

# Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • www.acrpc.org • Phone: 802.388.3141

## Request for Proposals

### *Town of Lincoln*

## TRAFFIC CALMING STUDY

### Project Summary

The Town of Lincoln seeks planning and design services to develop a Traffic Calming Master Plan for “Downtown” Lincoln (see map for study area), identifying key areas for safe pedestrian crossings, on-street and off-street parking areas and appropriate traffic calming treatments for this rural community. Passive, low-key traffic calming is essential to promote a safer environment for pedestrians, bicyclists and motorists. Speed management through our rural village will support a healthy, walkable environment, preserving the character and function of our downtown.

### Project Schedule

November 15, 2023	RFP released
November 22, 2023	<b>Deadline for submission of questions</b>
November 30, 2023	Response to questions posted
December 13, 2023	<b>RFP submission deadline</b>
January 3, 2024	Consultant selection notification
September 24, 2024	Project completion

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## Introduction and Background

"Downtown" Lincoln is a compact village center featuring a complex intersection of three town highways, a busy general store, recreational and cultural facilities, a church, town office and ten units of senior housing. Town Highway# 1 runs the entire length of town from Bristol to Ripton. It connects with Lincoln Gap Road (TH #2) to Warren and VT 100. Side Roads, Quaker Street (TH#3) connects to VT 17 in Starksboro and Gove Hill Road (TH #9) provides access to the LVFD Firehouse and Lincoln Sports Ball Field. All these roads are heavily traveled by local residents as well as tourists, construction, logging and maple sugaring equipment and vehicles, bicycles, and pedestrians. Previously, the town implemented advisory lanes along a section of Quaker Street and noticed a reduction in speeds and increased awareness of pedestrian and bicyclist activity at this location. Encouraged by these results, the town wants to explore additional traffic calming treatments within its village center.

## Budget

Funding for this study comes through the Addison County Transportation Planning Initiative. The total consultant budget is **\$30,000**.

## Scope of Work

The successful applicant will provide the Town of Lincoln:

- Analyze traffic data, including volume, vehicle types and speeds within the project area, as well as identifying critical safety concern locations.
- A scaled site plan of the study area identifying proposed; locations and types of road improvements, streetscape improvements, new or reconfigured parking areas, signage and traffic calming treatments.
- Scaled drawings of appropriate traffic calming treatments for key areas identified in the final master plan.
- Suggestions for traffic calming demonstration projects within the study area.

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**TASKS:** Anticipated tasks to achieve the scope of work may include the following:

- A. **Project Kickoff Meeting** - Meet with a local project steering committee to develop a clear understanding of the project goals, project area, objectives, timelines and deliverables.
- B. **Conduct/ Implement Project Area Traffic Study**- Utilize available data on traffic volume, speed, and classification to develop recommendations for the project area. See [2019 traffic study on Quaker St.](#) The consultant can coordinate with ACRPC and the town to identify locations for up to two additional counts to be conducted by ACRPC.
- C. **Compile Base Map/Document Existing Conditions** - Compile a base map using available mapping including VT Digital Orthophotos, digital parcel maps for the Town 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 roadway widths, subsurface drainage, natural resource constraints, utilities, and any other items the consultant feels are appropriate.
- D. **Develop Draft Concept** - In cooperation with the Town staff the consultant will develop a draft traffic calming plan of the study area, supported by the project area traffic study data and community input. Illustrations of proposed traffic calming treatments, other road improvements, will be keyed into the site plan.
- E. **Draft Plan Presentation** – The consultant will present the draft plan to the Lincoln Selectboard. The consultant will identify any resource constraints, right-of-way impacts, utility impacts, and any other factors that will help the community evaluate the traffic calming treatments being considered.
- F. **Final Report Production** - Using information gathered from the activities outlined above and from the meetings with the Town, revise and submit a final site plan and report outlining the findings of the study.
- G. **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 2024 meeting.

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## Deliverables

- A. A digital copy of the final report, including all illustrations and plans, shall be delivered in Adobe Acrobat PDF format. Proposed traffic calming treatments need to comply with the MUTCD, unless otherwise specified by the Town of Lincoln.
- B. Executive summary of final work product.
- C. All data, databases, reports, preliminary engineering plans, programs and materials in digital and hard copy format created under this project shall be transferred to ACRPC upon completion of the project and will be treated by ACRPC as public information. Digital map data products shall be compiled and delivered to ACRPC in Vermont State Plane Coordinates (NAD 1983 Meters). Data that are developed must follow all applicable published standards of the Vermont Geographic Information System (VGIS). Preferably, deliverables will be provided in ESRI 'shape' file format. All place or site-related databases must include a valid street address.
- D. Presentation of draft work product to the Lincoln Selectboard at their September 17, 2024 meeting or earlier.
- E. Presentation of final report and findings at the September 18, 2024 or earlier ACRPC TAC meeting.
- F. The recording and distribution of minutes from all project meetings will be the responsibility of the consultant.

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## 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. The proposal, encompassing items 1-7 above, shall not exceed 20 pages.

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## Consultant Selection

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

- Demonstration of overall project understanding, insights into potential issues, and demonstrated understanding of the project deliverables (20 pts)
- Qualifications of the firm and the personnel to be assigned to the project, and experience with similar projects (20 pts)
- Completeness and clarity of proposal and creativity/thoughtfulness in addressing the scope of work (20 pts)
- Demonstrated understanding of, and ability to meet schedule and budget (15 pts)
- Demonstrated knowledge of the project area (10 pts)
- Appropriateness of budget allocation by task (15)

*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 of proposals in no way obligates ACRPC to award a contract.*

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## 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 Katie Raycroft-Meyer, ACRPC at 802-388-3141 or [kraycroftmeyer@acrpc.org](mailto:kraycroftmeyer@acrpc.org) with any questions about this project.

Please address your response to:

Katie Raycroft-Meyer  
Addison County Regional Planning Commission  
14 Seminary St.  
Middlebury, Vt. 0575

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## Lincoln Traffic Calming Study Proposed Project Area

Study area parameters subject to change based on initial traffic observations and conversations with the Town of Lincoln.

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