Notice of Request for Qualifications

The Akron Metropolitan Area Transportation Study (AMATS) is seeking Qualifications from interested firms to conduct a planning study for the city of Rittman. This is a joint effort between AMATS and the city of Rittman with AMATS contributing Consolidated Planning Grant (CPG) funds. The purpose of the planning study is to increase connectivity and improve livability in the community in accordance with AMATS' Connecting Communities Initiative. The cost of the study is not to exceed $50,000 and will be completed within twelve months of the contract date.

It is anticipated that the selected Consultant will be authorized to proceed by March 2027.

Selection Procedures

The completeness and content of the Response will be the basis for the initial evaluation. Further information, including the interview of one or more of the Consultants, may serve in the final selection of the Consultant.

Firms interested in being considered for selection should respond by submitting an **electronic copy** to the following address **by 4:30 PM** on **Friday, November 13, 2026.**

Heather Davis Reidl

1 Cascade Plaza Suite 1300

Akron, OH 44308

hreidl@akronohio.gov

330-375-2436 ext. 4434

Responses received after the close of business on the specified due date will not be considered.

For more information, visit https://www.amatsplanning.org/connecting-communities

Planning Grant Process

The planning grant process is broken into four phases, starting with the Discovery phase. The Discovery phase kicks-off with an initial AMATS-Recipient meeting to start discussing key issues, focus areas, expectations and outcomes and ends with the selection of a consultant. AMATS will complete initial data collection and analysis before the consultant selection process begins, with the intent to limit the consultant's time spent on gathering data. If additional data collection is necessary, the consultant is welcome to do so and is not limited to the data AMATS provides. Once a consultant is selected, the Development phase begins. The consultant will take the community's identified key issues and goals and begin working on ideas, design concepts, recommendations and other potential solutions and put them into a Draft Plan. Recommendation and Review is the third phase whereby the community, the consultant and AMATS will be working to finalize recommendations and review the Draft Plan provided by the consultant. Once the Draft Plan has been reviewed and revised and feedback has been given, the consultant will provide the community with a Final Plan. After the Plan has been presented, AMATS will remain a partner with the city of Rittman to help implement the Plan**.**

Public involvement is an important part of the process. Efforts to engage the public, either online or in person, will be agreed upon by all parties and may take place at any time during the Planning Grant Process.

Goals of the Planning Process

- Identify appropriate locations for alternative modes of transportation (bike lanes, pedestrian walkways, multi-purpose trails, sidewalks);
- Provide alternative methods of transportation to employment, education and recreational centers, which in turn will support economic development activities;
- Ensure an equity focus in the community planning process by including residents of all abilities and income;
- Improve community collaboration (internally and externally);
- Identify community action items and implementation strategies.

Rittman's Active Transportation Plan

The Planning Issues at Hand

The downtown district of Rittman has existing pedestrian facilities that do not connect to citywide neighborhoods, lacks signage and wayfinding to assist pedestrians in navigating the downtown, and has limited streetscaping and bicycle facilities. Rittman seeks to develop an actionable strategy for locating sidewalks, multi-purpose trails and crosswalks to provide pedestrians with a safe option when navigating through the community. There is an absence of connections between desired locations such as the downtown, the schools, the County Line Trail, and the Nature Preserve. Enhancing trail connectivity by adding bikeways linking the downtown to neighborhoods and these additional destinations would improve the quality of life for residents and visitors alike.

Additional information related to the project area can be found within the city of Rittman's applications for the Connecting Communities grant program (attached).

Anticipated Deliverables

DRAFT and FINAL Plan to include (A final report written in an engaging format easily understood by the public)

1. current inventory data (will be provided by AMATS)
2. location/type of improvements
3. prioritization schedule
4. implementation strategies to include cost estimates, funding sources & policy review
5. design guidance
6. executive summary
7. appendices to include:
    - public involvement summary/findings
    - recommended educational resources

Additionally:

- work sessions w/AMATS, staff and stakeholders
- online survey and one public meeting
- presentation to Rittman council
- hard copies (TBD)
- digital/electronic copy
- GIS data files

Staff from AMATS and Rittman will be available to assist the selected consultant with data collection (GIS files, existing plans, traffic counts, turning movement analysis, specifications, utility and engineering standards), coordination of community outreach, and additional support tasks.

General Information and Requirements:

Rejection of Qualifications: AMATS and the city of Rittman reserve the right to reject any and all responses received as a result of this RFQ. Failure to provide all requested information in the format stated below may serve as cause for rejection of the response.
Consultant Responsibilities: The Consultant shall be capable of providing all professional services as described under the Anticipated Deliverables and maintaining those capabilities while retained by AMATS and Rittman. Exclusion of any service required under the Anticipated Deliverables may serve as cause for rejection of the proposal or the termination of the contract.
Contract: A formal contract will be entered into with the selected Consultant. This RFQ shall become an attachment, and made a part of, the formal contract.
Content Requirements: Instructions for Submitting a response to the RFQ:

1. Provide the information requested in the Response Content (below), accompanied by a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Response shall be limited to twelve (12) 8½" x 11" single sided pages (including cover letter) plus two (2) pages for the Project Approach (listed below under Response Content).
3. Please adhere to the following requirements in preparing:
   a. Use a minimum font size of 10-point and maintain margins of 1" on all four sides.
   b. Page numbers must be centered at the bottom of each page.
   c. Use 8½" x 11" paper only.
4. Responses not adhering to the above instructions are subject to a deduction in the ranking system.

AMATS, as an Equal Opportunity Employer, requires all consultants to affirm that they agree to abide by any and all applicable equal employment opportunity laws, whether state or federal. Consultants agree not to discriminate against any employee or applicant for employment because of race, color, religion, age, creed, sex, sexual orientation or national origin, and agree to take affirmative action so that applicants are employed and that employees are treated during employment without regard for their race, color, religion, age, creed, sex, sexual orientation or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultants further agree that they will insert the foregoing provision in all subcontracts in connection with services provided. Consultants further agree to comply with all requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., 49 C.F.R. Part 21.

Response Content

1. **Project Approach** - Provide a description of your project approach. Describe why your firm is a good fit for this project. Confirm that your firm has a solid understanding of the project area and issues. Describe any innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's technical approach and cost containment practices. (two-page maximum).
   a. As stated in the Anticipated Deliverables, AMATS staff will perform initial data collection. Please define any additional data collected necessary.
   b. Please describe the public engagement activities you expect to perform, including what methods you will use and how many activities are planned.

2. **Project Manager, Project Team, Capacity of Staff and Facilities to Perform Work** –
   a. List the Project Manager and discuss relevant experience managing, multi-modal transportation and land use plans.
   b. List other key individuals of the project team including the planner(s), engineer(s), and other staff responsible for the design of the project and any key sub-consultant staff.
   c. Discuss relevant experience of the individuals with multi-modal transportation and land use planning.
   d. Describe staff capacity and the ability to perform the work in a timely manner to meet the project schedule referenced in the Request for Qualifications.
   e. Please include an organizational chart including names, titles, roles, total years' experience, and years with the firm.

3. **Consultant's Past Performance on Similar Projects** - Provide up to five key projects to serve as examples of similar projects completed by the consultant within the last five years. Include reference names with phone numbers and indicate if any of the proposed project team members worked on these key projects.

   Items 2 and 3 must be included within the 12-page body of the Response. Remaining space within the twelve (12) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Quality Based Consultant Selection Process

Rating Form

Criteria	**Maximum Score**	**Score**
Project Approach	20	
Project Manager, Team & Capacity of Staff	10	
Consultant's Past Performance	15	
Quality of Proposal/Response in Conformance	5	
Total Score	50 points total	