

REQUEST FOR PROPOSAL (RFP)

TOWN OF SURF CITY BICYCLE AND PEDESTRIAN MASTER PLAN

In cooperation with NCDOT Division of Bicycle and Pedestrian Transportation and Transportation Planning Branch, the Town of Surf City, North Carolina, announces a Request for Proposals for the development of a Bicycle and Pedestrian Master Plan to promote fitness, recreation, and improved non-vehicular mobility within the Town of Surf City.

In addition to a letter of interest stating the qualifications of the proposing firm, the proposal shall include a preliminary scope of services (final to be negotiated and agreed upon subsequent to consultant selection), a proposed project schedule that encompasses a breakdown of tasks, as well as a plan for public involvement in the process. The preliminary scope of services shall include the consultant's opinion of all efforts in order to develop a complete Bicycle & Pedestrian Master Plan for the Town of Surf City. Proposals shall also include a listing of previous similar projects completed for the Town of Surf City or similar communities and include brief descriptions of qualifications and experience of the proposed project team. Proposals shall be limited to ten (10) pages, including cover letter and all attachments.

All respondents should review and consider the template for Bicycle and Pedestrian Master Plan development, as directed in the ***NCDOT Project Development and Design Guidance*** document, which can be found here:

<https://connect.ncdot.gov/projects/BikePed/Pages/default.aspx>

NCDOT provides a ***Template for Bicycle and Pedestrian Plans*** which can be found at their website at:

<https://connect.ncdot.gov/municipalities/PlanningGrant/Documents/Full%20Template%20for%20Bicycle%20and%20Pedestrian%20Plans.pdf>

The North Carolina Bicycle Facilities Planning and Design Guidelines can be found at this link:

<https://connect.ncdot.gov/projects/BikePed/Documents/Bicycle%20Projects%20Planning%20and%20Design%20Guidelines%20-%20Full%20Version.pdf>

Three copies of sealed proposals shall be submitted by September 19, 2014 by 2pm to:

**Todd Rademacher, Planning Director
Town of Surf City
P.O. Box 2475
214 N. New River Drive
Surf City, NC 28445**

Direct Inquiries to: Todd Rademacher, Town of Surf City, Planning Director at 910-328-4131 or todd@townofsurfcity.com