**Request for Proposal (RfP)**

for selection of Designer for planning & re-designing of complete streets in the city

*Sample*

1. **Qualification Criteria**

A firm will be selected under Quality cum Cost Based Selection (QCBS) and would be required to submit a Full Technical Proposal in a format as described in this RfP.

## **Key organisational credentials:**

### **Registration:** The single consultant/lead firm of the Joint Venture should be a registered company (under the Indian Companies Act) operating in India for at least the past 10 years.

### **Average annual turnover:** Have an average annual turnover of Indian Rupees five crores for each of the past three audited accounting years for single bidder. In case of ‘JV/ CONSORTIUM’ with a maximum of three consultants, the average annual turnover should be at least Indian Rupees three crores for the lead firm and at least Indian Rupees two crores for each of the remaining firm/s for each of the past three audited accounting years.

### **Positive Net Worth:** Have a positive net worth for the past three audited accounting years.

### **Black-listing:** The bidder, during the past five years, should not hold any sanction/blacklisting by any government/quasi government agency or any multi-lateral donor body (World Bank, ADB, JICA, etc.).

## **Relevant experience:**

### **Experience (Number of projects):** The single bidder or the lead member in case of

### JV/consortium should have experience of three urban design projects including Non Motorised Transport (NMT) components like sidewalks, cycle corridor, greenways, etc. and public spaces in India, each of consultancy value not less than one crore, or

### Two similar work each of value not less than one crores during last 10 years. Works performed by the urban design experts/firm directly for the client shall only be considered. Experience at international level shall be treated as merit.

### **Experience (Length):** The single bidder or the lead member in case of JV/consortium should have experience of ‘complete street and intersection’ design and execution with NMT components of not less than 10 km of streets (completed with proof of use) in the last 10 years.

* **Experience (working with Government):** Bidder should have experience in consultancy services in preparing DPR & detailed structural drawings, landscaping, BOQ, specifications, bid document preparation for similar projects in Government/PSU for Urban areas in India.

1. **Technical Evaluation Criteria**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Evaluation Parameter** | | | | **Marks** | **Max. marks** |
| **1** | Experience in designing complete streets and intersections (completed/ongoing projects) | | | | | |
| A | | 10-15 km | | 10 | **20** |
| B | | 15-20 km | | 15 |
| C | | 20 km and above | | 20 |
| **2** | Experience in designing NMT public spaces like public gardens, waterfront, open spaces, etc. (completed/ongoing projects of min. 300 sqm in all) | | | | | |
| A | | 300 sqm | | 10 | **20** |
| B | | 300 sqm-500 sqm | | 15 |
| C | | 500 sqm and above | | 20 |
| **3** | **Experience of Key Team Members:**  • For all the positions mentioned below: General qualifications (education, training, and experience): 25%  • Adequacy for the assignment: Relevant experience (in the sector/similar assignments): 75%  • ‘A’, ’B’, and ’C’ are mandatory personnel to be part of firm of the bidder. ‘D’ and ‘E’ can be sub-consulted. | | | | | |
| A | Project Leader | Master in Planning/ Urban Design/ Architecture | 15 years of exp in field of Urban Design/ Planning | 15 | **40** |
| B | Architect/ Urban designer | B. Arch/ M. Arch/ M. UD | 10 years of experience in relevant field | 8 |
| C | Landscape  Specialist | Masters in Landscape  Architecture | A post graduate with 8 years of exp in relevant field, especially in designing public spaces. | 8 |
| D | Social Expert | Masters in Sociology | 5 years of experience in relevant field | 5 |
| A | MEP expert | Graduate/Diploma in Mechanical/Electrical  Engineering | 5 years of experience in relevant field | 4 |
| **4** | **Technical Presentation:** | | | | | |
| A | Approach and methodology | | | 15 | **20** |
| B | Detailed work plan: Work plan & Gantt chart | | | 5 |
| **Grand Total** | | | | | | **100** |

* Only those bidders who have secured **Threshold Technical Capability score (T) of 60 marks in the overall technical criteria (1, 2, & 3) and 15 marks at least in the technical presentation section** shall only be considered as “Technically Qualified Bidders”. The above shortlisted bidders shall only be considered for further evaluation, including the evaluation of their Financial Proposal.
* **The minimum technical score (St) required to qualify is: 75%**

1. **Evaluation of Financial Proposal:**

In the second stage, financial evaluation will be carried out where the financial proposals of each technically qualified bidder will be assigned a financial score **(Sf)**.

For financial evaluation, the total cost indicated in the Financial Proposal **(F)** will be considered. The lowest Financial Proposal **(Fm)** will be given a financial score **(Sf)** of 100 points. The financial scores of other proposals will be computed as follows:

**Sf = 100 x Fm/F**

1. **Combined and final evaluation:**

Proposals will finally be ranked according to their combined score **(S)** consisting of technical **(St)** and financial **(Sf)** scores as follows:

**S = St x 0.9 + Sf x 0.1**

The selected bidder shall be the first ranked bidder (having the highest combined score). The second ranked bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws or fails to comply with the requirements specified.

1. **Terms of Reference**
2. **Objective of the Project**

* To employ a holistic approach to street design, incorporating mobility elements—e.g. footpaths, cycle tracks, carriageways—as well as additional elements such as trees, bus stops, street furniture, and organised vending spaces in an integrated design.
* To ensure that street design is based on scientific assessment of needs and behaviour of street users, as observed in the surveys as part of this study.
* To employ traffic calming measures to ensure pedestrian safety on all streets.
* To ensure that all spaces, including footpaths, refuge islands, and pedestrian crossings, are accessible to all users, regardless of age, gender, and physical ability.
* Street elements such as footpaths, cycle tracks, street furniture, underground utilities, etc. are designed to best practise standards.

1. **Scope of Work**

The Scope of Work includes:

1. **Capacity building workshop**
2. **Review of existing public transport and land use plans**
3. **Definition of study area**
4. **Topography survey**
5. **Underground Utility mapping**
6. **Survey of land uses**
7. **Survey of pedestrian facilities**
8. **Survey of pedestrian movements**
9. **Parking survey**
10. **Survey of street vending and related activities**
11. **Preparation of detailed street designs**
12. **Bill of quantities**
13. **Preparation of Terms of Reference (TOR) for contractors for construction**
14. **Supervision during Implementation**
15. **Public / Stakeholder Consultation**
16. **Post Implementation Survey**
17. **Capacity building workshop**

Capacity building workshop will be organised by the Municipal Corporation with the support of advisors to the corporation. The firm and support staff shall attend the workshop. One or two-day long workshop will touch upon the basics of Street Design Guidelines, and encourage interactive sessions on various street elements as well as concerns of the city.

1. **Review of existing transport and land use plans**

The Consultant is required to compile spatial information on plans for bus priority/ bus rapid transit (BRT) networks, cycling networks, pedestrian networks, and pedestrian zones presented in the reports given by the Client. Particular attention must be given to the Sustainable Cities through Transport strategic plan provided by the Client. These engineering parameters should be mapped using the GIS platform or other illustration software. The Consultant should also identify transport system goals that are stated in these reports.

1. **Definition of study area**

The selected streets listed in Annexures will make up the Study Area. All streets in the Study Area, along with their legal ROWs, should be mapped using GIS or AutoCAD. Data collection and survey activities (including preparing survey forms and proposing survey locations) will be carried out by the Consultant. The Client must approve the Inception Report before the Consultant proceeds to the next step.

1. **Topography survey**

The Consultant shall conduct total-station surveys to prepare base plans for critical sections and junctions to facilitate improvements. The survey must cover all streets in the study area along with any intersecting streets up to a distance of 50 m from the intersection. TOR for hiring topographic surveyors will be provided by the Client which includes the specific elements that must be surveyed.

In the topography survey, all the above ground utilities including electricity overhead lines, utility and feeder boxes, and all other utilities should also be recorded using GIS platform.

1. **Underground Utility Mapping**

The Consultant/MEP expert shall collect the utility data through coordination with local municipal authorities and other utility agencies and integrate it into the base map. The base map would also include accurate locations and positions of the above ground as well as underground utilities in digital format.

The following utility details shall be captured as specified by local municipal authority, but not be limited to:

* Location and alignment of drain / channels/ nallah
* Water Networks
* Sewerage Networks
* Storm water drains network
* Solid Waste Management
* Underground Power Cables
* Street lighting

The data related to these utilities are available with the municipal authorities in digital formats or as hard copies. The underground water supply, sewerage, and drainage lines are to be shown through derivation. The derivation of these utility network lines can be done by valve location, manholes, information provided by Municipalities/ Corporations officials, observation survey etc.

Each utility should, at minimum, have following attribute data attached with it:

* Type of utility (Water, Sewerage, Electricity, Telecommunication)
* Depth of Utility
* Size (diameter) of pipe/cable
* Length
* Starting point
* End point

1. **Survey of land uses**

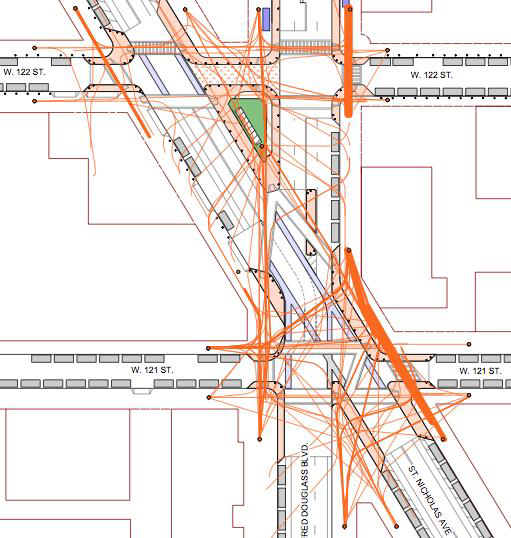
The Consultant will compile land use information to help inform street design decisions. A land use survey must be carried out for every building adjoining the Study Area. In cases where the ground floor use is different from that of rest of the floors, the surveyors should make a note. The number of floors per structure also must be noted. Important activity generators adjacent to the streets within the Study Area, such as shopping areas, theatres, and housing developments, should be identified. All land use data should be recorded using the GIS platform or AutoCAD.

1. **Survey of pedestrian facilities**

The Consultant will document the quality of existing pedestrian facilities on all streets in the Study Area, noting properties such as the clear width of the footpath on each side at intervals of 200 m (if present), the number of obstructions per km in the clear width, and the presence of shade at 2 p.m. (from buildings or trees). These data should be stored and mapped using the GIS or other illustration software platform. If cycle tracks are present in the Study Area, a similar survey should be carried out wherever they are present.

1. **Survey of pedestrian movement**

Surveys shall be carried out to assess non-motorised transport (NMT) user flows at important locations in the study area. The survey shall be from 06:00 to 22:00 hours on a normal working day. The Consultant will record the number of pedestrians and cyclists moving along the road on important corridors. The Consultant will also conduct a tracking survey of pedestrian crossing movements at important intersections along each corridor in the Study Area. The actual pedestrian movement lines should be mapped as in the example shown in Fig. 1. Before conducting the surveys, the Consultant must seek approval of the survey locations from the Client.



*Fig. 1: Example of a tracking survey diagram. The orange lines represent pedestrian movements. Thicker lines indicate higher pedestrian volumes.*

1. **Parking survey**

A parking survey must be carried out on all corridors in the Study Area to identify parking patterns and occupancy rates. Parking demand should be established by a manual count, classified by vehicle type. The count should cover the Study Area streets plus streets within a buffer of 300 m–500 m on either side of the streets within the Study Area. The extent of the parking zones must be approved as part of the Inception Report (see Step 2). The survey shall be conducted for one hour during morning peak and one hour in the evening peak period in such areas. The survey should cover both on-street parking areas as well as off-street public or semi-public parking. Finally, parking fee levels should be noted. If the street falls under City’s parking management system, the consultant is required to consult the Client to coordinate the design of parking slots with the Parking Management Plan. All parking data should be recorded using the GIS platform or AutoCAD or other illustration software.

1. **Survey of street vending and related activities**

The surveyor must make note of all the vendors in the Study Area. The survey should note the type of vending and the physical typology of the vending structure (i.e. permanent or temporary structure). The survey should also note whether the vendor is an obstruction to pedestrian and cycle movement. The location and characteristics of each vendor should be recorded using GIS or other illustration software. The survey also should capture social gathering spaces and other activities found in the public ROW in the study area. The location and number of people engaged in the activities should be noted using GIS or other illustration software. This information will inform the placement of street furniture and other elements in the final design.

1. **Preparation of detailed street designs**
2. **Line drawings**

The Consultant shall prepare line drawings for all streets in the Study Area. Line drawings must clearly show the new kerb line in reference to the road median. The drawing must be complete with dimensions at 2 m intervals. Line drawings should be marked on the road with chalk to ensure that the survey drawing resembles on site conditions. The Consultant shall monitor the on-site markings and review the design as per site conditions.

1. **Conceptual designs**

The Consultant shall prepare detailed street designs for all streets in the Study Area. The design must be consistent with relevant plans, including plans for BRT networks, cycling networks, pedestrian networks, and pedestrian zones with particular regard to the Sustainable Cities through Transport strategic plan. The designs shall be prepared following relevant Indian Roads Congress standards, especially IRC 103:2012, Guidelines for Pedestrian Facilities. The Consultant should also refer to street design manuals such as Better Streets, Better Cities: A Guide to Street Design in Urban India by the Institute for Transportation and Development Policy, the Street Design Guidelines and other specifications prepared by UTTIPEC, Tender Sure etc.

The pedestrian paths should meet the following standards:

* A minimum of 2m wide clear pedestrian zone
* A height of no more than 150mm
* Flat walking surface without abrupt level differences
* Continuous walking path
* Integrated with landscaping plan to ensure continuous shade

The cycle tracks should meet the following standards:

* At least 2.5 m wide for two-way movement
* Continuous cycling track
* Smooth surface without abrupt level differences; concrete or bitumen surface (paver blocks are unacceptable)
* Maximum grade of 1:12
* Integrated with landscaping plan to ensure continuous shade

Street designs should include but are not limited to the following elements:

* Dedicated pedestrian footpaths
* Dedicated cycle tracks (if the corridor falls on the cycle priority network)
* Pedestrian crossings, including formal speed table crossings as well as median breaks that serve as informal crossing locations
* Trees to provide shade for pedestrians and cyclists as well as decorative landscaping, including compensatory afforestation for the trees removed as part of the project
* Bus stops and IPT stops
* Spaces for street vending
* Medians
* Traffic calming elements, where needed to reduce vehicle speeds
* Physically demarcated on-street parking areas
* Street furniture, including benches, stools, tables, and other seating arrangements
* Signage locations
* Pedestrian refuge islands
* Carriageways, ensuring that the width remains uniform between intersections
* Street lighting
* Storm water drains
* Utility access points

Intersection designs should promote pedestrian safety through elements such as pedestrian refuge islands, reduced angles of approach, reduced turning radii, and traffic calming. The design of pedestrian crossings at intersections and in mid-block locations should ensure that pedestrians do not need to cross more than 2 lanes (6 m) at a time. Where extra ROW is available, the Consultant should identify opportunities to improve and/or create plazas, markets, and other public spaces. The Consultant shall submit plan drawings as well as cross-sections at 50m intervals. The plans will be submitted in hard copy and electronic format. It must include at least two 3D renderings and photomontages of the design proposal.

1. **Review of Conceptual Designs**

The designs will be evaluated by a Review Committee (see below) before preparing the final working drawings. The Consultant may be asked to present the designs to the Review Committee.

The Consultant may be required to present the plans at a public stakeholder meeting. The Consultant is expected to achieve the design benchmarks mentioned. The review of the designs would be based on the “performance indicators” prescribed by the Review Committee.

1. **Revised Conceptual Designs**

The Consultant will prepare Revised Conceptual Designs based on the feedback received from the Review Committee and the stakeholders. The Revised Conceptual Design must be submitted to the Client for approval.

1. **Draft working drawings**

Following approval by the Client of the conceptual designs, the Consultant will prepare detailed construction drawings for the Study Area. The designs should include geometric and vertical profiles and should incorporate drainage designs (see below). The designs should include the following components:

* Typical sections every 50m
* Street plan
* List of existing street elements to be demolished
* Proposed, retained and relocated Underground and over ground utility location plans
* Utility relocation plans (wherever necessary)
* Materials as per Clients specifications
* Construction details for each element

The Draft Working Drawings must be submitted to the Client for approval.

1. **Final Working Drawings**

The Consultant will prepare Final Working Drawings based on the feedback received from the Client. The Final Working Drawings must be submitted to the Client for approval. The Consultant will submit all conceptual designs and final working drawings to the Client in hard copy and electronic format (DWG format).

1. **Bill of quantities**

The Consultant is expected to prepare specifications, bills of quantities, cost estimates, and bid documents as per the TT Act and WB for the implementation of the proposed street improvements including pavements, furniture, street lighting, landscaping, and other components. Bid documents shall be given item-wise (i.e. streets, lighting, landscaping, road markings, etc.). The Consultant will work with the Client to include appropriate mechanisms in the bid documents to facilitate long-term maintenance, such as annuity-based compensation of contractors.

1. **Preparation of TOR for contractors for construction**

The Consultants will be required to prepare a TOR for contractors for the implementation of street designs. The Client will coordinate with the Consultants to prepare the joint TOR for Contractors.

1. **Supervision during Implementation**

The Consultant shall provide the detailed street designs to the project management consultant who will be responsible for the execution of the project. However, the Consultant shall be responsible for ensuring compliance with the design. The consultant shall provide periodic supervision (minimum 1 visit per month) to monitor that the design is being executed in accordance with the design and drawings submitted, and that the quality of construction and/or products, equipment, etc. is satisfactory. Any modification to the approved design shall be discussed with the Review Committee and be carried out by the Consultant. The design drawings for the modified design shall also be submitted to the Corporation.

It is expected that the final drawing (with modifications, if any) submitted to the Corporation shall completely match the actual project implemented on the ground.

1. **Public / Stakeholder Consultation**

The consultant shall conduct regular and continuous public/ stakeholder consultations to get their inputs and make all necessary efforts to include them in the design. The key stakeholders include Electric Supply and Telecommunication authorities, Highways, Transport Department, Traffic Police, Resident Welfare Associations, Vendors Associations, Civic Associations, and Educational Institutions.

1. **Post Implementation Survey**

The consultant shall carry out surveys including pedestrian counts, cyclist counts, Traffic Counts, Accident rates, Perception surveys, etc. after 3 months from the date of completion of the project. These surveys shall be supported by photographs and other relevant evidences.