

Request for Proposals

Town of Ferrisburgh, VT

Title – Ferrisburgh Pedestrian Safety Scoping

Problem

Ferrisburgh completed a Safe Routes to School Travel Plan in 2012. The town would like to take the next steps in scoping and preparing budgets for sidewalks and crosswalks identified in that plan that improve pedestrian connectivity along U.S. Route 7 near the intersection of Little Chicago Road and Middlebrook Road.

Project Schedule

January 23, 2023	RFP released
February 1, 2023	Deadline for submission of questions and <u>Intent to Respond</u>
February 8, 2023	Response to questions posted
February 15, 2023 at 5PM	RFP submission deadline
March 10, 2023	Consultant selection notification
September 30, 2023	Project completion

Background

The intersection of Little Chicago Road and Middlebrook Road with U.S. Route 7 lies at the center of the Town of Ferrisburgh. Numerous public attractions are located within close proximity to the intersection including the elementary school, post office, a delicatessen, the town green, the Union Meeting Hall, Town Offices, a Community Center, and a church. There are future plans for a Farmers’ Market, senior center, and day care facility in the area as well. Route 7 carries a very high volume of traffic: a 2017 intersection assessment counted more than 11,000 vehicles moving north south through the intersection. The 2012 Safe Routes to School Travel Plan identified a suite of potential projects in the area, including some new sidewalks.

Ferrisburgh would like to develop an engineering plan and budget for pedestrian walkways serving the Town Center. The project will build upon the Safe Routes to School Report of 2012, especially pages 21 and 22 and appendix B pages 7-12.

Budget

Funding for this study comes through the Addison County Transportation Planning Initiative. The total consultant budget is **\$25,000**.

Scope of Work

The successful applicant will provide the Town of Ferrisburgh and the ACRPC:

- ⇒ An identification of alternative alignments for a new sidewalks and/or pedestrian walkways
- ⇒ Direct project coordination with a representative from the Ferrisburgh Town Center Committee
- ⇒ Clear, written documentation of project issues and overall feasibility
- ⇒ A preliminary cost estimate for a preferred alternative

TASKS: Anticipated tasks to achieve the scope of work may include the following, however **consultants are invited to submit a proposal that addresses the most relevant tasks within the scope of work consistent with the budget available if justification is provided.**

- A. Project Kickoff Meeting** - Meet with a local project steering committee to develop a clear understanding of the project goals, objectives, timelines and deliverables.
- B. Compile Base Map/Document Existing Conditions** - Compile a base map using available mapping including VT Digital Orthophotos, digital parcel maps for the Town (if available) and other natural resource-based GIS data available from the ACRPC or the Vermont Center for Geographic Information (VCGI). The compiled information must be displayed in an ArcView-compatible format. Display of typical sections and other engineering type drawings may be done with software other than ArcView. Existing conditions to be noted include presence of existing pedestrian/bike facilities, roadway widths, subsurface drainage and any other items the consultant feels are appropriate.
- C. Identify Land Use Context** - The consultant will identify the existing and proposed land uses in the project area as well as the overall context of the area where the project is proposed. Based on existing land use patterns and potential connections to planned or existing pedestrian and/or bicycle facilities, the consultant will document predicted and existing pedestrian/bicycle travel patterns to gain an understanding of the best location for new sidewalks/bike facilities.
- D. Develop Conceptual Alternatives** - In cooperation with ACRPC and Town staff, the consultant will be responsible for identifying potential alternatives for the proposed pedestrian facilities utilizing the information compiled for the base plan and site visit(s). Conceptual alternatives should include roadway crossing needs. The consultant will also review the proposed alternatives to ensure that they meet the Americans with Disabilities Act Accessibility Guidelines and other applicable State and Federal requirements. Consultant will provide sketch plans to support ACRPC and Town staff engagement with potentially-affected property owners to discuss conceptual alternatives.
Note that it is likely proposed alternatives will lie within State of Vermont rights-of-way. Therefore, coordination with the VTrans District Transportation Technician must take place.
- E. Identify Right-of-way Issues** - Compile roadway right-of-way and abutting property ownership information along the proposed alignment of the project. This information should identify public/private ownership and any existing easements or restrictions (e.g. Act 250 permits) on affected property. Map right-of-way information on the same base mapping as the existing conditions – Task B). The existing width of state highway right-of-way should be confirmed with the VTrans ROW section. ROW data for the state system can be requested by going to the following link – <http://tinyurl.com/ggv5jua>.)
- F. Identify Utility Conflicts** - Identify and discuss all public and private underground and overhead utilities (water, sewer, fiber optics, electric, TV, cable, phone) in the project area. Include a

preliminary assessment of whether any relocations will be required. Will the relocations occur outside of the existing Rights of Way? For underground utilities, an assessment should be made of whether they will be impacted by construction of the proposed improvements. The assessment should include identification of owners of potentially impacted utilities.

- G. Alternatives Presentation** - All of the proposed alternatives (including a mandatory “no build” alternative) will be evaluated in an alternatives matrix. Evaluation criteria will be developed in collaboration with the Steering Committee. The matrix may include resource impacts, right of way impacts, utility impacts, ability to meet the project purpose and need, estimated cost and any other factors that will help the community evaluate the alternatives being considered.
- H. Develop Preliminary Cost Estimates** - The consultant will develop preliminary cost estimates for further planning, design, construction and maintenance cost of the project. Construction cost estimates shall include preliminary bid item quantities. Per foot or lump sum costs will not be an acceptable substitute. The estimates should be based on the assumption that the project will be constructed using a combination of Federal and local funding and will be managed by the local community. The cost estimates should include amounts for construction, engineering, municipal project management and construction inspection. If the project is to be completed in phases, cost estimates for each phase shall be provided.
- I. Project TimeLine** - The consultant will provide a project development timeline that takes the project through the design, permitting and construction phases assuming the use of a combination of Federal and local funding. If necessary, the consultant will develop a project phasing plan for construction of the project over a multi-year period.
- J. Report Production** - Using information gathered from the activities outlined above and from the meetings with the Town, submit draft and final feasibility reports outlining the findings of the study (see Standards and Deliverables for number required). The representative from the Steering Committee will facilitate a public informational meeting to review the draft report before completion of the final report.
- K. Final Presentation** - Once the report is accepted by the Town, the consultant will make a final presentation to the ACRPC Transportation Advisory Committee at their September 20, 2023 meeting.

Format of Deliverables

- A.)** All documents should be provided in digital format. Adobe .pdf format is required for the draft and final reports. A digital copy as an Adobe .pdf document of both the draft and final reports shall be sent to the ACRPC and the Town. All plans or plats shall be at least 24” by 36”.
- B.)** All data, databases, reports, programs and materials, in digital and hard copy format created under this project shall be transferred to the Town and ACRPC upon completion of the project and become the joint property of the Town and ACRPC.

Submission Requirements

Please furnish one (1) digital copy of the proposal with pages numbered consecutively.

- A. Required Technical Information**
 - 1. Cover Letter

2. Qualifications of the Consultation Firm – please describe experience in areas needed to fulfill the project scope. Specifically, list which proposed project team members have worked on which related projects.
3. Scope of Work – a scope of work for the project detailing the consultant’s proposed approach to the base scope of the tasks described in the RFP, and any recommended adjustments to the scope or tasks. The consultant may also propose additional supplemental items to the scope of work.
4. Proposed Schedule – the schedule should include completion of work tasks and deliverables as well as any key meetings and comply with the timeline given in the RFP.
5. Project Organization – discuss project management structure and relate the job categories listed.
6. Resumes of key staff who will be working on the project (not exceeding 2 pages for each), a brief description of their roles in the project, and a brief description of their work on related projects.
7. References – please provide a minimum of three, including the name and telephone number of each.
8. Budget allocation – estimated costs of tasks included in the scope of work
9. The proposal shall not exceed 20 pages.
10. Consultants are encouraged to provide recommendations on altering the project scope to fit the available budget while maintaining integrity of the outcome.

Consultant Selection

All proposals will be evaluated using the criteria listed below by a selection committee. The selection committee will consist of members appointed by Ferrisburgh and ACRPC staff. Proposals will be ranked based on the following criteria (total of 100 points):

- Demonstration of overall project understanding, insights into potential issues, and a demonstrated understanding of the project deliverables (25 pts)
- Qualifications of the firm and the personnel to be assigned to the project, and experience with similar projects (15 pts)
- Completeness and clarity of proposal and creativity/thoughtfulness in addressing the scope of work (15 pts)
- Demonstrated understanding of, and ability to meet schedule and budget (10 pts)
- Demonstrated knowledge of the project area (10 pts)
- Appropriateness of budget allocation by task (25 pts)

The Addison County Regional Planning Commission (ACRPC) reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. All proposals become the property of the ACRPC upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The ACRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified sources, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of ACRPC. This solicitation or proposal in no way obligates ACRPC to award a contract.

Contract Requirements

The contract shall not start until the successful applicant enters into a written contract with ACRPC to perform the work subject to this Request for Proposal. Sub-contractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all subcontracts including, but not limited to, the following provisions:

- Insurance Coverage
- Indemnifications
- Workers Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act
- DBE Obligation
- Audit and Record Retention
- Lobbying Restrictions

Ownership

All proposals submitted in response to this RFP become the property of the ACRPC. All reports, documents, maps, data and materials developed by the consultant for this project shall be the property of the ACRPC and shall be treated by the ACRPC as public information.

Further Information

Please contact Mike Winslow, Transportation Planner, ACRPC at 802-578-9999 or mwinslow@acrpc.org with any questions about this project.

Please address your response to:

Mike Winslow
Addison County Regional Planning Commission
14 Seminary St.
Middlebury, Vt. 05753
mwinslow@acrpc.org

Resources

[Ferrisburgh Central School Safe Routes to School Travel Plan](#) (2012)