

REQUEST FOR PROPOSALS

***Route 7 Livability Connection
Transportation Planning, Engineering, and Design
St. Albans, Vermont
May 8, 2017***

Proposals Due: 3pm on Friday, June 9, 2017

PROJECT DESCRIPTION

Project Summary

The essence of the *Route 7 Livability Connection* project is to provide more transportation choices to residents of both St. Albans Town and City. US Route 7 is the main commercial and transportation corridor that connects the densest and most intensely developed parts of both communities. Currently, most of the sidewalks are within the City boundaries and none of the corridor includes any appropriate public transit infrastructure. Pedestrians and bicyclists who do brave this corridor, commute to and from the commercial growth center in the north to the residential neighborhoods in the south. They must walk or bike on a narrow band along this heavily trafficked highway.

Context and Background

US Route 7 is the primary corridor in the study area and is a State Highway subject to the 1997 Vermont State Roadway Design Standards. The land use typology surrounding the US Route 7 corridor is a built environment, which features a mix of commercial, residential, educational, and some recreational nodes with insufficient facilities for walking or biking. It is a typical *incomplete street* that is principally focused on vehicle traffic. US Route 7 (North Main Street and Swanton Road) corridor links a designated downtown in the City with a growing commercial area in the Town and is a State Highway subject to the 1997 Vermont State Roadway Design Standards. While US Route 7 is the transportation backbone for the greater St. Albans community, the corridor lacks an appropriate system of sidewalks, bike lanes, and crosswalks. Additionally, there is public transit bus service along the corridor, which permits flag stops, but most of the corridor appears unsafe for stopping. Adequate and designated paved bus pull-off/stop areas would allow increased operating efficiency and provide more transportation alternatives within the corridor.

The goals and objectives of this project are to:

1. provide recommendations for land use regulations that would best encourage non-motorized transportation and public transit within and along the corridor;
2. develop alternatives and implementation plans for new pedestrian, bicycle, and public transit infrastructure along the corridor;
3. provide wayfinding sign recommendations to key sites along the corridor; and,
4. develop conceptual construction plans, estimates, and implementation strategies that will guide funding efforts in the near future.
5. develop an implementation focused Complete Street master plan for the study corridor focusing on US Route 7 with greater safety and increased options for residents and

visitors to walk and bike thus increasing business activity and economic vitality for St. Albans Town and City.

Detailed Project Work Plan

Task Name	Description of Task	Deliverables	Schedule
Project Kick-off Meeting	First mtg of consultant with steering cmte.	Direction given to consultant.	June 2017
Current Conditions	Assessment of current conditions of Route 7 corridor.	Plan of existing infrastructure. Initial alternative ideas.	June - August 2017
Regulatory Research	Compilation of relevant local regulations.	Basis for consultant recommendations.	Jun - Aug 2017
Quarterly Report	Project partners submit project report to State.	Project Report	August 2017
Development of Alternatives for Corridor Plan	Development of infrastructure and wayfinding alternatives	Alternatives and visuals ready for presentation.	Sept - Nov 2017
Public Engagement - Months 8-12: Presentation and Discussion of Alternatives	Alternatives Presentation and Selection. Series of at least 3 meetings with steering cmte., partners and public.	Comments on alternatives and input for preferred selections.	November 2017 - February 2018
Mid- Project Report	Project partners submit project report to State.	Mid- Project Report	January 2018
Prioritize Alternatives	Steering Cmte. chooses 2-3 corridor plan options for further analysis.	Prioritized alternatives.	February 2018
Conceptual Planning, Estimates, Implementation	Consultant produces conceptual plans for prioritized corridor alternatives.	Conceptual plans, visuals, estimates, implementation.	March - May 2018
Regulatory Recommendations	Consultant produces regulatory recommendations for land use / access mgt.	Regulatory Recommendations	March - May 2018
Quarterly Report	Project partners submit project report to State.	Project Report	May 2018
Presentation of Prioritized Alternatives and Recommendations	Public input meeting with consultant.	More comments and questions for consultant response.	June 2018
Consultant responses.	Consultant works on final submissions of project deliverables.	Final deliverables.	July-August 2018
Final Meeting	Final public input meeting with consultant. Next steps to be discussed by steering cmte. and project partners.	Final products of project. Momentum for implementation and funding.	Aug-18
Final Report to SCBC	Project partners submit final report.	Final report.	September 2018

Project Funding

A total of \$60,000 is available for consultant services from the Better Connection Grant Program administered by Vermont Agency of Transportation and Vermont Agency of Commerce and Community Development.

PROPOSAL REQUIREMENTS

Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** - A cover letter of interest and general description of recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – Provide a detailed scope of work based on the work plan provided in the RFP for the project broken down by task. Including:
 - a. Describe the project approach and overview of engagement, including a detailed scope of work with associated list of tasks broken down by task and team member with organizational chart.
 - b. Describe the schedule and proposed deliverables.

The consultant may also propose additional supplemental items to the scope of work. While the work plan in the RFP serves to illustrate a general process and structure for creating the plan, we are very much open to and interested in hearing any new/creative approaches to this type of plan and our approach.

3. **Proposed Schedule** – Provide a schedule that includes completion of work task and deliverables, as well as key meetings and comply with timeline given in the RFP.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved. Also, provide an estimated budget with staff hours for completing each phase of the proposed scope of work.
5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including the name of the firm, year established, including a description of relevant experience on similar projects for each firm and detailed resume listing of their individual work experience in this role on similar projects;
6. **References** - A minimum of three (3) professional references for whom a similar project has been completed within the last five (5) years.
7. **Page Limit** - The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including outside covers, cover letter, table of contents and resumes.

All information submitted becomes property of the Town of St. Albans upon submission. The Town of St. Albans reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of the Town of St. Albans. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The Town of St. Albans and the City

of St. Albans reserve the rights to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, 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 the Town of St. Albans. This solicitation of proposals in no way obligates the Town of St. Albans nor the City of St. Albans to award a contract.

Submission Requirements

Respondents should submit one (1) digital copy (PDF) and 10 printed copies of their response by 3pm on **Friday, June 9, 2017** to:

Municipality/Local Project Manager Contact Information

Ned Connell
Director of Administration
Town of St. Albans
PO. Box 37
St. Albans Bay, VT. 05481
Ph: 802-524-7589 ext 108
nconnell@stalbanstown.com

Please expect a confirmation email upon the Town of St. Albans receipt of your proposal.

If you have any questions about this project or the RFP, please address them in writing either via US. mail or email to nconnell@stalbanstown.com. We will respond to all questions in writing within 3 days and will be posted on the Town's website in the chronicle section at the bottom of the main page. Both the question and response will be shared with all other consultants.

RFP Schedule Summary:

Requests for Proposals due – 3pm on Friday, June 9, 2017
Consultant selection by - Friday, June 23, 2017 .
Project Work to begin - Monday, July 3, 2017
Complete project on or by - Friday, September 21, 2018

Proposal Selection: Proposals will be reviewed by a selection committee comprised of representatives from the Town of St. Albans, the City of St. Albans, NRPC, VTrans, ACCD, and RiseVT. A short-list of consultants may be selected for interviews.

Proposal Evaluation: Respondents will be evaluated according to the following factors:

1. Consultant Qualifications with Similar Projects and the Project Area - 25%
2. Scope of work, methodology, public engagement, and scheduling - 35%
3. Overall Quality, Completeness, and Clarity in the Proposal - 25%
4. Consultant Costs and Fee Schedule – 15%

Final Consultant Selection:

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

Contract Requirements:

The Town of St. Albans will negotiate the final contract terms upon selection. All contracts are subject to review by the municipality's legal counsel. The contract shall not start until the successful applicant enters into a written contract with the municipality. The Town of St. Albans and the City of St. Albans are is not liable for any cost incurred by consultant prior to issuance of a contract. The consultant and subcontractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all the municipality's subcontracts including, but not limited to the following provisions:

- Insurance Coverage
- Indemnification
- Workers Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act
- Disadvantage Business Enterprise (DBE) Obligation
- Audit and Record Retention
- Lobbying restrictions

Mapping and Graphic Standards

The planning project may have mapping to inventory, assess, and communicate geographic concepts. Consultants will develop data layers in GIS. Data must be in Vermont State Plane coordinates, meters NAD 1983. These data layers can be developed from existing data layers and/or augmented with additional engineering work. Any artistic renderings or other graphical illustrations should be provided in pdf or jpeg file format along with native editable file formats in Adobe Illustrator/Photoshop and InDesign format. Upon completion, the data will be transmitted in ESRI shapefiles format and associated mapping in Adobe Acrobat formats to the municipality.