

REQUEST FOR PROPOSALS
Northfield Ridge and River Routes Master Plan
Northfield, Vermont

Project Schedule:

July 8, 2019	RFP Released
July 15, 2019	Deadline for submission of questions via email
July 29, 2019 @ 4:00 pm	Deadline for submission of proposal via email
August 2019	Contract execution
December 31, 2020	Project completion

Questions in writing must be sent via email to Daniel Currier, Program Manager at currier@cvregion.com.

Submission Requirements

One (1) electronic Adobe Portable Document Format (PDF) file must be received on/before 4:00pm on July 29, 2019 and can be emailed to currier@cvregion.com. Digital proposals exceeding 7 MB must be compressed below 7 MB or sent via Dropbox or similar service. In addition, five (5) hard copy proposals shall be postmarked by July 29, 2019 and mailed to

Central Vermont Regional Planning Commission
 29 Main St Suite 4
 Montpelier, VT 05602

PROJECT DESCRIPTION

Project Summary

The Northfield Ridge and River Routes Master Plan (Plan) will explore the opportunities to better connect Northfield's population nodes to each other and the outdoor activity centers within our local community through community engagement and infrastructure improvement planning. The Plan's study area includes two historic villages – Factory (Northfield) Village, and Northfield Falls which are our population and economic centers and the top of Paine Mountain. The Plan will provide an opportunity for Northfield to build community vitality and economic growth by the creation of a multimodal transportation web that connects our State designated village centers to the top of Paine Mountain.

The Northfield Common is at the heart of our community and our multimodal transportation web. From here the community plans to make connections that will improve the safety of pedestrians traveling to dinner, shopping, work, and school.

The Plan will identify the needed infrastructure improvements including sidewalks, parking access, signage, wayfinding kiosks, and stormwater treatment along with the development of new routes connecting areas not easily or safely accessible, for instance; Northfield Falls and Paine Mountain. Northfield will also study the corresponding economic benefits of these

improvements along with the potential project costs to construct them. Forged together, the fibers of our future multimodal transportation web stretching from two of our historic villages to the ridgeline will create a healthy, vibrant community in our little valley that others will want to visit and potentially call home. The project will have the following outcomes:

- Infrastructure improvements including sidewalks, parking access, signage, and wayfinding kiosks.
- Development of new routes connecting areas not easily or safely accessible
- Identification of the economic benefits of these improvements along with the potential project costs to construct them
- Stormwater treatment designs that the community of Northfield can implement

See also the Northfield Ridge to River Better Connections Grant Application (http://centralvtplanning.org/wp-content/uploads/2012/03/Northfield-Ridge-and-River-Routes-FY19-BetterConnections_Application.pdf).

Project Work Plan

A summary of the workplan is provided here. See also the Northfield Ridge to River Better Connections Work Plan and Time Line for an expanded description of each tasks and expected delivery time frame ([Work Plan and Time Line](#)).

Task	Description	Deliverable	Completion Date
1	Review of Purpose and Needs Statement for the Northfield Ride and River Routes		
	Consultant will work with the Northfield Project Committee to review the project's purpose and need statement. This statement is used to define the reasons for the project, outlines goals and objectives that should be included as part of the study and help focus data gathering. The statement will be presented at the Kick-off event.	Meeting minutes, Project outline, Project timeline, Draft purpose and need statement	August 2019
2	Gather Background Information		
	Consultant will gather and review existing documents and data and extract relevant information. The review will include but is not limited to the Existing Plans, Town Plan, Zoning, Natural Resource Data, Archaeological and Historic sites/districts, Public and Recreation Lands.	Narrative report. Maps and/or illustrations of the existing conditions	October 2019

3	Develop Survey, Data, Maps and Alternatives		
	Consultant will map existing trails, sidewalks, resource constraints, and origins and destinations. Count existing and future trail and sidewalk use, create an input survey, and develop route alignment alternatives.	Summary of existing data, existing and future use values, input survey, and route alignment alternatives	November 2019
4	Refine Alternatives and Engage Stakeholders		
	Consultant, with help from the Committee, will refine potential alternatives for connecting Northfield Commons, Paine Mountain, and Northfield Falls	List of alternatives, Meeting minutes, and Memos of the selected alternatives	March 2020
	Consultant, with help from the Committee, will provide refined potential alternatives for technical review from state staff (AOT, DEC, etc.).	Responses to technical review from state staff.	April 2020
	Consultant, with help from the Committee, will table at various Northfield community events including a Kick-off event and a Pop-up Event on East Street to close out the work.	Meeting minutes and Memos on input from events	October 2020
5	Develop Resources to Inform the Project and the Community		
	Consultant will gather route profile and type, build a resource guide of potential funding sources, and develop a route planning and implementation matrix.	Route profiles and type information report, Resource guide of potential funding sources, and Implementation matrix	February 2020
6	Economic Analysis		
	Consultant will analyze the economic impacts and benefits of the routes on the Northfield economy.	Economic impacts and benefits analysis report	February 2020
7	Infrastructure Analysis		

	Consultant will analyze the impacts and benefits of converting a sections of VT 12 in Northfield Falls to a Class 1 town highway.	Impacts and benefits analysis report	March 2020
8	Stormwater Planning		
	Consultant will utilize the preliminary engendering report on the Main Street Stormwater Separation to complete the green stormwater system design work identified along Hyland Ave for Slate Ave, Byam Hill, and Prospect St. See figure 4-2 on page 18 of the report. Link to Report - Stormwater Separation Report	Summary report of potential stormwater problem areas, design work for three priority site and cost estimates for construction.	September 2020
9	Develop final master plan report including the writing of individual chapters.		
	Consultant will present draft Master Plan with Implementation Plan to the steering committee, selectboard and community	Draft Master Plan, presentation, and meeting notes	November 2020
	Consultant will deliver Master Plan with Implementation Plan for Northfield Project Committee	Master Plan	December, 31 2020

Project Funding

A total of **94,444.44** is available for consultant services from the Better Connection Grant Program administered by Vermont Agency of Transportation and Vermont Agency of Commerce and Community Development. This includes \$61,111.11 in funding to complete tasks 1-7 and 9, and \$33,333.33 in funding to complete task 8.

Task	Total Project costs	90% from Better Connections	10% from Community
Task 1. Review of Purpose and Needs Statement for the Northfield Connector/Kick Off.	\$2,655.00	\$2,389.50	\$265.50
Task 2. Gather Background Information.	\$2,325.00	\$2,092.50	\$232.50
Task 3. Develop Survey, Data, and Maps.	\$10,000.00	\$9,000.00	\$1,000.00
Task 4. Engage Stakeholders.	\$20,000.00	\$18,000.00	\$2,000.00

Task 5. Develop Resources to inform the project and the community.	\$6,174.00	\$5,556.60	\$617.40
Task 6. Economic Analysis.	\$8,250.00	\$7,425.00	\$825.00
Task 7. Infrastructure Analysis.	\$6,000.00	\$5,400.00	\$600.00
Task 8. Stormwater Planning.	\$33,333.33	\$33,333.33*	NA
Task 98. Develop Report.	\$5,707.11	\$5,136.30	\$570.71
Project Total	\$94,444.44	\$88,333.33	\$6,111.11
*Stormwater Planning funding does not require match and is provided at 100%.			

PROPOSAL REQUIREMENTS

Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** - A cover letter of interest and general description of recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – Provide a detailed scope of work based on the work plan provided in the RFP for the project broken down by task. Including:
 - a. Describe the project approach and overview of engagement, including a detailed scope of work with associated list of tasks broken down by task and team member with organizational chart.
 - b. Describe the schedule and proposed deliverables.

The consultant may also propose additional supplemental items to the scope of work. While the work plan in the RFP serves to illustrate a general process and structure for creating the plan, we are very much open to and interested in hearing any new/creative approaches to this type of plan and our approach.
3. **Proposed Schedule** – Provide a schedule that includes completion of work task and deliverables, as well as key meetings and comply with timeline given in the RFP.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved. Also, provide an estimated budget with staff hours for completing each phase of the proposed scope of work.
5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including the name of the firm, year established, including a description of relevant experience on similar projects for each firm and detailed resume listing of their individual work experience in this role on similar projects;

6. **References** - A minimum of three (3) professional references for whom a similar project has been completed within the last five (5) years.
7. **Page Limit** - The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including cover letter, table of contents and resumes.

All information submitted becomes property of the Town of Northfield upon submission. The municipality Northfield reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of Northfield. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The Town of Northfield reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, 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 the Town of Northfield. This solicitation of proposals in no way obligates the Town of Northfield to award a contract.

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Central Vermont Regional Planning Commission
29 Main St Suite 4
Montpelier, VT 05602

Please expect a confirmation email upon the Town of Northfield receipt of your proposal.

All questions about this RFP must be submitted by July 15, 2019 via email to Daniel Currier, Program Manager at currier@cvregion.com. We will respond to all questions in writing by July 17, 2019 at 4 pm. Both the question and response will be shared with the other consultants.

Proposal Selection

Proposals will be reviewed by a selection committee comprised of representatives from Northfield, RPC, VTrans, and ACCD representatives. A short-list of consultants may be selected for interviews.

Proposal Evaluation

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications with Similar Projects and the Project Area - 25%
2. Scope of work, methodology, public engagement, and scheduling - 35%
3. Overall Quality, Completeness and Clarity in the Proposal - 25%
4. Consultant Costs and Fee Schedule – 15%

Interview Framework

The Town of Northfield reserves the right to select the top two to three highly scored consultants and invite them for an interview prior to awarding the contract. In this process, the selection committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal. The interview and presentation is merely to present facts and explanation to the review committee and allow the selection committee to ask targeted questions of the consultant team. The interview and presentation, if deemed necessary by the review committee, will be held at the Northfield Municipal Office. The day and time will be notified to the respondents at least 1 week prior to the meeting. Each interview will last 60 minutes, and will be comprised of a presentation and Q&A. The interviews will be conducted by a selection committee comprised of representatives from Northfield, RPC, VTrans, and ACCD representatives. All costs and expenses incurred in traveling for the purpose of interview and presentation shall be the responsibility of the consultant.

Final Consultant Selection

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

Contract Requirements

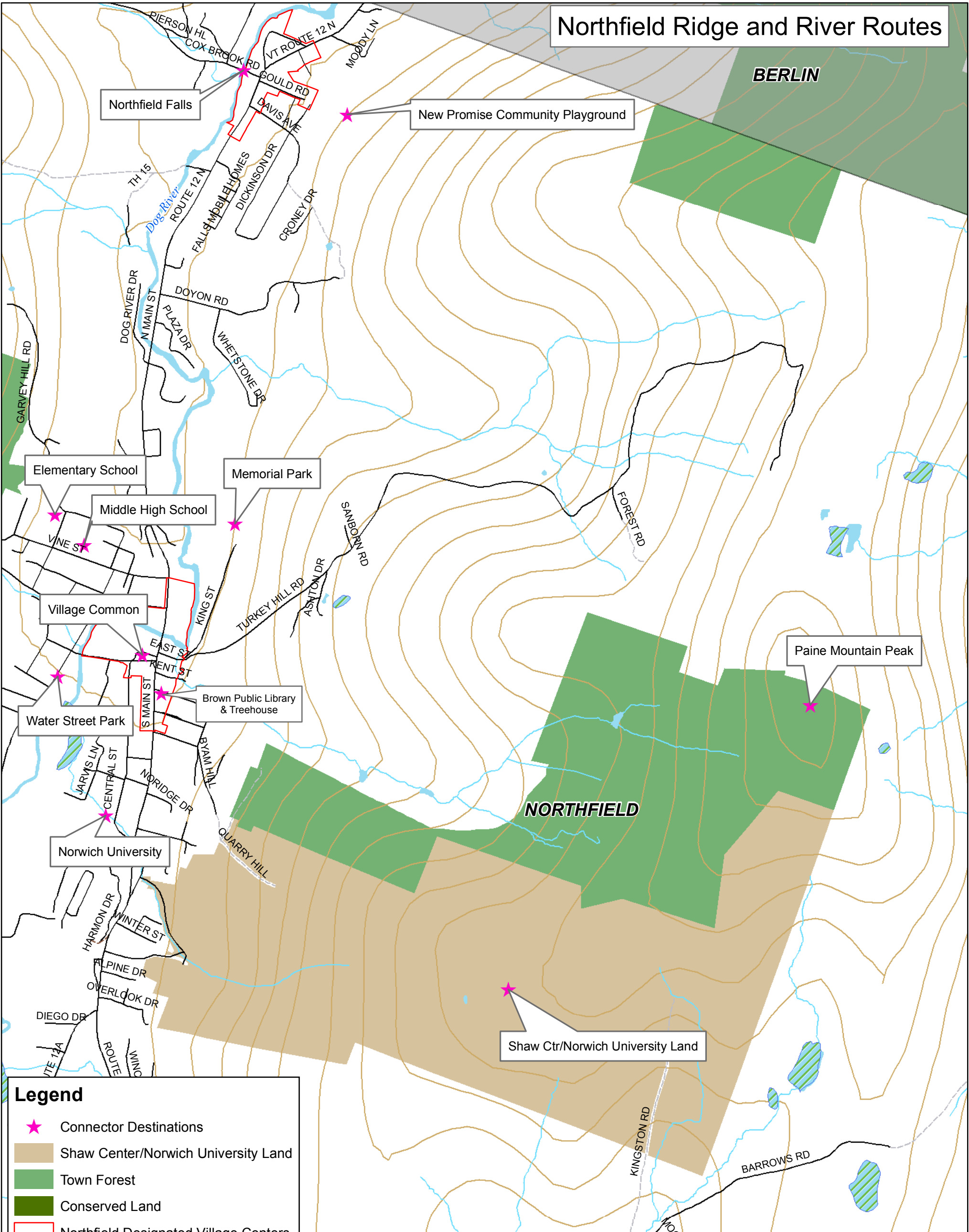
The Town of Northfield will negotiate contract terms upon selection. All contracts are subject to review by the municipality's legal counsel. The contract shall not start until the successful applicant enters into a written contract with the municipality. The Town of Northfield is not liable for any cost incurred by consultant prior to issuance of a contract. The consultant and subcontractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all the municipality's subcontracts including, but not limited to the following provisions:

- Insurance Coverage
- Indemnification
- Workers Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act
- Disadvantage Business Enterprise (DBE) Obligation
- Audit and Record Retention
- Lobbying restrictions

Mapping and Graphic Standards

The planning project may have mapping to inventory, assess, and communicate geographic concepts. Consultants will develop data layers in GIS. Data should be in Vermont State Plane coordinates, meters NAIP 1983. These data layers can be developed from existing data layers and/or augmented with additional engineering work. Any artistic renderings or other graphical illustrations should be provided in pdf or jpeg file format along with native editable file formats in Adobe Illustrator/Photoshop and InDesign format. Upon completion, the data will be transmitted in ESRI shapefiles format and associated mapping in Adobe Acrobat formats to the municipality.

Northfield Ridge and River Routes



Legend

- ★ Connector Destinations
- Shaw Center/Norwich University Land
- Town Forest
- Conserved Land
- Northfield Designated Village Centers
- Wetlands
- Rivers, Lakes, and Ponds
- Streams
- 100 Ft Contours
- Town Roads
- Class 4
- State Forest Highways
- Legal Trails

Map created by CVRPC 12/3/2018 updated 1/25/19
 N:\Region\Projects\2018\Central Vermont Trails_Northfield11x17.mxd
 This map is for planning purposes only.
 Data is only as accurate as the original sources.
 This map may contain errors and or omissions.

Sources:
 Roads: VTrans 2017
 Trails: E911 2017
 Trail Heads: VCGI 2017
 Town Forest: VCGI 2017
 Conserved Land: VCGI 2017
 Wetland: VCGI 2015
 Surface Water: VHD 2008
 Fishing Access Areas: VFWD 2017
 Schools with Trails: CVRPC 2017
 Fish Access Areas: VCGI