

Request for Proposals

Posted: January 24, 2011

Proposals Due: February 18, 2011

Elizabethtown Active Living Strategy
Community design from paths to pavement

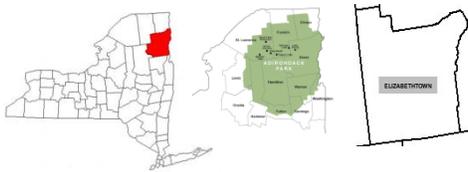
I. Purpose

Essex County Public Health requests proposals from qualified individuals and/or firms to provide consultant services for the development of an Active Living Strategy in the Town of Elizabethtown, Essex County, New York.

The purpose of this request is to identify existing assets, opportunities (including prioritized recommendations of enhancements), and possible constraints for pedestrian and bicycle road and multi-use paths/trails within the Town of Elizabethtown.

Community amenities, including other recreation opportunities; physical layout; growth; continuity and users of all ages and abilities are to be considered. The Elizabethtown Active Living Strategy (hereafter referred to as the Strategy) will guide planning, development, and operations of existing and future pedestrian, bicycle and multi-use and multi-modal transportation infrastructure in the Town of Elizabethtown. It may be adopted as a supplement and/or used as a part of the Elizabethtown Comprehensive Plan.

II. Background



Elizabethtown is the county seat of Essex County. It is located completely within the Adirondack Park of New York. There are approximately 1,450 residents with a median resident age of 44 and average median household income in 2009 of \$39,734 (compared to NYS of \$54,659).¹

Community design including the built environment (infrastructure) that allows residents and visitors alike to engage in physical activity as a part of daily living and recreation is a recommended strategy for improving health, quality of life and economic stability and reducing health-related costs.^{2, 3, 4}

The purpose of this solicitation is to provide an opportunity for qualified consultants to submit proposals including detailed qualifications and experience on comparable projects, staff assignments, schedules for project completion and budget proposals.

¹ City Data. 12932 Zip Code Detailed Profile. Retrieved on 12/28/2010 from <http://www.city-data.com/zips/12932.html>

² American Academy of Pediatrics. (2009, June). The built environment: designing communities to promote physical activity in children. *Pediatrics*. Vol 123, No 6.

³ National Association of County and City Health Officials. Public health in land use planning and community design [Factsheet].

⁴ Robert Wood Johnson Foundation. (2010, May). The economic benefits of open space, recreation facilities and walkable community design [Research Synthesis]. Available from www.activelivingresearch.org

III. Budget

This initiative is funded through a grant called *Creating Healthy Places to Live, Work & Play* from the NYS Department of Health with Essex County Public Health as the fiscal agent. The total budget for this project must not exceed \$10,000. This budget includes the publication of the final Strategy document. Additional donated services and/or in-kind resources may supplement this budget.

IV. Schedule & Scope of Services

- A. January 2011
 - i. Request for Proposals Released
- B. February -June 2011
 - i. Consultant selected
 - ii. Collect and review existing information (plans, reports, identified possible projects, etc.)
 - iii. Engage existing and new partners to identify community
 - a. assets (current facilities, sidewalks, trails, etc.)
 - b. opportunities (gaps in facilities, accident sites, possible trail connections, etc.) and
 - c. constraints (property ownership, maintenance issues, costs, etc.)
- C. June-July 2011
 - i. Map (using GIS or other advanced mapping techniques) existing town Blueberry Hill Trail System and other Town trails
 - ii. Map (using GIS or other advanced mapping techniques) and describe existing conditions (and/or perceptions) about specific locations that prevent walking or biking, and recommend enhancements
 - iii. Map (using GIS or other advanced mapping techniques) and describe locations for new pedestrian, bike, & multi-use trail facilities
 - iv. Prioritize and stage recommended & potential projects based on the information above including a rough cost estimate for each
- D. July-August 2011
 - i. A community-use trail-map/guide for the Blueberry Hill Trail System including distances, difficulty, etc. and other trails
 - ii. Final Active Living Strategy document due including (for existing and new locations) prioritization, stages and rough cost estimates for recommendations

V. Allocation of Responsibilities

- A. Essex County Public Health Department
 - i. Release of Request for Proposals
 - ii. Procurement of consultant
 - iii. Oversight of project development
 - iv. Assistance in engaging partners
 - v. Approval of reports, plans, designs, maps & final Strategy
 - vi. Financing of project
- B. Consultant
 - i. Submission of proposal including complete scope of services
 - ii. Participation in public input meetings
 - iii. Preparation of reports, plans, designs, maps & final Strategy

- iv. Coordination and contact with Essex County Public Health Department, the Town of Elizabethtown and other organizations and agencies as identified during the project
- C. Town of Elizabethtown
 - i. Assistance in the collection of existing information
 - ii. Assistance in coordination of Elizabethtown Planning Board, and other organizations and agencies as identified during the project
 - iii. Participation in public input meetings

VI. Selection Criteria

A team will review responses to this Request for Proposals that meet the requirements and are received prior to the closing date. Finalists will be selected based on:

- A. Capacity/Capability - 25%
 - i. Consultant experience & capability as presented in proposal & similar projects
- B. Qualifications – 25%
 - i. Diversity of skills – transportation, planning, land use, traffic engineering, public health impact, pedestrian and bicycle facilities and familiarity with all levels of government and the impact on transportation planning process
- C. Project Management & Performance – 25%
 - i. Project schedule, proposed tasks, previous work and proof of successful quality project management
- D. Budget – 25%
 - i. Presentation of budget following the schedule and scope of services (including any subcontracted services) that fit within the budget of the fiscal agent

VII. Submittal Contents & Process

- A. Name, address, phone, e-mail and website of consultant/firm
- B. Statement of qualification of consultant(s) and/or firm
- C. Brief history including 3 examples of similar projects the consultant or firm has completed in recent years and references for each of these submitted projects
- D. Identification of any sub-contracted services as necessary
- E. Budget to align with proposal and matching this Request's section *IV Schedule & Scope of Services B-D*

Proposals must be delivered (three copies) in hard copy format no later than the response deadline of February 18, 2011. If hand delivered, proposals will be accepted by the Essex County Public Health Department until 4:00 p.m. on February 18, 2011.

VIII. Questions/Contact

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