Town of Sunderland
PO Box 295 - Sunderland, VT 05252
(802) 447-7599

Request for Proposal
Sunderland Safe Roads Scoping Study

Contact: James Sullivan, Local Project Manager / Bennington County Regional Commission (BCRC)

Date of Issue: December 1, 2014

Deadline: 5:00 P.M., January 14, 2015

I. INTRODUCTION

The Town of Sunderland has received funding through the Vermont Bicycle and Pedestrian Program develop a scoping study that will evaluate potential improvements along Sunderland Hill Road and Hill Farm Road (Attachment B). The Town is seeking assistance from qualified firms to provide planning services to identify alternative improvements that will enhance safety and mobility for pedestrians and bicyclists along this important roadway corridor. The roadways connect several residential neighborhoods, the local elementary school, the new town office building, an inn, and the town's principal commercial area along Route 7A, located just north of the intersection with Hill Farm Road. The local roads are used by through traffic traveling between Manchester and Sunderland, and relatively high speed traffic combined with a lack of defined bike-ped space discourages use and presents safety concerns. It is expected that most, or all, improvements will be constructed within the existing municipal highway right-of-way.

Description 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 bicyclists within the study 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, right-of-way, 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 and State officials (VTrans Bicycle and Pedestrian program staff) and 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 and other natural resource-based GIS data available from the BCRC 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 and any other items the consultant feels are appropriate. Additional items to be mapped may include: key adjacent land uses, natural resources, utilities, historic and archaeological resources, and other resources and constraints to development. 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 design of the project.

C.) Local Concerns Meeting

The consultant will organize and moderate a local concerns meeting with Town representatives and State officials and the public to develop a clear understanding of the project goals, objectives and concerns. This meeting may be an opportunity to discuss any future maintenance issues or concerns with the proposed project. As an outcome of the local concerns meeting and the project kickoff meeting, the consultant will develop a Project Purpose and Need Statement for proposed improvements. The consultant will generate this statement based on local input and an understanding of existing conditions. Items that may be discussed are what different user groups are being served and the general type of facility that may be appropriate.

D.) 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 (e.g. rural, suburban, village area, etc.) 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 travel patterns to gain an understanding of the best location and design for any improvements.

E.) Develop Conceptual Alternatives

In cooperation with the Town, the consultant will be responsible for identifying potential alternatives improvements utilizing the information compiled for the base plan, and site visit(s). Conceptual alternatives should also include safety considerations at any intersections. The consultant also will review the proposed alternatives to ensure that they meet the Americans with Disabilities Act Accessibility Guidelines and other applicable State and Federal requirements. The consultant will develop typical sections for the different alternatives that show basic dimensions and, if applicable, where the facility is located within existing road rights of way and in relation to travel lanes, shoulders, existing building and other features.

F.) 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. If the project crosses existing commercial or residential driveways that are excessive in width, a discussion should be included of the impacts of modifying the driveway to meet current standards (access management).

G.) Identify Utility Conflicts

Identify and discuss all public and private underground and overhead utilities (water, sewer, fiberoptics, 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.

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. When possible, documentation from appropriate state and federal agencies (e.g. Agency of Natural Resources, Department of Fish and Wildlife, Corps of Engineers) should be included to summarize the extent to which resources may or may not be impacted. The consultant will identify any permits that will likely be needed for the project.

If there is any increase in the amount of impervious surface area, so an estimate of new, redeveloped, and existing contributing surface areas should be included as well as an assessment of what will be required to obtain a stormwater discharge permit. An estimate of the area of disturbance that will result from the project should be included to assess the extent of mitigation that will be required under the National Pollutant Discharge Elimination System (erosion prevention and sediment control) permit.

Historic and Archaeological resources will be reviewed by qualified experts in those fields to determine potential impacts to those resources. For the Historic resources, the correct level of study for above-ground resources would be a reconnaissance-level survey. For Archaeology, the correct level of effort is an "Archaeological Resources Assessment" which involves no excavations, but is to determine where and how much of a proposed project area has "archaeologically sensitive" land.

I.) Alternatives Presentation

All of the proposed alternatives (including a mandatory “no build” alternative) will be evaluated in an alternatives matrix. The matrix will 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. Taking into consideration previously gathered information, conduct a public informational meeting to present all the different alternatives that have been considered. The outcome of this meeting should be an alternative selected by the community for further development.

J.) Develop Preliminary Cost Estimates

The consultant will develop preliminary cost estimates for further planning, design, construction and maintenance of the project. 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.

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. If necessary, the consultant will develop a project phasing plan for construction of the project over a multi-year period.

L.) 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). A 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 Town Select Board will endorse or decline the proposed project at this meeting.

III. STANDARDS AND DELIVERABLES

A.) All documents should be provided in both hard copy (paper) and digital format. All copies of draft and final reports shall be printed on both sides (i.e. double-sided).

B.) All data, databases, reports, programs and materials, in digital and hard copy format created under this project shall be transferred to the Town upon completion of the project and become the joint property of the Town and the State of Vermont when applicable.

C.) The consultant will provide six (6) hard copies and one pdf of the draft and final reports. 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.) A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Town 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.

B.) 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.

Proposals should be submitted to:

James Sullivan, Local Project Manager
Bennington County Regional Commission
111 South Street – Suite 203
Bennington, VT 05201

and pdf files emailed to James Sullivan (jsullivan@bcrcvt.org) on or before January 14, 2015.

V. CONTRACT PERIOD AND AMOUNT

The committee will select the consultant on or about February 5, 2015**.** All work on the project must be completed by December 31, 2015**.**

VI. CONSULTANT SELECTION

The consultant selection will be made by a committee that includes the Sunderland Safe Roads Committee, a representative from the BCRC, and the VTrans Project Supervisor. The selection will be subject to approval of the Sunderland Select Board. The selection committee will review and evaluate all proposals based on the following criteria:

1. Qualifications of the firm and the personnel to be 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 and insights into local conditions and potential issues. (25 Pts.)
4. Clarity of the proposal and creativity/thoroughness in addressing the 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

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101. The telephone number is (802) 828-2363. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to

signing a contract. The AF38 form should be completed at a level commensurate with the anticipated magnitude of proposed work. The AF38 form and any financial information should be submitted directly to VTrans Audit Section. This information will be kept confidential on file in the Audit Section. Please note in the SOQ if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website: (www.aot.state.vt.us/conadmin/relateddocs.htm).

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.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Consultant Contract Provisions located in the Local Transportation Facilities (LTF) Guidebook (Appendix E). The certificate of insurance coverage shall be documented on forms acceptable to the Town. The LTF Guidebook may be found online at http://vtransengineering.vermont.gov/sections/ltf/general. The contract between the Town and the Consultant shall also make general reference to those provisions or attach them to the contract.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Sunderland Select Board, P.O. Box 295, Sunderland, VT 05252. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Select Board is final.

VIII. SUBMISSIONS

Consultants interested in this project should submit six (6) copies of their proposal to:

James Sullivan, Director
Bennington County Regional Commission
111 South Street – Suite 203
Bennington, VT 05201

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

1. Name and address of prime consultant
2. Due date and time
3. Envelope contents (technical or cost proposal)
4. Project name

Proposals should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

Questions about the project should be directed to **Jim Sullivan** at the above address or at:

Telephone: ***(802) 442-0713 x5***
E-mail: ***jsullivan@bcrcvt.org***

All proposals must be received by the Towne no later than 5:00 PM on January 14, 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. 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 Town. This solicitation in no way obligates the Town to award a contract.

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.

A. Natural Resources
    1. Wetlands
    2. Lakes/Ponds/Streams/Rivers (stormwater discharge and erosion/sediment control implications)
    3. Floodplains
    4. Endangered Species
    5. Flora/Fauna
    6. Stormwater
    7. Hazardous Wastes
    8. Forest Land

B. 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 municipal plans, and regional transportation 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 VTrans 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?