



CITY OF CLEVELAND
Mayor Justin M. Bibb

Request for Proposal

For the Creation of a

Citywide Mobility Plan

July 2023
City of Cleveland
601 Lakeside Avenue
Cleveland, Ohio 44114

A Note from Mayor Justin M. Bibb



Since taking office in 2022, improving the experience of people walking and biking around Cleveland has been one of my key priorities. In my first six months in office, I elevated a Senior Strategist for Transit & Mobility and worked with City Council to champion and pass an updated, invigorated Complete and Green Streets ordinance that creates a new process for how we design future roadways. Later that summer, I authorized a pilot of the first speed tables across Cleveland, which is now expanding to many more residential streets thanks to a \$3.5 million investment from the American Rescue Plan. And, in the city's 2023 budget, we allocated resources to increase staffing capacity for mobility improvements significantly at City Hall by adding or filling five positions, including a Senior Active Transportation Planner, a Major Transportation Projects Coordinator, and a Complete and Green Streets & Trails Coordinator.

Although change takes time, we have made progress and our momentum is increasing. This mobility plan for the City of Cleveland will set a course for rapid bikeway implementation over the next three years, including the rollout of protected bike lanes and other treatments that are safe and comfortable for riders no matter their age or bicycling ability. The plan will improve pedestrian safety across the city as well, making it easier for people to access bus stops and train stations. Most importantly, this planning process will capture the voices of Clevelanders to create a city where it is easier, safer, more convenient, and more enjoyable to move around the city outside of a car; a city where everyone can access their needs and wants within a short 15-minute walk, bike, or transit trip.

Investing in walking, rolling, biking, scooting, and transit is key to Cleveland's success. Putting people over cars allows us to build a city that is safer, healthier, and more accessible to all residents; where businesses want to invest and grow; and where people want to visit. Treating our roadways differently than we have for the past 50 years is also matter of climate justice and is an imperative for a vibrant future.

To prospective respondents to this Request for Proposal, thank you for your interest. We look forward to working with you to chart a new course for the future of Cleveland's transportation system. To Cleveland residents, I look forward to hearing your ideas and your vision for what our roadways can be and applying the power and abilities of my administration to make them a reality.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Justin M. Bibb".

Justin M. Bibb
Mayor, City of Cleveland

Introductory Letter

Prospective Applicants,

Under the leadership of Mayor Justin M. Bibb, the City Planning Commission is pleased to release this Request for Proposal for multimodal planning services to create a Citywide Mobility Plan to guide improvements for people walking, biking, and taking transit over the next five years (2024-2028), including a 3-year strategy for rapid bikeway buildout. The Citywide Mobility Plan will meaningfully engage residents to build on recommendations from past comprehensive planning efforts, including the 2007 Bikeway Master Plan, 2014 Bikeway Implementation Plan, the 2016 Districtwide Safe Routes to School Plan, and the 2022 Vision Zero Action Plan to:

- Identify updated recommendations for a connected bicycle network that complements the Greater Cleveland Regional Transit Authority's NextGen transit system, including all-ages-and-abilities priority connections, with a prioritized project slate for three-year implementation;
- Identify priority infrastructure improvements to increase pedestrian safety and accessibility;
- Create programmatic and policy recommendations to increase multimodal activity in Cleveland;
- Develop identity and aesthetic design standards for the citywide Midway Separated Bikeway Network; and
- Integrate ongoing mobility work and new recommendations into a cohesive, 5-year prioritization and implementation strategy for equitable improvements.

Responsive proposals should be submitted electronically to Joyce Pan Huang, Planning Director, and David Bass, Major Transportation Projects Coordinator, at jhuang@clevelandohio.gov and dbass@clevelandohio.gov no later than **5:00pm Eastern Standard Time on Friday, August 25** with the subject line **"Response to Citywide Mobility Plan RFP."**

An optional, virtual pre-proposal meeting for prospective applicants will be held on **Tuesday, August 1 at 3:00pm EST**. To register for the pre-proposal meeting, email David Bass, Major Transportation Projects Coordinator, at dbass@clevelandohio.gov no later than **Friday, July 28 at 5:00pm EST**. Written questions may be submitted to David Bass via email through **Monday, August 14**. A recording of the pre-proposal meeting as well as a running list of questions and responses will be updated weekly on the City webpage for this proposal opportunity.

Thank you for your interest in making Cleveland a better place for people who move around the city outside of a car. We look forward to receiving your submissions.

Sincerely,



Joyce Pan Huang
Director, City Planning Commission



Calley Mersmann
Senior Strategist, Transit & Mobility

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Introduction and Background Information

The Citywide Mobility Plan described in this Request for Proposal represents a significant and necessary step in Cleveland's evolution into a more multimodal city, with the primary goal of **advancing recommendations that make it easier, safer, more convenient, and more enjoyable to move around the city outside of a car.** Informed by detailed analysis and meaningful community engagement, this plan will build on past recommendations (outlined in Appendix A) and recent implementation progress to create a cohesive vision and strategy for mobility in Cleveland over the next five years. This plan will inform how the City manages the public right-of way and prioritizes programs and policies to realize Mayor Bibb's 15-Minute City goal for Cleveland residents, complementing ongoing work around equitable transit-oriented development and transportation demand management. The plan's recommendations will embrace the intersection of public infrastructure, programs, and policies to foster a mobility ecosystem that supports a shift away from single-occupancy vehicles and enables safer, healthier, and more equitable transportation options.

This planning process is led and managed by the Cleveland City Planning Commission, with significant involvement from the Mayor's Office of Capital Projects and the Department of Public Works. Recommendations will influence the work of these core departments, as well as other key City stakeholders and partner organizations.

The citywide mobility planning process encompasses five key objectives:

1. Identify updated recommendations for a connected bicycle network that complements the Greater Cleveland Regional Transit Authority's NextGen transit system, including all-ages-and-abilities priority connections, with a prioritized project slate for three-year implementation.
2. Identify priority infrastructure improvements to increase pedestrian safety and accessibility.
3. Create programmatic and policy recommendations to increase multimodal activity in Cleveland.
4. Develop identity and aesthetic design standards for the citywide Midway Separated Bikeway Network.
5. Integrate ongoing mobility work and new recommendations into a cohesive, 5-year prioritization and implementation strategy for equitable improvements.

Throughout the planning process, the successful consultant team will embody the following values which guide the City Planning Commission's work:

- Innovation: We strive to find solutions that improve outcomes and apply processes that serve the public and City Hall.
- Transparency: We are a team that communicates our intentions and makes ourselves accessible to one another and to the public.
- Equity: We uplift the voices, experiences and initiatives of the marginalized and for all parties, rightfully execute due process.
- Service: We will approach situations with good will, benevolence and mutual respect toward one another and the public.
- Integrity: We will act in a way where our actions align with our words.
- Civic involvement: We aim to be involved in our communities, advocating for social progress.

This plan will complement recommendations in the statewide Walk.Bike.Ohio Plan, advancing goals around safety, connectivity, equity, network utilization, livability, and preservation, and is

the first iteration of Cleveland's Complete and Green Streets mandate to update an Active Transportation Plan at least every five years.

Scope of Services: Tasks and Deliverables

Project Scope

As described below, this planning process will analyze data, engage residents and other stakeholders, and advance an implementation strategy to make it easier, safer, more convenient, and more enjoyable to move around the city outside of a car.

Detailed Tasks and Deliverables

City-Provided Content

To complement the Tasks outlined below, which will be led by the selected consultant team, some plan inputs and recommendations will be created by City of Cleveland staff during the planning process with input from the public and consultant team. These inputs and recommendations will include:

- A framework for integrating existing plans and recommendations into a citywide mobility strategy (including but not limited to the Vision Zero Action Plan, the Safe Routes to School Districtwide Travel Plan, RTA's strategic plan and pillar studies, and the City's transit-oriented development and transportation demand management programs);
- A maintenance strategy for infrastructure recommendations with a special focus on separated bikeways, including guidance for materials to use for separation and the use of green paint;
- Transit-oriented development policies and land use recommendations in support of active transportation;
- Transportation demand management recommendations, including applied recommendations for the City of Cleveland as an employer;
- A citywide speed management strategy, including design and enforcement recommendations;
- Structural recommendations to enhance the City's institutional and organizational capacity to implement plan recommendations, including a review of how multimodal improvements are currently planned, funded, and implemented and opportunities for improvement; and
- An online, interactive reporting tool to show implementation progress.

Additionally, in partnership with related outreach organizations, Bike Cleveland will provide a summary of existing education and encouragement programs to inform the consultant's recommendations.

Consultant Tasks

The consultant team's primary responsibilities are outlined in seven key tasks.

Task 1: Project Management

The selected consultant team will coordinate project meetings every two weeks with the City project manager. The consultant will disseminate agendas for each meeting at least 24 hours in advance and will be responsible for creating meeting minutes and sharing them with the City no later than three days following each meeting. The consultant will also establish a cloud-based file system for easily sharing plan documents with City staff and key stakeholders.

The consultant will invoice the City monthly, with status reports summarizing work completed in the invoicing period.

Deliverables: Meeting agendas, minutes, status reports

Task 2: Equitable Engagement and Outreach

In partnership with the City of Cleveland and key stakeholders, the consultant will establish and execute a community engagement and outreach strategy that collects citywide input while prioritizing engagement in the geographies and population groups identified in the Active Transportation Needs/Equity Analysis (see Task 4). A successful approach to resident engagement will include creative approaches outside of, or in addition to, traditional public meeting settings, including potential remote options. Engagement and outreach budgets should include accommodations for food, provision of child care, or other potential incentives to encourage participation.

Consultants will be responsible for developing all materials needed for public engagement activities, including establishing a website presence for the planning process, developing and disseminating a citywide survey on 'big picture' mobility goals and visions (dreams and desires), and creating an online interactive map for residents and other stakeholders to submit comments and review collected input. The consultant team will prepare presentation and workshop materials, conduct outreach, and document input received.

Resident engagement will be organized in a minimum of two rounds:

Resident Engagement Round 1:

- Launch citywide survey to collect input on mobility dreams and desires; verify plan vision and goals.
- Collect input on mobility gaps and barriers.
- Compile information related to existing conditions and opportunities.

Resident Engagement Round 2:

- Share findings from Round 1.
- Collect feedback on draft recommendations (Tasks 5A and 5B).
- Take input on factors that will be used to prioritize actions.

Resident Engagement Round 3 (to be conducted by the City and partners)

- Share final plan recommendations, priorities, and implementation plan.
- Communicate next steps and invite participation in implementation.

The consultant team will form a steering committee that will include the key stakeholders listed in Appendix B, and host a minimum of 3 half-day steering committee workshops with the following topical focus areas.

Steering Committee Workshop #1: Kick-off

- Workshop objectives: Present an overview of the citywide mobility planning process; discuss and refine plan vision, goals, and identity; conduct a SWOT analysis to understand existing conditions; share and refine approach for Resident Engagement Round 1.

Steering Committee Workshop #2: Collective Problem-Solving

- Workshop objectives: Report out on findings from existing conditions analyses; conduct a hands-on exercise to inform conceptual infrastructure, program, and policy recommendations; share and refine approach for Resident Engagement Round 2.

Steering Committee Workshop #3: Solidifying Solutions

- Workshop objectives: Report out on community input received; present draft recommendations; prioritize recommendations to inform implementation.

Steering Committee Workshop #4: Taking Action (to be conducted by the City)

- Workshop objectives: Share the final report, including recommendations and implementation plan; strategize with partners about next steps and ongoing action; share and refine approach for Resident Engagement Round 3.

For each steering committee workshop, the City will identify a location (as well as remote/hybrid meeting options if appropriate) and participant list, and will assist with session logistics and staffing. The consultant team will invite participants and manage session registrations, develop detailed agendas, prepare all necessary materials, and lead the sessions.

Deliverables: Two rounds of resident engagement; three steering committee workshops; engagement and workshop materials; summaries of findings

Task 3: Vision and Goals

The consultant will facilitate a process to refine and verify the vision and goals of the planning process within the general framework established in this RFP. The visioning and goal-setting process will include opportunities for input from key stakeholders and residents (see Task 2: Equitable Engagement and Outreach). As part of Task 3, the project team will select a name, develop a communications and messaging plan for plan development, and create a graphic identity for the citywide mobility planning process and resulting initiative.

Deliverables: Consensus vision and goals for plan, plan development communications plan, established plan identity (name, logo, font(s), colors)

Task 4: Existing Conditions and Background

The consultant team will familiarize themselves with mobility planning initiatives to date and how they impact and inform this planning process. (See Appendix A.) New existing conditions analyses completed as part of this planning initiative will include:

- A detailed bicycle and pedestrian crash analysis to understand underlying crash factors and inform solutions to reduce collision severity (as recommended in the Vision Zero Action Plan);
- An Active Transportation Needs/Equity Analysis, using demographic data to identify geographic concentrations of disadvantaged residents and evaluate areas where there is the greatest need for active transportation options (refer to the Equity Analysis section of ODOT's [Active Transportation Plan Development Guide](#));
- A bicycle network connectivity and stress analysis, using data on vehicle volumes and speeds, calculated Level of Traffic Stress, existing bicycle facilities, and facility recommendations from previous plans to identify overall network gaps and connectivity needs for an all-ages-and-abilities priority network; and

- A pedestrian needs assessment, using sidewalk condition data, insights from the pedestrian crash analysis, a scan of existing policies and governance structures, and community input.

Data and tools available from the City to assist in performance of this task is listed in Appendix C.

Deliverables: Bicycle and Pedestrian Crash Analysis, Active Transportation Needs/Equity Analysis, Bicycle Network Connectivity and Stress Analysis, and Pedestrian Needs Assessment

Recommendations

Using information from the existing conditions analyses and community input, and building on recommendations from past planning processes (Appendix A), the consultant team will draft recommendations to improve active transportation infrastructure and supportive programs and policies.

Task 5A: Infrastructure, Program, and Policy Recommendations

Infrastructure recommendations will include:

- New bikeways, including specific routing and potential facility types at the conceptual level, to achieve both overall connectivity and a specific all-ages-and-abilities priority network. Bikeway recommendations should be organized in a shapefile/geodatabase that includes the following attributes: location, extents, existing facility type, recommended facility type, existing comfort level, recommended comfort level, length, connections to other facilities, estimated magnitude of cost, and priority ranking. A table of these recommendations should be included as an appendix in the final plan document.
- Pedestrian enhancements to increase safety and accessibility, with a special focus around transit stops, schools, parks, libraries, and recreation centers; and
- An inventory of any additional desired miscellaneous infrastructure improvements, as indicated by community input or data analysis. (Examples of this may include desired bicycle parking locations, traffic calming requests, etc.)

Program and policy recommendations will include:

- Adoption of qualifying criteria for low-stress, all-ages-and-abilities bicycle facilities, including establishing a neighborhood greenway/bike boulevard facility type and general intersection design recommendations that maintain a comfortable and safe user experience;
- A proposed approach to planning for, funding, and installing additional short- and long-term public bicycle parking;
- Opportunities to coordinate right-of-way improvements that enhance transit access;
- Policies that will support mode shift away from single occupancy vehicle usage, potentially addressing the shared mobility program (bicycle and scooter-share), public parking management, carshare, and transportation demand management programs; and
- Integration of existing mobility initiatives and recommendations into a cohesive strategy for mobility improvements.

Deliverables: Shapefiles of bikeway, pedestrian, and miscellaneous conceptual infrastructure recommendations; written memo on program and policy recommendations

Task 5B: Midway Identity Guide

The 2017 Midway Separated Bikeway Plan formalized a vision of connected, separated, all-ages-and-abilities bikeways across Cleveland, primarily through recapturing historic streetcar right-of-way. The first two segments of the Midway network, the Superior Midway (from Public Square to E. 55th) and the Lorain Midway (from W. 65th to W. 20th), are currently in design. Inspired by the Indianapolis Cultural Trail and other high-quality bikeway networks that are cohesive in aesthetic treatment and user experience, Cleveland wishes to establish a Midway Identity Guide to ensure a similar result as the Midway network is built out over time.

Stakeholder involvement resulting in the creation of a Midway Identity Guide will:

- Confirm or adjust the Midway name, slogan, and logo;
- Define the desired experience for riders on the Midway;
- Determine which segments of Cleveland's low-stress bicycle network are/will be part of the Midway network;
- Create a menu of aesthetic treatments (including surface treatments, lighting, landscaping, opportunities for public art, etc.) to be used on Midway segments across a range of implementation approaches (from quick-build to full-scale reconstruction);
- Identify opportunities for neighborhood-specific or segment specific branding/identity; and
- Integrate the Destination Cleveland wayfinding signage templates.

The consultant team will conduct at least two cycles of engagement with City staff, community development corporations, and bicycle infrastructure partners (such as the Cleveland Metroparks and other members of the Cuyahoga Greenway Partners) to determine the contents of the Midway Identity Guide. Engagement may be integrated into the stakeholder workshops in Task 2, or designed as separate interactions. Close coordination with maintaining agencies will be required in the selection of aesthetic treatments.

Deliverables: Engagement strategy for development of Midway Identity Guide, engagement materials and session implementation, summaries of input received, Midway Identity Guide document

Task 6: Prioritization and Implementation Plan

Incorporating priority areas identified by the Active Transportation Needs/Equity Analysis and values shared through engagement activities, the consultant will prioritize recommendations for immediate (2024), short term (2025-2026), medium-term (2027-2028), and long-term (next planning horizon) action. The consultant may also draw from ODOT's [Project Prioritization Scoring example](#). The consultant will identify lead/responsible parties, timeframes, key partners, rough cost estimates, potential funding strategies, and status for each recommendation, mirroring the format of recommendations in the statewide Walk.Bike.Ohio plan. In addition to the engagement detailed in Task 2, City staff will convene and facilitate an implementation workshop with City leaders to inform this Task.

Deliverables: Workshop with City, Implementation Plan

Task 7: Final Plan Development

The consultant will organize findings and recommendations from the planning process into a final PDF document, a PowerPoint presentation, and accompanying map files. All source files will be delivered to the City at the conclusion of the planning process. Draft materials should be

shared with the City a minimum of three weeks before project completion to allow time for review and feedback. The consultant team can assume one round of staff/steering committee review, with comments to be compiled by City staff and shared with the consultant.

Deliverables: PDF final report, PowerPoint presentation, shapefiles/geodatabase of all spatial information collected and created during the planning process (including infrastructure recommendations), raw exports of all survey responses and other stakeholder/community input, other source files including editable version of final report

Project Schedule and Budget

The planning process is expected to take approximately 10 to 12 months to complete. The identified project budget is approximately \$200,000.

Proposal Submission Instructions and Schedule

Responsive proposals should be submitted electronically to Joyce Pan Huang, Director of City Planning, and David Bass, Major Transportation Projects Coordinator, at jhuang@clevelandohio.gov and dbass@clevelandohio.gov no later than **5:00pm Eastern Standard Time on Friday, August 25** with the subject line “**Response to Citywide Mobility Plan RFP.**”

An optional, virtual pre-proposal meeting for prospective applicants will be held on **Tuesday, August 1 at 3:00pm EST**. To register for the pre-proposal meeting, email David Bass, Major Transportation Projects Coordinator, at dbass@clevelandohio.gov no later than **Friday, July 28 at 5:00pm EST**. Written questions may be submitted to David Bass via email through **Monday, August 14** with the subject line “Citywide Mobility Plan Questions.” A recording of the pre-proposal meeting as well as a regularly updated list of questions and responses will be posted on the City webpage for this proposal opportunity.

Following written proposal review, the City anticipates hosting short-listed candidates for an interview and oral presentation of their approach. These interviews will be hosted in person, virtually, or in a hybrid setting depending on the locations of consultant team members and will tentatively be scheduled for the week of September 11, 2023.

The City’s anticipated submission and proposal evaluation schedule is included here for planning purposes, but is subject to change at the City’s discretion.

DATE	PROPOSAL BENCHMARK
WEEK OF JULY 10, 2023	Request for proposal is publicly posted and distributed
FRIDAY, JULY 28, 5:00PM	Pre-proposal meeting registration deadline
TUESDAY, AUGUST 1, 3:00PM	Pre-proposal meeting (optional; virtual)
MONDAY, AUGUST 14, 5:00PM	Submission deadline for project questions
FRIDAY, AUGUST 25, 5:00PM	Proposal deadline
WEEK OF SEPTEMBER 11, 2023	Interviews of short-listed candidates (anticipated)
WEEK OF SEPTEMBER 25, 2023	Final consultant team selection (anticipated)

Proposer Qualifications

Each consultant team must meet the following minimum requirements. Failure to meet all requirements may be cause for rejection of a proposal. If a consultant is a partnership or a joint venture, at least one general partner or constituent member must meet the requirements. Each consultant team must:

- Provide evidence that it has a minimum of three (3) continuous years of experience in the last seven (7) years in performing multimodal transportation planning services for public agencies.
- Have previous experience in urban multimodal transportation planning services and community engagement activities for cities.
- Possess all applicable licenses, certificates, permits or other authorizations required by all governmental authorities, including the City, having jurisdiction over the operations of the successful consultant.
- Be authorized to conduct business in the State of Ohio.

Proposal Contents

Proposal submissions should consist of the following content in the sequence established below. Proposals should be submitted as two separate PDF files. Suggested page allocations are included for relevant proposal components.

Submission File 1: Narrative Proposal

- Cover Letter (1 page): The cover letter should identify the firm and state other general information that the consultant desires to include regarding the consultant's business organization. At a minimum, the cover letter must include the name, form of business entity (e.g. corporation, partnership, joint venture, etc.), principal address, federal tax identification number, telephone number, primary contact and e-mail of the consultant, and the names of any sub-consultant firms included in the Proposal.
- Executive Summary (3 pages): The executive summary should provide a clear and concise summary of the consultant's background, level of expertise, direct relevant experience, ability, and project approach. The executive summary should make the consultant's case as the best candidate for providing citywide mobility planning services to the City.
- Firm Qualifications/Experience: This section gives consultants the opportunity to discuss their industry experience, including previous relevant work, and what defines them as a leader in their industry. Consultants may submit as much information in this section as is needed to differentiate itself and its proposal from other respondents. Please include, as a minimum, the following information:
 - Clearly communicate how you meet or exceed the minimum qualifications;
 - List relevant recent experience and role (e.g. prime, subconsultant) for each firm on the consultant team as it relates to providing the desired scope of services, with links to final deliverables/plan documents that demonstrate an ability to perform multimodal transportation planning. Highlighted project experience should reflect the abilities of consultant team members in roles similar to those proposed for this project.
 - Provide information regarding projects this consultant team has worked on together previously and length of partnering;
 - Provide the names, phone numbers, and email addresses of at least three (3) references as to the consultant's professional capabilities.
- Key Staff and Capacity: Consultants should indicate the key staff proposed for this contract, setting forth the specific responsibilities and availability of each proposed key

staff person. Provide for each proposed key staff person a resume detailing experience related to the services as defined in this Request for Proposal. Additionally, provide a list of other projects each team member is committed to during the expected duration of the planning process (through November, 2024) and their committed percentages of time on those projects. Consultants may submit as much information in this section as is needed to cover the requested items.

- **Project Approach (7-10 pages):** Provide a statement discussing your understanding of citywide mobility plan, including your approach to the specific tasks and deliverables outlined in the Scope of Services. Provide a detailed discussion of how your team will approach this opportunity to ensure that the City's goals and objectives will be realized. Include a proposed schedule of work to complete the Scope of Services within 10 to 12 months following contract execution.
- **Management Approach (2 pages):** Provide an explanation of how and where the management of this contract will fall within the consultant team, and what resources will be available to support this contract in both primary and secondary or back-up roles. A discussion of cost control related to the location of work and performing project management responsibilities, including participating in meetings and completing work for this contract, should be included.
- **Cleveland Small Business (CSB) Participation (1 page):** This RFP has a stated goal of at least 10% CSB participation. Consultants shall submit the names of persons, subcontractors, joint ventures or others to be used in meeting the CSB goal. A listing with consultant(s) home location shall be included in the submittal along with an estimate of anticipated percentage of work to be completed by CSBs.

Submission File 2: Budget Proposal

As a separate PDF, submit a project budget with itemized cost breakdowns by Task as outlined in the Scope of Services, including hourly rates and estimated hours per task. Budgets should include all necessary costs to perform the requested work, including personnel, travel, and supplies, and may include additional alternates to be authorized if supplemental funding is available.

After final evaluation, the selected Consultant team will be required to submit additional documents to support contract development and execution, including:

- Northern Ireland Fair Employment Practices Disclosure;
- W-9;
- Non-Competitive Bid Contract Statement for Calendar Year 2023.

Proposal Evaluation and Selection Criteria

The Planning Director and a steering committee of staff members will comprise a Selection Committee to evaluate each proposal submitted. The Selection Committee will invite short-listed candidates to an oral presentation and interview. The Department will present its recommendations to the City's Board of Control for final approval. The City will only consider proposals that are received on or before the submission deadline, and which meet all the requirements of this RFP. The City reserves the right to request a "best and final offer" from consultants meeting the minimum requirements.

The numerical rating following each factor set forth below indicates the importance of the requested information in the selection process. The resulting selection rating does not reflect the professional abilities of the consultant. Instead, the rating reflects the City's best attempt to

quantify each consultant's ability to provide the services set forth in the project scope and to meet the specific conditions and criteria included in this RFP.

- Experience and Work Product (20 points): Work products and deliverables align with the City's mobility goals. Provides evidence of similar services performed successfully in other cities.
- Project Approach (20 points): Firm(s) approach projects in such a way that align with the City's values.
- Capacity (20 points): Key staff and personnel can perform requested planning tasks and deliver products on time and on budget.
- Cultural Competency, Equity, Inclusion, and Belonging (15 points): Firm(s) demonstrate a commitment to continuous learning and listening as it relates to cultural competency. Demonstrate a working knowledge on how to operationalize equity, inclusion and belonging with internal team dynamics as well as work products and deliverables, especially as expressed in the community engagement strategy.
- Key Staff (25 points): Key staff and personnel are qualified and demonstrate excellence in work products and deliverables.

General Terms and Conditions

By issuing this RFP, the City makes known its intent to contract and commence this project at the earliest available opportunity. However, the City makes no commitment to proceed with the services based on a specific start date.

Disqualification of Consultant Proposals

The City does not intend by this RFP to prohibit or discourage submission of a proposal that is based upon consultant's trade experience relative to the scope of work, services or product(s) described in this RFP or to prescribe the manner in which its services are to be performed or rendered. The City will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms inconsistent with or substantially varying from the desired qualifications, as determined solely by the City.

The City reserves the right to reject any or all proposals. Failure by a consultant to respond thoroughly and completely to all information and document requests in this RFP may result in rejection of its proposal. The City also reserves the right to reject any and all proposals, or to waive and accept any deviation from this RFP, in any step of the proposal submission or evaluation process so as to approve the award of the contract considered to be in the City's best interest, as determined by the City's sole discretion.

The City will accept proposals from different combinations of business entities having one or more members in common with another consultant. However, the City may reject one or more proposals if it has reason to believe that consultants have colluded to conceal the interest of one or more parties in a proposal, and will not consider a future proposal from a participant in the collusion.

The City will not accept a proposal from or approve a contract to any consultant that is in default as surety or otherwise upon an obligation to the City or has failed to perform faithfully any previous contract with the City, or is currently in default under any contract with the City. Further, the City reserves the right to independently investigate the financial status, qualifications, experience and performance history of a consultant.

Terms and Termination

The Department intends to recommend award of a contract to the firm(s) that best satisfies the needs of the Department based on the requirements of this RFP. The term of the contract shall be for a period of one (1) year from the effective date of the contract.

Source files for work products and deliverables are to be provided to the City by the Consultant upon project completion.

The City may terminate the contract at any time for cause upon failure to perform in a manner satisfactory to the City after the City has provided written notice as specified in the contract. Such written notice may specify, among other matters, bankruptcy, unsatisfactory adherence to schedules, unsatisfactory performance of services, unsatisfactory operating practices or unsatisfactory equipment and failure to comply with other provisions of the contract. In the sole exercise of its business judgment, the City shall determine whether the service or any part thereof is being performed in an unsatisfactory manner.

The City may terminate the contract for cause and without any prior notice should the Consultant fail to maintain any licenses or permits as required by the contract or fail to adhere to the City's and/or Department's applicable rules and regulations.

The City may, at any time and in its sole discretion, without cause and upon thirty (30) calendar days' written notice, discontinue the contract entirely. Such discontinuance of the contract by the City shall not constitute a breach of the contract by the City, and the City shall have no obligation or liability whatsoever; and the consultant shall make no claim for payment of damages or of any cost or expense incurred in connection therewith.

Failure of the consultant to strictly enforce a subcontract agreement with any of its subcontractors shall be considered a default by the consultant and grounds for termination of its contract.

By submitting a proposal in response to this RFP, a consultant is certifying that all work will be performed in conformance with applicable local, state and federal laws and regulations and accepts the terms and conditions set forth herein, all of which will be made a part of any contract awarded as a result of this RFP.

The contract to be awarded under this RFP shall be a fixed price contract subject to a contract ceiling dollar amount. Said amount includes all fees to be charged for the services plus all related costs and expenses of the consultant in performing such services.

Consultant or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.

The City's contract terms are final and not negotiable.

Staffing Substitutions

In the event any key staff person(s) becomes unavailable for continuation of the work assignment, the consultant shall replace said individual(s) with personnel of equal ability and qualifications. However, any changes to designated key staff personnel require the prior written approval of the Director of City Planning. If acceptable, changes shall be in effect without additional cost to the City and without formal modification of the contract.

The consultant shall provide personnel at skill levels required for each type of services to be performed under the contract. Any employee whose service is deemed unsatisfactory for any reason by the City shall be removed from the project. Upon written notification from the City, the consultant shall promptly offer a replacement with equal ability and qualifications for the City's approval. The successful consultant shall be responsible for any costs arising from the action of the City relative to this requested substitution.

Subcontractors/Subconsultants

Experience cited for proposed subcontractors/subconsultants shall demonstrate proficiency in the services proposed for this contract. If the consultant has doubt as to whether an area or field of expertise may potentially be used on the project, then it is strongly encouraged that a subcontractor/subconsultant with this specialty be included as part of the consultant's project team. Adding subcontractors/subconsultants later into the project will require the City of Cleveland's Board of Control approval and, depending on the specialty, may stop progress on the project. Subcontractors/subconsultants not approved by the Board of Control will not be allowed to work on the project in any aspect.

All proposed sub-consultants listed in the proposal must receive written Board of Control approval in advance of contract execution. The subconsultants proposed in the submitted proposals will be considered the subconsultants to be used in the contract if awarded. The City reserves the right to approve an award, but not approve a proposed sub-consultant.

The City maintains a list of Vendors Ineligible to Contract or Subcontract with the City at the City of Cleveland website: <http://clevelandohio.gov>. It is each consultant's responsibility to propose only eligible contractors. The City cannot approve a sub-consultant whose name appears in this listing.

Insurance

The consultant, at its expense, shall at all times during the term of the contract resulting from this RFP, maintain the following insurance coverage. The insurance company(ies) providing the required insurance shall be authorized by the Ohio Department of Insurance to do business in Ohio and rated "A" or above by A. M. Best Company or equivalent. The consultant, as contractor, shall provide a copy of the policy or policies and any necessary endorsements, or a substitute for them satisfactory to and approved by the Director of Law, evidencing the required insurances upon execution of the contract.

- Comprehensive General Liability Insurance. The comprehensive general liability insurance policy ("CGL") shall (1) be occurrence type; (2) name City as an additional insured; (3) include products/completed operations coverage; (4) have limits of not less than a combined single limit of Five Million Dollars (\$5,000,000.00), covering the successful Contractor and the City as their interest may appear, for any one incident; and (5) be primary and noncontributory, notwithstanding any other insurance covering City. Such policy or policies shall include "Contractual Liability", the "Explosion Hazard", the "Underground Property Damage Hazard", and the "Collapse Hazard".
- Professional liability insurance (including errors and omissions) shall have limits of not less than One Million Dollars (\$1,000,000.00) each occurrence and subject to a deductible each occurrence of not more than Fifty Thousand Dollars (\$50,000.00) per occurrence and in the aggregate and if not written on an occurrence basis, shall be maintained for a period of not less than two (2) years following the completion of the services provided under the contract. The policy shall include valuable papers coverage with limits of not less than One Hundred Thousand Dollars (\$100,000.00).

- Successful Consultant shall maintain statutory unemployment insurance protection for all its employees.
- The policy or policies shall be with companies authorized to do business in the State of Ohio and rated A-VII or above by A. M. Best Company or its equivalent.
- The policy or policies shall contain the following special provision: “The Company agrees that thirty (30) calendar days prior to cancellation or reduction of the insurance afforded by this policy, with respect to the contract involved, written notice will be sent by certified mail to the City Planning Commission, City of Cleveland.”
- Maintain such other insurance policies as may be reasonably required by the City.
- An original certificate of insurance, declarations pages of the policy(ies) or insurance binder(s) shall be deposited with the Planning Department, City of Cleveland before the commencing of any work under the contract.
- All policies shall contain a waiver of subrogation wherein the insurer(s) waives all rights of recovery against the City of Cleveland and the City Planning Commission. All policies shall be primary and noncontributory.
- Consultant shall require any and all of its subcontractors to procure, maintain and pay premiums for the insurance coverages and limits of liability outlined above with respect to products, services, work and/or operations performed in connection with this Agreement.

City’s Rights and Requirements

Under the laws of the State of Ohio, all parts of a proposal, other than trade secret or proprietary information, may be considered a public record which, if properly requested, the City must make available to the requester for inspection and copying. Therefore, to protect trade secret or proprietary information, the consultant should clearly mark each page, but only that page, of its proposal that contains that information. The City will notify the consultant if such information in its proposal is requested, but cannot, however, guarantee the confidentiality of any proprietary or otherwise sensitive information in or with the proposal. Blanket marking of the entire proposal as “proprietary” or “trade secret” will not protect an entire proposal and is not acceptable.

It is under the Director’s discretion to require any consultant to augment or supplement its proposal or to meet with the City’s designated representatives for interview or presentation to further describe the consultant’s qualifications and capabilities. The requested information, interview, meeting or presentation shall be submitted or conducted, as appropriate, at a time and place the Director specifies.

The City reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this Request for proposal. The City reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the City’s best interest.

All proposals will remain in effect and be subject to selection by the City until the earlier of the execution of a final contract or one hundred eighty (180) calendar days after the deadline for proposal submission (“Proposal Expiration Date”). Until the Proposal Expiration Date, Consultant agrees that its proposal shall remain in effect, as submitted, and subject to selection by the City.

Supplemental Information

The City may require consultant to further supplement its written proposal to obtain additional information regarding the written proposal or to meet with the City’s designated representatives

to further describe consultant's qualifications and abilities. The decision regarding which consultant(s) will be asked to supplement a proposal or meet with City representatives is in the Director's sole discretion.

Supplements will be utilized for clarification purposes only, and the consultant may not substitute material elements of its written proposal, nor may consultant provide previously omitted material.

Cleveland Small Business Program Participation

A Cleveland Small Business (CSB) participation goal of at least 10% has been established for this Service. The selected consultant will be required to submit information concerning the CSB firm(s) that will participate in this project, including the name and address of each consultant, the estimated annual gross receipts to be earned by each named consultant, a description of the legal arrangements to be utilized, and the total overall estimated annual gross receipts to be earned.

If a consultant is unable to achieve the CSB goal stated herein, it will be required to provide documentation in its proposal demonstrating that it took all necessary and reasonable steps in attempting to do so, or that it is not economically feasible at this time to enter into either a joint venture, partnership, subcontract or other eligible arrangement with a CSB firm.

The selected consultant will be required to comply with the City's CSB Program for the entire term of the contract. Participation of CSB Consultants listed in Proposals will be monitored by the City's Office of Equal Opportunity (OEO) throughout the duration of the contract. The selected consultant will be responsible for providing OEO with any and all information necessary to facilitate this monitoring, including subcontractor/subconsultant agreements, invoices and cancelled checks.

In addition, the City of Cleveland is firmly committed to assisting Disadvantaged Business Enterprises (DBEs) and Small Business Enterprises (SBEs) through its contracting activities, and the City intends to contract with consultants that share that commitment. Consultants shall make every effort to use DBEs and SBEs as sub-consultants where available and practical.

Equal Opportunity Clause

The successful consultant, as contractor, will be required to comply with all terms, conditions and requirements imposed on a "contractor" in the following Equal Opportunity Clause, Section 187.22(b) of the Cleveland Codified Ordinances, and shall make the clause part of every subcontract or agreement entered into for services or goods and binding on all persons and firms with which the successful consultant may deal, as follows:

No contractor shall discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. Contractors shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. As used in this chapter, "treated" means and includes without limitation the following: recruited whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, transferred, laid off and terminated. Contractors shall post in conspicuous places available to employees and applicants for

employment, notices to be provided by the hiring representative of contractors setting forth the provisions of this non-discrimination clause.

Within sixty (60) calendar days after entering into a contract, the successful consultant, as contractor, shall file a written affirmative action program with the Office of Equal Opportunity containing standards and procedures and representations assuring that the contractor affords all qualified employees and applicants for employment equal opportunities in the Contractor's recruitment, selection and advancement process.

Execution of Contract

The successful consultant shall, within ten (10) business days after receipt of a contract prepared by the City Director of Law, exclusive of Saturdays, Sundays and holidays, execute and return the contract to the City together with evidence of proper insurance and intent to conform to all requirements of the contract and all applicable federal, state and local laws and ordinances prior to or at the time of execution of the contract.

Responsibility for Proposal

By submission of a proposal, the consultant acknowledges that it is aware of and understands all requirements, provisions and conditions in the Request for proposal and that its failure to become familiar with all the requirements, provisions, conditions and information either in this RFP or disseminated either at a pre-qualification conference or by addendum issued prior to the proposal submission deadline, and all circumstances and conditions affecting performance of the services to be rendered by the successful consultant will not relieve it from responsibility for all parts of its proposal and, if selected for a contract, its complete performance of the contract in compliance with its terms. Consultant acknowledges that the City has no responsibility for any conclusions or interpretations made by consultant on the basis of information made available by the City and the City does not guarantee the accuracy of any information provided and consultant expressly waives any right to a claim against the City arising from or based upon any incorrect, inaccurate or incomplete information or information not otherwise conforming to represented or actual conditions.

Appendix A. Past Planning Initiatives and Existing Recommendations, Programs, and Policies

Over the past 20 years, the City and key partners have completed many key planning processes, adopted policies, and advanced initiatives to form the current landscape for multimodal travel around Cleveland.

Multimodal Connectivity

- 2007 Bikeway Master Plan
- 2014 Bikeway Implementation Plan
- 2017 Midway Separated Bikeway Plan
- 2018 Cuyahoga Greenways Plan
- 2019 Shared Mobility Program
- 2020 Greater Cleveland RTA Strategic Plan, Pillar Studies, NextGen System Redesign
- 2023 City Thread Accelerated Mobility Playbook
- Various corridor-specific TLCI plans

Safety

- 2016 Safe Routes to School Districtwide Travel Plan
- 2022 Vision Zero Action Plan
- 2022/2023 Speed Table Pilot/Traffic Calming Expansion

Policies

- Protected Pedestrian Passage
- 2022 Complete and Green Streets Ordinance Update
- 15-Minute City
- Transit-Oriented Development
- Transportation Demand Management
- Destination Cleveland Trails Wayfinding Standards

Permits

- Streetscape Amenities
- Parklets/Bike Corrals (in progress)
- Decorative Street Painting License
- Shared Mobility Vendor Permit

Appendix B. Key Stakeholders

The steering committee for the citywide mobility planning process should include, at minimum, representatives from the following key partner organizations and groups.

- City Departments: Mayor's Office, City Planning Commission, Mayor's Office of Capital Projects, Department of Public Works (especially Division of Traffic Engineering and Division of Streets), Public Health, Public Safety, Mayor's Office of Sustainability, Office of Family and Youth Success
- Cleveland City Council
- Greater Cleveland Regional Transit Authority
- Cleveland Metroparks
- Cleveland Metropolitan School District
- Cuyahoga County/Cuyahoga County Planning Commission
- Northeast Ohio Areawide Coordinating Agency
- Ohio Department of Transportation
- Community Development Corporations; Cleveland Neighborhood Progress
- Greater Cleveland Partnership
- Bike Cleveland
- Clevelanders for Public Transit
- ADA Cleveland, Max Housing, National Federation of the Blind
- Shared mobility operators
- Residents

Appendix C. Available Data Sets

The City has as its disposal, and will make available to the selected consultant team, several key datasets to assist in existing conditions analyses and recommendation creation and prioritization.

- Bikeway inventory
- Parcel survey, including sidewalk conditions
- GCRTA routes and service maps
- Traffic volume and speed database
- Traffic calming resident requests
- Speed limit database
- Emergency evacuation plan
- Emergency response routes (if completed; currently in progress)
- 2013 Complete and Green Streets Typology database
- Scooter and bikeshare utilization data (aggregated trip starts, trip ends, and routing information)
- 15-Minute City notes and high-frequency transit walksheds
- Citywide transportation and small-area plan database
- Crash data
- Self-reported near miss submissions
- Parent surveys and travel tally data from CMSD schools
- StreetLight Insight access
- Remix Street Design Access
- NOACA Level of Traffic Stress map
- Upcoming capital improvements