



REQUEST FOR PROPOSAL

TRANSPORTATION AND PEDESTRIAN/ BICYCLE CIRCULATION STUDY

Pre-Proposal Meeting (Optional) [October 13, 2026, 12 PM. Register Here:

<https://us06web.zoom.us/meeting/register/ZEiH4j6lRo6oZZeiwNtYcQ>

Deadline for Written Questions: 10/15/2026 to be submitted to Titania Markland,

tmarkland@cleanair.org

Proposal Submission Deadline: 11/02/2026 to Titania Markland, tmarkland@cleanair.org

Anticipated Contract Start Date: 01/15/2027

I. NOTICE AND INTRODUCTION

Clean Air Council, through the support of a Travels Option Program (TOP) grant administered by the Delaware Valley Regional Planning Committee (“DVRPC”) and made possible with Federal Highway Administration (“FHWA”) transportation funds, is issuing this Request for Proposal (“RFP”) to solicit qualified transportation engineering and planning consultants (“Consultant”) to conduct comprehensive pedestrian, bicycle, and public transportation studies for three higher educational institutions located in Philadelphia, Delaware, and Bucks Counties (“College” or “Colleges”). The study for each College will include expert analysis, recommendations, and implementation strategies to improve the safety, accessibility, and efficiency of pedestrian, bicycle, and public transportation circulation on campus and around campus.

This RFP, selection process, and service contract are governed by all applicable federal, state, and local laws and requirements, including the applicable Federal Highway Administration (“FHWA”) regulations. Submission of a proposal constitutes acknowledgement of agreement to comply with all terms and conditions set forth in this RFP.

II. BACKGROUND AND PURPOSE

A. Project Partners. The organizations working together on this project are collectively referred to as “Project Partners.”

1. Clean Air Council (the “Council”) is a member-supported environmental organization serving the Mid-Atlantic Region. The Council is dedicated to protecting and defending everyone’s right to a healthy environment. The Council works through a broad array of related sustainability and public health initiatives, using public education, community action, government oversight, and enforcement of environmental laws.
2. Delaware Valley Regional Planning Commission (“DVRPC”) is the federally designated Metropolitan Planning Organization for the Greater Philadelphia region and builds consensus for a shared regional vision; enables data-based, community-centered solutions; and helps put plans into action.
3. Bucks County Transportation Management Association (“TMA Bucks”) is a private, non-profit organization providing leadership and advocacy for transportation management services and solutions that impact Bucks County.
4. Delaware County Transportation Management Association (“DCTMA”) is a private, non-profit organization dedicated to improving the transportation network by providing a forum for community stakeholders to work cooperatively to address transportation issues, coordinate a cost-effective and efficient transportation management strategy, and promoting a cleaner, healthier environment, sustaining the quality of life, and enhancing the economic vitality of Delaware County.
5. Three Colleges (to be selected by Clean Air Council) in Philadelphia, Delaware, and Bucks Counties.

B. Project Purpose. The Council is committed to enhancing campus safety, accessibility, sustainability, and connectivity for pedestrians, bicyclists, and users of public

transportation in the Delaware Valley. The Council seeks a qualified traffic engineering consultant to conduct a transportation and pedestrian/ bicycle circulation study at three institutions of higher education in the Delaware Valley, and at each College: assess current conditions, identify deficiencies and opportunities, engage campus stakeholders, and develop and prioritize recommendations for infrastructure improvements, policy changes, and programming initiatives that promote safe and convenient non-motorized transportation and public transportation.

C. Project Goals. For each College, the study shall accomplish the following goals:

1. Assess existing pedestrian, bicycle, and public transit infrastructure, including sidewalks, crosswalks, bike lanes, paths, bicycle parking, public transit stops, signage, lighting, and accessibility in accordance with the Americans with Disabilities Act (“ADA”);
2. Evaluate traffic patterns, vehicular-pedestrian conflicts, safety hazards, and access points;
3. Identify barriers to pedestrian, bicycle, and public transportation use and opportunities for improvement;
4. Engage students, faculty, staff, and community stakeholders through surveys, focus, groups, and public meetings;
5. Develop design recommendations, cost estimates, and phased implementation strategies aligned with the institution’s priorities and budget constraints;
6. Ensure compliance with applicable federal, state, and local regulations, including the ADA, Pennsylvania Uniform Construction Code, and Pennsylvania Department of Transportation standards; and,
7. Provide a final report to the Council which the Council will then incorporate into a “University Toolkit” for each College.

III. SCOPE OF SERVICES

The selected Consultant shall perform the following services:

A. Project Initiation and Data Collection.

1. Conduct a project kick-off meeting with the Council and DVRPC to review goals, timeline, and coordination procedures.

2. Obtain and review existing campus master plans, site plans, traffic studies, GIS data, pedestrian and bicycle counts (if available), incident reports, and relevant College policies.
3. Coordinate with College facilities, security, and student services departments to identify known issues and priorities.

B. Site Assessment and Analysis.

1. Conduct comprehensive field surveys of each College campus to document existing pedestrian, bicycle, and public transit facilities, including:
 - a. Sidewalks, pathways, and trails (condition, width, surface type, and connectivity);
 - b. Crosswalks, curb ramps, and pedestrian signals;
 - c. Bicycles lanes, shared-use paths, and bicycle parking facilities;
 - d. Number and location of all public transit stops on and near campus;
 - e. Signage, wayfinding, and pavement markings;
 - f. Lighting adequacy for safety and visibility;
 - g. ADA compliance and accessibility barriers;
 - h. Vehicular traffic volumes, speeds, and circulation patterns;
 - i. Conflict points between vehicles, pedestrians, and bicyclists.
2. Conduct pedestrian and bicycle counts at key campus locations during peak and off-peak hours.
3. Review collision and incident data involving pedestrians and bicyclists on or near campus.
4. Assess connections to off-campus pedestrian and bicycle networks, public transit stops, and surrounding neighborhoods.
5. Identify environmental, topographical, and operational constraints affecting pedestrian and bicycle circulation.

C. Stakeholder Engagement.

1. Develop and administer online and in-person surveys to students, faculty, staff, and visitors to gather input on current conditions, safety concerns, and desired improvements (ie. SEPTA Key for all students, Indego Passes for all students).

2. Conduct focus groups or interviews with key stakeholders, including campus security, facilities management, student organizations, disability services, and sustainability committees.
3. Facilitate at least one public meeting or open house to present preliminary findings and solicit feedback.
4. Coordinate with College leadership, local and county officials, and regional planning agencies as appropriate.

D. Analysis and Recommendations.

1. Analyze data collected through field surveys, stakeholder engagement, and existing records to identify deficiencies, safety hazards, and opportunities.

E. Final Deliverables.

1. The Consultant shall submit one final Transportation Study Report for each College (for a total of three final Transportation Study Reports) that synthesizes data collection, technical analyses, public engagement input, and policy recommendations. Each final report must serve as an actionable blueprint for the College to guide future transportation infrastructure investments over the next ten years.
2. Required Report Structure and Key Elements.
 - i. For each College, a complete Transportation Study Report and Appendices in PDF.
 1. The final report must be highly visual, utilizing maps, infographics, and charts rather than dense text blocks.
 2. It must include, at a minimum, the following sections:
 - a. Executive Summary: A standalone, non-technical section (maximum 4 pages) summarizing the study's purpose, key findings, and priority recommendations for decision-makers.
 - b. Existing Conditions Analysis: Documentation of current traffic volumes, transit ridership, pedestrian and bicyclist counts, safety/crash hot-spots, and multimodal infrastructure gaps.

- c. Future Demand & Scenario Modeling: Traffic projections and travel demand forecasts for target horizon years.
- d. Public Engagement Summary: A narrative of community outreach efforts, public comments received, and how stakeholder feedback influenced the final recommendations.
- e. Recommendations: Clear, prioritized capital improvement projects for transit, bicycle, and pedestrian networks.
- f. Implementation Plan: A phased categorization of projects into short-term (1-3 years), medium-term (4-7 years), and long-term (8+ years) horizons. This must include:
 - i. Order-of-magnitude cost estimates for each project.
 - ii. Identified potential federal, state, and local funding sources.
 - iii. Lead agency and supporting partners responsible for execution.
 - iv. Key performance indicators (KPIs) to measure project success.
- ii. Presentation slide deck for each College.
- iii. Source Files: All editable original files including Microsoft Word documents, and high-resolution photographs and graphics.
- iv. Technical Data: All raw data, traffic simulation models ([e.g., Synchro, VISSIM]), GIS shapefiles (ESRI format), and calculation spreadsheets (.xlsx) containing working formulas.

IV. PROJECT SCHEDULE.

- A. Project Start Date: 01/15/2027
- B. Project End Date: 10/15/2027

V. PROPOSAL SUBMISSION AND REQUIREMENTS

- A. Executive Summary: A high-level overview of the proposed services.
- B. Corporate & Team Qualifications: Consulting firm (the “Firm”) background, financial stability, key personnel resumes, and past client references. If the Firm proposes the use

of subconsultants, those should be identified in the Firm's proposal, and the prime Consultant/ Firm shall remain responsible for all work performed under the contract.

C. Technical & Project Approach: A detailed methodology showing how the Firm will meet the Scope of Work.

D. Pricing & Cost Proposal: Itemized cost breakdown, fee structures, or bid sheets.

VI. MINIMUM QUALIFICATIONS

To ensure a fair, open, and competitive bidding market, the Federal Highway Administration (FHWA) mandates that the legal certifications listed below in paragraph (E) be physically or electronically signed by every Firm submitting a bid for this proposal; failure to submit all required federal compliance forms will result in the immediate disqualification of the bid. The Firm must also meet strict "pass/fail" Minimum Qualifications (MQs) before the technical and cost proposals are considered.

A. Corporate Experience & Track Record.

1. Years in Business: The Firm typically must have a minimum of 3 to 5 years of continuous corporate experience in transit, traffic engineering, or mobility planning.
2. Similar Projects: Proof of having successfully completed 2 to 4 comparable studies within the last 5 years. The Firm must provide case studies and direct client references.

B. Key Personnel & Professional Certifications.

1. Project Manager (PM) Qualifications: The designated PM must possess a relevant master's degree with 2+ years of experience, or a bachelor's degree with 4 to 6+ years of transportation planning experience.
2. Professional Credentials: The Firm must include at least one person with either a Professional Engineer (PE) license or a Professional Transportation Planner (PTP) certification.
3. Software Competency: The Firm must prove proficiency in industry-standard travel demand modeling or traffic simulation software relevant to the study.

C. Business Legal & Financial Status.

1. SAM Registration: The Firm must have an active, clean record in the federal System for Award Management (SAM.gov).
2. Financial Stability: Submission of 2–3 years of audited financial statements or tax returns.

D. Insurance & Liability Coverage.

1. Bidders must provide a Certificate of Insurance (COI) matching or exceeding:
 - i. Professional Liability (Errors & Omissions): \$1,000,000 per claim.
 - ii. Commercial General Liability: \$1,000,000 per occurrence.
 - iii. Workers' Compensation: Statutory minimums.

E. Regulatory Compliance.

1. [Non-Collusion Affidavit](#): Bidders must sign this Non-Collusion Affidavit certifying under penalty of perjury that they did not cooperate, rig prices, or conspire with other bidders.
2. [Debarment and Suspension Certification](#): Bidders must sign a statement certifying that their firm, its executives, and its planned subcontractors are not currently barred or suspended from receiving federal funds.
3. [Lobbying Certification](#): Bidders must disclose and certify that no federal funds have been or will be used to lobby government entities regarding this specific contract procurement.
4. [Initial DBE Commitments / GFE](#): All bidders must submit their initial Disadvantaged Business Enterprise (DBE) contact logs and commitment lists—or document their Good Faith Efforts (GFE)—to prove they attempted to meet the project's civil rights goals.
5. E-Verify Compliance: Proof of legal employment verification systems.

VII. FEDERAL COMPLIANCE AND GOVERNING REGULATIONS

This project is funded in whole or in part by a grant from the FHWA and is subject to federal requirements, including but not limited to 23 CFR Part 635, and 2 CFR Part 200. Bidders are advised that the selection process will strictly adhere to these regulations.

**VIII. PROPOSAL EVALUATION, BEST VALUE SELECTION, RESPONSIVENESS/
RESPONSIBILITY, AND AWARD NOTIFICATION**

- A. Clean Air Council and DVRPC (“Evaluation Committee”) will utilize a Best Value selection method to determine the successful Bidder. Proposals will be evaluated by the Evaluation Committee based on the technical and price criteria in this RFP.
- i. Technical Proposal Evaluation (Weight: 60%): The Evaluation Committee independently score the Technical Proposals prior to the opening of any Price Proposals. Technical scores will be based on the following criteria:
 1. Project Approach and Technical Approach (60 points)
 2. Key Personnel Qualifications and Experience (20 points)
 3. Quality Control and Schedule Managements (20 points)
 - ii. Price Proposal Evaluation (Weight: 40%): Price Proposals must be submitted in a separate, sealed envelope, and will remain sealed and will not be opened until the technical evaluation and scoring are fully completed. (100 points)
- B. The final selection will be determined using the following Best Value formula:
Total Score = (Technical Score x 0.6.) + (Price Score x 0.4.)
- C. Prior to project award, the highest-ranked Bidder must demonstrate to the satisfaction of the Evaluation Committee that the Firm is both responsive and responsible.
- i. Responsiveness: A proposal will be deemed responsive if it conforms in all material respects to the requirements of this RFP, including the timely submission of all required forms, certifications, and compliance documents.
 - ii. Responsibility. The Firm must possess the capability, integrity, experience, and financial resources to successfully perform the project. In accordance with federal guidelines, the Evaluation Committee will verify against the Excluded Parties List System (“EPLS”) that the Firm and its listed subcontractors are not suspended, debarred, or otherwise excluded from receiving federal funds via Sam.gov. Any Bidder listed as excluded will be disqualified immediately.

END OF REQUEST FOR PROPOSAL