications for the ***Vivion Road Streetscape Plan***. The study area boundaries are generally defined as the area from **N Highland to Claycomo/Kansas City city limits** and generally one block on either side of Vivion Road. In certain key locations it is likely the boundary will expand to include a larger area, especially where it is desirable from a project development standpoint.

Currently Vivion Road has no streetscape standard within the study area. An action step within the ***Briarcliff Winnwood Area Plan***, which is the City of Kansas City, Missouri's adopted land use and development plan for the study area, is to create a Streetscape Plan that is designed to create aesthetically pleasing streetscape elements that serve to promote multi-modal transportation use. It is expected that this plan will be adopted by the City of Kansas City, Missouri as the guiding document for future streetscape design and construction within the corridor.

Tasks and Products

I: Creation of Workplan

In order to establish a framework and a schedule for the Vivion Road Corridor Streetscape Plan, the consultant should prepare a detailed work plan that shall include:

- Data needs;
- Detailed overview of the upcoming planning process;
- Process calendar, with detailed milestones.

II: Participation Opportunities

A citizen based planning process is critical to the Vivion Road Corridor Streetscape Plan planning process. The following is an explanation of the actors that are to be included in the process:

- **Citizen Steering Committee** – The established Focus Vivion Road Committee shall serve as a Steering Committee. The Contractor shall facilitate meetings (estimate three to four meetings) with this group. The Focus Vivion Road Committee will ultimately be responsible for making a recommendation on the plan.

- **Public Meetings** – The Contractor shall facilitate a public workshop session designed to review draft planning process information, obtain public input and to share information throughout development of the plan.
- **Technical Steering Committee** – A technical committee of professional staff that is appointed by the City will provide technical assistance throughout the planning process at key benchmarks within the process. Committee members will include staff from the City, County, and State organizations as needed.

III: Data Collection

The purpose of this task is to outline the baseline data collection efforts that are needed during the planning process. This includes meeting and gathering information from appropriate City Staff, area neighborhoods, businesses and institutions to familiarize themselves with existing conditions and future proposals within the area. In addition, the consultant shall create a planning workbook to be updated throughout the process that be given to the City and members of the steering committee. The planning workbook shall include:

- Mapping materials related to the study area corridor;
- A photographic inventory of existing streetscape, building conditions, and existing right-of-ways.
- An analysis of The Mo-Dot Corridor Study of Vivion Road, and other studies.
- A Review and Analysis of the Briarcliff Winnwood Area Plan as it relates to streetscape;
- Examples of applicable streetscape plans from other communities;
- A summary of issues with the City including discussions with appropriate actors including public utility providers and government agencies regarding issues within the public right-of-way;
- A summary of existing and future transit plan in the corridor;
- Materials related to the streetscape alternatives that are created during the process;
- Others as needed.

Existing Applicable City Planning Documents:

[Briarcliff Winnwood Area Plan](#)

[Major Street Plan](#)

[Bike KC \(Map\)](#)

[Trails KC Plan](#)

IV: Vivion Road Corridor Streetscape Plan Document

The result of this process is expected to result in an **adoptable** Vivion Road Corridor Streetscape document for the study area that would incorporate citizen participation, key findings of the planning process and include a general analysis including impacts, opportunities and recommendations for the corridor. Specifically the products to be included within the plan are:

An inventory of existing streetscape conditions;

- Identification of potential streetscape elements Identification of streetscape themes, which include, but are not limited to:
 - ✓ **Sidewalks** – Building materials, width, intersection features, handicapped access, limit conflicts between pedestrians, and utility equipment.
 - ✓ **Lighting** – Placement, pedestrian scale lighting, choice of light poles, luminaries and bases, parking lot lighting, and facade lighting.
 - ✓ **Signage** – District gateway signs, pedestrian oriented signage, artistic signage, and street banners
 - ✓ **Screening** - Waste/recycling receptacles and ground mounted equipment
 - ✓ **Street Furniture and Amenities** – Seating, sidewalk cafes, trash receptacles, bicycle parking facilities, railings, newspaper vending boxes, drinking fountains, bollards, and kiosks
 - ✓ **Public Art** – Materials, placement, themes, lighting, construction, and maintenance
 - ✓ **Landscaping** – Tree placement, tree selection, tree size, tree grates and wells, hanging plants, planter pots and maintenance
 - ✓ **Gateways and Transitions** – Establishing standards that achieve compatibility between districts and areas adjacent to the loop
- **Intersection Improvements** Pedestrian intersection markers, pedestrian “count down” lights, enhanced street crossings, and intersection configurations.
- The plan’s integration into the KCATA Transit System;
- Maps, graphs and graphics that help to illustrate planning recommendations;
- The relationship of Vivion Road Corridor Streetscape improvements with streetscape improvements of adjacent neighborhoods;
- Development of the identity of the “mixed use nodes” as defined in the ***Briarcliff Winnwood Area Plan***;
- Preparation of at least three conceptual design options;
- Development of the consensus alternative as the streetscape standard for the study area
- Recommendations of the phasing of streetscape improvements
- Cost estimates related to design, construction documents and street streetscape installation
- Identification of possible streetscape funding sources for streetscape elements
- Presenting the plan at required City Planning and Development meetings and assisting & accompanying NNI during presentations for the plan’s adoption process