INTRODUCTION:

The City of Piqua is seeking proposals for professional consultant services to study certain intersections located throughout the community. The study is intended to provide a complete evaluation of the traffic control device, pavement markings, geometric configuration of the intersection, pavement improvements, and all other items incidental to the movement of trucks, cars, bicycles, and pedestrians through each of the intersections. The study will determine the warrant status of each of the existing traffic control devices and recommend improvements to enhance the functionality, level of service, and level of safety of each of the intersections.

BACKGROUND:

The city of Piqua boundaries encompass 11.31 square miles of incorporated area. Within the city, there are 103 centerline miles of streets, 50 signalized intersections, and 25 four-way stop intersections. Many of these intersections were originally constructed in the early 1900's and have received few if any modifications over the years. Likewise, the traffic control devices found at most of these locations have been in place for many years. Meanwhile, there have been many changes in the built environment, transportation modes, traffic control technology, and numerous other factors that influence intersection design features. Still, there have been little or no changes to the existing improvements found at many of these intersections.

In January of this year the city of Piqua formally adopted the Plan It Piqua 2007 Comprehensive Plan Update document as the City's official Comprehensive Plan. During the 18 month planning process pubic input was sought and received on many topics related to the public infrastructure and the community in general. Within the Plan an entire chapter is dedicated to discussing the key findings of the study as they relate to transportation issues and concerns, and within the chapter, a series of objectives and strategies aimed towards addressing these concerns is presented. One such concern noted in the Plan is the "*public perception is that there are a number of unwarranted traffic signals in town"*. The Plan acknowledges the many undesirable side effects an unwarranted traffic signal may cause - *excessive delays, disobedience of signals, increase in accidents, diversion of traffic to inadequate alternate route – not to mention the perpetual operation and maintenance cost and inconvenience to the public* – and advances a recommendation that the concern be further investigated.

The Plan also discusses the importance of utilizing traffic calming techniques to "Improve traffic safety." The importance of creating spaces for bicyclist and pedestrians within the public right of way, and making sure facilities are properly connected, is also noted in the Plan. Additionally, the Plan introduces the concept of public right of ways being more than just transportation and utility corridors, stating as a principle of the Plan that, "Streets will create an attractive public realm and be exceptional places for people." Objective 2 of the Transportation chapter acknowledges an overarching theme found throughout the Plan that

relates to improving the community aesthetics. The objective is stated as being, "Improve the physical appearance of roads and streets to compliment the built environment."

To view the Plan It Piqua document in its entirety visit www.planitpiqua.org.

GOALS OF THE STUDY

The purpose of this study is to fully assess the traffic control devices and physical characteristics of the improvements found at certain intersection locations throughout the city. The content of this study shall include recommendations specific to each intersection that outline any major and or minor modifications to the traffic control devices and physical characteristics of the existing improvements necessary to install/construct intersection improvements at each of these locations that will be consistent with the stated goals, and objectives and strategies of the Plan It Piqua 2007 Comprehensive Plan Update document.

The following information is provided to assist solicited firms in preparing their proposal for this project and is intended to outline the specific goals for the study.

Goals of the Plan:

1. Conduct limited research of historical traffic and land development records to establish a "best guess" supposition regarding the rational for the original installation of the current traffic control device being utilized at each intersection to determine how well the rational measures up to current standards and practices; and, compare and contrast the historical data to current and projected trends to establish changes that may have or are anticipated to occur, which may influence the recommendations of this study.
2. Positively identify the warrant status of the existing traffic control devices being utilized at each location and identify the traffic control device and incidental improvements that will enhance the functionality, level of service, and level of safety of each intersection.
3. Fully assess the existing design characteristics of the physical improvements found at each location, and identify any existing deficiencies or opportunities regarding the geometric configuration and functionality of the intersection.
4. Fully assess the physical characteristics of the built environment surrounding each location to identify any existing deficiencies or opportunities regarding coordination between the use of the buildings, landscaping, public spaces, sidewalks, streets, bike lanes/trails, on-street and off-street parking, and the like.
5. Provide alternative recommendation for modifications specific to each intersection in consideration of the findings and determinations of items 1 through 4 above.
6. Estimate the cost to implement the alternative improvements for each intersection, including the demolition and or removal of existing improvements, and the construction and or installation of any new improvements.

7. Provide all documentation, completed forms, and analysis necessary, and a strategy for the implementation of the traffic control device removal, modification, or enhancement recommendation selected for each intersection by the City.

MINIMUM REQUIREMENTS OF THE STUDY

The following section is provided to assist solicited firms in preparing their proposal for this project and is intended to guide the study process.

Requirements of the study:

1. The basis of determination regarding the warrant status of a traffic control device shall be in accordance with the Ohio Manual for Uniform Traffic Control Devices, and or other traffic engineering practices and or guidelines deemed relevant and acceptable by the City.
2. In determining the warrant status of the existing traffic control device the study of the intersection shall consider existing and projected truck, car, pedestrian, and bicycle traffic patterns and volumes, existing and anticipated development patterns within the immediate area, and existing travel lane, parking lane, and crosswalk designations.

SCOPE OF SERVICES

In general, the scope of services for this project shall consist of, but not be limited to the preparation of an Intersections Improvement Study that includes an assessment of the existing conditions of the locations identified in this document and presents alternatives that address the stated goals of this request and provide the necessary text, renderings, illustrations or other supporting documents necessary to fully understand the physical and fiscal impact of implementing any of the alternatives presented.

The study process must provide ample opportunity for input, review, and comments from the general public, city staff, and advisory boards. The following describes the minimum expectations of the City with regards to the number and purpose of meetings and deliverables to be included in the proposal.

MEETINGS:

Preparing to Study - This meeting will include establishing a schedule, getting acquainted with the technical advisory committee, familiarizing oneself with the intersection locations, and initiating the data gathering process.

Input/Awareness - This meeting will be a two part meeting. The first part will be a meeting including city staff persons and advisory board members and will be scheduled in the afternoon. The second part will be an evening meeting on the same day and will be open to the general public. Both parts of the meeting will be facilitated by the City Planner. The consultant will be present at each meeting and will highlight

key issues important to traffic engineers and planners in understanding the effectiveness of certain intersection improvements. Comments will be solicited and received in a prearranged format. In addition, the consultant will introduce innovative and effective traffic control/calming techniques that may be options for the intersections being studied.

Preliminary Findings/Recommendations - This meeting will be a two part meeting. The first part will be a meeting including city staff persons and advisory board members and will be scheduled in the afternoon. The second part will be an evening meeting on the same day and will be open to the general public. Both parts of the meeting will be facilitated by the City Planner. The consultant will be present at each meeting and will highlight the key findings of the study and present contemplated intersection improvement recommendation alternatives. Feedback on the alternatives presented will be solicited and received in a prearranged format. The Intersections Improvements Technical Advisory Committee will then determine the preferred recommendation most suitable for each intersection location and the consultant will insert the preferred recommendation into the final study document.

Finalizing the Study - This meeting will include presenting the final draft of the study to the Technical Advisory Committee. The consultant shall respond to any concerns, comments or questions and note any additions, corrections, or deletions deemed necessary by the committee and incorporate the same into the document before producing the final copies.

Adopting the Study – The Technical Advisory Committee shall present the study to the Planning Commission and City commission for final adoption. The consultant will not be required to attend meetings related to the formal adoption of the study. However, throughout the adoption process the consultant will remain available and responsive to the City concerning any and all questions requiring their response.

DELIVERABLES:

Printed Copies of Documents – For each meeting or event or milestone occurrence throughout the duration of the study process, and upon completion of the study, the consultant shall provide up to 20 copies of each of the reference documents, draft study, illustrations/drawings/renderings, and or handout materials necessary and relevant to the discussion and or information to be conveyed at that particular meeting or event or milestone, with the copies to be equal in color and graphical presentation to the original set, and the actual number of copies required for each meeting or event or milestone to be verified with the City prior to each occurrence.

Electronic Copies of Documents – For each meeting or event or milestone occurrence throughout the duration of the study process, and upon completion of the study, the

consultant shall provide an electronic copy of each of the reference documents, draft study, illustrations/drawings/renderings, and or handout materials necessary and relevant to the discussion and or information to be conveyed at that particular meeting or event or milestone, with the electronic copy to be in an editable Microsoft Office or AutoCAD file format.

The Consultant's proposal should provide a detailed scope, itemized fee schedule and list of milestones and deliverables, and a schedule for providing the services requested in this RFP. Once a Consultant has been selected a final scope of services will be developed in collaboration with the selected firm.

SCOPE OF INTERSECTIONS

The scope of the study shall include the following intersections:

PRIMARY NATURE OF ISSUE/CONCERN LEGEND

The primary nature of issue/concern information has been added to the table to provide additional insight regarding what the City views as the catalyst for studying this intersection. This information is not intended to preclude the completion of any of the tasks deemed necessary to accomplish the goals and objectives of this study, as outlined within this entire document.

W = Warrant Status – Is this the most appropriate and most effective traffic control device for this intersection.

C = Coordination – Is the timing and/or operation of this signal optimal with reference to the movement of vehicular and pedestrian traffic through the intersection and surrounding area. Should this signal be connected to another nearby signal for coordinated operation.

P = Parking – Does the on-street parking layout on the approaches to this intersection interfere with the optimal movement of traffic through the intersection and surrounding area and/or inhibit the successful operation of nearby business ventures.

T = Turn Lane – Are the turn lanes at this intersection detrimental to achieving the optimal balance between meeting the demand for on-street parking and attaining the optimum movement of traffic through the intersection and surrounding area, in particular with reference to the impact on nearby business ventures.

Location	Primary Nature of Issue/Concern	Existing Control
Wayne/High	W	Traffic Signal
Wayne/Greene	W	
Downing/High	W	
Downing/Ash	W/C	
Downing/Greene	W	
College/Water	C	
College/High	C	
College/Ash	W	
College/Greene	W	
College/North	W	
College/Park/Nicklin	W	
South/Roosevelt	W	
South/Brice	W	
South/Wayne	W	
Broadway/Park	W	
Broadway/North	W	
Broadway/Ash	W	
Broadway/High	W	
Roosevelt/Wood	W	
Main/Greene	W/P/T	
Main/Ash	W/P/T	
Main/High/Market	W/T	2-Way Stop
McKinley/Clark	W	
South/Downing	W	4-Way Stop
College/Wood	W	
College/Young	W	

PROJECT MANAGEMENT

The City of Piqua Development Office will provide project management on behalf of the City. An Intersections Improvement Study Technical Advisory Committee comprised of local officials and city staff will provide technical assistance.

PROJECT SCHEDULE

The City anticipates the project will require 4 to 6 months to complete. It is the City's desire to begin with the study in the third quarter of the 2008 calendar year and to have the study completed by the beginning of the first quarter of the 2009 calendar year. It is assumed that all proposals will be able to meet the specified schedule unless stated otherwise.

TERMS OF CONTRACT & FUNDING

The terms of the contract shall be a lump sum fixed fee and will extend for 6 months from the date of execution by both parties. It is assumed the City will be responsible for issuance of public notices, meeting room arrangements and associated costs.

ADDITIONAL INFORMATION

All questions regarding the RFP or requests for specific information about the project should be directed to Chris Schmiesing, City Planner, at 937-778-2049 or by e-mail at cschmiesing@piquaoh.org.

PROPOSAL SUBMITTAL INFORMATION

Submittal Deadline:	2:00 p.m. June 26, 2008 — Postmarks not accepted.
Minimum Submittal Contents:	Letter of Transmittal; Statement of Qualification; Description of Proposal, and Fixed Fee Amount.
Minimum Number of Copies:	Five (5) copies.
Right of Rejection:	The City reserves the right to reject any and all proposals that are not responsive to this RFP.
Project Contact:	Chris Schmiesing, City Planner
Submittal Address:	Development Office City of Piqua 201 W. Water Street Piqua, Ohio 45356

SPECIFIC TYPE FIRM SOLICITED

The candidate firm must be a consulting firm or team with proven expertise in designing and implementing innovative and effective traffic control devices and traffic calming techniques. Candidate firm must demonstrate strong ability to provide creative and responsible design solutions in the best interest of all stakeholders.

Major consideration will also be given to candidate firms exhibiting experience in preparing a similar study for another community, in particular a study that has been executed/constructed.

STATEMENT OF QUALIFICATIONS AND EXPERIENCE

All statements of Qualifications and Experience should include, but not be limited to, the following information and documentation:

- A transmittal letter which states the respondent's desire to perform the required services;
- A general informational statement which provides a brief description of the candidate firm or consulting team, and their background, size, projects, scope and nature of service;
- The specific experience of the consulting team members who would be assigned to the project;
- A list of references, including names of individuals and phone numbers and other information as appropriate;
- Estimated fees, expenses, and rate structure with not to exceed fixed fee amount;
- A proposed scope of services that addresses at a minimum the desired scope of work and plan goals outlined in the RFP;
- Estimated time schedule for the project, broken down into major milestones and indicating capacity to proceed immediately and without delay;
- Representation that the candidate firm or consulting team will in all aspects conform to and comply with the City's Equal Employment Opportunity requirements; and
- A written assurance that the proposal will not result in a conflict of interest.

SELECTION/EVALUATION CRITERIA AND PROCESS

The Intersections Improvement Study Technical Advisory Committee will evaluate submittals based on selection criteria. The Intersections Improvement Study Technical Advisory Committee will evaluate and rank all submitted proposals. The Intersections Improvement Study Technical Advisory Committee may invite one or more consulting teams to present their proposals to the committee. After conclusion of this review, the Intersections Improvement Study Technical Advisory Committee will recommend the most qualified consulting team to the City Manager. The decision will not be made by ranking alone, but based on a

combination including, but not limited to: ranking, presentation, proposal merit and other qualifications.

The City Manager will make the final decision on the consulting firm selection with the final contract to be approved by the City Commission. Once selected, the "most qualified" consulting team or firm will be expected to immediately assist in developing a final scope of services and contractual agreement.