

Bike Share Micro-mobility Network Equipment Expansion RFP – Question/Answer

Q1. The RFP states that the contractor shall "develop recommendations for shared mobility network equipment, including a hub typology," but it also states that "Hub typologies should be presented to municipal partners for feedback at the **conceptual and detailed design** stages." Please clarify to what level of design you are expecting the contractor to provide. Are these engineering level drawings or are they conceptual in nature?

A1: We are looking for something in between. Typologies should have a design component to them so that they all look and feel the same and as more hubs are brought into the system in the future, can be easily replicated. Materials for typologies should be rugged and low maintenance given our weather situation and have some minimal warranty attached to them, but we should leave it up to bidders to suggest actual material components and composition.

The final typology recommendations should be sufficiently detailed to include in a construction bid package for procurement and installation (these would be the specification sheets referred to in the RFP). We are not requesting an engineering-level drawing for each location, but do want a general template for materials, equipment, installation instructions, etc. for each "type" included in the typology. The general equipment placement guidance for each type should include recommended distance from doors/ADA ramps/bus stops, positioning related to on-street parking, placement as it relates to use of the right-of-way by those with vision or mobility limitations, and installation guidance for on-sidewalk and in-street equipment (including how to meet all guidelines for in-street corrals).

Q2. Does the desired **Educational Equipment** include any media beyond the stations/hubs, such as web/mobile/print applications or is it limited to the hubs themselves?

A2: Our intention is that the contractor will develop educational messaging for the hubs themselves (such as in the form of physical signage and/or sidewalk stickers), but that the messaging and graphics can be reformatted by local partners as needed for web/mobile/print.

Q3. With respect to **Community and Local Partner Engagement**:

- Is the contractor's role to help establish materials for use by the local partners in engaging the broader community or will the contractor be expected to conduct the outreach?

A3: The contractor/consultant will help establish materials and facilitate meetings with stakeholders representing local municipalities/agencies, but will not be expected to plan the logistics (hosting, invitations, etc.). In terms of engagement of the broader community (businesses, residents, etc.), the consultant should plan to participate in meetings hosted, organized, and led by local partners.

○ Are the shared mobility operators referenced on p.3-8 known or hypothetical?

A3: The City of Cleveland and Cuyahoga County will be issuing new permits for shared mobility vendors in Spring 2021. While we anticipate many of the current shared mobility operators will apply for a renewal of their permit, we can't say for sure.

○ With the timeline for this scope taking place in Q1 2021, should it be assumed that these meetings will be held remotely, with COVID-19 restrictions & guidelines still in place?

A3: Given current COVID-19 restrictions it can be assumed that remote meetings will be required. We'd also welcome other virtual mediums for public engagement as necessary.

Q4. Regarding **Equipment Location Assignments**, are these locations already designated by each municipality or is this a work-in-progress? If the latter, what role will the contractor play in this process as part of this contract?

A4: Local municipalities have begun identifying hub locations. These locations will be shared with the selected contractor/consultant to vet as part of the project.

Q5. Regarding the **street-level diagram of each location** described on p.3-9 and in Appendix B, will the contractor be expected to offer *general guidance* to the local partners to assist with this process or will they be expected to conduct online and/or in-field work to support the required ODOT submission for each location?

A5: We are seeking a contractor/consultant to prepare street-level diagrams for each proposed hub location. This may include online research or in-field work. If needed, local partners can provide photos of locations for the diagram to be added to. Note: Cleveland will provide prepared street-level diagrams for 200 of the 400 to 500 anticipated locations.

Q6. Is the contractor for this phase of work expected to complete the **Bid Specification Sheet** or simply amend it per the typology recommendations to support

the *implementation* phase, where proposing contractors will provide detailed cost proposals/bids?

A6: The Bid Specification Sheet is included in the appendix as an example of a final product that is required to be included in the contractor's work. The Bid Specification sheet shall be amended based on typology recommendations to support the implementation phase, noting the capital equipment specifications and recommended quantities. This Bid Specification sheet will be incorporated into a future RFP for implementation services.

Q7. Per the **Approvals** section on p.3-9, what role does the contractor play in developing these site plans and securing ODOT approvals? This is likely tied to the answer to question 5, above.

A7: We are seeking a contractor to provide street-level diagrams that meet ODOT right-of-way-requirements which will be submitted to ODOT by the project sponsor for approval prior to the implementation phase (with the exception of the 200 location diagrams that will be provided by the City of Cleveland).

Q8. Is **proof of insurance** for the prime and/or any subconsultants required as part of the proposal materials or can it be provided prior to contracting?

A8: Proof of insurance can be provided prior to contracting but for respondents not providing proof of insurance in their response to the RFP they will need to acknowledge in their response that if they are awarded the contract they can meet the insurance requirements prior to contracting.

Q9: On page 3-7 (Required Deliverables), the text reads that the consultant would "develop recommendations for shared mobility network equipment, including a hub typology," but it also states on the same page (under Shared Mobility Network Equipment Recommendations – Hub Typologies) that "Hub typologies should be presented to municipal partners for feedback at the conceptual and detailed design stages." Are these intended to be engineering level drawings (i.e 10% design) or are they intended to be conceptual?

A9: Typologies should have a design component to them so that they all look and feel the same and as more hubs are brought into the system in the future, can be easily replicated. Materials for typologies should be rugged and low maintenance given our weather situation and have some minimal warranty attached to them, but we should leave it up to bidders to suggest actual material components and composition.

The final typology recommendations should be sufficiently detailed to include in a construction bid package for procurement and installation (these would be the specification sheets referred to in the RFP). We are not requesting an engineering-level drawing for each location, but do want a general template for materials, equipment, installation instructions, etc. for each “type” included in the typology. The general equipment placement guidance for each type should include recommended distance from doors/ADA ramps/bus stops, positioning related to on-street parking, placement as it relates to use of the right-of-way by those with vision or mobility limitations, and installation guidance for on-sidewalk and in-street equipment (including how to meet all guidelines for in-street corrals).

Q10: On page 3-8 (Community & Local Partner Engagement), the text reads “the contractor shall be responsible for developing and implementing an engagement strategy that solicits feedback on equipment design from all stakeholders, including the community. Engagement should include strategies for reaching out to shared mobility operators, municipal decision makers, and the community to ensure proposed typologies and locations meet expectations and serve all operators”. It goes on to list the engagement strategy in a series of bulleted items that reference local partner “promotion”. Could you provide some additional clarity on the level of engagement with regards to the consultant’s role compared to the local partners?

A10: The selected consultant will: reach out to shared mobility operators to determine functional needs and typology compatibility; develop meeting agendas and facilitate conversations with municipal decision-makers; and provide a template of engagement materials for local partners to use in additional public meetings.

The contractor/consultant will help establish materials and facilitate meetings with stakeholders representing local municipalities/agencies, but will not be expected to plan the logistics (hosting, invitations, etc.). In terms of engagement of the broader community (businesses, residents, etc.), the consultant should plan to participate in meetings that are hosted, organized, and led by local partners.

Q11: On page 3-9 (Equipment Location Assignments) , the text reads that “The selected consultant will also assist municipalities in creating a comprehensive submission to ODOT for environmental review that includes a street-level diagram of each location showing equipment placement, clearance distances, and right-of-way information. Example in Appendix B.” Prior text in that section refers to 400-500 locations overall that would require the types of exhibits listed in Appendix B. Could you provide some additional clarity on the consultant’s role in doing site evaluation for those locations compared to the local partners? And could you also clarify that it is for all 400-500 locations or a representative sample of locations?

A11: Local municipalities have begun identifying hub locations. The contractor/consultant will not be responsible for identifying additional locations, but will vet those provided by the local municipalities to ensure consistency with the regional approach. They will also recommend a type from the typology for each proposed location.

The contractor/consultant will prepare street-level diagrams for each proposed hub location. This may include online research or in-field work. If needed, local partners can provide photos of locations for the diagram to be added to. Note: Cleveland will provide prepared street-level diagrams for 200 of the 400 to 500 anticipated locations.

If you need additional clarification on any of these questions, please email Jacob@bikecleveland.org.