

Request for Proposals

Addison County Regional Planning Commission on behalf of the Town of New Haven, VT

Title – Triangle Bike Loop Master Plan

Project Summary

The Triangle Loop Bicycling Master Plan is supported by a consortium of municipalities including New Haven and Vergennes coordinated by the Addison County Regional Planning Commission. The Consortium seeks a consultant to produce a graphically-rich master plan and facilitate a dynamic engagement strategy for the development of a designated cycling route (approximately 36 miles) for recreational cyclers and commuters connecting Middlebury, Bristol and Vergennes, through New Haven and other towns.

We seek a master plan which clearly identifies problems, solutions and implementation strategies. The master plan must include sufficient detail to allow the project principals to apply for grants available through VTrans or other sources to implement key segments of the proposed route. The plan will provide a consistent and shared road map for our County to retrofit key transportation corridors between our three largest civic hubs for safer, shared roads. A substantial community engagement process with different towns, residents, elected officials and municipal employees will provide an opportunity to understand common concerns, build capacity and understanding, and start to dissolve negative assumptions between cyclists and those driving.

Project Schedule

February 1, 2019	RFP released
February 15, 2019	Deadline for submission of questions and <u>Intent to Respond</u>
February 21, 2019	Response to questions posted
March 14, 2019	RFP submission deadline
April 1, 2019	Consultant selection notification
April 2019	Project kick-off
May 2020	Project completion

Introduction and Background

Regional Transportation surveys distributed to the community within the past three years have provided evidence that residents in Addison County, both cyclists and drivers, do not feel safe sharing our rural roads. This does not stop cyclists or drivers from using Addison County roads. Many of our roads are relatively flat, highly scenic and with distances between town centers of around 10 miles or less. Cycle-touring companies depend on our roads - one out of Middlebury and another out of Bristol/Monkton. In 2015 two cyclists were killed by cars in Addison County. In our 2013 annual Tour de Farm ride a drunk driver hit 2 cyclists, badly injuring one of them. Our communities seek to provide safer road conditions, including improved cycling infrastructure and increased driver awareness, and to understand step by step strategies for developing that infrastructure.

In the spring of 2018, three Middlebury College students used focus groups and online surveys to gather data on cyclists' and motorists' road use attitudes, desirable infrastructure to accommodate cycling, and bikeable roads for long distance cycling. Based on the information collected they suggested a cycling route between the three major economic/civic centers in Addison County. The final recommended bicycle route does not need to be constrained by the Middlebury College work.

The Town of New Haven, the City of Vergennes and ACRPC, with support from numerous organizations, would like to build on the information gathered and take the first regional step in identifying ways to retrofit and sign a dedicated rural cycling loop and provide a precedent for safer rural roads in Vermont - roads where vehicles, cyclists and public transit can more safely co-exist and where these user-groups expect to co-exist. We recognize the importance of outdoor recreation to the economic health of our region. Cycling is an economic boon to Addison County.

Budget

Funding for this study comes through the State of Vermont's Municipal Planning Grant Program administered by the Town of New Haven and coordinated by the Addison County Regional Planning Commission. The total consultant budget is **\$38,500**.

Scope of Work

As part of this analysis the consultant will:

- Identify a desirable biking route or routes that connects the three major civic centers in Addison County and potential spurs. Factors to be considered may include:
 - Traffic volume
 - Shoulder widths
 - Cost impacts of different possible routes
 - Other information that the contractor considers important
- State criteria that explain why a particular route was chosen;
- Identify distinguishable cycle route sections by location, characteristics and type of design and improvements needed;
- Identify maintenance needs and identify responsible parties
 - ⊕ Develop illustrative diagrams, descriptions and cost estimates for retrofitting, signage, and maintenance; all proposed signage and pavement markings must be compliant with MUTCD standards
 - Any proposed infrastructure improvements must be compliant with relevant state and national engineering standards and guidance
- Undertake a community engagement strategy for input on the overall route, the name of the loop, prioritization of implementation, and general concept buy-in; and
- Identify a prioritized list of projects, with short-term and long-term implementation steps and cost estimates, that will support grant applications to begin implementation of the loop.

Project tasks include:

- Review research on the Triangle Loop that has been completed to date including the Middlebury College students' report.

- Data collection and base mapping – produce a base map, gap analysis map, and narrative describing and analyzing the current route.
- Connectivity/gap analysis – field test routes for opportunities, challenges, priority safety concerns, connectivity, and gaps.
- Concept development – define a vision, goals, and objectives and identify appropriate toolkit of design typologies.
- Design development – Align street design and signage typologies with specific route characteristics and, for specific locations, intersections, and sections of the cycling route.
- Cost estimate and maintenance report – Provide a clear outline of construction and maintenance costs associated with design alternatives and prioritization.
- Community engagement strategy –
 - Meet three to four times (3-4) with a project steering committee;
 - Offer at least two (2) community design workshops or propose alternative outreach strategies to vet the overall route, name of the route, design concepts, and to hear public concerns and potential solutions;
 - Provide online engagement including a project website that allows public input;
 - Meet at least once with the road foremen and Selectboard of each member community explaining the route, soliciting support and outlining steps necessary for the municipalities to take to support implementation of the loop; and
 - If portions of the proposed route involve state highways, consult with VTrans staff including, at a minimum, those from District 5 and Permitting.
- Draft report and graphics – produce a draft document outlining analysis, concept, and design development, community input and identification of appropriate solutions with a master plan route with plan view and sectional graphics and an implementation plan.
- Final report and graphics – refine the draft document incorporating feedback from the Steering Committee.

Deliverables

- A.) A digital copy of the final report with all illustrations and plans shall be delivered in Adobe Acrobat PDF format. The text portion of the final report shall also be provided as a MS Word file. All printed copies of draft and final reports shall be double-sided.
- B.) Executive summary of final work product in poster and/or brochure format for public engagement purposes
- C.) Public meetings identified in the Scope of Work
- D.) 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 are 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.
- E.) The recording and distribution of minutes from all project meetings will be the responsibility of the consultant.

Submission Requirements

Please furnish one (1) digital copy of the proposal with pages numbered consecutively, preferably double-sided.

A. Required Technical Information

1. Cover Letter
2. Qualifications of the Consultation Firm – please describe experience in areas needed to fulfill the project scope. Specifically, list which proposed project team members have worked on which related projects.
3. Scope of Work – a scope of work for the project detailing the consultant’s proposed approach to the base scope of the tasks described in the RFP, and any recommended adjustments to the scope or tasks. The consultant may also propose additional supplemental items to the scope of work.
4. Proposed Schedule – the schedule should include completion of work tasks and deliverables as well as any key meetings and comply with the timeline given in the RFP.
5. Detailed Cost Analysis and Budget
6. Project Organization – discuss project management structure and relate the job categories listed.
7. Resumes of key staff who will be working on the project (not exceeding 2 pages for each), a brief description of their roles in the project, and a brief description of their work on related projects.
8. References – please provide a minimum of three, including the name and telephone number of each.
9. The proposal shall not exceed 20 pages.

Consultant Selection

All proposals will be evaluated using the criteria listed below by a selection committee. The selection committee will consist of the residents and officials from participating communities, members of the [Addison County Walk Bike Council](#) and ACRPC staff. Proposals will be ranked based on the following criteria (100 points total):

- Demonstration of overall project understanding, insights into potential issues, and demonstrated understanding of the project deliverables (20 pts)
- Qualifications of the firm and the personnel to be assigned to the project, and experience with similar projects (20 pts)
- Completeness and clarity of proposal and creativity/thoughtfulness in addressing the scope of work (20 pts)
- Demonstrated understanding of, and ability to meet schedule and budget (15 pts)
- Demonstrated knowledge of the project area (10 pts)
- Appropriateness of budget allocation by task (15)

The Addison County Regional Planning Commission (ACRPC) reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. All proposals become the property of the ACRPC upon submission and shall be treated by the ACRPC as public information. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The ACRPC

reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified sources, 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 ACRPC. This solicitation or proposals in no way obligates ACRPC to award a contract.

Contract Requirements

The contract shall not start until the successful applicant enters into a written contract with the town of New Haven to perform the work subject to this Request for Proposal. The consultant contract will be subject to the terms of [Attachment D](#) of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements). A sample contract meeting these requirements is available [here](#).

Resources

Middlebury College Students' Report ([summary description here](#); [full text provided upon request](#))

[ACRPC Transportation Plan](#)

[Municipal Plans](#) of Communities Involved:

- New Haven
- Vergennes
- Middlebury
- Bristol
- Waltham
- Weybridge
- Ferrisburgh

Further Information

Please contact Mike Winslow, Transportation Planner, ACRPC at 802-388-3141 or mwinslow@acrpc.org with any questions about this project.

Please address your response to:

Mike Winslow
Addison County Regional Planning Commission
14 Seminary St.
Middlebury, VT 05753