

Addison County Regional Planning Commission

14 Seminary Street

Middlebury, VT 05753

Phone: 802.388.3141

Web: <http://acrpc.org>

REQUEST FOR PROPOSALS

Addison Regional Planning Commission

Old Center Turnpike (Old Town Road) Right-of-Way Preservation Study

Contact: Daryl Benoit, 802.388.3141

Date of Issue: 21 May 2014

Deadline: 12 Jun 2013 at 5:00 pm

I. Introduction

The Addison County Regional Planning Commission (ACRPC) is seeking a qualified consultant to perform a right-of-way preservation study for the Old Center Turnpike in the Towns of Ripton and Middlebury, Vermont. This study will identify the Old Center Turnpike right-of-way and develop a preservation strategy for maintaining it. Right-of-way research will include a thorough examination of records in Ripton and Middlebury, as well as the rights-of-way of the US Forest Service (USFS) and utility companies.

It is anticipated that this project will not exceed a cost of \$12,000 and it will be completed by 30 Sep 2014.

II. Existing Conditions & Problem Description

Recurring flood and erosion damage along Route 125 between the towns of Ripton and Middlebury results in frequent road closures and repairs, and sedimentation in the Middlebury River. In 2008 and 2011 (despite a 2010 reconstruction of the road bed and paving) sections of the road washed out completely. Even during normally-occurring storms, culverts along VT Route 125 have been observed overtop where water washes over the road surface. During the winter, the freeze/thaw cycles cause hazardous ice build-up that extends into the travel lane. A 2008 report for ACRPC (the "Middlebury River Conservation Plan"), recommended a cost-benefit study of relocating VT Route 125 uphill to the former road location and current-day utility line route known as the Old Center Turnpike, built in 1803-04.

The subsequent 2010, "Middlebury River/Vermont Route 125 Benefit-Cost Study" recommended maintaining the Old Center Turnpike right-of-way in case of a "complete washout of Route 125". At a 2012 post-disaster mitigation meeting attended by residents, the selectboard, planning commission; and representatives from ACRPC, the USFS, Middlebury College and the VT Elks (Silver Towers Camp) all agreed on the importance of the Old Center Turnpike as an emergency detour route.

Old Center Turnpike is shown on USGS maps as Forest Road 296. On the Vermont General Highway Map for the Town of Middlebury Old Center Turnpike is Town Hwy No. 114, 0.93 miles, a State Class IV road. Old Center Turnpike is not shown on the State's General Highway Map for the Town of Ripton. The route of Old Center Turnpike in Ripton has been considered

Addison
Lincoln
Salisbury

Bridport
Middlebury
Shoreham

Bristol
Monkton
Starksboro

Cornwall
New Haven
Vergennes

Ferrisburgh
Orwell
Waltham

Goshen
Panton
Weybridge

Leicester
Ripton
Whiting



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private, though this status has been questioned by the USFS and others. Approximately one mile of the road is a grassy low-growth utility line right-of-way. The approximate 0.7 mile of road remaining is a gravel road accessed from VT 125. There are 6 year-round dwellings along it.

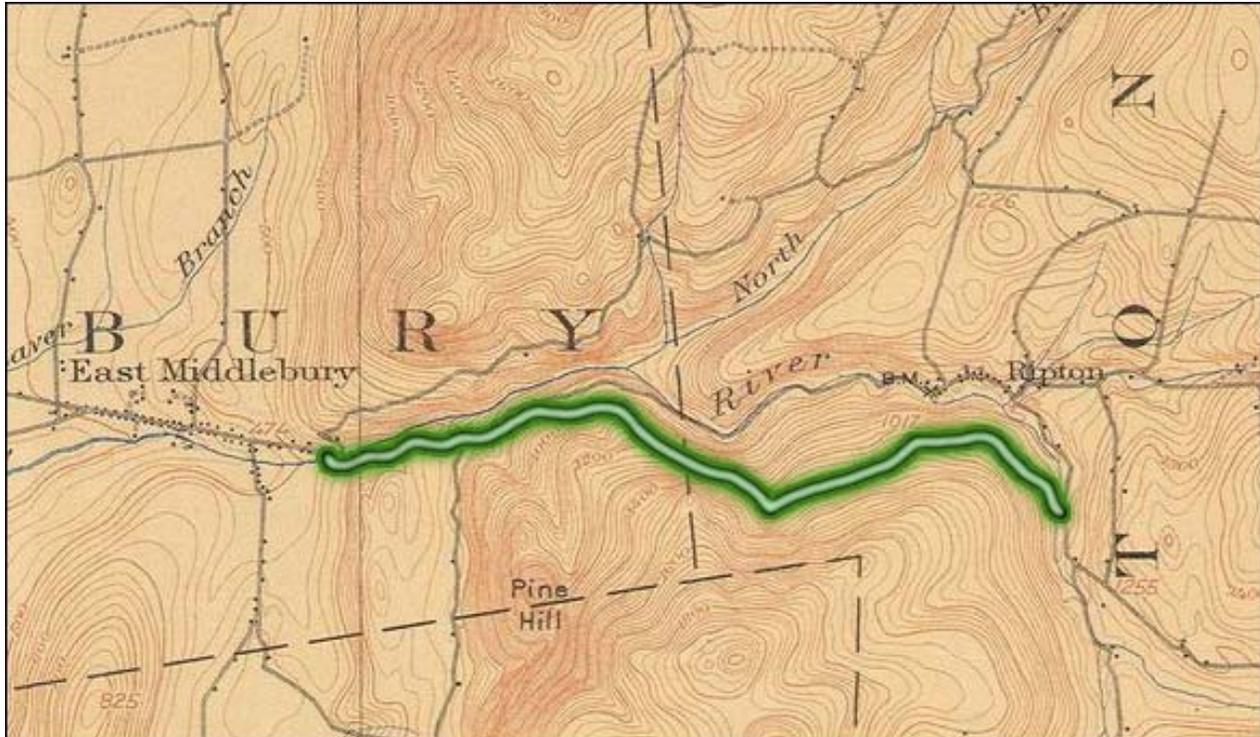


FIGURE 1. Old Center Turnpike Location Highlighted on a USGS Topo Map ~ Circa 1904

III. Description Of The Planning Study:

This study will identify the modern Old Town Road and historic Old Center Turnpike right-of-way, as well as develop a preservation strategy for maintaining this right-of-way. The research will include examination of records for the Towns of Ripton and Middlebury, rights-of-way of the USFS, utility companies, as well as any other potential present-day or historical land holding entities. Further research will also look into possible historic locational changes of roadway since its construction.

Determining the Old Center Turnpike right-of-way is critical if this route is to be used for emergency purposes, if relocation of VT Route 125 is ever necessary. This study will assist local and regional disaster preparedness. The study will further the work of two previous studies funded through the ACRPC and may also be used to help improve safety on VT 125 and water quality in the Middlebury River and beyond.

IV. Scope of Work

As part of this study the consultant will advise the Town of Ripton on the current status and possible future acquisition of the right-of-way of the Old Town Road/Old Center Turnpike. The scope of this project consists of, but is not limited to;

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1. Maps of rights-of-way and easements indicating parties of ownership. This map would also (as thoroughly as possible) document the location of the roadway if has changed position over time.
2. A report which describes the above maps in detail and as well as relevant legal history, which builds on the Billings paper titled; "[History of Center Turnpike/Old Town Road in Ripton, VT from 1793 to 2008](#)". This report will need to include a new legal opinion as to whether the roadway was "thrown-up" as a result of any decisions made by any local, state or federal governing body, or legal procedure. The report will further include a legal recommendation outlining a sound strategy on preservation of the aforementioned right-of-way for the purpose of providing an alternate corridor to VT 125 (in the anticipated event that the roadway is severely washed out), as well as addressing steps and timelines necessary to satisfy the State of Vermont's "Ancient Roads" legislation (Act 178).

Note: ACRPC invites potential consultants to bid on tasks that they feel are affordable within the scope of work.

Some components of the study may include, but are not limited to:

A. Review earlier studies and existing conditions.

The consultant will work with the town, VTrans, USFS, utility companies, Addison Regional Planning Commission (ACRPC), or other identified entities to review materials related to the legal background and potential right-of-way preservation of New Town Road/Old Center Turnpike. Relevant studies and information include:

- 2010 : "[Middlebury River / Vermont Route 125 Benefit-Cost Analysis](#)"
- 2008 : "[Middlebury River Corridor Conservation Plan](#)"
- 2008 : "[History of Center Turnpike/Old Town Road in Ripton, VT from 1793 to 2008](#)"
- 2006 : "[Vermont Ancient Roads Legislation & Related Information](#)"

B. Public Feedback Meetings

The consultant will hold one public meeting releasing the results of the study. The project presentation will most likely take place at a scheduled Selectboard meeting. During the study, the consultant will coordinate with relevant VTrans, Addison Regional Planning Commission, FEMA, and Town of Ripton staff. Additional interested parties include (but not be limited to) Ripton Town officials and Emergency Planning managers. The consultant will also be asked to make a brief presentation to the TAC after the submission of the final report in late 2014 or early 2015.

C. Compile Base Map/Document Identifying Right-of-Way Issues

The consultant will compile a base plan using available mapping including Vermont Digital Orthophotos, digital parcel maps for the town, and other GIS data available from the ACRPC, VCGI, or other parties. 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. All maps and plans generated as part of this project should also be provided in PDF format for the final report.

The consultant will compile right-of-way and property ownership along alignments guided by historical records, legal documents, or other information. This information should identify

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public/private ownership, any existing easements or restrictions (e.g. Act 250 permits) on affected properties.

D. 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 wastes, forestland, historic, archaeological and architectural resources, 4(f) and 6(f) public lands, and agricultural lands. Identify potential impacts on significant resources and permitting requirements, including the potential for review under Act 250 if an alternative route were required to be developed along the New Town Road/Old Center Turnpike footprint. When possible, documentation from appropriate state agencies should be included to summarize the extent to which significant resources may or may not be impacted.

E. Develop Preliminary Cost Estimates

The consultant will develop preliminary cost estimates for alternatives.

F. Project Time Line

The consultant will provide a study timeline addressing all phases of the project. This project must be completed by **30 Sep 2014**.

G. Report Production

Using information gathered from the activities outlined above, the consultant will submit final draft reports outlining the findings. (see Standards and Deliverables for number required).

V. Standards & Deliverables

- A.)** A digital copy of the final report with all illustrations and plans shall be delivered on compact disc in Adobe Acrobat PDF format. The text portion of the final report shall also be provided as a MS Word file. All copies of draft and final reports shall be double-sided.
- B.)** The consultant will provide six (6) copies of the draft report and six (6) bound copies of the final report. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed. Original copies of the draft and final reports must be submitted to ACRPC.
- C.)** 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 is 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.
- D.)** The recording and distribution of minutes from all project meetings will be the responsibility of the consultant.

VI. Response Format

Responses to this RFP should consist of the following:

- A.)** A technical proposal consisting of:

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1. A cover letter expressing the firm's interest in the project, including identification of the principal individuals that will be assigned to the project.
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. Resumes of individuals that will be committed to this project. 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.

B.) Please note that Items 1 through 5 should be limited to a total of 10 pages. Resumes, professional qualifications and work samples are not included in this total. However, ACRPC urges consultants to answer efficiently and concisely.

C.) 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.

VII. Contractual Information & Requirements

A selection committee will select the consultant as soon as possible. All work on the project must be completed by **30 Sep 2014**. The maximum limiting amount of this contract will be **\$12,000**.

This work is funded by federal planning dollars obtained through the Vermont Agency of Transportation from the Federal Highway Administration ("FHWA"), CFDA# 20.205 . The contract shall not start until the successful applicant enters into a written contract with ACRPC to perform the work subject to this RFP. Sub-contractors must comply with all State and Federal covenants required by virtue of being funded by the Act or contained or referenced in all ACRPC subcontracts including, but not limited to the following provisions:

- A.** Insurance Coverage
- B.** Indemnification
- C.** Workers Compensation
- D.** Civil Rights and Equal Opportunity
- E.** DBE Obligation
- F.** Audit and Record Retention
- G.** Taxes due to State of Vermont
- H.** Lobbying restrictions

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VIII. Consultant Selection

Consultant selection will be made by a committee consisting of representatives of some/all of the following: The Town of Ripton, The ACRPC Transportation Advisory Committee (TAC), a representative of VTrans, and ACRPC staff. The selection committee will review and evaluate all proposals based on the following criteria:

- Qualifications of the firm and the personnel to be assigned to this project. (10 Pts.)
- Experience of the consultant personnel working together as a team to complete similar projects. (10 Pts.)
- Demonstration of overall project understanding and insights into local conditions and potential issues. (15 Pts.)
- Demonstrated knowledge of Project Area (10 Pts.)
- Clarity of the proposal and creativity/thoroughness in addressing the scope of work. (15 Pts.)
- Submission of a complete proposal with all elements required by the RFP (10 Pts.)
- Quality of representative work sample (10 Pts.)
- Cost of Bid (20pts.)

The selection committee may elect to interview consultants prior to final selection.

IX. Submissions

Consultants interested in this project should submit (5) five copies of their technical and cost proposals (including one unbound copy suitable for copying) to:

Daryl Benoit
Addison County Regional Planning Commission
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Proposals must be submitted in a sealed envelope(s) or package(s) with the following information clearly printed on the outside:

- Name and address of prime consultant
- Due date and time
- Envelope contents (proposal)

Proposals should be double-sided and use recycled paper, if possible. Questions about the project should be directed to Daryl Benoit at the above address or at:

Telephone: 802.388.3141
FAX: 802.388.0038
E-mail: dbenoit@acrpc.org

“Consultant Questions” and their corresponding answers will be posted on ACRPC’s RFP Question page. Please visit: <http://acrpc.org/questions/>

All proposals must be received by the ACRPC no later than **5:00 p.m. on 12 Jun 2014**. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

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All proposals upon submission become the property of ACRPC. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. ACRPC 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. This solicitation in no way obligates ACRPC to award a contract.