

Town of Arlington, Vermont

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

**VT 7A to Recreation Park Sidewalk Scoping Study
ARLINGTON STP BP13(14)**

Contact: Mark Anders, Planner, Local Project Manager
Bennington County Regional Commission
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Date of Issue: May 12, 2014

Deadline: 5:00 p.m., June 2, 2014

Introduction

The Town of Arlington, Vermont is requesting proposals from engineering firms (Consultants) to assist with a pedestrian facilities scoping study. The Town is seeking a consultant with expertise in designing such a project as outlined in the *Local Transportation Facilities Guidebook*.

Project Description

The Town was awarded funding from the VTrans Bicycle and Pedestrian Program for a scoping study for new pedestrian facilities to connect the Arlington Recreation Park to the Town's existing sidewalks along VT 7A.

Many children walk from the Arlington schools to the Arlington Recreation Park after school. The first 0.7 miles has sidewalks and crosswalks, but the last 0.2 miles is dangerous and uninviting. There is no sidewalk along VT 7A from the VT 313 intersection to the recreation park. Steep embankments and narrow shoulders force pedestrians to walk in the road next to traffic. The scoping study will identify feasible alternatives to create a safe walking route between the town center and the recreation park.

(See appendix for project area map and more detailed project description.)

Scope of Work

BCRC will oversee the study and will work with the consultant to complete it. The following table of scoping study tasks shows which tasks will be the sole responsibility of the Consultant, which tasks will be the responsibility of BCRC, and which tasks will be shared.

	SCOPING STUDY TASKS	BCRC	Consultant
1. Contracts & Agreements		x	
2. Kick-off Meeting	tour	x	x
3. Existing Conditions	Identify ROW & property boundaries and other necessary information		x
	Identify site limitations: utilities, impacts to natural & cultural resources		x
	Existing conditions drawing / base map that shows all relevant features including road centerlines, edge-of pavement, curbs, sidewalks, buildings, right of way boundaries, property boundaries, and utilities. Consultant will provide digital (dwg and pdf) and paper versions.		x
4. Public Outreach	Local Concerns Meeting	x	x
	Stakeholder interviews	x	
	Purpose & need statement	x	
5. Develop & Assess Four Alternatives	Brain storming & idea generation	x	x
	Sketch four conceptual alternatives	x	x
	Technical review of sketched alternatives		x
6. Alternatives selection	Create presentation	x	
	Public meeting: present concepts	x	x
	Town selects preferred concept		
7. Conceptual Plans	Develop conceptual plans and details based on selected alternative. Consultant will provide digital (dwg and pdf) and paper versions.		x
8. Cost Estimate	Preliminary materials and cost estimate		x
9. Final Report	Produce final report	x	

Contract Amount

The maximum limiting amount for the consultant engineer will be \$16,500 and will be inclusive of all travel expenses.

Project Requirements

All work will be accomplished in accordance with the following:

- *Local Transportation Facilities Guidebook*
- LTF Project Development Process
- VTrans Consultant Contract Provisions dated August 2008

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 including identification of the principal individuals that will provide the requested services.
2. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
3. A description of the approach to be taken toward completion of the scope of work.
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 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.

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 a 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.

Submissions

Please submit one hard copy and one digital copy (PDF).

Submit proposals to:

Mark Anders
Bennington County Regional Commission, Suite 203
Bennington, VT 05201

manders@bcrcvt.org

Selection

A committee that includes the Local Project Manager and representatives from the Town and the Regional Commission will make the consultant selection.

The following criteria, as a minimum, will be used to evaluate qualifications:

- 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. (15 Pts.)
- Demonstration of overall project understanding and insights into local conditions and potential issues. (25 Pts.)
- Clarity of the proposal and creativity/thoroughness in addressing the scope of work. (30 Pts.)
- Submission of a complete proposal with all elements required by the RFP (10 Pts.)
- Quality of representative work sample (10 Pts.)

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

Contract Requirements

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 registered. The registration forms can be obtained from the Vermont Secretary of State, 26 Terrace Street, Montpelier, VT 05609-1104. The phone number is (802) 828-2386. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant is expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Prime Consultant and any Sub-Consultants must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to signing a contract. One copy of this financial information for each firm designated as a sub-consultant. The information submitted shall meet the requirements of Form AF38 at a level commensurate with the anticipated magnitude of each sub consultant's proposed work. Complete audited financial

statements, balance sheets, etc. **do not** need to be submitted, if that information is on file with VTrans.

All prospective consultants and sub-consultants must be on the VTrans qualified list, or found eligible for that list.

The Consultant awarded this contract shall be responsible for furnishing VTrans with independently prepared, properly supported indirect cost rates in accordance with the cost principles contained in 48 CFR Part 31 for all time periods covered by the contract.

The proposals will be evaluated and awarded based on the personnel presented in the Technical Proposal. Should the awarded consultant propose any substitutions to the project personnel, they must submit a letter to the Town requesting approval for the change.

Please direct questions about this RFP to the Local Project Manager, Mark Anders, Bennington County Regional Commission, 111 South Street, Suite 203, Bennington, VT 05201 — phone 802-442-0713 — email: manders@bcrcvt.org

Sincerely,

Mark Anders, Planner and Local Project Manager

Arlington Recreation Park

7A

Project Area →

313

Whitney House Inn

7A

The Deming House

Arlington Inn

Church St

313

Chittenden Rd

School St

Russell St

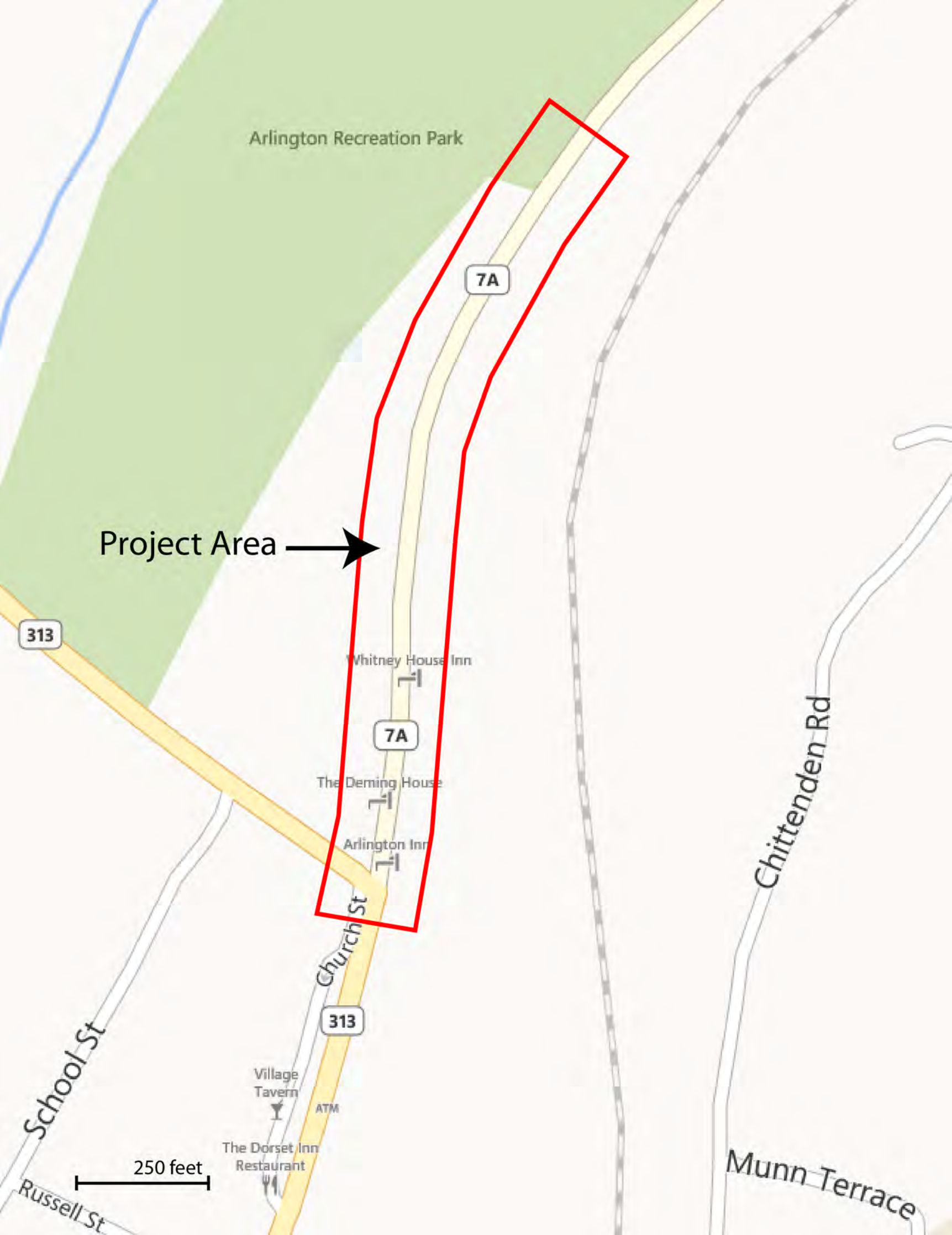
Village Tavern

ATM

The Dorset Inn Restaurant

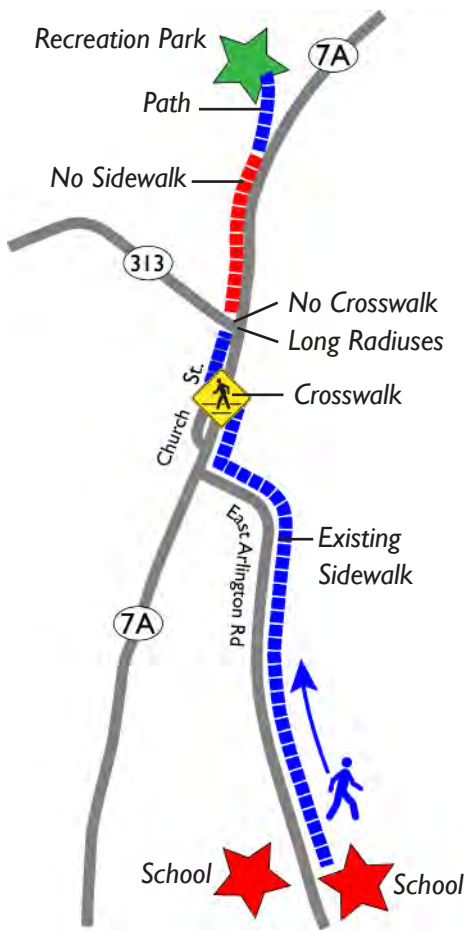
250 feet

Munn Terrace



Arlington: Schools to Recreation Park Pedestrian Connection

PEDESTRIAN PROJECT



Why is the project needed?

Many children walk from the Arlington schools to the Arlington Recreation Park after school. The first 0.7 miles has sidewalks and crosswalks and is safe and inviting for walking, but the last 0.2 miles is dangerous and uninviting for walking because:

- There is no sidewalk along VT 7A from the VT 313 intersection to the recreation park. Steep embankments and narrow shoulders force pedestrians to walk in the road next to traffic.
- It is dangerous to cross VT 313 at VT 7A.
 - There is no crosswalk.
 - Long turning radiuses encourage fast vehicle turns and create long pedestrian crossing distances.

How will the project solve the problem?

The project will create a complete, safe walking route between the schools and the recreation park.

- New sidewalks or walking paths along VT 7A between VT 313 and the Arlington Recreation Park entry path will protect pedestrians from traffic.
- A new crosswalk, curb extensions, and shorter turning radiuses will make it safe for pedestrians to cross at the VT 313 /VT 7A intersection.

Project Status

Regional Transportation Plan Identified Need



There is no good place to walk for a short, critical stretch along VT 7A.

At the VT 313/VT 7A intersection, long turning radiuses encourage fast vehicle turns and create long pedestrian crossing distances.

