

## **INVITATION TO RFP**

Sealed RFPs, subject to the conditions contained herein, will be received by the ONEIDA COUNTY HEALTH DEPARTMENT until **4:30 pm** local time on **Tuesday, November 29, 2016** and then publicly opened for:

### **Complete Streets Consultant RFP #2016-185**

Specifications **MUST** be RECEIVED from the Oneida County Health Department, Attention: Sara Scott, 185 Genesee St. Utica, NY 13501, telephone: 315-798-5483 or downloaded from the Oneida County website at <http://www.ocgov.net> (Public Notice Section).

Copies of the described RFP may be examined at no expense at the Oneida County Health Department Office. The return envelope must be clearly marked with the RFP # and addressed to the Oneida County Health Department. The Oneida County Health Department reserves the right to reject any of all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex, or handicap.

Melanie Adams

Health Promotion Services Coordinator

Dated: November 14, 2016

## **GENERAL INFORMATION**

### Background:

The Oneida County Health Department (OCHD) is a full service health department of the County of Oneida government with its main offices located in Utica, New York. The OCHD is part of the County's public health infrastructure that provides the resources needed to deliver the essential public health services. Among one of the largest departments within the Oneida County's workforce, the Health Department employs approximately 90 full time employees.

### Invitation to Bid:

The Oneida County Health Department, as part of the Creating Healthy Schools and Communities Grant, is seeking an individual or firm who has experience with Complete Streets to perform consulting functions, hereinafter referred to as "Consultant." A background in Transportation Planning, Land Use and Zoning, Environmental Planning, Engineering, or GIS mapping is preferred. The Consultant will work with municipalities' Complete Streets policies, project planning, and village-wide Complete Streets plan to incorporate more safe and accessible active modes of transportation. The functions will depend on the individual municipality. These services would commence February 1, 2017 and run through January 31, 2020.

### Scope of Work:

The Consultant would be responsible for assisting municipalities within the County to develop Complete Streets policies, site design, and project planning for no more than twenty hours a month for the three year contract period. This would include:

- Assessment and mapping of existing facilities (pedestrian and bicyclist generators, sidewalks, signage, etc.).
- Village-wide safety needs assessment.
- Additional mapping and identification of infrastructure needs (adding imagery and diagrams for traffic calming, etc.).
- Development of cost estimates for addressing gaps in the existing sidewalk network and desired new infrastructure.
- Assemble results into a concise planning document.
- Assist with applications for funding for Complete Streets Projects.
- Plan Complete Streets projects for municipality.
- Implement Complete Streets demonstrations and pilot projects.

### Compensation:

The Consultant would be compensated for these services at a billable rate per hour. The funding for the services is limited through the Creating Healthy Schools and Communities grant.

**Sealed proposals will be accepted until Tuesday Nov 29, 2016 at 4:30pm EST. No late proposals will be accepted and the Health Department assumes no responsibility for proposals not received by the deadline.**

### Evaluation of Proposals:

Proposals received by November 29, 2016 at 4:30EST will be reviewed by a team of Health Department Staff members.

## PROPOSAL SUBMISSION INFORMATION

Submission Date and Time:

**Tuesday November 29, 2016 4:30 EST**

Clearly mark the submitted package with the appropriate title(s) of the RFP and the name of the individuals. Please submit one (1) original and (2) copies. Only those RFP responses received prior to the date and time indicated above will be considered. No e-mail or facsimile copies will be accepted. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

Please submit one (1) original and two (2) copies to:

Melanie Adams  
Health Promotion Services Coordinator  
Oneida County Health Department  
Adirondack Bank Building, 5th floor  
185 Genesee Street  
Utica, New York 13501

## LOCAL GOVERNMENT REPRESENTATIVE

Please direct all questions in writing to:

Sara Scott, Public Health Educator  
Oneida County Health Department  
Adirondack Bank Building, 5th floor  
185 Genesee Street  
Utica, New York 13501 or [sscott@ocgov.net](mailto:sscott@ocgov.net)

## PROPOSAL REQUIREMENTS

All proposals must include the following:

1. Individual's name
2. Experience with scope of work
3. Compensation Proposal at a billable rate per hour
4. Qualifications
5. References