

REQUEST FOR PROPOSALS
Addison County Regional Planning Commission
Middlebury Traffic Calming Study

Contact: Josh Donabedian, Transportation Planner, (802) 388-3141
Issue Date: Friday, May 29th
Deadline: Friday, June 19th 5:00pm

PROJECT SUMMARY

In the interest of pedestrian and general traffic safety, the Town of Middlebury, with funding from the Addison County Regional Planning Commission (ACRPC) Transportation Advisory Committee, is seeking consultant services to complete a Middlebury Traffic Calming Study.

The Town is looking to perform a traffic study on South Street and at least one other residential street in the neighborhoods surrounding downtown Middlebury, with the goal of producing a series of traffic calming techniques that could serve as models for other towns in the Addison County region. Specific to South Street, traffic calming improvements are needed to serve the residential neighborhood, while avoiding interference with ambulance traffic to and from Porter Hospital and Middlebury Regional EMS.

Expected benefits of the Middlebury Traffic Calming Study include: community engagement; identification of low-cost, easy-to-implement traffic calming measures that could be implemented in neighborhoods in both Middlebury and other towns in the region; and improved safety for pedestrians and motorists in densely populated neighborhoods.

PROJECT SCHEDULE

Friday, May 29 th	RFP released
Wednesday, June 10 th 5:00pm	Deadline for submission of questions and <u>Intent to Respond</u>
Friday, June 12 th	Response to questions posted
Friday, June 19 th 5:00pm	RFP submission deadline
Friday, July 10 th	Consultant selection notification
July (Date TBD), 2015	Project kick-off
Wednesday, September 30 th	Project completion

INTRODUCTION & BACKGROUND

The Town of Middlebury is the county seat of Addison County, with a population of about 8,500. As Addison County's largest town by population, Middlebury serves as the commercial and business center for the region and is the midway point between Burlington and Rutland along U.S. Route 7. It is also the confluence of State Highways 23, 30 and 125, with State Highway 116 running along the eastern edge of town. As the economic and service center of Addison County, Middlebury naturally draws heavy amounts of trucking and commuter traffic.

With this in mind, there is significant concern among Middlebury residents regarding traffic safety through many of its residential neighborhoods.

South Street in Middlebury is one current example of this issue. Town officials first became aware of this growing concern during a 2012 presentation of plans for a water and sewer upgrade and complete reconstruction of South Street. Many South Street residents expressed concerns over speed on this road and requested the Town to consider including traffic calming measures in the project to reduce traffic speeds through this neighborhood, which lies along the primary route to Porter Hospital and the headquarters of Middlebury Regional EMS, located approximately one mile from the Main Street intersection. South Street currently has a posted speed limit of 25 MPH. Reconstruction of South Street from Porter Field Road to Main Street has since been put on hold due to lack of funding, however there is an existing opportunity to explore temporary and permanent traffic calming measures that could be implemented for local traffic while balancing the need for quick and safe access for emergency vehicles.

The successful consultant will demonstrate the following skills and experience:

- Creative stakeholder/public engagement
- Transportation planning and data analysis
- Familiarity with the Addison County region and/or similar scale municipalities
- Other skills necessary for successful completion of this phase of the project

BUDGET

Funding for this study comes from Addison County Regional Planning Commission's Transportation Advisory Committee. The total consultant budget is \$10,000.

SCOPE

A traffic engineering consultant will be retained to accomplish the following objectives:

- Work with Middlebury Chief of Police to review traffic data and complaints about speeding to identify three or four densely populated streets with relatively high traffic volumes that might benefit from low-cost, low-maintenance traffic calming measures;
- Analyze road conditions, including, but not limited to, motor vehicle traffic volume, pedestrian travel patterns, bicycle use, speed limits and on-street parking patterns, and propose appropriate traffic calming measures, for the three to four selected streets selected for the study;
- Engage public works, public safety and public transit personnel in the review and critique of the proposed traffic calming measures;
- Draft a preliminary letter report of the findings of the study and recommended traffic calming measures;
- Present the preliminary report to the Selectboard to solicit public input; and
- Revise and finalize the report based on input received.

DELIVERABLES

1. Executive summary of final work product in poster and/or brochure format for public engagement purposes.
2. Presentation of final work product to ACRPC Transportation Advisory Committee.

SUBMISSION REQUIREMENTS

Please furnish six (6) hardcopies and one (1) digital (CD) 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. 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, encompassing items 1-7 above, shall not exceed 20 pages.

B. Required Costs Information (not to exceed two pages).

Cost information should be included with the proposal, including a schedule of staff to be assigned to the project, their hourly rates, and estimated hours per person by task, and overhead rate and fee.

SUBMIT PROPOSAL TO:

Josh Donabedian, *Middlebury Traffic Calming Study Project Manager*
Addison County Regional Planning Commission
14 Seminary Street, Middlebury, VT 05753

- Questions and Intent to Respond should be emailed by 5pm, June 10th, 2015 to:
Josh Donabedian, *Middlebury Traffic Calming Study Project Manager*
jdonabed@acrpc.org

- By 5pm, June 12, the Project Manager will post answers to all questions for consultants who submitted a timely Intent to Respond.
- Final Submission must be received no later than: 5pm, June 19th, 2015

CONSULTANT SELECTION PROCEDURES

All proposals will be evaluated using the criteria listed below by a selection committee. The selection committee will consist of the Middlebury Town Manager, Middlebury Planning and Zoning Staff, and ACRPC staff. Proposals will be ranked based on the following criteria:

- 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)

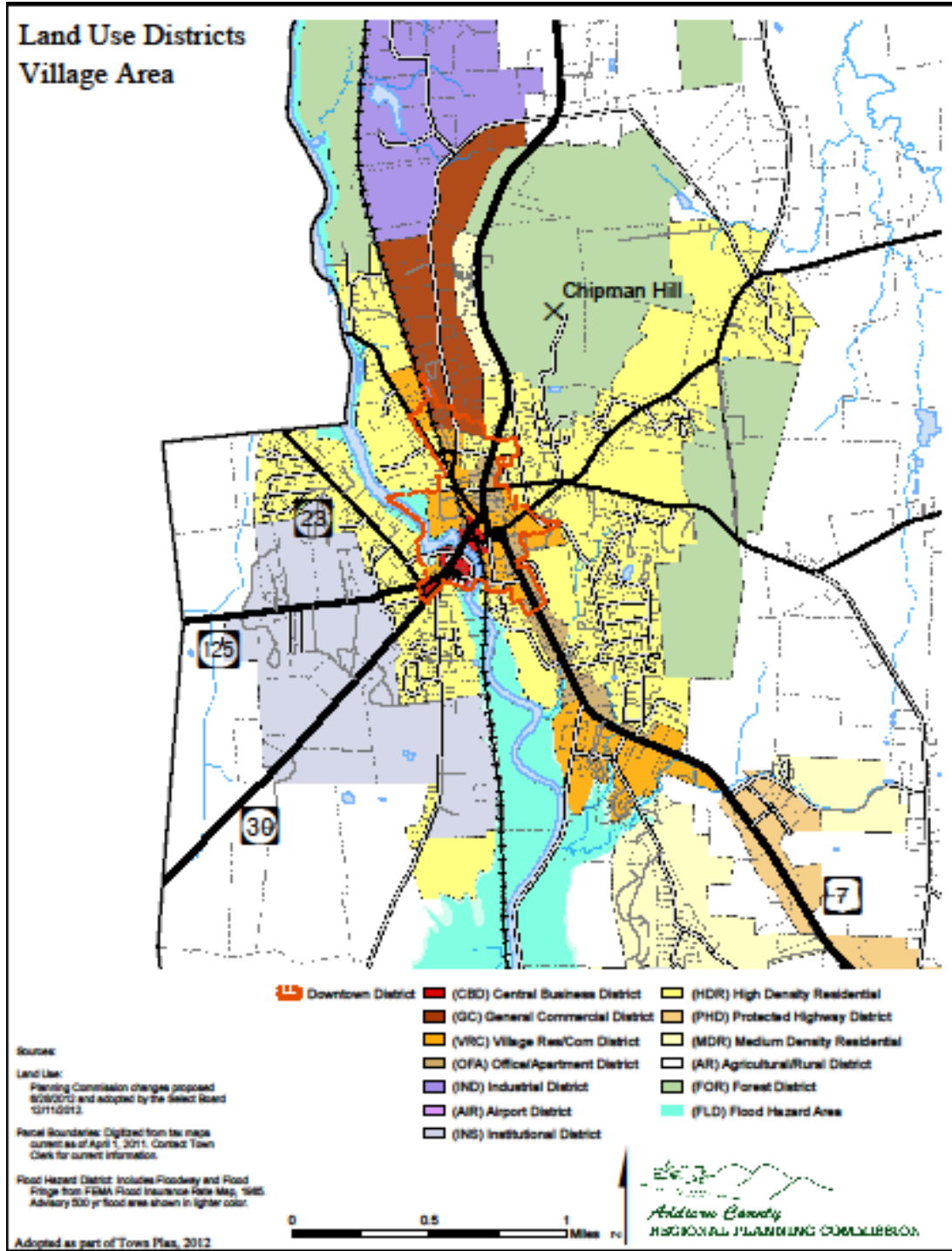
The Town of Middlebury reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. All proposals become the property of the Town of Middlebury upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The Town of Middlebury 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 Middlebury. 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 Middlebury 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 Middlebury 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

PROJECT MAP



All official Middlebury Land Use Maps available here:

http://www.townofmiddlebury.org/index.asp?Type=B_BASIC&SEC={B7B23FA8-A673-4989-B979-EA60744885AC}