

**Town of Clarksville**  
**Accessible and Engaging Interconnected Trail**  
**Network Study**  
**REQUEST FOR PROPOSAL**



**ISSUED:**

Monday, July 1, 2024

**DEADLINE FOR PROPOSALS:**

Monday, July 22, 2024

**MARK ENVELOPE:**

**“Accessible and Engaging Interconnected Trail Network Study”**

**SUBMIT PROPOSALS TO:**

TOWN OF CLARKSVILLE, INDIANA

2000 BROADWAY STREET

SUITE 208

CLARKSVILLE, IN 47129

ATTN: TAMMI GIBSON, ECONOMIC DEVELOPMENT DIRECTOR

Questions regarding this RFP should be directed to Tammi Gibson, Economic Development Director via email or in writing to the Point of Contact (POC) at [tgibson@townofclarksville.com](mailto:tgibson@townofclarksville.com) on or before 4:00 P.M. (EST), **Monday, July 15, 2024**. No additional RFP questions will be addressed after this date. Information in response to any inquiry may be published as an addendum. Addenda will be forwarded to all interested parties.

**The Point of Contact (POC) for this solicitation is:**

Tammi Gibson, Economic Development Director  
2000 Broadway Street  
Suite 208  
Clarksville, IN 47129  
812-283-1404 or [tgibson@townofclarksville.com](mailto:tgibson@townofclarksville.com)

**Target Schedule of Events:**

Letter of Intent	Monday, July 15, 2024
Deadline for Receipt of Written Questions for RFP	Monday, July 15, 2024
RFP Proposals Due	Monday, July 22, 2024
Intended Date for Contract Award	Tuesday, August 27, 2024
Intended Date for Commencement of Work	Monday, September 9, 2024
Date for Project Completion	On or before June 15, 2025

**REQUEST FOR PROPOSAL**

Issue Date: Monday, July 1, 2024  
Title: Accessible and Engaging Interconnected Trail Network Study  
Issuing and Using Agency: Town of Clarksville  
Attn: Tammi Gibson, Economic Development Director  
2000 Broadway Street, Suite 208, Clarksville, IN 47129

**Overview:**

The Town of Clarksville seeks proposals from qualified planners, engineers, and environmental consultants to develop the Clarksville Accessible and Engaging Interconnected Trail Network Study. The Study will seek to enhance and promote a safe travel experience for all types of users within the thoroughfare network. This study will review the Town of Clarksville's proposed future trail system and identify the safest routes to connect the Discovery Trail to Clarksville's northern residents. The current trail system terminates at Ray Lawrance Park and picks up again 2 miles away along Leisure Way for two city blocks and terminates again. Connection to our Title VI communities is lacking with safe access to alternative transportation modes. The intent of this project is to reduce pedestrian fatalities and serious injuries through identifying the proper methods of crossing several busy streets throughout the Town of Clarksville. The primary focus would be to provide users access to high density residential, retail, and jobs with other methods of transportation--with a focus on non-motorized means of transportation.

This project will identify long-range transportation goals with investment strategies across all modes of transportation, demonstrate air quality conformity and support regional land use and economic development. This study will cover the Broadway District, Veterans Parkway Corridor, Lapping Park, and Northern Clarksville.

Proposals for furnishing the services described herein will be received until 4:00 P.M. (EST) on **Monday, July 22, 2024**. The proposals will be publicly opened and acknowledged after 4:05 PM (EST) in the Executive Conference Room at the Town of Clarksville.

Proposals may be mailed, or hand delivered to:

Town of Clarksville  
"Accessible and Engaging Interconnected Trail Network Study"  
Attn: Tammi Gibson, Economic Development Director  
2000 Broadway Street  
Suite 208  
Clarksville, IN 47129

Proposals received after the submission deadline will be considered void and unacceptable. The Town is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp will be the official time of receipt.

Any consultant interested in submitting a proposal for this RFP shall email a letter of intent to [tgibson@townofclarksville.com](mailto:tgibson@townofclarksville.com) by **Monday July 15, 2022**. This letter of intent must include a point-of-contact. Once the letter has been received, the point-of-contact will be added to an anonymous email list. Any notifications involving additional information or addendums will be sent to this anonymous email list.

Proposers are responsible for making certain the proposal is delivered to the above address. Mailing of the proposal does not ensure that the proposal will be delivered on time or delivered at all.

The Town of Clarksville, Indiana reserves the right to postpone the date and time for accepting proposals through addendum.

**Offer Statement and Business Information**

In compliance with this RFP, and to all conditions imposed therein, and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods/services described herein, or as mutually agreed upon in writing signed by both parties pursuant to subsequent negotiation. I hereby certify that the foregoing proposal has not been prepared in collusion with any other offeror or other persons engaged in the same line of business prior to the official receipt.

Name of Respondent: \_\_\_\_\_ Date: \_\_\_\_\_

Street: \_\_\_\_\_ By: \_\_\_\_\_  
(Authorized Signature in Ink)

City: \_\_\_\_\_ State: \_\_\_\_\_ Name: \_\_\_\_\_  
(Please Print)

Telephone: (\_\_\_\_) \_\_\_\_\_ Title: \_\_\_\_\_

**GENERAL INFORMATION**

The Town of Clarksville is soliciting information from qualified trail planners, engineers, and environmentalists with extensive experience in the design and development of shared-use trail networks. The respondents are encouraged to assemble a broad-based team of consultants that have demonstrable experience and skills in developing trail networks.

The Clarksville Accessible and Engaging Interconnected Trail Network Study will seek to enhance and promote a safe travel experience for all types of users within the interconnected trail network. This study will review the Town of Clarksville's proposed future trail system and identify the safest routes to connect the Discovery Trail to Clarksville's northern residents. The current trail system terminates at Ray Lawrance Park and picks up again 2 miles away along Leisure Way for two city blocks and terminates again. Connection to our Title VI communities is lacking with safe access to alternative transportation modes. The intent of this project is to reduce pedestrian fatalities and serious injuries through identifying the proper methods of crossing several busy streets throughout the Town of Clarksville. The primary focus would be to provide users access to high density residential, retail, and jobs with other methods of transportation--with a focus on non-motorized means of transportation.

This project will identify long-range transportation goals with investment strategies across all modes of transportation, demonstrate air quality conformity and support regional land use and economic development. This study will cover the Broadway District, Veterans Parkway Corridor, Lapping Park, and Northern Clarksville.

**BACKGROUND**

1. The Town of Clarksville is a community of about 21,000 people located in southern Indiana directly across the Ohio River from Louisville, Kentucky. The Town, which along with its immediate neighbors, New Albany and Floyd County directly west, Jeffersonville to the east, and Sellersburg to the north, is part of the Louisville MSA, with a combined population of about 1.7 million.

**1.2 OBJECTIVES:**

- 1.2.1 The Town of Clarksville seeks a progressive, town-wide, accessible and engaging interconnected trail network study for an orderly development of an efficient trail system. The Interconnected Trail Network Study will define the interconnected system of current and proposed roadways that is required to meet the anticipated long-term growth within the area.
- 1.2.2 Provide a long-range trail study for the Town of Clarksville through the years of 2040 for ultimate growth. The plan will be a master guide for the development of trails and help guide the Town in the identification of projects. The plan will identify arterial, collector and existing local streets which operations function as an efficient and save interconnected trail system.

### 1.2.3 Final Deliverables:

Baseline trail network map showing best travel routes covering the Broadway District, Veterans Parkway Corridor, Lapping Park and Northern Clarksville. Connection to current trails must be identified. Clear description of shared-use paths with suggestions for engaging trailheads and artistic items. Identify stakeholders that will need to be worked with, along with review of pedestrian movements across several busy corridors.

- Ten (10) paper copies of the study (8.5x11 portrait format) and exhibits;
- One (1) digital copy of the study (8.5x11 portrait format) and exhibits in Adobe PDF format;
- One (1) digital copy of the report in an editable format (e.g., MS Word or another common program);
- PDF copies of all system maps(s) in the report sized to their original aspect ratio; and
- GIS shapefile(s) (ESRI format or compatible) and associated database(s) of the finalized network proposal.

**1.3 Funding:** Funding for payment will be provided through 2025 Unified Planning Work Program of the Federal Highway Administration (FHWA) through the Indiana Department of Transportation (INDOT) and the Kentucky Transportation Cabinet (KYTC). The budget for this study is \$120,000. Respondents for this RFP are **not** to submit a budget with their proposal but be prepared to provide a detailed budget in accordance with the allotted amount and in timely fashion should their consultant team be ranked first.

**1.4 Public Information:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Access to Public Records Act (APRA) (*Indiana Code, 5-14-3.*) **after a contract is awarded.**

**1.5 Cover Letter:** The cover letter should include a summary of important points/sections of the proposal, project objectives, brief description of each section of attached proposal, and any special considerations of a proposed team.

**1.6 Project Work Program and Schedule:** The consultant should identify how they will undertake the tasks listed in this RFP. The consultant should recommend a specific methodology for performance of the scope of work as defined in Exhibit A. The methodology for each task should be expanded and appropriately scheduled for the completion of the work. This contract must be completed **(within (nine) 9-months, by June 15, 2025)** as to adhere to the funding award obligation in Fiscal Year 2025. Consultant should provide a schedule that accomplishes the scope of work within the best possible period.

**1.7 Project Organization and Management:** A brief organizational and management plan for this project shall be developed. The plan shall include project staffing with an indication of the personnel to be involved, their respective roles, and percentage of hours by task dedicated to the

project. A general summary of the approach to be used in accomplishing the work should be given. Consultant teams, if proposed, shall describe the functions and responsibilities of the firms and staff involved. Responders to this RFP shall clearly delineate all individuals, by names and titles that will be working on this study and their areas of responsibility. If substitutes or back-up personnel are planned on a contingency basis, they should be indicated in the plan.

- 1.8 Reservation of Rights:** The Town may evaluate the Proposal based on the anticipated completion of all or any portion of the Project. The Town reserves the right to divide the Project into multiple parts, to reject any and all Proposals and re-solicit for new Proposal, or to reject any and all Proposals and temporarily or permanently abandon the Project. The Town makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.
- 1.9 Acceptance of Evaluation Methodology:** By submitting its Proposal in person to this RFP, the Respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” respondent will require subjective judgements by the Town.
- 1.10 No Reimbursement for Cost:** Respondent acknowledges and accepts that any costs incurred from the Respondent’s participation in this RFP shall be at the sole risk and responsibility of the Respondent.
- 1.11 Additional Services:** The Town reserves the right to add or delete services as needed.
- 1.12 Evaluation of RFP:** The RFP Selection Committee will review the responses to the RFP on the basis of the respondent’s documented competence, technical qualifications, and understanding of the proposed scope of work that are received by the designated closing date of **Monday, July 22, 2024, at 4:00pm EST**. The Town intends to select a respondent that demonstrates, in the Selection Committee’s opinion, the highest degree of technical merit, expertise and qualifications. The Selection Committee will evaluate the Proposal in accordance with the criteria listed below. The total evaluation points, as separately determined by each Selection Committee member, will be added together, and each Proposal will be ranked in numerical sequence, from the highest to the lowest score. The scores will be used to develop a list of proposers with whom negotiations maybe conducted. The Selection Committee reserves the right to require written clarification to questions raised in the Proposal. The Selection Committee may also ask the top ranked respondents from this process to give them a presentation, which will be evaluated using the same criteria as the criteria used for the Proposal. Attendance at an interview is at the Respondent’s expenses. The Town will not be liable for any expense incurred in the preparation of the Proposal.

- The Selection Committee may elect to interview respondents to clarify their responses and/or for the respondents to make oral presentations. If interviews or presentations are held, the Evaluation Committee may re-evaluate the responses of those firms interviewed.
- The RFP Selection Committee reserves the right to contact respondents for clarification of information submitted. The Town also reserves the right to contact references to obtain information regarding past performance, reliability, and integrity.
- Consortiums, joint ventures, or teams submitting qualification statements will not be considered responsive to this RFP unless they have demonstrated in a “management plan” that all contractual responsibility rests solely with one “prime” contractor or legal entity of the “team”.

### 1.13 Evaluation Criteria:

The proposal evaluation criteria for the selection of the consultant will include:

- **Professional Qualification of Team (40%):**  
Within the last five years, the consultant team must have completed on similar project. The consultant team must demonstrate familiarity through past performance and providing references.
- **Experience/Availability of Project Manager and Consultant Team (15%):**  
The consultant team must demonstrate its ability to meet the project schedule. The proposal shall address the availability of all principal personnel in terms of percent available by task. The prime consultant must show that sufficient resources are available by task. The prime consultant must show that sufficient resources are available to complete requested work.
- **Understanding of Project Scope (40%):**  
The responding consultant team must present their team’s approach through further clarification and understanding of all tasks involved in this project. Any work on similar type projects may be listed to validate this understanding. The response will include a proposed schedule.
- **Special Considerations (5%):**  
The responding consultant team should consider including women-owned businesses (WBE), minority-owned businesses (MBE), or historically underutilized business (HUB) where available and qualified for specific tasks. An analysis of this size and scope also offers opportunities for innovation and cost savings, such as the location of the firm in relation to Clarksville, and these will be recognized.

#### 1.14.1 Compliance with Federal Regulations:

The successful respondent will be required to comply with, in addition to other provisions of the agreement, the conditions required by applicable Federal regulations, including the following:

- **Equal Employment Opportunity** – Successful respondent will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.
- **Title VI Assurances-** Successful respondent will be required to comply with all requirements imposed by the Title VI of the Civil Rights Acts of 964 (49 U.S.C. Section 2000d), and the



Regulations of DOT issued there under (49 C.F.R. part 21), and the assurances by the Town thereto.

- **Disadvantaged Business Enterprise Participation:** The Town has an agreement with the Indiana Department of Transportation (INDOT) to follow the State's Disadvantage Business Enterprise (DBE) policy. Based on the scope of work for this project, INDOT has established a DBE requirement of **0.0%**. Each respondent is encouraged to take affirmative action and make every effort possible to utilize DBE firms in the performance of work under the contract. Nothing in this shall be construed to require the utilization of any DBE firm, which is either unqualified or unavailable.

**1.15 Additional Services:** The Town reserves the right to add or delete services as needed.

**1.16 Town Responsibilities:** The Town is responsible for the project administration and final decisions on all contractual matters.

Further inquiries should be directed to:

**Tammi Gibson**  
**Economic Development Director**  
[tgibson@townofclarksville.com](mailto:tgibson@townofclarksville.com)

No oral interpretations as to the meaning of the RFP will be made to any respondent. Any explanation desired by a respondent regarding the meaning or interpretation of the RFP, Scope of Work, etc., must be requested in writing on or before **Monday, July 18, 2024**.

## **2.0 Additional Instructions and Details**

### **1. Selection Committee:**

KIPDA Staff Member  
 Clarksville Public Works Director  
 Clarksville Economic Development  
 Clarksville Planning Director  
 Clarksville Town Manager

### **2. Consultant proposals are to be submitted by mail or dropped off to:**

TOWN OF CLARKSVILLE, INDIANA  
 2000 BROADWAY STREET  
 SUITE 208  
 CLARKSVILLE, IN 47129

ATTN: Tammi Gibson, Economic Development Director

3. Submittals should include six (6) identical, 8.5"x11" copies and one digital copy for reproduction purposes.
4. An email response will be provided by the Town to the sender of each proposal that is submitted upon receipt of their proposal.
5. Proposals must be received at the above address no later than 4:00 p.m. (EST), **Monday, July 22, 2024**.
6. Upon completion of the review and evaluation of all proposals by the Selection Committee, the most qualified Consultant will be selected. This Consultant will be notified and will be invited to enter into contract negotiations with the Town.
7. Should the selected Consultant and the Town be unable to negotiate a satisfactory cost arrangement, the second most qualified Consultant will be invited to negotiate.
8. All communications in specific reference to this RFP shall be sent by email to [tgibson@townofclarksville.com](mailto:tgibson@townofclarksville.com) and should reference the Clarksville Thoroughfare Plan RFP. The Town will not accept telephone calls for clarifications and shall only be bound by posted responses to written or emailed questions concerning this RFP.
9. Any consultant interested in submitting a proposal for this RFP shall email a letter of intent to [tgibson@townofclarksville.com](mailto:tgibson@townofclarksville.com) by **Monday, July 18, 2024**. This letter of intent must include a point-of-contact. Once the letter has been received, the point-of-contact will be added to an anonymous email list. Any notifications involving additional information or addendums will be sent to this anonymous email list.
10. No direct replies will be made. Questions regarding the RFP will be answered as they are received, and all questions and answers will be posted on the Town's website. Notification of answers, information, or addendums will be sent to the email list described in item 9 of this section.
11. The Town reserves the right to accept or reject any or all submittals.