

TOWN OF DOVER
102 Route 100 | P.O. Box 428
Dover, VT 05356

REQUEST FOR PROPOSAL
Bicycle & Pedestrian Scoping Study

Contact: Ken Black, Director of Economic Development
Date of Issue: April 17, 2015
Deadline: Friday, June 5, 2015 at 5:00 p.m.

I. INTRODUCTION

The Town of Dover has received funding through the State of Vermont Agency of Transportation and the Federal Highway Administration to plan for and identify issues with construction of a sidewalk/bicycle facility in the village of West Dover. The sidewalk/bicycle facility is proposed to extend northbound for approximately 1,620 feet (0.3 mi.) from Mountain Park Plaza to Stugger Road along Route 100 within the State Right of Way (ROW). The Town is seeking assistance from qualified firms to provide planning services to identify issues associated with possible construction of a sidewalk/multi-use path. Descriptions of standards, tasks and products are detailed below.

II. SCOPE OF WORK

In general, the scope of this project will consist of a planning process that identifies the needs of pedestrians and/or bicyclists within a defined area taking into consideration the existing conditions. The outcome of the process will be:

- An identification and prioritization of improvements
- A public involvement process to ensure local input and support of projects
- An assessment of historic, archaeological, natural resource, utilities and environmental constraints
- Clear, written documentation of project issues and overall feasibility
- A complete preliminary cost estimate for further engineering, project administration and construction

The draft and final reports will include the elements of the recommended outline included as Attachment A

A. Project Kickoff Meeting

Meet with Town of Dover Economic Development and VTrans Municipal Assistance Bureau staff 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
- Other natural resource-based GIS data available from the RPC 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
- Other items the consultant feels are appropriate.

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Additional items to be mapped should include:

- natural resource constraints
- utilities, historic and archaeological constraints

Additionally, the consultant will collect traffic information such as the Average Daily Traffic, pedestrian and bicycle counts and available crash data. The consultant may elect to undertake a topographic survey to more accurately map roadway widths, location of existing buildings, drainage facilities and any other features that may be critical to the project design.

C. Local Concerns Meeting

The consultant will organize and moderate a local concerns meeting(s) with Town representatives and State officials and the public to develop a clear understanding of the project goals, objectives and concerns.

Outcome: Consultant to develop a Project Purpose and Need Statement for proposed improvements.

D. Identify Land Use Context

The consultant will identify:

- Existing and proposed land uses in the project area
- Context of the area where the project is proposed
- Predicted and existing pedestrian/bicycle travel patterns to gain an understanding of the best location for new sidewalks/bike facilities.

E. Develop Conceptual Alternatives

In cooperation with the Town staff, the consultant will be responsible for identifying potential alternatives for the proposed bicycle and/or pedestrian facilities utilizing the information compiled for the base plan, and site visit(s).

Conceptual alternatives should also include roadway crossing needs.

- If a shared use path paralleling a road is proposed, the alternative of providing on-road accommodation for bicyclists should be discussed.
- If a proposed alignment includes off road (shared use path) and on road bike facilities, discuss how these transitions will be made.
- Coordination with VTrans to determine how the proposed reconstruction of the VT Rt. 100 Bridge 59 project ties into this project in a way that best accommodates bike/ped use.
- 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.

Note : If proposed alternatives lie within State of Vermont rights-of-way, coordination with various sections of VTrans must take place include.:

- *District Transportation Administrator*
- *Utilities section*
- *Traffic Operations (crosswalks, signs, traffic signal warrants)*
- *Structures (bridges and culverts)*
- *Traffic Research (changes in lane configurations or turning lanes).*

F. Identify Right-of-way Issues

- Compile roadway right-of-way/abutting property ownership information
- Identify public/private ownership
- Identify existing easements or restrictions (e.g. Act 250 permits) on affected property
- Map right-of-way information on base map as the existing conditions

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- Identify access management

G. 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 including:
 - Preliminary assessment potential relocations.
 - Identification of owners of potentially impacted utilities.

H. Identify Natural and Cultural Resource Constraints and Permitting Requirements

- Review natural and cultural resource issues including wetlands, surface waters, flora/fauna, endangered species, storm water, hazardous material sites, forest land, historic, archaeological and architectural resources, 4(f) and 6(f) public lands, and agricultural lands.
- Identify potential impacts on these resources and permitting requirements, including the potential for review under Act 250. Include documentation from appropriate state and federal agencies (e.g. Agency of Natural Resources, Department of Fish and Wildlife, Corps of Engineers) to summarize the extent to which resources may or may not be impacted.
- Identify any permits that will likely be needed for the project incl. erosion prevention and sediment control.
- Review of Historic and Archaeological resources by qualified experts

I. Alternatives Presentation

Create proposed alternatives matrix to include:

- Resource impacts
- Right of way impacts
- Utility impacts
- Ability to meet the project purpose and need
- Estimated cost to include costs associated with various widths of a shared use path
- Costs should also include maintenance of the proposed project
- Conduct a public informational meeting to present alternatives

J. Develop Preliminary Cost Estimates

- Develop preliminary cost estimates for further planning, design, construction and maintenance cost of the project.
- Develop preliminary bid item quantities. (Per foot or lump sum costs will not be an acceptable) Include amounts for:
 - Construction
 - Engineering
 - Municipal project management
 - Construction inspection

K. Project Time Line

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).

L. Report Production

- Draft feasibility report
- Final feasibility report

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- Conduct public informational meeting will be held to review the draft report before completion of the final report. The consultant shall follow the report format shown in Attachment A and is expected to include all of the elements listed in the outline. It is expected that the local legislative body will endorse or decline the proposed project at this meeting. (One or two public meetings)

III. STANDARDS AND DELIVERABLES

All documents should be provided in both paper copy and digital (MS Word) format. All data, databases, reports, programs and materials, in digital and hard copy format created under this project shall be transferred to the Town of Dover, VT upon completion of the project and will become the joint property of the Town of Dover and the State of Vermont.

The consultant will provide six (6) copies of the draft and final reports to the Town of Dover. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed.

IV. RESPONSE FORMAT

Responses to this RFP should consist of the following:

A technical proposal consisting of:

1. A cover letter expressing the firm’s interest in working with the Town of Dover including identification of the principal individuals that will provide the requested services.
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, 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. A list of individuals that will be committed to this project and their professional qualifications. 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.

Please note that Items 1 – 5 should be limited to a total of 15 pages. Resumes, professional qualifications and work samples are not included in this total.

A separate sealed cost proposal consisting of a composite schedule by

1. Task of direct labor hours
2. Direct labor cost per class of
 - labor
 - overhead rate
 - fee for the project.

If the use of sub-consultants is proposed, a separate schedule must be provided for each.

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V. CONTRACT PERIOD

The consultant will be selected on or about June 19, 2015. All work on the project must be completed March 31, 2016.

VI. CONSULTANT SELECTION

The consultant selection will be made by a committee that includes but is not limited the Economic Development Department, the Town of Dover Selectboard and the VTrans Project Supervisor.

The selection committee will review and evaluate all proposals based on the following criteria:

1. Qualifications of the firm and personnel assigned to this project. (10 Pts.)
2. Experience of the consultant personnel working together as a team to complete similar projects. (15 Pts.)
3. Demonstration of overall project understanding of location and issues. (25 Pts.)
4. Clarity and thoroughness of scope of work. (30 Pts.)
5. Submission of a complete proposal with all elements required by the RFP (10 Pts.)
6. Quality of representative work sample (10 Pts.)

The selection committee may elect to interview consultants prior to final selection.

VII. CONTRACTING PROCESS

1. The Consultant must be registered with the Vermont Secretary of State's Office to do business in the State of Vermont
2. The Consultant must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to signing a contract.
3. The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.
4. Consultant must provide proof of Liability Insurance including Workers Compensation clause. (See VTrans Local projects Guidebook Appendix E).
5. If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Dover Selectboard. Grievances must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

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VIII. SUBMISSIONS

Consultants interested in this project should submit six (6) copies of their proposal as follows and must be received by no later than 5:00 PM on Friday, June 5, 2015:

Mr. Ken Black | Director of Economic Development
Town of Dover
P.O. Box 428 | 102 Route 100
West Dover, VT 05356
802.464.5100 x105
dovereds@sover.net

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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

Questions about the project should be directed to Ken Black at the above address.

All proposals must be received by the Town no later than 5:00 PM on Friday, June 5, 2015. 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 the Town of Dover. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town 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 the Town to award a contract.

Proposals should be double-sided and on recycled paper, if possible, twin pocket portfolios or other simple, re-usable binding method is recommended. Do not use non-recyclable plastic sheeting. Electronic versions (pdf) emailed to dovereds@sover.net are required but will not count towards meeting the submission deadline.

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Attachment A

Recommended Outline for a Bicycle and Pedestrian Scoping Study

- I. PURPOSE AND NEED OF THE PROJECT – identify goals and objectives, provide description of existing conditions (how do they hinder the goals?)
- II. PROJECT AREA AND EXISTING CONDITIONS – identify the project area, existing conditions and proposed location of facilities. What other locations were considered? What origins and destinations are served by the proposed facility?
- III. RIGHT OF WAY – identify Town or State Highway right of way (if project parallels a highway) and abutting property owners and assess their level of interest in the project if their property is likely to be impacted.
- IV. UTILITY IMPACTS – What existing underground and/or overhead utilities are in the project area? How will they be impacted by the proposed project? Will they need to be relocated outside the existing right of way?
- V. NATURAL AND CULTURAL RESOURCES – identify constraints and possible design solutions and necessary permits. Include resource maps indicating identified resources and the relationship to the preferred alternative. Develop a resource impact matrix for inclusion in the final report.
 - Natural Resources:
 1. Wetlands
 2. Lakes/Ponds/Streams/Rivers (storm water discharge and erosion/sediment control implications)
 3. Floodplains
 4. Endangered Species
 5. Flora/Fauna
 6. Storm water
 7. Hazardous Wastes
 8. Forest Land
 - A. Cultural Resources
 1. Historic
 2. Archaeological
 3. Architectural
 4. Public Lands
 5. Agricultural Lands
- VI. PRELIMINARY PROJECT COST ESTIMATE – including preliminary engineering, right of way acquisition, construction, project management and construction inspection costs.
- VII. MAINTENANCE - Discuss anticipated maintenance needs of the proposed project, including how snow removal is likely to be addressed.
- VIII. PUBLIC INVOLVEMENT – Document the extent to which the public supports the project and identify any potential problems.
- IX. COMPATIBILITY WITH PLANNING EFFORTS – Indicate how the proposed improvement is compatible with relevant local Town plans, and regional Transportation or Bike/Ped (if available) plans.
- X. PROJECT TIME LINE – given the nature of the project what is your best estimate of the time it will take to scope, design and construct the project (or initial phase of the project).
- XI. VIABILITY – why should VTTrans or other funding sources consider this project proposal? Is the project responsive to a community need and is the public good served by spending local, state and federal dollars on this alignment? Are there other considerations that should be made before this project is advanced?