

Town of Duck, North Carolina



Request For Proposals (RFP):

Planning Services for the Development of the Town of Duck Comprehensive Pedestrian Plan

Town of Duck, North Carolina
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January 24, 2013

Town of Duck Comprehensive Pedestrian Plan Request For Proposals

Introduction

The Town of Duck is seeking a qualified firm to provide planning services for the development of a Comprehensive Pedestrian Plan under the North Carolina Department of Transportation Bicycle and Pedestrian Planning Grant Initiative. This plan will be completed using the Division's recommended template for developing municipal pedestrian plans. The planning grant, including matching funds, provides \$31,000 to accomplish this task. The Town's intent is to develop a plan that serves as an implementation strategy to achieve the key unifying principles contained in the Town's recently adopted 2022 Vision Plan related to pedestrian transportation and overall mobility. For reference, the Vision Statement is attached to this RFP.

Overview

The Town of Duck is located in the northern Outer Banks situated between Currituck County and the Town of Southern Shores. It consists of a linear strip of land approximately six miles in length, bordered by the Currituck Sound and the Atlantic Ocean. Duck is a vacation oriented community with a permanent population of 369 persons (counted in the 2010 census) and a seasonal peak population of greater than 20,000. The economy is driven primarily by recreation and tourism, and a large portion of the developed area is comprised of single-family vacation rental houses. NC 12 is the major transportation artery running through the Town connecting it with Corolla to the north and the remainder of the northern Outer Banks to the south. At the heart of Duck is a sound-oriented Village Commercial Area, with a compact development pattern that is located in close proximity to many of the tourist accommodations. The Village Commercial Area of Duck is a significant attractor for pedestrians and bicyclists, many of which must use the shoulders of NC 12 to move through the Town.

The Duck Trail is the primary pedestrian and bicycle facility which runs adjacent to NC 12 for the length of the Town. It is generally an eight-foot wide multi-use path located on the east side of NC 12 for the portions of the Town outside of the Village Commercial Area. Within the Village Commercial Area, Duck Trail is located within the roadway shoulder of NC 12 on both sides of the road. The high concentration of automobile and non-motorized traffic within the roadway section combined with frequent driveways and intersections and unpredictable travel patterns has created significant safety concerns for pedestrians and non-motorized travel within the Duck community. Addressing the adequacy of the Town's existing pedestrian infrastructure and safety concerns within the Village will be two focus areas of this study, in addition to the specific planning requirements of the NCDOT as part of the comprehensive pedestrian planning grant program.

The Town recently completed a ten-year vision and strategic plan for the community which describes a desired future state for Duck as a "pedestrian first community that is safe and easy to navigate by walking and cycling." The Town clearly understands the importance of pedestrian transportation not only as a means of recreation but also as a common transportation mode that will be a key component of the overall transportation framework in the future. The successful candidate will demonstrate the ability to translate the vision and goals expressed during the recent strategic planning process into creative and practical pedestrian solutions that will enhance safety and mobility within the Town.

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Scope of Services

This Scope of Services format is offered to simplify the proposing consultant's task and to provide a consistent format to help the Town of Duck compare qualification submittals. The Town is receptive to modifications to this format if the proposing firm feels greater detail or clarification would be helpful. However, please address the minimum information requested herein.

The Scope of Services includes activities for developing a Comprehensive Pedestrian Plan for the Town of Duck that is organized in accordance with the NCDOT Bicycle and Pedestrian Planning Grant Initiative Recommended Template for Developing Municipal Pedestrian Plans. The following is a breakdown of the services requested by the Town of Duck for planning services of the aforementioned project.

- Develop a public involvement strategy to include:
 - ✓ a steering committee; the Consultant will conduct at least four (4) Steering Committee/Task Force meetings,
 - ✓ an instrument (survey or interviews) to evaluate resident and visitor perceptions on destinations, obstacles and opportunities,
 - ✓ two open house meetings with a printed agenda, power point presentation, handouts, displays and materials.
 - 1st Open House. Progress Report – current status, deficiencies and directions.
 - 2nd Open House. Progress Report – plan draft, funding and priorities.
 - ✓ a public hearing before the Town of Duck Town Council for approval of the Town of Duck Pedestrian Plan.

- Develop the pedestrian plan in accordance with the plan template at:
<http://www.itre.ncsu.edu/PTG/BikePed/NCDOT/documents/2007documents/07FullTemplate.pdf>

- Client Review - The proposing firm shall meet with Town of Duck staff to review draft documents to ensure that the project is consistent with the scope of services. The Town of Duck will forward draft documents to the Department of Transportation for review. **The Town of Duck Pedestrian Plan shall be completed and a color draft of the document should be mailed to the NCDOT Project Administrator for final review within 18 months of the execution of the municipal reimbursement agreement.**

- Progress reporting
The consultant shall:
 - ✓ communicate at least monthly with the Planning staff to summarize activities, progress and obstacles,
 - ✓ meet with the Planning staff prior to scheduled open houses and public hearings or meetings,
 - ✓ staff all Comprehensive Pedestrian Plan Steering Committee meetings, and
 - ✓ provide briefings to the Planning staff via e-mail with monthly summaries of activities, progress and obstacles.

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- Deliverables shall include:
 - ✓ Map layers developed for the project in ArcGIS 10.1 file format aligned with the Town of Duck parcel layer,
 - ✓ .jpg images,
 - ✓ Acrobat 6.0 (or more recent) files,
 - ✓ MS Word text,
 - ✓ Original hardcopy materials, with documents sized for portrait letter or horizontal tabloid printing,
 - ✓ One set of draft handouts, electronic presentations and sample display materials shall be provided in print or Acrobat format for staff review two weeks prior to the scheduled deadline for submitting materials,
 - ✓ Needed handouts and electronic presentations and display boards shall be provided to Andy Garman, Director of Community Development, for distribution at the open houses and not later than 14 days preceding any meeting of the Town Council at which presentations will be made.
 - ✓ Five final approved Comprehensive Pedestrian Plan documents, one print ready original, one digital copy of all Microsoft Office 2010 documents, Acrobat files and ArcView GIS files. Also, NCDOT will require five hard copy documents and a digital file including text document, maps and associated GIS files.

- Document accessibility and ownership:
 - ✓ All documents, printed or electronically produced as part of this project shall be the property of the Town of Duck and the NCDOT.
 - ✓ The Town of Duck shall remain free to copy and edit any and all documents and presentation materials, electronic or otherwise.
 - ✓ Electronic documents shall not be locked or password protected and the Town of Duck shall retain the ability to edit and update documents, including original word processing, spreadsheet, database and mapping files and resulting Acrobat files.

- Prepare Final Town of Duck Comprehensive Pedestrian Plan:
 - ✓ After the two open houses and final review of draft Comprehensive Pedestrian Plan documents by staff, the steering committee, and the NCDOT, the Comprehensive Pedestrian Plan shall be presented in public hearings for Planning Board recommendations and approval by the Town of Duck Town Council.
 - ✓ The Town of Duck Comprehensive Pedestrian Plan shall be a bound document with reduced maps contained within the document and an Acrobat file with an executable table of contents suitable for digital distribution. All original electronic files used to generate the Acrobat file shall be provided to the Town of Duck and shall be in editable condition with full access rights.
 - ✓ Official maps for the Comprehensive Pedestrian Plan shall be produced in ArcView 10.1 with a print layout designed for 24" x 36" sheets and shall contain ordinary cartographic features.

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- Tentative Schedule
 - ✓ All proposals shall be submitted to the Town of Duck Director of Community Development no later than 5:00 p.m. on Friday, February 15th, 2013.
 - ✓ Notice to Proceed, March 15, 2013.
 - ✓ The first open house shall be held in the second quarter of the project (May, 2013).
 - ✓ The second open house shall be held in the third quarter of the project (November, 2013).
 - ✓ Deliver a draft of the Town of Duck Comprehensive Pedestrian Plan to the Town of Duck Director of Community Development within ten months from the NCDOT Notice to Proceed (January, 2014).
 - ✓ NCDOT may require up to six months for review and approval.
 - ✓ Public hearing on the Town of Duck Comprehensive Pedestrian Plan before the Town of Duck Town Council (May, 2014).
 - ✓ Approval by Town of Duck Town Council.
 - ✓ Final approved Town of Duck Comprehensive Pedestrian Plan delivered.

The Town of Duck will provide information, mapping, and assistance in this project where available. Applicants should feel free during the selection process to provide any suggestions or comments that might be advantageous for the Town of Duck to consider in terms of any efficiencies, issues, processes, or products.

Administrative Information

A. Standard Terms and Conditions of Request for Proposals

1. The Town of Duck reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposal submittals.
2. All proposals must be valid for a minimum period of ninety (90) days after the submittal deadline.
3. The Town of Duck reserves the right to select the most responsible and responsive proposal which it finds to be within the best interests of the Town.
4. The Town of Duck makes no guarantees to any proposing firm until such time the Town approves the negotiated contract.

B. Project Contact

The Town of Duck's contact for this project is Andrew Garman, Director of Community Development. Prospective applicants may make inquires concerning the Request for Proposals to obtain clarification of the requirements. Direct all inquiries to:

Andy Garman, Director of Community Development
1200 Duck Road
P.O. Box 8369
Duck, North Carolina 27949
252-255-1234
agarman@townofduck.com

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C. Purpose

This Request for Proposals (RFP) provides perspective firms with sufficient information to prepare and submit qualification submittals for consideration by the Town of Duck. To be considered, each qualification submittal must provide completion of the tasks outlined in the RFP.

D. Scope

This RFP contains the instructions governing the information and materials that are required to be submitted as part of the proposal. These are mandatory requirements that must be met to be eligible for consideration.

E. Submittal Deadline

Three (3) copies of the proposal shall be submitted to the attention of Andrew Garman, Director of Community Development by 5:00 p.m. on Friday, February 15, 2013 at the address listed in section B. Late submittals will not be accepted.

F. Proprietary Information

Any restrictions on the use of the data contained within the proposal must be clearly stated in the proposal itself.

G. Response Material Ownership

All materials submitted regarding the RFP become the property of the Town of Duck and will only be returned at the Town's option. Responses may be viewed by any person at the after the final selection has been made. The Town has the right to use any or all of the material outlined in the Proprietary Information above.

H. Incurring Costs

The Town of Duck is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

I. Acceptance of Proposed Content

The contents from the selected firm will become contractual obligations if a subsequent agreement is reached. Failure of the selected firm to accept these obligations may result in cancellation of the award.

J. Acceptance Time

The Town of Duck intends to make a consultant selection by March 15, 2013.

K. Payment for Services

The Vendor agrees to bill the Town of Duck as each task is completed and approved and allow 30 days for payment to be received.

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Proposal Content

The proposal submitted must clearly address the requirements outlined in the RFP. Any concerns that the proposing firm may have about meeting these requirements shall be specifically identified in the proposal document. The proposing firm must insure that all proposed work meets all applicable State and Federal requirements.

Consultants interested in the project are invited to submit three (3) copies of a proposal that addresses the criteria listed above and include the following:

1. Personnel

Provide the proposing firm's name, address, contact name(s) and telephone number(s).

2. General Profile and Qualifications

Provide a general profile of your firm. Also provide the qualifications that the personnel of your firm possess in order to prepare the services outlined in this RFP. Provide names of principals, key persons, or associates who would be involved in the project and their qualifications. Provide a list of similar projects completed by the person/firm, giving names, addresses, and phone numbers of clients.

3. Scope of Services

Provide an outline of the understanding of each task of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process. Provide the names of the staff that will be assigned to complete each task. The scope of services description should be a maximum of 800 words.

4. Summary Timeline

Include a timeline for completion of each task.

Consultant Evaluation and Selection

All proposals shall satisfy the requirements of the RFP. The firm's qualification submittal shall address all aspects of the RFP and clearly express the firm's understanding of the Town of Duck's specific requirements, indicating the firm's personnel qualifications to conduct these services in a thorough and efficient manner.

It is anticipated that up to three firms will be interviewed by the Town Manager, Director of Community Development, and other key staff prior to a selection. All applicants will be notified of the final selection after a contract has been executed.

Following the selection of a firm and the successful negotiation of an agreement, a contract shall be negotiated between the Town and the selected firm.



Town of Duck 2022 Vision

In 2022, the Town of Duck, North Carolina, is a thriving coastal community. We respect and value our delicate, yet dynamic barrier island environment -- clean waters and beaches, maritime forests, wetlands, and dunescapes. Residents and visitors alike are drawn to neighborhoods that reflect our small town atmosphere. Our village is a source of pride, offering diverse experiences by way of a cohesive and eclectic mix of independent businesses, shops, and restaurants. At the hub of our community is the Town Hall and Park, where we interact, share ideas, and build connections. Duck's vitality, founded on grassroots engagement, encourages meaningful participation from all of its stakeholders. Long-term financial stability, sustainable services, measured growth and a focus on quality of life distinguish Duck as an attractive destination for everyone.

Duck is a community that expresses its beliefs in certain unifying principles:

Duck and Our Village

Surrounded by our residential neighborhoods, Duck Village is the heart of Duck. Our collection of small shops, restaurants, offices, parks and boardwalks combine to shape the Duck experience. The development of the Village has a coastal residential style and scale and its continuity creates an energetic and walkable experience. Our quality of life is enhanced through innovative solutions that protect and preserve the Village's unique character and environment.

Enhanced Movability

Duck is a pedestrian first community that is safe and easy to navigate by walking and cycling. Our multi-use trail, soundside boardwalk and beach trail provide a variety of ways to explore and discover Duck. Collaboration with various organizations enables us to optimize our traffic flow in our unique seasonal environment.

Environmental Stewardship

There is a conscious respect for Duck's fragile and extraordinary environment. We protect and preserve opportunities for our residents and visitors to enjoy our ocean, sound, and natural coastal habitats. We value our pristine, safe, uninterrupted beaches, which are our most valuable asset. We promote strategies to increase environmental awareness and sustainability.

Active, Engaged Community

Duck is built on participation. We are an inclusive community that welcomes and embraces the diversity, talents, and expertise of all of our stakeholders. Pride and ownership is felt by all who live, work, and visit here. People feel connected by a shared motivation to preserve the unique nature of this special place.

Vibrant, Thriving Business Community

The business community plays an important role in creating the Duck experience. A high level of collaboration and coordination ensures that we have a vibrant village where each and every individual can enjoy the arts, nature, music, shopping, and dining unique to Duck.

Responsive and Responsible Leadership

Duck maintains a responsive and responsible government. Council, staff, and the community work together to offer high quality services intended to add value to the entire Town. We have an educated, experienced and motivated staff empowered to execute the Town's objectives. Continuity of leadership preserves our established values and vision.

DUCK TOWN COUNCIL 3 TO 5 YEAR GOALS
The Council set 3 to 5 year goals through a consensus process.

Explore and implement a more effective outreach program to the business community

- Convene a meeting to encourage the creation of an independent and active merchants association that will result in their participation in improving the Town
- Partner and support as appropriate

Complete study of comprehensive pedestrian plan and implement solutions that ease congestion and increase safety

Using the Shoreline Erosion and Management Feasibility Study, finalize and implement a comprehensive beach management plan to preserve our greatest asset

Maintain the amenities of the Town to their current standard and make improvements where necessary and/or appropriate

Develop and implement a 5 year financial plan to optimize our resources

- Address human resources, infrastructure, fund balance, revenues, and future circumstances
- Develop a fiscal plan that sets a tax rate designed to reasonably fund projects and services and reflects the desire for flat/slow tax growth
- Work to get the most value for our tax dollars and communicate these decisions to all stakeholders

Complete southern extension of soundside boardwalk as approved and analyze feasibility of a northern extension

Continue to implement strategies designed to engage the stakeholders of the Town

- Foster community participation with ongoing events
- Maintain high level of communication and inclusion
- Solicit feedback on specific topics; consider whether regular survey would be useful

Design and construct a living shoreline erosion project to protect the park

Develop a long term plan for the renovation or reconstruction of the public safety building

Continue to advocate for traffic improvements including the construction of the Mid-Currituck Bridge, opposition to the widening of NC12, evaluation and implementation of stormwater improvements, and evaluation of public parking alternatives