



Pottawatomie County Transportation and Thoroughfare Plan Request for Qualifications

I. Introduction

Pottawatomie County, Kansas is requesting qualification submissions for professional consultants to prepare a new Transportation and Thoroughfare Plan for the area known as Green Valley.

II. Overview

In order to further the goals of the recently adopted Green Valley Land Use and Growth Management Plan, Pottawatomie County, as a sub-recipient, has received a grant through the Office of Economic Adjustment and the Flint Hills Regional Council in the amount of \$100,000 to conduct a Transportation and Thoroughfare Plan for the Green Valley neighborhood.

The Green Valley area consists of approximately 2.5 square miles of land directly east of the City of Manhattan. Most of the development occurs north of US-24 Highway between Green Valley and Lake Elbo Roads. The area is the fastest growing portion of Pottawatomie County. Over the last five years, an average of about 80 new homes have been built in Green Valley, accounting for more than half of all new homes built in the County during that time. Due to the presence of central water and sewer systems, the area is able to develop at urban densities uncommon throughout the rest of the unincorporated County. This development pattern requires a long-term plan for the location and type of future roads within the area.

Additionally, the County is interested in identifying the best practices for siting future roadways and for financing their construction and maintenance, as well as a review of current County development policies and standards to achieve these best practices.

III. Scope of Work

The Transportation and Thoroughfare Plan (Plan) will be managed by the Staff of Pottawatomie County, as a sub-recipient of the grant. The following tasks and deliverables are part of the Plan:

Task 1. Project Initiation

The selected consultant will conduct a "kick-off" meeting with Staff to discuss and confirm the scope of work, schedule, deliverables, and address any questions. The consultant is responsible for the day to day management of the Plan.

Task 2. Public Participation

The selected consultant will create a memorandum detailing the outreach activities for public participation. The memorandum should cover more general public participation, such

as town hall meetings or open houses, as well as more targeted outreach goals, such as meeting with local stakeholders (engineers, developers, homeowners' associations, etc) in smaller settings.

Task 2 Deliverable

- A. Memorandum on public participation and outreach

Task 3. Existing Conditions

Consultant, using information gathered by the Flint Hills Metropolitan Planning Organization (MPO), Pottawatomie County, and other relevant entities, along with supplemental data gathered by Consultant, should familiarize themselves with the current conditions of Green Valley's transportation system. Consultant should be familiar with traffic counts, population, traffic patterns, land use, and other relevant factors

The consultant should review and incorporate in the final product the following documents and any other relevant studies and reports:

1. Ft Riley Joint Land Use Study
2. Pottawatomie County Comprehensive Plan 2040
3. Green Valley Land Use and Growth Management Plan
4. MPO Long-Range Transportation Plan
5. Marlatt-Junietta Concept Study
6. Kansas Department of Transportation Functional Classification Map

Task 4. Best Practices

Consultant will compile a memorandum detailing the best practices for transportation planning in contexts similar to Green Valley. Specifically, the memo should include best practices for:

- a. Distances between connections of major and minor collectors, arterials, and other road classifications
- b. Cross-sections for road classifications within areas similar to Green Valley
- c. Financing the initial construction of new and expanded streets

Task 4 Deliverable

- A. Memorandum detailing best practices

Task 5. Identification of Cost-Effective Routes

Selected consultant will create a report identifying and analyzing the location of Green Valley's future transportation network. This analysis should review current zoning and future land use, topography, development potential, flood plain, and other environmental and regulatory constraints to determine the most cost-effective future transportation network for the Area.

This analysis should balance the additional costs of topographical and environmental challenges with the opportunity cost of a future transportation network through developable land. Special consideration should be given to life-cycle and maintenance costs for new and expanded transportation networks.

The report should include future roadway networks as well as their functional classification using the best practices identified in Task 4, pedestrian and bicycle infrastructure with an

emphasis on using shared right-of-way as opposed to infrastructure separate from the street network, and public transportation networks if necessitated by demand.

The report should be in harmony with the MPO Long-Range Transportation Plan for regional projects, and should utilize existing data on regional projects compiled through the MPO's Long-Range planning effort.

Task 5 Deliverable

- A. Future Transportation and Thoroughfare Network Report

Task 6. Development Regulation Recommendations

The consultant should review and analyze existing land use and development regulations to determine if, and to what extent, current land use policies either hinder or enhance the fulfillment of the recommended transportation network identified in Task 5.

The consultant will work with stakeholders and Pottawatomie County to identify new or updated policy recommendations. These recommendations should include policy changes regarding right-of-way dedications, developer contributions, and long-term maintenance policies.

Task 6 Deliverables

- A. Analysis of current land use and development policies
- B. Recommendations for new and amended land use and development policies

Task 7. Implementation Matrix

Consultant will create an implementation matrix that incorporates all policy and transportation recommendations. This document should include prioritization of new and/or expanded transportation infrastructure, a timeline for adoption of policy recommendations, and the assignment of responsibilities.

Task 7 Deliverables

- A. Implementation Matrix

Task 8. Future Transportation and Thoroughfare Plan

Selected consultant will compile Tasks 3-7 into a review draft document presented to Staff. The consultant will incorporate edits and revisions as deemed necessary by Staff prior to release of a public draft. The public draft will be presented to stakeholders, the Board of County Commissioners, and the general public for review.

Following the satisfactory review by all parties, a final document, incorporating all edits and revisions, will be presented for adoption by the Board of County Commissioners.

Task 8 Deliverables

- A. Review Draft for Staff review
- B. Public Draft for review by stakeholders, County Commission, and the public
- C. Final Document to be adopted by the Board of County Commissioners
- D. One hard copy and one digital copy of the Adopted Plan
- E. All electronic files associated with the Plan.

IV. Project Timeline

The project, once a consultant has been selected, is expected to require 12 months to complete. Below is proposed timeline for each of the above tasks.

	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Task 1												
Task 2												
Task 3												
Task 4												
Task 5												
Task 6												
Task 7												
Task 8												

V. Project Budget

The project will be funded through an Office of Economic Adjustment Grant through the Ft Riley Joint Land Use Study. The total grant amount is \$100,000 with \$90,000 to be provided by the Office of Economic Adjustment Grant and \$10,000 to be provided by Pottawatomie County through in-kind and financial contributions.

VI. Proposed Timetable

Below is a timetable for consultant selection:

December 7, 2020	Advertise for Qualifications
January 18, 2021	Submissions are due
February 1-8, 2021	Tentative interview timeframe
February 15, 2021	County Commission approves consultant
February 22, 2021	County Commission approves contract, project begins

VII. Submission Requirements

Successful submissions will be no longer than 15 pages and include the following information:

1. A letter of interest
2. An organizational chart of the project team and any relevant sub-consultant/contractor relationships
3. A project approach that highlights the project specificities and creativity. This should include some knowledge of the County, and the Green Valley area.
4. Examples of work completing similar projects including references and contact information.

VIII. Directions for Submission

Interested firms shall submit an electronic copy on a USB flash drive and one hard copy. Submissions must be received by 4.00pm, Monday January 18, 2021. Please mail submissions to the following address:

Stephan A Metzger

County Planner
Pottawatomie County Planning and Zoning
PO Box 284
Westmoreland, KS 66549

Submissions shall be enclosed in a sealed envelope. Pottawatomie County will not accept oral submissions or submissions by telephone, fax, or e-mail. Any submissions received after the deadline will be returned.

IX. Criteria for Selection

The successful consultant must provide a team with the demonstrated qualifications, experience, and expertise to complete the Green Valley Transportation and Thoroughfare Plan.

The following criteria will be the basis on which consultants will be selected for further consideration:

1. Experience in providing professional transportation planning services
2. Education and experience of professional personnel.
3. The firm's specialized experience and technical competence on similar projects within the last five years.
4. The capacity and commitment of the firm, key project members, and proposed sub-consultants/contractors to complete the project within the time and budget constraints of the County.
5. Creativity, unique propositions, and a demonstration of superior innovative techniques in preparing transportation plans.

The County may choose to shortlist firms for the interview process, if deemed necessary. The interviews and presentations will be held via video conference call and according to the proposed timetable in Section VI.

Following the interviews, staff will forward their recommendation to the County Commission who will select the consultant they determine to be the most suitable.

X. Questions and Miscellaneous Items

No pre-application conference will be held in conjunction with this RFQ.

No interpretation made to any response regarding the meaning of the RFQ shall be binding upon the County unless set forth in writing and distributed as an addendum by the County.

The County is not responsible for any costs associated with the firms' submissions of qualifications.

Any questions regarding this project should be address by e-mail or phone to Stephan A Metzger, County Planner (smetzger@pottcounty.org).