

**Town of Charlotte
P.O. Box 119
Charlotte, VT 05445
(802) 425-3071 ext. 5**

**Request for Proposals
Bicycle and Pedestrian Scoping Study**

Contact: Dean Bloch, Charlotte Town Administrator

Date of Issue: Tuesday May 24, 2016

Deadline: Thursday June 23, 2016, 4:00 P.M.

I. INTRODUCTION

The Town of Charlotte has received funding through the 2015 VTrans Bicycle & Pedestrian Program to provide scoping for and identify issues with construction of a pedestrian/bicycle facility in Charlotte. The Town is seeking assistance from qualified firms to provide planning services to identify issues associated with possible construction of a multi-use path. Standards, tasks and products are detailed below.

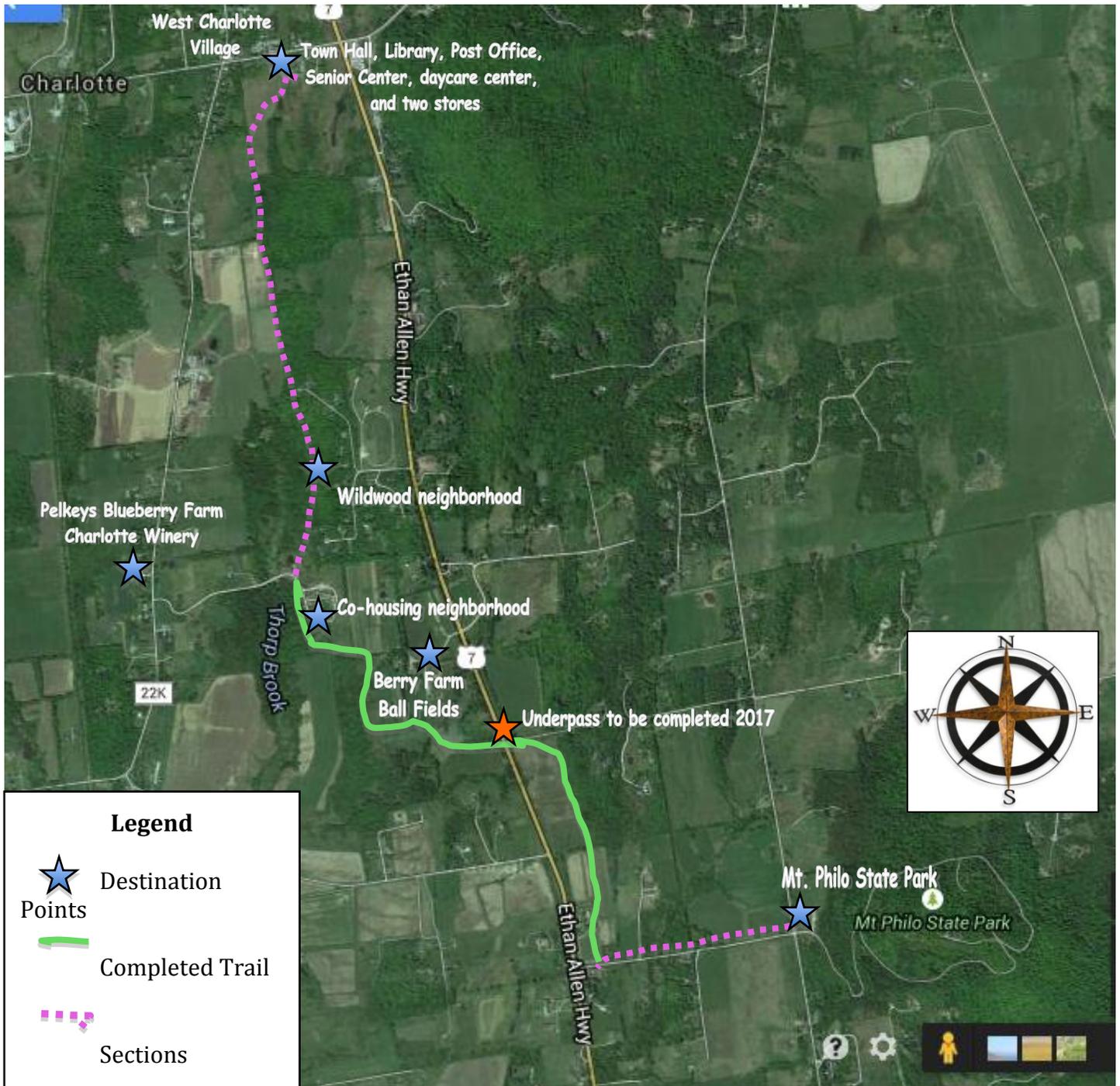
There are two completed sections of the Charlotte Town Link Trail (a multi-use path)– the Melissa & Trevor Mack Section on the east side of Route 7, and the Co-housing Section on the west side of Route 7. When the underpass of Route 7 is completed in 2017, these two sections will be joined into a two-mile completed multi-use path.

The Town seeks to scope two sections that would extend the completed portion of the path on both ends to two important destination points: Mount Philo State Park (to the southeast), and the west Charlotte village (to the north). The scoping work would look at 1) connecting Mount Philo State Park to the southerly end of the Melissa & Trevor Mack Trail via a bicycle/pedestrian facility along State Park Rd. (approximately .5 miles), and 2) connecting the northerly end of the Co-housing Section to the west Charlotte village via a new multi-use path (approximately 1.5 miles).

Please see the map on the following page.

Town of Charlotte

Map of the Town Link Trail



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 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 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.

More specifically, the project will include the following tasks:

A.) Project Kickoff Meeting

Meet with Town and State officials (VTrans Bicycle and Pedestrian program staff or Transportation Alternatives Coordinator) 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 natural and archaeological resource GIS data available from the Chittenden County Regional Planning Commission (CCRPC) or the Vermont Center for Geographic Information (VCGI). Also use, as applicable, existing engineering project information developed by a University of Vermont civil engineering class. The compiled information must be in an ESRI compatible format. Typical sections and other engineering type drawings will be created with up-to-date CAD software. Existing conditions to be noted include presence of existing pedestrian/bike facilities, roadway widths and grades, subsurface drainage, adjacent topography and vegetation, and any other items the consultant feels are appropriate. Additional items to be mapped shall include: all natural resource constraints, slopes/grades, utilities, historic and archaeological constraints, etc. Additionally, the consultant will collect traffic information such as Average Daily Traffic and speed data, 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, natural and man-made 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 (especially for shared use paths) are what different user groups are anticipated/desired (e.g. walkers, bicyclists, cross country skiers in winter, etc.) and what route and surface type is desired, and what improvements may be needed.

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 bicycle facilities, the consultant will document predicted and existing pedestrian/bicycle travel patterns to gain an understanding of the best location for new pedestrian/bike facilities.

E.) Develop Conceptual Alternatives

In cooperation with the Town staff and the steering committee, the consultant will be responsible for identifying potential alternatives for the proposed bicycle and pedestrian facilities utilizing the information compiled for the base plan, and site visit(s). Conceptual alternatives should also include roadway crossing needs, where applicable. 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. The consultant will also review the proposed alternatives with regard to their respective abilities to meet the Americans with Disabilities Act Accessibility Guidelines and other applicable State and Federal requirements, and document any prospective non-compliance and potential reasons that non-compliance may be deemed acceptable. If the proposed improvement covers a large distance and will likely be implemented in phases, the consultant shall make suggestions about how to break up the project into logical segments. 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, drainage facilities, utility poles, existing large trees and other features.

Note that if proposed alternatives lie within State of Vermont rights-of-way, coordination with various sections of VTrans must take place. At a minimum, the District Transportation Administrator and the Permitting Services section (provide permits for work in State ROW) should be involved. Other possible sections are Traffic Investigations (crosswalks, signs, traffic signal warrants), Structures (bridges and culverts) and Highway Safety and Design (changes in lane configurations or turning lanes). Appropriate staff at the Vermont Department of Forests, Parks and Recreation will be consulted with regard to siting a pedestrian crossing to/from Mount Philo State Park.

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 – Task B). If the project is located along a state highway and will cross 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). The existing width of state highway right-of-way should be confirmed with the VTrans ROW section. ROW data for the state system can be requested by going to the following link – <http://tinyurl.com/ggv5jua>.)

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, floodplains, river corridors, lake shorelands, 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.

All environmental resource work shall be conducted by qualified professionals in that field (i.e. wetland reviews conducted by qualified wetland biologists, historic preservation reviews by historic preservation professionals, archaeological reviews by archaeologists, etc.), and should be well documented in the scoping report. Project area should be delineated on a map. Environmental resource areas should also be delineated/illustrated/or otherwise described on the map.

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

Because an alternative has not yet been selected, all environmental resource ID work shall include the general project area in which all proposed alternatives will take place. If alternatives are provided in the scoping report, then recommendations for the alternatives' effect on environmental resources shall be stated in the scoping report, along with anticipated permit requirements.

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.

The Vermont ANR Natural Resource Atlas and BioFinder are web-based mapping tools which may be used to locate natural resource features. The Atlas serves as a quick reference to help determine whether the project is located in a wetland, lakeshore, or river corridor:

ANR NR Atlas: <http://anrmaps.vermont.gov/websites/anra/>

ANR BioFinder: <http://biofinder.vt.gov/biofindermap.htm>

The Vermont Significant Wetland Inventory (VSWI) layer denotes the approximate location and configuration of significant wetlands and does not include all state significant wetlands. The hydric soils mapping indicates additional areas where wetlands may be present. The actual boundaries and presence of wetlands must always be determined in the field by a professional wetland scientist.

The DEC Watershed Management Division has regional lake, river, and wetland scientists who are available to help with project scoping and permitting requirements. For instance, the river scientist can help evaluate river corridors and whether certain types of bike and pedestrian facilities meet the State river corridor performance standard, i.e., fit within these dynamic areas without the application and

maintenance of river channelization practices.

Improvements for bicyclists and pedestrians are likely to increase impervious surface area. Especially where a closed, subsurface drainage system is proposed (new or addition to existing), 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.

During development of alternatives, the Consultant shall attempt to minimize discharges of untreated stormwater to surface waters, particularly during smaller storms (1yr return frequency and smaller). Reasonable effort shall be made to identify and attempt to minimize conflicts and align project goals as practicable with known community stormwater master plans, tactical basin plans, jurisdictional features associated with State stormwater permits, planned stormwater retrofits and other related considerations which may be affected by the project.

This resource work will inform the alternative selection so that the project avoids and minimizes, to the extent practicable, impacts to environmental resources. Thorough and well-documented resource identifications will inform the selection of the Least Environmental Damaging Practicable Alternative (LEDPA) and development of Conceptual Plans. Scoping reports will be reviewed by VTrans Project Delivery Bureau Environmental Section (via Resource ID work request from VTrans Project Manager) prior to development of Conceptual Plans.

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 cost of the project. Construction 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). The draft report must be submitted to VTrans for comment prior to issuing a final report. A minimum of 3 weeks must be allowed for VTrans review of the draft report. 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 local legislative body will endorse or decline the proposed project at this meeting.

III. STANDARDS AND DELIVERABLES

- A.)** All documents will be provided in both hard copy (paper) and digital format. Hard copies of the draft and final reports shall be printed on both sides (i.e. double-sided). Three (3) hard copies of draft and final reports will be provided to the Town. Draft and final reports will be delivered in Adobe .pdf format to the VTrans project supervisor and the Town. GIS data will be delivered in an ESRI compatible format.
- B.)** All data, databases, reports, programs and materials, in digital and hard copy format created under this project shall be transferred to the Town of Charlotte upon completion of the project and become the joint property of the Town of Charlotte and the State of Vermont.

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 of Charlotte 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

1. 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.
2. A proposed payment schedule and a percent retention of the contract for each payment pending final acceptance.

V. CONTRACT PERIOD AND AMOUNT

The Town will select the consultant on or about July 25, 2016. All work on the project must be completed by September 30, 2017. The maximum limiting amount of this contract will be \$50,000.

VI. CONSULTANT SELECTION

The consultant selection will be made by the Charlotte Selectboard following a recommendation by a committee that includes the Town Administrator, Town Planner, a Trails Committee member, 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 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 and the web site is <https://www.sec.state.vt.us/corporationsbusiness-services.aspx>. 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:

(<http://vtranscontracts.vermont.gov/personal-services/related-documents>).

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 "Specifications for Contractor Services" located in the VTrans Local Projects Guidebook (Appendix E), and in accordance with Town's requirements. The Local Projects Guidebook may be found online on the VTrans website at <http://vtransengineering.vermont.gov/bureaus/mab/local-projects/general/guidebook>. The contract between the Town of Charlotte and the Consultant shall also make a 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 Charlotte, PO Box 119, Charlotte, VT 05445. 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 Charlotte Selectboard is final.

VIII. SUBMISSIONS

Consultants interested in this project should submit separate technical and costs proposals. The technical proposal shall be provided in .pdf format to:

Dean Bloch, Town Administrator
P.O. Box 119
159 Ferry Road
Charlotte, VT 05445
dean@townofhcharlotte.com

The cost proposal shall be submitted in a sealed envelope with the following information clearly printed on the outside:

1. Name and address of lead consultant
2. Envelope contents (i.e. "Cost Proposal")
3. Project name

The cost proposal shall be double-sided (if more than one page) and use recycled paper, if possible.

The cost proposal shall be mailed or hand delivered by the deadline below to Charlotte Town Office at the above address. All proposals must be received by the Town no later than 4:00 p.m. on Thursday, June 23, 2016. 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 Charlotte. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town of Charlotte 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 of Charlotte. This solicitation in no way obligates the Town of Charlotte to award a contract.

Questions about the project should be directed to Dean Bloch at the above address, e-mail or by telephone: (802) 425-3071 ext. 5.

**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 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 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?