

SOQ's will be reviewed by City Staff and evaluated on the following:

- 25% on relevant firm experience with similar projects
- 25% on staff qualifications of the personnel assigned to the project(s)
- 25% on the ability to meet the required schedule
- 15% on the adherence to the requirements and clarity of this RFQ submission
- 10% on the response of references

TIMELINE AND DELIVERABLES

Task Name	2025			2026
	Q2	Q3	Q4	Q1
Task 1 Project Management	25%	25%	25%	25%
Task 2 Coordination	25%	25%	25%	25%
Task 3 Public Involvement	50%			50%
Task 4 Discovery	100%			
Task 5 ADA Transition Plan	50%	50%		
Task 6 Safe Routes to School Plan		50%	50%	
Task 7 Project Identification & Prioritization			100%	
Task 8 Implementation Plan				100%

Deliverables:

- Task 1 – Monthly Invoices and Progress Reports, Project Work Plan
 - Anticipated April 2025 through March 2026
- Task 2 – PFMP Kick-off Meeting, Virtual Coordination Meetings, ADA Liaison Committee Meetings, KISD Coordination Meetings
 - Anticipated April 2025 through March 2026
- Task 3 - Community Engagement Plan, Project Website, ADA & SRTS Surveys, Pop-Up Meetings, City Council Presentations
 - Anticipated April 2025 – July 2025 and November 2025 – March 2026
- Task 4 - Data Collection Needs List Memorandum, PFMP Vision & Goals Framework
 - Anticipated April 2025 – June 2025
- Task 5 - Detailed evaluations of all items in the inventory, Field work data in GIS format, Individual barrier photos in JPG format, Facility reports in PDF format, Electronic copies of the draft and final ADA Transition Plan in Microsoft Word and Adobe PDF formats, Electronic copies of the final ADA Transition Plan Appendix in PDF format, Electronic copy of a training presentation in Adobe PDF format, Technical memorandum summarizing desired functional requirements of a web application, ESRI dashboard for viewing the self-evaluation facility geodatabase, including cost and priority.
 - Anticipated April 2025 – July 2025
- Task 6 - Existing Sidewalks and Trails maps for each of the eleven (11) study areas, Existing Deficiencies maps with notes and photos based on field audits for each of the eleven (11) study areas, Final Safe Routes to School Concept Plans for each of the eleven (11) study areas. All maps shall be in a format to integrate into the city's ESRI GIS system as a shapefile.
 - Anticipated June 2025 – November 2025
- Task 7 – Prioritized project List with Planning Level Cost Estimates and Prioritization Criteria.
 - Anticipated August 2025 – November 2025
- Task 8 - Action Matrix, Pedestrian Facilities Master Plan (Word & PDF), Pedestrian Facilities Master Plan (Word & PDF), Final Pedestrian Facilities Master Plan Document (Word & PDF).
 - Anticipated December 2025 – February 2026