



REQUEST FOR PROPOSALS

Berlin Street Traffic Calming – Barre Vermont

The Central Vermont Regional Planning Commission (CVRPC) is soliciting proposals for the completion of a Traffic Calming and Complete Streets Feasibility Study for Berlin Street in the City of Barre, Vermont. This study includes assessing the feasibility of implementing traffic calming and ‘complete streets’ elements along this highly trafficked residential street allowing it to better serve the people of the neighborhood.

I. SCHEDULE

Wednesday, April 5, 2023	RFP published and advertised
Wednesday, April 19, 2023, 12:00PM	Deadline for submission of questions in writing
Friday, April 21, 2023, 5:00 PM	Response to questions published at www.centralvtplanning.org
Wednesday, May 10, 2023, 2:00 PM	Proposal deadline - emailed <i>Within two weeks of proposal deadline, proposers will notified of the selection committee's decision</i>
June 5, 2023	Contract Start
September 30, 2023	Contract Completion
December 31, 2023	Final invoice submitted

Questions and inquiries are to be directed to Keith Cubbon via email (cubbon@cvregion.com).

Proposals must be submitted via email. Proposals must be clearly marked “Berlin Street Traffic Calming” . Email to Keith Cubbon, Planner, cubbon@cvregion.com.

Proposals received after the submittal deadline will not be considered. Proposals sent via fax or mail will not be considered.

Qualified disadvantaged (DBE) and women-owned (WBE) businesses are encouraged to submit proposals. Proposers are required to document whether the individual is a DBE or WBE. CVRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000b to 2000b-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, will afford disadvantaged business enterprises full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

II. INTRODUCTION or BACKGROUND

The Central Vermont Regional Planning Commission (CVRPC) works to assist its member municipalities in providing effective local government and to work cooperatively with them to address regional issues. As one of eleven regional planning commissions enabled through 24 V.S.A. §4341, CVRPC is a political subdivision of the State of Vermont. As such, it is a tax exempt organization.

The CVRPC is soliciting proposals for the completion of a Feasibility Study to consider traffic calming and complete street elements along Berlin Street, Barre City. This study will involve extensive community outreach, to assess the needs of residents and local businesses. The planning process will seek to lessen the negative impact of the more than 5000 vehicles that travel this neighborhood street daily. The planning work will deliver a road map for the implementation for street improvements that will enhance pedestrian safety and neighborhood quality of life. Recommendations will range from low cost short-term actions to longer-term larger projects.

Plans will need to incorporate Vermont Agency of Transportation (AOT) guidelines for pedestrian design.

The study is being conducted as part of CVRPC's FFY23 Transportation Planning Initiative grant agreement with the AOT. As such, **the project is projected to conclude at the end of the Federal Fiscal Year, September 30, 2023.** The Consultant will work under the direction of CVRPC and the project will be administered by CVRPC. The Consultant will collaborate with CVRPC staff, AOT representatives, and a steering committee comprising local municipal and community representatives.

III. SCOPE OF WORK

A. Collect Existing Conditions Data

1. The Consultant shall conduct a field inspection of the project area.

As part of this phase, a local steering committee with CVRPC specified representatives from the municipality, community, and AOT will be established. The Consultant shall meet with the committee and CVRPC to understand the community's concerns. The field inspections should note any obvious conditions that may have a major impact on the design of the project. The field inspections shall include bridges, culverts, bus route(s) and stops, pedestrian and bicycle facilities, freight movements, traffic control devices, lighting, drainage, access control, utility setbacks, obstacles in the right-of-way, and any other pertinent assets present on the site.

While priority will be given to in-person meetings, all public outreach must meet the State of Vermont safety guidance for reduced transmission of COVID-19. To meet said guidelines or community concerns, site visits may be held virtually using publically available street photography.

2. The Consultant shall incorporate the findings from a speed study conducted by CVRPC in accordance with AOT guidelines, in the context of creating a safe pedestrian environment and meeting the state design guidelines.
3. The Consultant shall obtain readily available pertinent information, as it relates to the study area and any ground disturbances off a paved surface, such as, wetland or floodplain locations.
4. The Consultant shall obtain any existing ground survey data that may be available from existing sources for the street and side streets identified in the study area. If appropriate, the Consultant shall also request Record Plans and available right-of-way documents by contacting the City of Barre or AOT.
5. The Consultant shall identify and document the environmental resources within and adjacent to the project areas.
6. The consultant will conduct a desktop historic and archeological resources review to identify areas that will likely require additional analysis during a full archeological and historic resources review in later stages of project development.
7. The Consultant shall assess the impact of this project relative to above-ground and underground utilities and ascertain if there are any proposed developments that may affect the project.

B. Public Outreach Process

1. The project consultant will initiate a proactive public outreach and engagement process. The purpose of this task is to engage the public in a discussion regarding the future of the street and how future improvements to the roadway can better and more safely integrate user needs. As part of this task, the project consultant will lead at least two community site visits at different times during the week to maximize participation.

Information, documents, and plans relating to the project will be posted to a project website.

2. CVRPC will develop and maintain a project webpage on its website.
3. The Consultant shall organize and moderate a Community Forum Meeting for the study to gather input from State agencies, CVRPC, municipal officials, regulatory/resource agencies, special interest groups, and the public. The Consultant shall develop, in cooperation with the City of Barre and CVRPC, a list of stakeholders to be invited to the Community Forum. The Consultant shall send written notification of the project meeting, with copies of available maps of the project area, to all identified parties at least ten days prior to the meeting. The Consultant shall coordinate with the City for printing notification of the meeting in the community calendar section of regional and local newspapers or widely read online platforms.

The key point of this meeting is to obtain local and regional concerns. An initial presentation regarding the project feasibility process shall be given to educate participants in the project development process. Following the project feasibility process portion of the presentation, the Consultant shall lead discussions to determine concerns and ideas regarding the project. The Consultant shall follow up this meeting by contacting any indicated local, regional or AOT officials affected by the project who were not in attendance.

4. The Consultant shall prepare minutes of the meeting and distribute them to CVRPC Project Manager, the City, and identified stakeholders. This shall be done in a format approved by the CVRPC Project Manager. Comments received from any stakeholder not present at the meeting or through the project webpage will be attached to the minutes of the meeting.
5. Following the Community Forum Meeting, the Consultant will incorporate concerns and ideas received into the project feasibility report.

C. Develop Purpose and Need Statement

1. From information obtained from the existing conditions analysis and the community outreach process, the Consultant shall prepare/revise Draft Purpose and Need Statements for the project. The Purpose and Need Statement shall clearly define the problem and provide objectives that describe what the solution must contain. The statement will not be so specific as to limit possible courses of action. The statement will be the crux of the scoping study report. The need for the project must be conclusively illustrated to prove that the project is justifiable and warrants spending public funds.
2. The Purpose and Need Statement shall be submitted to the CVRPC Project Manager, project steering committee, City and AOT for review and acceptance. If it is not

accepted, the Consultant shall rewrite the Purpose and Need Statements and resubmit it for review and acceptance.

D. Project Constraints

1. The Consultant shall identify all resources in the vicinity of the project. These resources include, but are not limited to, the following:
 - a) Wetlands
 - b) Archaeological and historic sites/districts
 - c) Air and water quality
 - d) Noise sensitive land uses
 - e) Fish and wildlife habitats
 - f) Endangered/threatened species
 - g) Community character (local aesthetics)
 - h) Socioeconomic characteristics
 - i) Agricultural lands
 - j) Land and Water Conservation Funds lands (Section 6(f))
 - k) Public and recreational land (Section 4(f))
 - l) Underground and above-ground utilities
 - m) Right of Way
2. The resource evaluations shall be sufficiently detailed to present the full range of impacts on the project environment. All constraints shall be listed.
3. The Consultant will identify potential or known conflicts with identified constraints and possible techniques of resolving those conflicts.

E. Define Alternatives

1. The Consultant shall develop a draft feasibility report to include evaluations of all viable alternatives. Alternatives for this project should consider the ease of implementation and allow for short, medium and long-term improvements to be pursued by the municipality. The alternatives should also emphasize low-cost improvements that the municipality will be able to implement without additional engineering work or external funding.
 - a) Base map/plan sheets showing pertinent features, which may include general topography, property lines, setbacks, roadway alignment and grade, construction limits, existing and proposed alternative paths.

- b) Typical sections, and critical cross sections if survey data is available from recent or upcoming projects.
- c) Earthwork estimate, from available topologic data, recent or upcoming projects.
- d) Cost estimates.
- e) Where appropriate, the Consultant shall analyze the impact each alternative will have on supporting infrastructure and pedestrian safety. In the event that additional traffic data is needed, the Consultant may be required to collect it. The Consultant shall identify any geometric deficiencies.
- f) Alternatives shall be submitted to the project steering committee for initial review and comment.

F. Evaluate Alternatives

- 1. From information obtained at the steering committee, the Consultant shall prepare/revise a final list of alternatives indicating the preferred alternatives if identified at the meeting for each part of the project.
- 2. The Consultant will then prepare an evaluation matrix for each of the various improvements. The consultant will present the alternatives and matrix to the CVRPC Project Manager and steering committee members for comment. The alternatives will be analyzed to determine if they are viable, permitted, and cost effective.
- 3. The matrix will contain information concerning basic designs, impacts assessed, the need to acquire right-of-way, an estimated cost, and any permits required. Where appropriate, the Consultant shall utilize the standard matrix used by AOT.

G. Draft Project Feasibility Report

- 1. The Consultant shall compile all pertinent information gathered during the investigative stage of the project feasibility process, including all relevant meetings and engineering analyses, in a draft feasibility report for each part of the project. A summary of the resource impacts will be prepared to clearly state the information presented in the evaluation matrix. A synopsis of the alternatives will be prepared that includes benefits and impacts for each alternative and a final recommendation will be presented for each part of the project. Upon completion of the project feasibility report, the Consultant shall deliver an electronic copy to be reviewed by the CVRPC Project Manager. The CVRPC Project Manager will provide the Consultant with comments on the draft feasibility report, and a revised draft feasibility report shall be distributed to the project steering committee, and any other parties deemed appropriate. The CVRPC Project Manager will provide any additional comments to the Consultant on the draft feasibility reports. Comments from this review shall be addressed and the draft feasibility report revised to reflect those changes.

H. Locally Preferred Alternative Presentation Meeting

1. The Consultant shall set up a meeting with the public, local officials, CVRPC, AOT staff to present the draft project feasibility report and the selected local preferred alternatives. The Consultant shall give at least ten days written notice of the meeting and follow the same notification procedure as for the Community Forum Meeting. This meeting may be coordinated with a regularly scheduled City Council meeting. The City Council will be given the opportunity to discuss the locally preferred alternative and vote whether to endorse the locally preferred alternative and the draft project feasibility report.

I. Final Project Feasibility Report

1. The Consultant shall develop a final written report to include any revisions requested by the CVRPC Project Manager and the project steering committee and an Executive Summary of the recommendations and findings of the report.
2. The Consultant, with the concurrence of the CVRPC Project Manager, will submit copies in portable document format (pdf), and one Microsoft Word format of each final report and all project graphics and plans. Project graphics and plans also shall be provided in .jpg or .tif format.
3. The final feasibility report will incorporate the draft reports and will include conceptual project plans. The final report will include, but not be limited to, the following:
 - a) Title page.
 - b) Base Map/plan sheets showing general topography, roadway alignment and grade, approximate construction limits, and local and extent of all environmental constraints. Plans provided to scale.
 - c) Typical Profile and Sections, if survey data is available from recent or upcoming projects. Drawings provided to scale.
 - d) Earthwork estimate, from existing topologic data or if survey data is available from recent or upcoming projects.
 - e) Photographs illustrating the project area and conditions.
 - f) Initial construction cost estimate including estimate of right of way costs

The concept plans in the final reports shall be for the preferred local alternative for each part of this study.

4. In conjunction with the concept plans submittal, the Consultant shall identify potential or known constraints and any conflicts that were identified.

J. Design Criteria

1. All structural, highway, and pedestrian designs must be in accordance with applicable State and Federal design standards.
2. Project design and plans preparation will conform to requirements of the AOT Design Manual and other relevant policies and standards. Where conflicts exist, the governing criteria will be determined by AOT. Any need for design exceptions will be brought to the attention of the CVRPC Project Manager.
3. Traffic signs, signals and pavement markings shall meet all AOT, AASHTO and other relevant standards and policies. Highway capacity calculations shall be made using the most current version available of the Highway Capacity Manual.
4. If any structures occur within the project areas, the Consultant shall evaluate the hydraulic adequacy of all existing drainage culverts within the expected project limits at each intersection. The Consultant will contact the City to solicit its input on any present drainage problems. The Consultant will follow the most current version available of AOT "Hydrologic and Hydraulic Design Policies and Criteria".
5. The Consultant shall follow any additional design criteria furnished by AOT.
6. The Consultant shall utilize the AASHTO and AOT guidelines for alternative transportation path evaluation, including considerations for bicycle and pedestrian facilities such as sidewalks and bike lanes.
7. The Consultant shall consider sidewalk connectivity and Complete Streets design standards.

K. Monthly conference calls

1. The Consultant will hold monthly conference calls with the CVRPC Project Manager and members from the Steering committee to provide updates and status of the project.

L. Progress Reports

1. Progress Reports showing tasks underway/completed, schedule adherence, meetings held and progress towards document completion shall be forwarded to the Project Manager with each invoice during the study.
2. Progress Reports must be current with the CVRPC Project Manager for the processing of invoices to proceed.

M. Meetings, Presentations and Site Visits

1. Meetings shall be held with the Consultant, the CVRPC Project Manager and the steering committee at project kick-off and prior to the public Alternatives Presentation. These two meetings shall be informal and last approximately 60 minutes. Two public presentation meetings shall be held during regularly scheduled City Council meetings for

the following milestones Community Forum Meeting, and Locally Preferred Alternatives & Draft Project Feasibility Report Presentation.

N. Documents

1. The Consultant shall provide materials for CVRPC and the City to populate a project webpage accessible to the public from the City website. At a minimum this will include pdf versions of: all meeting announcements, all meeting minutes, all draft and final deliverables.
2. One electronic copy of the Draft Project Feasibility Report shall be provided.
3. One electronic copy of the Final Project Feasibility Report shall be provided.
4. All draft and final reports shall be printed double sided.
5. Plastic and non-recyclable covers shall not be used.

O. Data Formats

1. All data collected, text bases, drawings, details and documents must be recorded and delivered in formats that are fully compatible with the existing systems utilized by CVRPC, Barre City, and AOT.
2. The Consultant shall furnish all drawings and details in electronic form acceptable to Barre City, AOT and CVRPC.
3. Standard drawings and details are available from AOT. If requested by the Consultant, AOT may provide pertinent data using digital formats. Files transferred to the Consultant may not be sold or transferred to others without written approval from the AOT and CVRPC.
4. Word processing, spreadsheet files and database files shall be supplied in Microsoft Word, Excel and Access. Mapping data files will be provided in an electronic form acceptable to AOT and CVRPC.

PERFORMANCE REQUIREMENTS

The following performance measures must be adhered to by the contractor as part of this contract:

Task	Date	Deliverable
1	June 14	Kick off meeting and Field Visit with steering committee
2	June 14- June 30	Community Site visits
3	June 29	Community Forum

4	July 21	Purpose and need statement
5	July 21	Draft Alternatives
6	August 21	Evaluation Matrix
7	August 21	Draft Feasibility Report
8	September 7	Preferred Alternatives Meeting
9	September 29	Final Report

IV. PROPOSALS

SCOPE OF SERVICES

General Requirements

Proposals must:

- describe how the contractor intends to carry out the services described.
- provide a project schedule.
- describe any changes to the scope of work identified in Section III of this RFP.
- identify what support will be required from CVRPC during all phases of work.

Technical Qualifications

Proposals must include the following:

- 1) A description of the firm, including addresses of all offices proposed for involvement in this project, structure of the firm, size of the firm, number of years the firm has been in business, and the firm's experience with similar traffic calming and pedestrian focused projects.
- 2) A statement of the firm's financial stability and ability to complete all services.
- 3) List of people who will work on the contract, including names, education, professional licenses, registrations or certifications, relevant experience (resumes are acceptable), and role in the contract. CVRPC must preapprove use of any staff not identified in the proposal.
- 4) Examples of relevant past experience and a minimum of three references, which will include a project description, contact person, phone number, and address of reference. References should demonstrate the experience of the specific staff proposed to work under the CVRPC contract. CVRPC reserves the right to check references beyond those provided by the contractor.
- 5) Proof of insurance. The selected contractor will be required to add CVRPC and its officers and employees as an additional insured for services performed. The proposal must demonstrate that either the contractor currently has insurance or is eligible for insurance.

COST PROPOSAL

The cost proposal must:

- identify costs by task and person hours.
- identify an hourly rate(s) by individual(s) providing services.
- detail other expenses (travel, etc.).
- total cost.

SUBMISSION REQUIREMENTS

One (1) electronic Portable Document Format (PDF) file must be received on/before the time specified in the Project Schedule and can be emailed to Keith Cubbon, Planner, (cubbon@cvregion.com) with the subject line "Berlin Street Traffic Calming."

The CVRPC assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the proposal or any other costs prior to issuance of a contract.

Proposals received after due date and time will not be considered.

Upon submission, all proposals become the property of the CVRPC. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the contractor. The CVRPC retains the right to reject any and all proposals received, to interview or not interview any or all firms responding to this RFP prior to selection, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if it determines such action to be in the best interest of the CVRPC or that of eligible parties. Reasons for cancellation or rejection will be provided to all proposers in writing. This solicitation in no way obligates the CVRPC to award a contract.

PROPOSAL EVALUATION

Contractor selection will be based on the following factors:

1. Completeness and responsiveness of submission.
2. Scope of Work Format and Contents (10%):
 - a. Is the proposal written in concise language understandable to a non-technical audience?
 - b. Is the proposal well organized and easily navigable?
3. Qualifications and Responsiveness (70%): To what degree:

- a. Do the personnel to be assigned to this project have the necessary qualifications to conduct this work?
 - b. Do the personnel to be assigned to this project have experience in support and maintenance for similar systems and organizations?
 - c. Does the contractor have a proven record of successful completion of similar work within time and budget constraints?
 - d. Are communication skills responsive to the audience that will be served?
 - e. If multiple staff will be used to serve this contract, do the assigned staff members demonstrate success working together with each other specifically as a team unit?
 - f. Is the contractor's availability and accessibility adequate for CVRPC's needs? For example, is the contractor's demonstrated response time for support requests adequate and competitive?
 - g. Input from optional consultant reference checks.
4. Cost Proposal (10%):
- a. Is the cost proposal thorough and clearly linked to the proposed scope of services?
 - b. Are rates and costs reflective of an efficient level of effort necessary to complete the task, compensation reflective of level of expertise, materials appropriate to the task and expectations of quality, and overall reasonable costs as accepted in the industry?
5. Schedule (10%):
- a. Is the schedule thorough and clearly linked to the proposed scope of services?

If any changes are made to this RFP, an addendum will be posted to the CVRPC web site by the date indicated in the section 1 of this RFP and issued to contractors expressing interest and providing CVRPC with contact information. Alternative delivery methods may be arranged by request. A contractor may correct, modify, or withdraw a response to this RFP via written notice received by CVRPC prior to the submission deadline. Modifications must be submitted electronically and clearly labeled "Modification No. ____". Each modification must be numbered in sequence, and must reference the original RFP.

After the opening of responses to this RFP, a contractor may not change any provision of the response in a manner prejudicial to the interests of CVRPC or fair competition. If a mistake and the intended correct wording are clearly evident on the face of the response document, the mistake will be corrected to reflect the intended correct meaning and the contractor will be notified in writing. Contractors may not withdraw responses to this RFP so corrected. A

contractor may withdraw an opened response to this RFP if a mistake is clearly evident on the face of the response document, but the intended correct wording is not similarly evident.

CVRPC reserves the right to seek clarification of any statement submitted, conduct interviews with contractors, and to select a contractor that is best able to address the services requested and promote the public interest.

CVRPC reserves the right to examine all aspects of responses submitted, tangible and intangible. CVRPC reserves the right to withdraw this Request for Proposals, and/or to advertise for new submissions at any time if it is in the best interest of the CVRPC to do so. A contract will be awarded as deemed to be in the best interest of the CVRPC.

Pursuant to State of Vermont Laws, anyone in any matter relative to the procurement of services who intentionally makes a material statement that is false, omits or conceals a material fact in a written statement, submits or invites reliance on a material writing that is false, submits or invites reliance on a sample or other object that is misleading, or uses any trick, scheme or device that is misleading in a material respect will be subject to sanction pursuant to the laws of the State of Vermont.

V. STANDARDS AND DELIVERABLES

1. Except for appendices, all reports are to:
 - a. be presented for ease of readability by the average citizen;
 - b. include charts, graphs and other graphics as appropriate;
 - c. include executive summaries or abstracts suitable for broad distribution;
 - d. include a glossary of technical terms, and a list of references or citations for all sources of data and information.
3. All documents must be provided in digital form (Microsoft Office format for report text and PDF format for full report). Images (photos, maps, drawings, graphics, etc.) must be provided as separate files for use by CVRPC.
4. All written reports must be provided double-sided. The use of recycled paper is strongly encouraged.
5. Copies of all reports and documents, including drafts, should be provided to CVRPC no less than one week prior to any scheduled review or discussion.
6. All data, databases, reports, programs and materials, in digital and hard copy formats, created under this project must become the property of the Central Vermont Regional Planning Commission.

VI. CONTRACTING PROVISIONS

CONTRACT REQUIREMENTS

The Contractor must be able to sign CVRPC's standard contract and attachments, which will be made available for review on or before April 6, 2022 on available on the CVRPC website at https://centralvtplanning.org/news/rfq_rfp/.

CONTRACT COMPLETION

Performance under the scope of work must be completed by the dates indicated in Section I.

PAYMENT

The amount and timing of payments will be determined during contract negotiations. Requests for payments must be made directly to the CVRPC, and payments made must be 100 percent of the amount requested for eligible services. CVRPC anticipates making payments within 30 days of invoicing.

OWNERSHIP OF MATERIAL

All rights, titles to and ownership of the data, material, and documentation resulting from this contract project and/or prepared for the CVRPC pursuant to a contract between CVRPC and the selected contractor must remain with the CVRPC.

COMPLIANCE WITH STATE AND FEDERAL LAWS

All contractors must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. CVRPC receives funding from numerous state and federal agencies. Those requirements imposed upon the CVRPC as a recipient or subrecipient of state and federal funds are thereby passed along to the contractor and any subcontractors, and those rights reserved by the state or federal government are likewise reserved by the Central Vermont Regional Planning Commission.

All contractors and any subcontractors must carry adequate insurance coverage and must affirm being an equal opportunity employer with an affirmative action plan. Contractor must further certify that it will comply with the provisions of the Americans with Disabilities Act.

It is the policy of the CVRPC that Disadvantaged Business Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting.

If the contractor is a natural person, not a corporation or partnership, the contractor states that, as of the date the contract is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

The contractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the contractor is a resident of Vermont, contractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**The Central Vermont Regional Planning Commission
is an Equal Opportunity Employer**