

# Request for Proposals

*Town of Monkton, VT*

Title – Planning Study for the intersection of States Prison Hollow Road and Monkton Ridge Road

## Problem

The intersection of States Prison Hollow Road and Monkton Ridge Road presents many difficulties. The intersection is on a steep grade and is signed as a yield to ease truck traffic. The intersection needs to be wide enough to accommodate heavy truck traffic turning south onto Monkton Ridge Road. The line of sight from the intersection is currently sub-optimal. Over the years the intersection has widened to the north encroaching on the paved area around the Monkton General Store. This presents a hazard to anybody accessing the General Store and takes parking spaces from the store. The intersection includes a one-way cut off to the south that presents a danger to people accessing Russell Memorial Library. Furthermore, stormwater runoff from the intersection presents a burden to abutting land owners, particularly on the south side of States Prison Hollow Road. The Town of Monkton, through the Addison County Regional Planning Commission (ACRPC), seeks engineering and design assistance to improve the safety of this intersection. The final product should be guided by the vision set forth in the [Monkton Ridge Village Complete Streets Planning and Feasibility Study](#).

## Project Schedule

February 4, 2019	RFP released
February 25, 2019	<b>Deadline for submission of questions and <u>Intent to Respond</u></b>
March 8, 2019	Response to questions posted
March 25, 2019	<b>RFP submission deadline</b>
April 18, 2019	Consultant selection notification
May 15, 2019	Project kick-off
September 30, 2019	Project completion

## Background

The Monkton Ridge Road/States Prison Hollow Road intersection is a three-legged “T” intersection consisting of Monkton Ridge Road on the north-south axis and a westbound approach from States Prison Hollow Road. The States Prison Hollow Road intersection is yield controlled and the Monkton Road intersection is uncontrolled on both approaches. The intersection curves to the north as States Prison Hollow Road approaches Monkton Road. The topography drops off to the east at an approximately 7% grade along the States Prison Hollow Road.

The southeast quadrant of the intersection consists of a one-way northbound parking area for the Town Library. The parking area intersection consists of a large, nearly 200-foot opening on the south side of States Prison Hollow Road. To discourage cut-through traffic, the parking area is signed for one-way traffic and includes a type-III barricade to narrow the paved area. Several parking spaces are striped in front of the Town Library and along the one-way access road. A green space between Monkton Ridge

Road and the cut-through currently hosts a sign the town uses to communicate important information and up-coming community events.

On the north side of the intersection is the Monkton General Store. The parking area for the Monkton General Store is accessed by a continuous, nearly 300-foot curb cut along the northeast quadrant of the intersection. Within this curb cut is a gas pump offset approximately 14-feet from the Monkton Road edge of travel way. The slope of the intersection combined with traffic at the gas pumps impair visibility to the north for traffic entering Monkton Ridge Road.

On the west side of the intersection is the Monkton Town Hall, several residences, and a cemetery. There are 13 perpendicular parking spaces in front of the Town Hall extending north to the Monkton Road/ States Prison Hollow Road intersection. Considerable pedestrian traffic can be anticipated in this area.

Heavy truck traffic often has to navigate the intersection moving from States Prison Hollow Road onto Monkton Ridge Road. Traffic includes tandem trucks, construction equipment, Highway Department equipment, and the Monkton Volunteer Fire Department which is located east of the intersection on States Prison Hollow Road.

This RFP seeks to take the next steps in improving the intersection identified in the Complete Streets report, namely development of a cost estimate for a final refined and preferred version of the intersection and identification of funding and implementation methods.

## Budget

Funding for this study comes through the Addison County Transportation Planning Initiative. The total consultant budget is **\$15,000**.

## Scope of Work

The successful applicant will work with the Town of Monkton and the ACRPC to develop a 30% engineering design for the intersection that addresses the community's needs, provide cost estimates for construction of the design work, identify potential funding sources, and identify any interim steps Monkton might make to improve the intersection.

Tasks necessary to complete the work include:

- Review existing data on the intersection;
- Meetings with the project Steering Committee to identify constraints on redesign of the intersection and to vet proposals;
- Develop and present a preliminary report to the Selectboard to solicit public input; and
- Revise and finalize the report based on input received.

## Deliverables

- A.) 30% engineering design for a revised intersection that improves safety while respecting the parking spaces at the General Store.
- B.) A minimum of two meetings with the project Steering Committee consisting of members of the Monkton Selectboard, the Monkton Road Foreman, concerned citizens, and ACRPC staff.

- C.) 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. Any copies of draft and final reports shall be double-sided.
- D.) Executive summary of final work product in poster and/or brochure format for public engagement purposes.
- E.) 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.
- F.) Presentation of final work product to the Monkton Selectboard.
- G.) 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.

### 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. Project Organization – discuss project management structure and relate the job categories listed.
6. 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.
7. References – please provide a minimum of three, including the name and telephone number of each.
8. 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 members of the Monkton Selectboard, the Monkton Road Foreman, concerned citizens and ACRPC staff. Proposals will be ranked based on the following criteria (total of 115 points):

- Demonstration of overall project understanding, insights into potential issues, and demonstrated understanding of the project deliverables (25 pts)

- Qualifications of the firm and the personnel to be assigned to the project, and experience with similar projects (25 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 (20 pts)
- Demonstrated knowledge of the project area (10 pts)
- Appropriateness of budget allocation by task (15 pts)

*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. 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 ACRPC to perform the work subject to this Request for Proposal. Sub-contractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all subcontracts including, but not limited to, the following provisions:

- Insurance Coverage
- Indemnifications
- Workers Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act
- DBE Obligation
- Audit and Record Retention
- Lobbying Restrictions

## Ownership

All proposals submitted in response to this RFP become the property of the ACRPC. All reports, documents, maps, data and materials developed by the consultant for this project shall be the property of the ACRPC and shall be treated by the ACRPC as public information.

## Resources

[2013 Monkton Ridge Village Complete Streets Planning and Feasibility Study](#)

[2008 Commuter Corridor Planning and Feasibility Study](#)

## Further Information

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

Please address your response to:

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Middlebury, Vt. 05753