REQUEST FOR PROPOSALS
Town of Ferrisburgh
Old Hollow Road Traffic Calming Feasibility Study

Contact: Daryl Benoit, 802.388.3141
Date of Issue: 9 Jan 2013
Deadline: 15 Feb 2013 at 4:00 p.m.

I. INTRODUCTION
The Transportation Advisory Committee (TAC) of the Addison County Regional Planning Commission (ACRPC), and the Town of Ferrisburgh, Vermont are seeking a qualified consultant to undertake a feasibility study to identify alternatives and develop a conceptual design of traffic calming treatments appropriate for the context of the neighborhood along Old Hollow Rd. between its two gateways; from its western terminus about 800 ft. west of Mt. Philo Rd. (near the North Ferrisburgh Methodist Church), to the eastern terminus approximately 400 ft. east of Four Winds Rd. in Ferrisburgh.

It is anticipated that this project will not exceed a cost of $10,000 and it will be completed by 31 Aug 2013.

II. EXISTING CONDITIONS AND PRELIMINARY ALTERNATIVES
Old Hollow Road is an east-west Major Rural Collector (a State designated Class II highway) traversing a neighborhood that is home to roughly 50 households and small number of businesses. The traffic along the corridor was counted during the autumn of 2012 by the Addison County RPC and most recently in 2007 by the Vermont Agency of Transportation (VTrans), tallying Annual Average Daily Traffic (AADT) figures of 1,100 and 2,000 vehicles per day, respectively (it is unclear if difference may represent a decreased traffic pattern, or a simple variation in the level of traffic). However, Truck AADT has consistently been tallied at 60 vehicles per day since 1999. The posted speed limit on the roadway is currently 35 mph, where the recently captured 85th percentile speed was measured to be between 40-42 mph. To the eastern section of the neighborhood there are very few painted edge lines, and the limited sidewalk infrastructure at this location is antiquated. Furthermore, VTrans crash database reveals a high percentage of speed-related crashes within the sample collected from 1992-2011.

A recent petition among the neighborhood residents has sparked debate within the town regarding an appropriate posted speed limit for the roadway. Irrespective of the Selectboard’s decision on the matter, the current speed limit requires either implementation of traffic calming measures or greater (and more expensive) enforcement within the neighborhood if it is expected that traffic will comply with the ordinance. In addition to the consideration of speed,
residents of the neighborhood have expressed a concern for traffic-related noise, as well as the need for safe bicycle and pedestrian access. Although transit service does not currently run along Old Hollow Road, US Route 7 and the CCTA Middlebury Link commuter bus service are located about 0.5 Mile to the west of the neighborhood. However, there is no sidewalk network from the neighborhood to US 7.

III. SCOPE OF WORK

It is anticipated that a Traffic Calming Feasibility Study will inform decision-making within the town in relation to safety, speed, and the appropriate traffic calming treatments and strategies for feasible alternatives. Recommended infrastructure modifications should incorporate relevant Context-Sensitive Solutions (CSS) whenever possible.

In general, the scope of this project will consist of a planning process that identifies alternatives for traffic calming between the two neighborhood gateways (articulated above in Section I. Introduction). The report will primarily provide conceptual design plans for a hopeful preferred alternative. Future bicycle & pedestrian planning should be considered to work in tandem with potential traffic calming strategies. Additionally, future transit and/or vanpool implementation should also be considered for the corridor, coordinated with input from the “Go Vermont” program as well as the ACTR & CCTA transit planning for the area. Additionally the report should address the topic of traffic-related noise in relation to varying speeds of traffic within the neighborhood. This report will serve as a conceptual traffic calming alternatives guidance document, which consider options that will meet the needs of the corridor within the Old Hollow neighborhood. The outcome of the process will be:

- A public involvement process intended to educate and acquire local input and support for the project. The project presentation will most likely take place at a scheduled Selectboard meeting. An adequate time-period will be made to receive written comments from the public, which will be included within the Appendix.
- Development of possible traffic calming strategies or improvements, to include; conceptual alignments or feasible locations for any recommended traffic calming treatments or infrastructure modifications (e.g. lines, signs, asphalt, et al.) along the roadway.
- Anticipated effectiveness of recommended traffic calming treatments, backed by empirical studies and peer-reviewed transportation planning or engineering research.
- Clearly written documentation of; 1. Purpose & Need, 2. Existing Conditions (discussed in Sub-Section A below), 3. Project Issues and development of additional sections which address overall feasibility for traffic calming improvements (outlined in Sub-Sections B through D below).
- Recommendations for phasing of traffic calming implementation.
- A listing of estimated costs of the various treatments (discussed further in Sub-Section D. below).

The Feasibility Study shall include the steps listed below.

A. Existing Conditions
The consultant will compile an “Existing Conditions” base map using available GIS data including Digital Orthophotos, Sign location, Digital municipal parcel maps (only if necessary), Traffic Volume & Speed data (Automatic Traffic Recorder - ATR data will be provided by ACRPC), and other related GIS data available from the Town, VCGI, ACRPC, or other sources. All maps generated as part of this project should also be provided in PDF format.
Existing conditions to be noted are locations of all pavement markings, exact points of current signage placement, pavement and shoulder widths, Traffic volume, vehicle class, and speed data (provided by ACRPC), Bicycle & Pedestrian count data (collected by the consultant in cooperation with ACRPC staff assistance), Crash Data (available from VTrans or ACRPC), Road/bridge sections including the width of unpaved berms on either side of the road and the adjacent ditches. Additional items to be mapped should consider any relevant natural resource, historic and archaeological constraints, and any other items the consultant feels are appropriate. All of these features should be indicated on the map using some form of standard notation that will illustrate the constraints and opportunities along the neighborhood corridor.

B. Develop a Preferred Alternative, Implementation Plan & Conceptual Alignment Maps
In cooperation with the steering committee, the consultant will be responsible for developing a preferred alternative for a feasible application of a suite of traffic calming strategies and devices, based upon the latest research principles (outlined in the reference listings below) as well as existing conditions data collected along Old Hollow Road. The consultant will also develop a base implementation plan with a timeline and detailed maps. Conceptual alignments may include a combination of sections within and out of the highway right-of-way. If a proposed alignment includes off-road and on-road facilities, discuss how these transitions may be made. Roadway crossing needs should also be addressed.

The consultant will also review the proposed implementation (e.g. alignments, placement of signage, et al.), ensuring that they are compatible with the Ferrisburgh Town Plan, and meet the Americans with Disabilities Act Guidelines, The Manual of Uniform Traffic Control Devices (MUTCD), Vermont State Standards (VSS), as well any other applicable state and federal requirements. It is also expected that the consultant will utilize their expertise employing the latest literature as guidance for the progression of this feasibility study, such as;

- U.S. Traffic Calming Manual
- ITE Traffic Calming State of the Practice (SOP)
- ITE Traffic Control Devices Handbook (especially for suggested signage placement)
- NACTO Urban Bikeway Design Guide
- AASHTO Roadside Design Guide
- AASHTO “Green Book” (A Policy on Geometric Design of Highways & Streets)
- VAOT Traffic Calming Study & Approval Process for State Highways (as guidance)
- Vermont Pedestrian & Bicycle Facility Planning & Design Manual

If applicable, the consultant may make suggestions to reference additional relevant guidance and peer-reviewed research for the purpose of this study.

C. Identify Potential Right-of-Way Issues & Utility/Infrastructure Conflicts
Compile general roadway right-of-way information along the proposed alignment(s) of the proposed project, which might impede or prevent implementation of specific traffic calming treatments. This information should be developed as general guidance for the Town officials to consider in their decision-making for traffic calming solutions or strategies. This process should include identification and discussion of any potentially conflicting underground or overhead utilities or infrastructure within the study area.

D. Alternatives Presentation
Taking into consideration previously discussed information, the consultant will meet with the Ferrisburgh Selectboard and the ACRPC Transportation Advisory Committee to review
alternatives and devise a preferred alternative, which should portray a suite of optimal traffic calming treatments for the neighborhood along Old Hollow Rd. Estimated costs for alternatives should be provided for these meetings (see below).

E. Develop Estimated Cost Estimates
The consultant will develop preliminary cost estimates which should be anticipated for further implementation of a preferred alternative traffic calming plan (to include; any additional planning, municipal project management, design, engineering, construction, or inspection costs of the project). The estimates should be based on the assumption that the project will be constructed using a combination of federal, state and local funding to be managed by the town. If the project envisioned is to be completed in phases, cost estimates should be broken down by each phase of the project and presented with a graphical project development timeline. The final report should include information on any plausible funding sources available for implementation of traffic calming projects.

F. Report Production
Using information gathered from the activities outlined above and from the meetings with the steering committee, the consultant will submit draft and final feasibility reports outlining the findings of the study (see Section IV. Standards and Deliverables for number required).

IV. STANDARDS AND DELIVERABLES
A.) A digital copy of the final report with all illustrations and maps shall be delivered on compact disc in Adobe Acrobat PDF format. The text portion of the final report shall also be provided as a MS Word file. All copies of draft and final reports shall be double-sided.

B.) The consultant will provide digital copies of the draft report and ten (10) bound copies of the final report. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed.

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 is 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.) The recording and distribution of minutes and public input from all project meetings will be the responsibility of the consultant.

V. RESPONSE FORMAT
Responses to this RFP should consist of the following:

A.) A technical proposal consisting of:
   1. A cover letter expressing the firm’s interest in the project, including identification of the principal individuals that will be assigned to the project.
   2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as
outlined in the RFP (**Section III, Sub-Sections A through F** above), and any insights into the project gained as a result of developing the proposal.

3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.

4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.

5. A proposed schedule that indicates project milestones and overall time for completion.

6. Resumes of individuals that will be committed to this project. The names and qualifications of any sub-consultants shall be included in this list.

7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

8. A representative work sample similar to the type of work being requested.

B.) Please note that the above Items 1 through 5 should comprise between 10-15 pages. Items 6 through 8 are not included in this total.

C.) A cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

The selected consultant must be pre-approved by the Vermont Agency of Transportation before work can begin. Consultants not currently on the approved consultant list need to submit a letter of interest along with the Standard Form 330 - Architect-Engineer Qualifications Form to the Vermont Agency of Transportation.

**VI. CONTRACT PERIOD AND AMOUNT**
A selection committee will select the consultant by mid-March 2013. All work on the project must be completed by **31 Aug 2013**. The maximum limiting amount of this contract will be **$10,000**.

**VII. CONSULTANT SELECTION**
Consultant selection will be made by a committee consisting of representatives from the Town of Ferrisburgh, VTrans, and ACRPC. The selection committee will review and evaluate all proposals based on the following criteria:

- Qualifications of the firm and the personnel to be assigned to this project. (10 Points)
- Experience of the consultant personnel working together as a team to complete similar projects. (10 Points)
- Demonstration of overall project understanding and insights into local conditions and potential issues. (15 Points)
- Demonstrated knowledge of Project Area (10 Points)
- Clarity of the proposal and creativity/thoroughness in addressing the scope of work. (15 Points)
- Submission of a complete proposal with all elements required by the RFP (10 Points)
- Quality of representative work sample (10 Points)
- Cost of Bid (20 Points)

The selection committee may elect to interview consultants prior to final selection.
VIII. SUBMISSIONS
Consultants interested in this project should submit five hard copies of their proposal (including one unbound copy suitable for copying) of the technical and cost proposals, and a .pdf of the technical proposal to:

Daryl Benoit
Addison County Regional Planning Commission
14 Seminary Street
Middlebury, VT 05753

Technical and cost proposals must be submitted in separate, sealed envelopes or packages with the following information clearly printed on the outside:

- Name and address of prime consultant
- Due date and time
- Envelope contents (technical or cost proposal)
- Project name

Proposals should be double-sided and use recycled paper, if possible.

As stated above, the consultant will also provide a digital copy (in .pdf format) of the technical proposal only. This includes information outlined on page 3 under V Response Format, A., 1 thru 7. Digital copies of the cost proposal and work sample(s) need not be included in .pdf format.

Questions about the project should be directed to Daryl Benoit at the above address or at:

Telephone: 802.388.3141
FAX: 802.388.0038
E-mail: dbenoit@acrpc.org

All proposals must be received by the ACRPC no later than 4:00 p.m. on Friday 15 Feb 2013. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

All proposals upon submission become the property of ACRPC. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. ACRPC reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the town. This solicitation in no way obligates ACRPC to award a contract.