

**CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES
OFFICE OF SUSTAINABILITY**

PREPARATION OF A BIKE SHARE FEASIBILITY STUDY AND IMPLEMENTATION PLAN

REQUEST FOR PROPOSAL

ADDENDUM No. 1

November 1, 2012

This addendum includes the following:

- Meeting minutes from the pre-proposal conference that took place on October 29, 2012, 2:30-3:30 EST.
- Answers to questions submitted before, during, and after the conference.
- List of organizations on the original mailing list and those who attended the pre-proposal conference.

Meeting Minutes

1. Introductions
 - Reminder: RFPs are due November 9 to Chief of Sustainability, Jenita McGowan
 - Addendum will be released after this meeting
 - Reminder: Last day to submit questions is close of business Tuesday, October 30, 2012
2. Review of the Office of Equal Opportunity Notice to Bidders and Schedules. Any questions should be directed to DeAndrea Pruitt at 216-664-8657.
3. Review of Required Submittals
 - a. Non-competitive bid contract (prime)
 - Please review and complete the non-competitive bid contract for your organization. Note: This document must be signed and notarized when submitted.
 - b. Tax ID Number (W-9)
 - Please complete the required tax information and submit with proposal submission.
 - c. Northern Ireland Fair Employment Practices Form

- Please complete the North Ireland Fair Employment Practices form and include with proposal submission.
 - d. Insurance
 - e. Fee Table
 - Please include rates for each of the 2 categories.
- 4. Scope of Work
 - a. Required Services
 - Questions related to the Scope of Work are included in the Q&A section below.
- 5. Miscellaneous
 - a. Contract Execution
 - The City of Cleveland intends to execute the contract for the project as quickly as possible once a consultant has been selected.
 - b. Addendum(s)
 - An addendum will be issued by Thursday, November 1, 2012 with meeting minutes from the pre-proposal meeting as well as answers to questions submitted before, during, and after the pre-proposal meeting.
 - c. Questions after the pre-proposal conference are due by the close of business Tuesday, October 30, 2012.
 - Any additional questions should be directed to Simon Mastroianni at Simon_Mastroianni@ClevelandWater.com or by phone at 216-664-2444 ext. 5630. Please cc Jenita McGowan (jmcgowan@city.cleveland.oh.us) on all email requests.

Answers to questions submitted before, during, and after the pre-proposal conference:

Q1: Does the City see any conflicts of interest if a team member working on the feasibility study later pursues the bikeshare program implementation and operation?

A: Yes. Please note that this is work being pursued by a taskforce and depending on the recommendations of the feasibility study, the implementation plan and actual implementation may be pursued by an entity that is not the City of Cleveland. If there is no City contribution toward implementation, then there would be no conflict of interest, as far as the City is concerned, for a proposer to submit a bid to implement Bike Sharing in the future.

Q2: Could you please identify the composition of the selection committee and which departments, agencies and organizations would be represented?

A: 5 total:

- 2 representatives from the Office of Sustainability,
- City Bike and Pedestrian Coordinator,
- City Planning Commission Employee,
- Department of Community Development Employee.

Q3: Please elaborate on the types of GIS and market/economic data that Cleveland is able to provide for this project.

A: Pretty much anything that the Census has to offer, and we have land use GIS data available through Community Development and City Planning. Other sources of data may be identified during the course of the project.

Q4: Is there a preference for local presence, or is the city interested in national expertise?

A: See our local and sustainable purchasing preference, located on the City's website on the Office of Equal Opportunity page. Local and Sustainable businesses can earn up to a 4% bid discount, depending on the type of project.

Q5: Does the City have expectations for the amount and type of public involvement? If so, please describe.

A: This expectation is included in the RFP on page 7, Task 3, Stakeholder Engagement.

Q6: Could you describe where the funding for the project is coming from, and what the overall project budget is.

A: The funding may be in part through the Office of Sustainability, with potential to leverage grant funds or partner contributions. We have no pre-conceived budget and are issuing the RFP to get a sense of the cost. Therefore, proposers are encouraged to submit competitive fee amounts commensurate with the consulting services being proposed.

Q7: Is there an MBE/FBE requirement or goal for this contract?

A: See OEO schedules 1-4, CSB goal is 10%

Q8: Is only section F – Fee Proposal to be enclosed in a separate envelope with sections G through I bound with sections A through E of the proposal?

A: Requirements from Section F and I need to be submitted in a separate envelope. Section G will be required from short listed proposers only. Section H should be part of the technical proposal.

Q9: Section G, item iii, on page 16 of the RFP requests three bank references. We have been in business for 10 years and have continuously worked with one bank; will one bank reference be sufficient to meet the qualifications of this proposal?

A: One bank reference will be required if proposer has continuously worked with one bank more than 5 years.

Q10: The sample contract included with the RFP references appropriate approved multipliers. On what basis are these multipliers established and how are they approved?

A: Sample contract was included for reference point only, not to be taken verbatim.

Q11: Performance bonds are appropriate for construction contracts, but we feel that requiring a performance bond for a professional planning services project such as this one is unusual and unnecessary. We request that the city waive this requirement for this project.

A: Sample contract was included for reference point only, not to be taken verbatim.

Q12: The RFP sets the minimum professional liability insurance at \$1M; however, the sample contract included with the RFP sets the minimum professional liability insurance at \$5M. Which minimum is required for this contract?

A: Sample contract was included for reference point only, not to be taken verbatim. The minimum professional liability insurance is \$1M.

Q13: In what section should we include the letters of recommendation? Do the letters of recommendation count as part of the 50 page limit of the proposal?

A: Letters of recommendation should be part of the technical proposal and count towards the 50 page limit.

Q14: The RFP is clear (on p.12) that the proposal contents should not be altered, but there is no section included for the letters of recommendation. Should these just be an appendix at the end?

A: Yes.

Q15: The Fee Proposal is listed as part of the proposal contents (Section F on p.14), but is supposed to be in a separate, sealed envelope. Can we remove Section F from the proposal? Or simply include a placeholder that says "See sealed attachment"?

A: The fee proposal is to be returned in a separate envelope and does not need to be referred to in the technical proposal.

Q16: Financial information is listed as Section G in the proposal contents, but only needs to be submitted for firms on a "short-list." Can Section G be removed from the proposal? Or include a placeholder "To be provided at time of shortlisting"?

A: Financial information will be required from any proposer selected for short listing only, and does not need to be part of the technical proposal.

Q17: Is there a fee associated with this contract?

A: No.

Q18: Is there a prescribed timeline for the feasibility study dates for significant milestones and final delivery date of the study or is it the expectation of the City that the consultant develop this timeline?

A: It is the expectation of the City that the consultant develop a proposed timeline.

Q19: Please describe your priority stakeholders for this project both by industry sector (e.g., for profit, non-profit/NGOs, Foundations, educational institutions, etc.), geography (Cleveland vs. Greater Cleveland or Greater University Circle), and any other relevant demographics.

A: Primary stakeholders include cyclists, potential cyclists, organizations and institutions that could potentially benefit from, or implement bike sharing. Geography would be based on Greater Cleveland.

Q20: Are there specific institutions or organizations that the City is partnering with for this project that the consultants should be aware of and please describe the role of the Bike Share Taskforce?

A: The Bike Share Taskforce includes representatives from: Downtown Cleveland Alliance, Regional Transit Authority, Northeast Ohio Area wide Coordinating Agency, Positively Cleveland, GreenCityBlueLake Institute, Bike Cleveland, University Circle Inc., the City of Cleveland, and community development organizations.

Q21: Are there specific engagement approaches that must be included in the plan?

A: We are not being prescriptive about that approach at this time.

Q22: Is there a list of appropriate stakeholders? Does this extend beyond City officials, departments and the Bike Share Taskforce, if so, please describe the City's expectations of a public presentation of the plan.

A: The stakeholders will include City officials, Bike Share Taskforce and other stakeholders invited by the City and/or the Taskforce.

Q23: Can additional information be provided regarding the anticipated budget for the feasibility project?

A: Not at this time.

List of Organizations

Attached is a list of organizations on the original mailing list and those who attended the pre-proposal conference.

Preparation of a Bike Share Feasibility Study and Implementation Plan

REQUEST FOR PROPOSAL FOR CONSULTANT SERVICES

Mailing List

Alta Planning + Design
The Monadnock Building
53 West Jackson Blvd, Suite 1642
Chicago, IL 60604
Email: jolson@altaplanning.com

B-cycle
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Waterloo, WI 53594
Email: Lee_Jones@trekbikes.com

Burgess and Niple
1300 E 9th St, Ste 612
Cleveland, OH 44114
Email: info@burnip.com

Center for Neighborhood Technology
2125 West North Avenue
Chicago, IL 60647
Email: jen@cnt.org

Cleveland Urban Design Collaborative
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Cleveland, OH 44115
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300 E 210th St.
Cleveland, OH 44123
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GreenCityBlueLake Institute
1 Wade Oval Drive, University Circle
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Email: dbeach@cmnh.org

Hatch Mott MacDonald, Inc.
18013 Cleveland Parkway, Suite 200
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Email: corporate@hatchmott.com

Hejduk-Cox & Assoc, Inc.
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LAND Studio
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MetroBike, LLC
Paul DeMaio
Email: Hello@Metrobike.net

Michael Baker Jr., Inc.
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PBSC Urban Solutions
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H8T 3J1, Canada
Email: Bcouturb@publicbikesystem.com

Project for Public Spaces
419 Lafayette Street, Seventh Floor
New York, NY 10003
Email: gtoth@pps.org

SandVault
Unit 108, 3840 Jacombs Road, Richmond, BC,
V6V 1Y6, Canada
Email: derrick@sandvault.com

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Email: krazvi@strategicurban.com

Toole Design Group
8484 Georgia Avenue, Suite 800
Silver Spring, MD 20910
Email: toole@tooledesign.com

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michellee@resourceinternational.com

The Riverstone Company
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info@riverstonesurvey.com

Sigma of Ohio, LLC
55 Erieview Plaza, Suite 530
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dbrochue@sigmaassociates.com

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ablackley@hovancsek.com

Department of Public Utilities
 Non-Mandatory Pre-Proposal Conference
 Monday, October 29, 2012
 2:30 p.m.

Bike Share Feasibility Study and Implementation Plan

Sign-In Sheet

PLEASE PRINT

	Name	Company Representing	Telephone Number	Fax Number	Email Address
1	SIMON MASTROIANNI	DPU/CWD	664-2444	420-7995	Simon.MASTROIANNI@CLEVELANDWATER.COM
2	Jenna Milano	OOS	664-2444		jmgowan@City.Cleveland.oh.us
3	Matthew Gray	OOS	664-2444		jmgowan@City.Cleveland.oh.us
4	Scott Yeley	DPU	664-2444	420-7995	scott-yeley@ClevelandWater.com
5	George Sandrey	Michael Benz & Associates (SIS)	440-526-4206	440-546-2691	georges@mbenzengr.com
6	JEFF KNAPP	BEHNKE ASSOC.	216-589-9100	216-589-9560	jknapp@behntassoc.com
7	Mary Ann Driscoll	RW Armstrong	216-443-1700	216-443-1780	madriscoll@rwa.com
8	SUSAN LINGENFELTER	TRANSYSTEMS	216-357-3527	216-861-1028	slingenfelter@transystems.com
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