



Request for RPQ

Consultant Services

Bike Share Action Plan

Partners in Bentonville, are seeking a Statement of Qualifications from qualified and experienced consultants to assist with the selection of a bike share vendor and a preparation for program launch in fall 2019. Qualifications are being requests from firms or individuals with planning backgrounds, possessing and high level of experience in planning in transportation. Visit Bentonville will review all and select two to four qualified firms from the responses to the RFQ. These firms may be invited to interview with a selection committee and submit a formal proposal for the project.

PROJECT

Bentonville aspires to be a world class cycling destination and a community that supports and encourages an all-inclusive cycling culture for residents and visitors. Partners in Bentonville are soliciting and selecting a bike share vendor and to prepare for program launch in fall 2019.

The project partners seek to implement a network of electric assist “e-bikes” and scooters under a management structure, in cooperation with a vendor who would own and maintain the equipment. The desired system will adhere to high standards of operations, aesthetics, performance, and utilization. It will support community goals in the advancement of bicycle and pedestrian infrastructure, development of activity nodes & corridors, and commuter shift to non-drive-alone travel modes. The successful system will be a leading indicator of community health, growth, and positive momentum.

SCOPE OF WORK

The following key tasks:

- ▣ Develop Vision & Scope for Bike Share Program and Marketing
- ▣ Prepare Draft & Final Request for Proposals (RFP) for vendor for Bike and Scooter Share
- ▣ Support Bid Solicitation & Proposal Review for Bike and Scooter Share
- ▣ Support Pre-Launch Activities (include marketing and promotions)
- ▣ Create evaluation rubric and conduct post-launch analysis

Required Responses:

The response to this Request for Qualifications (RFQ) should be brief but comprehensive, based on this RFQ documentation, and shall include all required response information. Partial submissions may be rejected. The responding firm or individual is requested to include the following information in their preferred format:

1. A description of the firm's or individual's experience in providing the same or similar services as outlined in this RFQ.
2. A brief summary of the firm's or individual's ability to achieve the Visit Bentonville's s project goals.
3. The following information for key personnel:
 - Name(s)
 - Respective titles



- Experience
 - Periods of service with the firm
 - Information on past work experience providing the same or similar services as outlined in this RFQ.
4. The following information for the firm or individual:
 - Name
 - Headquarter Address
 - Phone Number
 - Email
 - Website Address
 - Indicate whether the firm is a partnership, corporation, or sole proprietorship.
 - Where the company is organized
 - Names of principals, officers, and directors of the firm.
 5. The contact information for the primary contact personnel, including:
 - Name
 - Address
 - Phone Number
 - Email
 6. Statement of Qualifications: A narrative or other statement by the firm or individual of its qualifications for the proposed project outlined in this RFQ.
 7. A brief summary of the capacity and availability of the firm or individual, and the key personnel to undertake the project.
 8. If the firm or individual intends to hire additional firms as subcontractors to assist with the project goals outlined in this RFQ, identify those groups and give a brief summary of their experience and availability to undertake the project.
 9. Provide the description of service and contact names with telephone numbers of at least three (3) clients for whom the firm or individual has completed the same or similar projects for.

For Questions;

Kalene Griffith, President CEO of Visit Bentonville via email kalene@visitbentonville.com

Submission Deadline:

April 19, 2019 by 12:00 pm

All responses must be received at our office (two copies of the letter of interest and responses)

Visit Bentonville

Attn: Bike Share Consulting

104 E. Central

Bentonville AR 72712

Responses received after the designated deadline date and time will be considered late and will be rejected.