



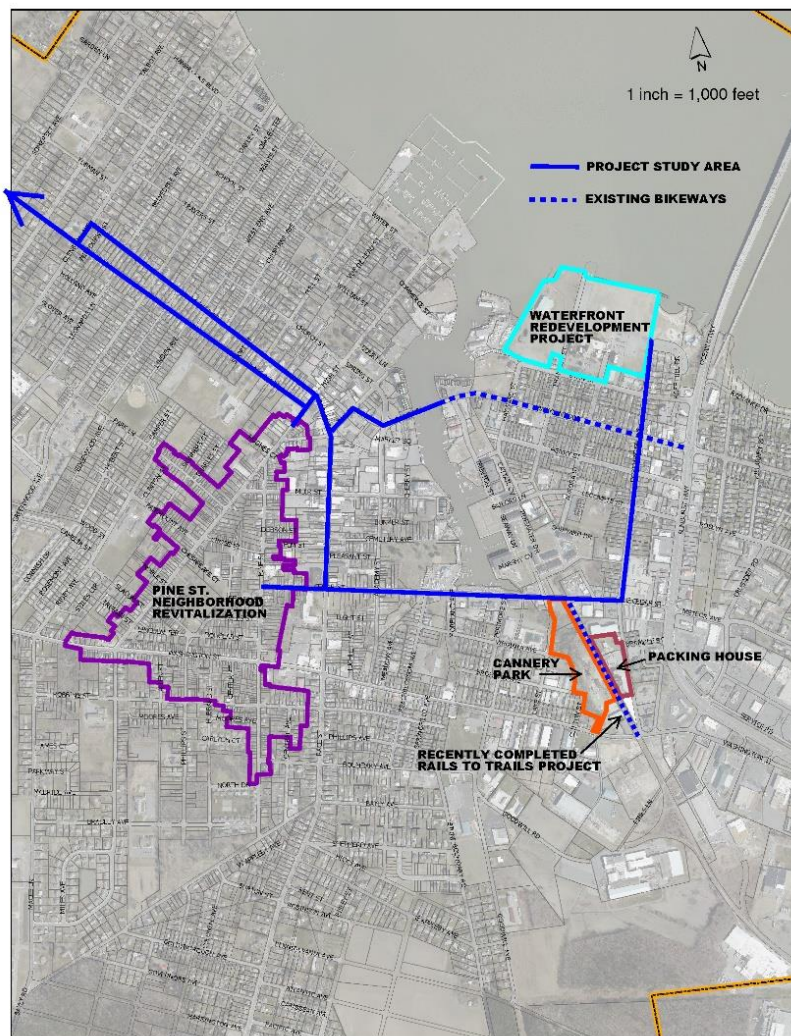
City of Cambridge  
Dept. of Public Works  
1025 Washington Street  
Cambridge, MD 21613  
(410) 228-1955

**Request for Proposal  
Bicycle Lane Feasibility Study & Preliminary Design**

**Contact:** Office of the City Engineer  
1025 Washington Street  
Cambridge, MD 21613

**Date of Issue:** February 22, 2023

**Deadline:** 4:00 p.m., March 28, 2023



## INTRODUCTION

The City of Cambridge has received funding through the MDOT Kim Lamphier Bikeways Network Program to conduct a feasibility study, alternatives analysis and preliminary design for installing bike lanes on multiple streets in the City of Cambridge. The intent of this project is to provide seamless and equitable access between the Packing House Development/Cannery Park, Pine Street Neighborhood Revitalization, and Waterfront Redevelopment Project for bicycles, pedestrians, and mobility impaired individuals of all ages. We imagine that by connecting these projects to each other, and in a way that makes it easy for the surrounding neighborhoods to reach them safely, we will multiply the economic and quality of life benefits these projects are designed to bring to our historically underserved and financially depressed community.

## II. SCOPE OF WORK

In general, the scope of this project will consist of a planning and concept design process that identifies the needs of pedestrians and/or bicyclists within a defined area taking into consideration the existing conditions, and current and projected needs. The outcome of the process will be:

- An identification and prioritization of improvements
- A public involvement process to ensure local input and support of projects.
- A list of historic, archaeological, and environmental constraints/restraints
- Clear, written documentation of project issues, feasibility, and alternatives.
- Conceptual design plan for preferred alternatives
- A cost estimate for further engineering design and construction

### Required Tasks:

#### A.) Project Kickoff Meeting

Meet with the City's steering committee consisting of staff, members of the Traffic & Safety Committee, and other local officials or public appointees to develop a clear understanding of the project goals, objectives, timelines, and deliverables.

#### B.) Compile Base Map/Document Existing Conditions

Compile a base map using available information including City GIS data and utility drawings. Existing conditions to be noted include presence of existing pedestrian/bike facilities, informal pathways currently used by pedestrians and bicyclists, roadway widths, subsurface drainage, and any other items the consultant feels are appropriate. Additional items to be mapped may include: natural resource constraints, utilities, historic and archaeological constraints, etc. Additionally, the consultant will collect traffic information such as the Average Daily Traffic, pedestrian and bicycle counts and available crash data. The consultant may elect to undertake a topographic survey to more accurately map roadway widths, location of existing buildings, drainage facilities and any other features that may be critical to the design of the project.

#### C.) Local Concerns & Goals Meeting

The consultant will organize and moderate a local concerns and goals meeting with City officials, stakeholders and the general public to develop a clear understanding of their project goals, objectives and concerns. As an outcome of the local concerns meeting and the project kickoff meeting, the consultant will develop a Project Purpose and Need Statement for proposed improvements. The consultant will generate this statement based on local input and an understanding of existing conditions. Items that may be discussed (especially for shared use paths) are what different user groups are anticipated/desired and what surface type is desired.

#### D.) Identify Land Use Context

The consultant will identify the existing and proposed land uses in the project area as well as the overall context of the area where the project is proposed. Based on existing land use patterns and potential connections to planned or existing pedestrian and/or bicycle facilities, the consultant will document predicted and existing pedestrian/bicycle travel patterns to gain an

understanding of the best location for new pedestrian/bike facilities.

E.) Develop Conceptual Alternatives

In cooperation with the City's steering committee, the consultant will be responsible for identifying potential alternatives for the proposed bicycle and/or pedestrian facilities utilizing the information compiled for the base plan, and site visit(s). Conceptual alternatives should also include roadway crossing needs. If a shared use path is proposed, the alternative of providing on-road accommodation for bicyclists should be discussed. If a proposed alignment includes off road (shared use path) and on road bike facilities, discuss how these transitions will be made. The consultant will also review the proposed alternatives to ensure that they meet the Americans with Disabilities Act Accessibility Guidelines and other applicable State and Federal requirements.

If the proposed improvement covers a large distance and will be implemented in phases, the consultant shall make suggestions about how to break up the project into logical segments. The consultant will develop typical sections for the different alternatives that show basic dimensions and, if applicable, where the facility is located within existing road rights of way and in relation to travel lanes, shoulders, existing building faces, walls, and other features.

As part of developing alternatives, the consultant will assess the impact of the project construction on existing vehicle, pedestrian and bicycle traffic.

The consultant should consider use of green infrastructure to reduce stormwater runoff and improve water quality.

F.) Identify Right-of-way Issues

Compile roadway right-of-way and abutting property ownership information along the proposed alignment of the project. This information should identify public/private ownership, paper streets, greenways and any existing easements or restrictions on affected property.

G.) Identify Utility Conflicts

Identify and discuss all public and private underground and overhead utilities (water, sewer, fiberoptics, electric, TV, cable, phone) in the project area. Include a preliminary assessment of whether any relocations will be required and if any relocations will occur outside of the existing Rights of Way. For underground utilities, an assessment should be made of whether they will be impacted by construction of the proposed improvements. The assessment should include the identification of owners of potentially impacted utilities.

H.) Identify Natural and Cultural Resource Constraints and Permitting Requirements

Review natural and cultural resource issues including wetlands, surface waters, floodplains, storm water, historic, archaeological and architectural resources. Identify potential impacts on these resources and any permitting requirements.

I.) Alternatives Presentation

The consultant will conduct a public informational meeting to present all the different alternatives that have been considered. The outcome of this meeting should be an alternative selected by the community for further development.

J.) Develop Conceptual Design & Preliminary Cost Estimates for Selected Alternative

The consultant will develop a conceptual design and preliminary cost estimate for the selected alternative. The cost estimate shall include the cost of final design and construction. If the project is to be completed in phases, cost estimates for each phase shall be provided.

**III. STANDARDS AND DELIVERABLES**

- A.) The consultant will provide six (6) hard copies and one (1) digital copy as an Adobe .pdf document of both the draft and final reports.
- B.) All data, databases, reports, programs, and materials created under this project shall be transferred to the City upon completion of the project.

**IV. PROPOSAL SUBMISSION & FORMAT**

Consultants interested in this project should submit six (6) paper copies and one electronic copy in .PDF format of their proposal to the Office of the City Engineer:

Carl "Bucky" Jackson, P.E.  
Office of the City Engineer  
Dept. of Public Works  
1025 Washington Street  
Cambridge, MD 21613  
[cbjackson@choosecambridge.com](mailto:cbjackson@choosecambridge.com)

Proposals must be received by no later than 4 p.m. on March 28, 2023. Proposals and/or modifications received after this time will not be accepted or reviewed. The electronic copy of the proposal can be emailed or provided on thumb drive. Please note: it is the submission of the paper copies of the proposal and/or modifications by the deadline noted above that determines whether or not the submission was made in a timely manner. All proposals upon submission become the property of the City of Cambridge. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The City of Cambridge reserves the right to reject any or all proposals received, to negotiate with any qualified consultant, or to cancel in part or in its entirety this RFP as in the best interest of the City.

Responses to this RFP should consist of the following:

- A.) A technical proposal consisting of:
  1. A cover letter expressing the firm's interest in working with the city including identification of the principal individuals that will provide the requested services.
  2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.

3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A summary of estimated labor hours by task.
5. A proposed schedule that indicates project milestones.
6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
7. Demonstration of success on similar projects, including a brief project description and a client contact for reference.

Items 1 – 5 should be limited to a total of 15 pages. Resumes, professional qualifications and work samples are not included in this total.

- B.) A cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

## **V. CONSULTANT SELECTION**

The consultant selection will be made by a committee that includes staff and members of the City's Traffic & Safety Committee. The selection committee will review and evaluate all proposals based on the following criteria:

1. Qualifications of the firm and the personnel to be assigned to this project.
2. Experience of the consultant personnel working together as a team to complete similar projects.
3. Demonstration of overall project understanding and insights into local conditions and potential issues.
4. Clarity of the proposal and creativity/thoroughness in addressing the scope of work.
5. Submission of a complete proposal with all elements required by the RFP.
6. Quality of representative work sample.
7. Proposed cost.

The selection committee may elect to interview consultants prior to final selection.