Capital Corridor Community Bikeshare: CVRPC STP BP24(17)

Request for Proposals
Scoping Study
Central Vermont Regional Planning Commission (CVRPC)

Date Issued: January 7th, 2026 **Date Due: February 4th, 2026 at 5:00PM**

Contact person: Reuben MacMartin, Senior Transport Planner, 802.262.1020, macmartin@cvregion.com . All questions related to this request for proposal shall be addressed to this individual no later than 5 business days prior to the Date Due above.

I. INTRODUCTION

CVRPC is requesting proposals for production of a scoping study to identify alternatives, issues and costs and provide recommendations related to construction of a community operated bikeshare, funded in part by the Federal Highway Administration and the Cities of Barre and Montpelier, through the Vermont Agency of Transportation (VTrans) Municipal Assistance Section (MAS).

Our immediate need is for technical assistance to enable community-led design of bike share that is locally owned and affordable, and based on the specific travel and mobility needs of users in the Barre-Montpelier-Berlin(Hospital Hill) area. Close collaboration between consultants and community representatives from each of the municipalities will be essential for project success.

This study is meant to evaluate the cost for a community bike-share to inform implementation strategy and funding including the identification of potential institutional partners such as local non-profits and businesses.

The specifics of organizational structure for the bikeshare management entity and the development of community partnerships to fund or provide in-kind support for the operation and maintenance of the system will be a separate effort to be completed with separate funding. Business planning and will not be an element of this study.

Specific determinations to be made in this study will include:

- Determining the appropriate fleet for the anticipated user base (eg – fleet size and share of electric cargo bikes)
- Strategies and design elements to make the system accessible to the broadest range of users
- Payment flexibility (ie – dedicated passes vs single-use appropriate methods)
- Infrastructure options (ie – charging, security, software platforms)
- Deployment strategy aligned with existing and planned facilities

Determinations NOT Made in this study will include:

- Development of a business model for bikeshare management and O&M
- Development of community partnerships for funding or other support of the bikeshare entity

The owner of the project is CVRPC and the sole authority for the Consultant during the project rests with the CVRPC Board of Commissioners.

Project development must follow the VTrans Municipal Assistance Section (MAS) process. Questions related to the MAS project development process can be answered by Reuben MacMartin or, VTrans Project Supervisor / Manager (Scott Robertson, PE), Municipal Assistance Section, by phone at 802.793.2395 or email at scott.robertson@vermont.gov

All work will be accomplished in accordance with the following:

- MAS Guidebook for Municipally Managed Projects (found on the VTrans MAS website https://vtrans.vermont.gov/highway/local-projects).
- MAS Scoping Process flow chart (found on the VTrans MAS website).
- Specifications for Contractor Services (found on the VTrans MAS website).

II. SCOPE OF WORK

In general, the scope of this project will consist of a planning process that identifies the needs of Community Bikeshare within a defined area taking into consideration the existing conditions. The outcome of the process will be:

- Identification and prioritization of technologies and processes to include
    - Payment technologies and payment processing platforms
    - Options for charging bikes including battery swap and in situ chargers at stations
    - Security technologies including docking, dockless, and tracking options
    - Options for membership structures and fee schedules
    - Options for single-use payment methods and fee schedules
    - Preference should be given to open-source technologies whenever practicable
- Identification and evaluation of potential station locations
    - Service area will include Montpelier, Barre City, and the Hospital Hill area of Berlin
    - Provide designs for both mobile/seasonal and fixed stations
        - Mobile/seasonal design should be easily stowable
- A public engagement process to ensure local input and support of projects
- An assessment of historic, archaeological and environmental impacts to be completed as a desk exercise to catalogue where construction activity would disturb known cultural or environmental resources
- Clear, written documentation of project processes

- A complete preliminary cost estimate for implementation, including O&M, under all proposed models

The draft and final reports will include all elements of this RFP in a format outlined in section L.

A.) Project Kickoff Meeting

Meet with City and State officials (VTrans Bicycle and Pedestrian Section staff or Transportation Alternatives Coordinator) and a local project steering committee to develop a clear understanding of the project goals, objectives, timelines and deliverables.

B.) Compile Base Map/Document Existing Conditions

Compile a base map using available mapping including VT Digital Orthophotos, digital parcel maps for the study area (if available) and other natural resource-based GIS data available from the RPC or the Vermont Center for Geographic Information (VCGI). 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. Existing conditions to be noted include presence of existing pedestrian/bike facilities, roadway widths, subsurface drainage and any other items the consultant feels are appropriate. Additional items to be mapped may include natural resource constraints, utilities, historic and archaeological impacts, etc.

C.) Local Concerns Meeting

The consultant will organize and moderate a local concerns meeting with City representatives and State officials (including the District Transportation Administrator, Permitting and Traffic Operations when on the State system.) This meeting is with the public to develop a clear understanding of the project goals, objectives and concerns. This meeting may be an opportunity to discuss any future maintenance issues or concerns with the proposed project. As an outcome of the local concerns meeting and the project kickoff meeting, the consultant will develop a Project Purpose and Need Statement for proposed improvements. The consultant will generate this statement based on local input and an understanding of existing conditions. Items that may be discussed are what different user groups are anticipated/desired and what that means for suitable technologies, fleet composition, and station siting.

D.) Identify Land Use Context and Travel Demand

The consultant will identify the existing and proposed land uses in the project area as well as the overall context of the area where the project is proposed (e.g. rural, suburban, village area, etc.) Based on existing land use and travel patterns and potential connections to planned or existing pedestrian and/or bicycle facilities, the consultant will

document predicted and existing pedestrian/bicycle travel patterns to gain an understanding of the best location for new bike stations. The consultant shall discuss how the proposed project fits in with the overall bicycle or pedestrian network in the community.

E.) Develop Conceptual Alternatives

In cooperation with the Steering Committee and CVRPC Staff the consultant will be responsible for identifying potential alternatives for the proposed bikeshare station locations using the information compiled for the base plan, and site visit(s). Conceptual alternatives should also include bike station design alternatives, including, but not limited to, stowable mobile/seasonal stations, as well as specifications for charging and payment technologies. Specific attention should be paid to software platforms, hardware specifications, membership models, and fleet size and composition with a focus on open-source technologies with minimal O&M requirements. The consultant will also review the proposed alternatives to ensure that they meet the Americans with Disabilities Act Accessibility Guidelines and other applicable State and Federal requirements.

As part of developing alternatives, the consultant will evaluate the impacts that station location and sizing is likely to have on pedestrian and vehicular flows.

Note that if proposed alternatives lie within State of Vermont rights-of-way, coordination with various sections of VTrans must take place. At a minimum, the District Transportation Administrator and the Permitting Services section (provide permits for work in State ROW) should be involved. Other possible sections are Traffic Operations Unit (crosswalks, signs, traffic signal warrants), Structures (bridges and culverts) and Highway Safety and Design (changes in lane configurations or turning lanes).

F.) Identify Right-of-way Issues

Compile all right-of-way and abutting property ownership for station locations, including roadway and railroad where applicable. This information should identify public/private ownership and any existing easements or restrictions (e.g. Act 250 permits) on affected property. Map right-of-way information on the same base mapping as the existing conditions – Task B). If the project is located along a state highway the existing width of state highway right-of-way should be confirmed with the VTrans ROW section. ROW data for the state system can be requested by going to the following link – http://tinyurl.com/qgv5jua.)

G.) Identify Utility Conflicts

Identify and discuss all public and private underground and overhead utilities (water, sewer, fiber optics, electric, TV, cable, phone) in the project area. Include a preliminary

assessment of access for project purposes, if required, or whether any relocations will be required. Will the relocations occur outside of the existing Rights of Way? For underground utilities, an assessment should be made of whether they will be impacted by construction of the proposed improvements. The assessment should include identification of owners of potentially impacted utilities.

H.) Identify Natural and Cultural Resource Impacts and Permitting Requirements

Identify natural and cultural resource impacts including wetlands, surface waters, floodplains, river corridors, lake shorelands, flora/fauna, endangered species, storm water, hazardous material sites, forest land, historic, archaeological and architectural resources, 4(f) and 6(f) public lands, and agricultural lands. Identify potential impacts on these resources and permitting requirements, including the potential for review under Act 250.

All environmental resource work shall be conducted by qualified professionals in that field (i.e. wetland reviews conducted by qualified wetland biologists, historic preservation reviews by historic preservation professionals, archaeological reviews by archaeologists, etc.), and should be well documented in the scoping report. Reviews can be completed with remote sensing, maps, archives, professional judgement and minimal field work, if any. More detailed analysis of reviews will be completed during design stages of the project. Project area should be depicted on a map. Environmental resource areas and impacts should also be delineated/illustrated/or otherwise described on the map.

Historic and Archaeological resources will be reviewed to determine potential direct and indirect impacts to those resources. Consultants should identify a proposed Area of Potential Effects (APE) for both direct and indirect effects. For the Historic resources, the correct level of study for above-ground resources would be a survey that identifies properties in the APEs that are potentially eligible for listing on the National Register of Historic Places. For Archaeology, the correct level of effort is an Archaeological Resources Assessment (ARA) which involves no excavations, but identifies where and how much of a proposed project area has archaeologically sensitive land. This is based on the Predictive Model developed by the SHPO office, historic maps such as Beers, Wallings, Sanborn for urban areas, Google imaging using the timeline feature to potential land changes over the years and the On-Line Resource Center (ORC) for professional archaeologists conducting work in Vermont. See link below. Field visits may be required to verify any disturbance but at this preliminary level, a desk review may be sufficient to determine general sensitivity.
https://accd.vermont.gov/historic-preservation/identifying-resources/online-research-center

Because an alternative has not yet been selected, all Environmental Resource ID work shall include the general project area in which all proposed alternatives will take place. If

alternatives are provided in the scoping report, then recommendations for the alternatives' impact on environmental resources shall be stated in the scoping report, along with anticipated permit requirements.

When possible, documentation from appropriate state and federal agencies (e.g. Agency of Natural Resources, Department of Fish and Wildlife, Corps of Engineers) should be included to summarize the extent to which resources may or may not be impacted. The consultant will identify any permits that will likely be needed for the project.

The Vermont ANR Natural Resource Atlas *and BioFinder* are web-based mapping tools which should be used to approximate natural resource features. The Atlas serves as a quick reference to help determine which resources, mentioned above, are possibly located within the project limits. To aid in the review the following web applications should be viewed and referenced.

ANR Natural Resource Atlas: http://anrmaps.vermont.gov/websites/anra/

- Wetland VSWI & Wetlands Advisory layers
- VT Fish and Wildlife Layers (RTE, uncommon species, deer wintering)
- Hydric Soils layers
- Rivers layers

ANR BioFinder: https://anr.vermont.gov/maps/biofinder

The Vermont Significant Wetland Inventory (VSWI) and Wetlands Advisory layers are good places to start to determine potential presence of wetlands although, all state significant wetlands are not mapped. The hydric soils mapping indicates additional areas where wetlands may be present. The actual boundaries and presence of wetlands must always be determined in the field by a professional wetland scientist.

The DEC Watershed Management Division has regional resource scientists who are available to help with project scoping and permitting requirements. For instance, the floodplain managers can help evaluate river corridors and whether certain types of bike and pedestrian facilities meet the State river corridor performance standard, i.e., fit within these dynamic areas without the application and maintenance of river channelization practices.

This resource work will inform the alternative selection so that the project avoids and minimizes, to the extent practicable, impacts to environmental resources. Thorough and well-documented resource identifications will inform the selection of the Least Environmental Damaging Practicable Alternative (LEDPA) and development of Conceptual Plans. Scoping reports will be reviewed by the VTrans Project Delivery Bureau, Environmental Section

I.) Alternatives Presentation

All of the proposed alternatives (including a mandatory "no build" alternative) will be evaluated in an alternatives matrix. The matrix will include resource impacts, right of way impacts, utility impacts, ability to meet the project purpose and need, estimated cost and any other factors that will help the community evaluate the alternatives being considered. Taking into consideration previously gathered information, conduct a public informational meeting to present all the different alternatives that have been considered. The outcome of this meeting should be an alternative selected by the community for further development.

J.) Develop Preliminary Cost Estimates

The consultant will develop preliminary cost estimates for further planning, design, construction and maintenance cost of the project. Cost estimates shall include preliminary bid item quantities. Per foot or lump sum costs will not be an acceptable substitute. The estimates should assume that the project will be constructed using a combination of Federal and local funding and will be managed by the local community. The cost estimates should include amounts for development, construction, engineering, municipal project management and construction inspection. If the project is to be completed in phases, cost estimates for each phase shall be provided.

K.) Project Timeline

The consultant will provide a project development timeline that takes the project through the design, permitting and construction phases assuming the use of a combination of Federal and local funding. If necessary, the consultant will develop a project phasing plan for development and implementation of the project over a multi-year period. This deliverable will include a deployment strategy with recommendations for station site priority based on expected use volumes.

L.) Report Production

Using information gathered from the activities outlined above and from the meetings with the Cities, submit draft and final reports outlining the findings of the study. The draft report must be submitted to VTrans for comment prior to issuing a final report. A minimum of 3 weeks must be allowed for VTrans review of the draft report. A public informational meeting will be held to review the draft report before completion of the final report. The consultant shall follow the report format shown below and is expected to include all of the elements listed in this RFP. It is expected that the local legislative body will endorse or decline the proposed project at this meeting.

Recommended Format for Final Scoping Report:

Purpose and Need of the Project
Project Area and Existing Conditions
Each Alternate Should Define:
- Right of Way Impacts
- Utility Impacts
- Natural & Cultural Resource Impacts
- Preliminary Project Cost Estimate
- Future Maintenance

Public Involvement
Compatibility with Planning Efforts
Project Timeline
Viability

III. STANDARDS AND DELIVERABLES

A.) All documents should be provided in both hard copy (paper) and digital format. All hard copies of draft and final reports shall be printed on both sides (i.e. double-sided). Adobe .pdf format is required for the draft and final reports.

B.) All data, databases, reports, programs and materials, in digital and hard copy format created under this project shall be transferred to the RPC upon completion of the project and become the joint property of the RPC and the State of Vermont when applicable.

C.) The consultant will provide digital copy as an Adobe .pdf document of both the draft and final reports to the VTrans project Supervisor / Manager, the RPC, and the Cities.

IV. RESPONSE FORMAT

Responses to this RFP shall consist of:

A.) A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with CVRPC including identification of the principal individuals that will provide the requested services.

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. 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.

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 type of work being requested.

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 separate cost proposal consisting of:

1. 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.

V. CONSULTANT SELECTION

The Selection Committee is made up of representatives from the cities of Barre and Montpelier as well as the project initiator and the CVRPC contact person. The Selection Committee will make a recommendation to the MAS Project Supervisor / Manager and the CVRPC Board of Commissioners to award a contract.

The proposal will be evaluated considering the following weighted criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Qualifications of the firm and the personnel to be assigned to this project.	2	5	10
Experience of the consultant personnel working together as a team to complete similar projects.	3	5	15
Demonstration of overall project understanding and insights into local conditions and potential issues.	5	5	25
Clarity of the proposal and creativity/thoroughness in addressing the scope of work.	6	5	30
Submission of a complete proposal with all elements required by the RFP	2	5	10
Quality of representative work sample	2	5	10
TOTAL			100

Once the Technical Proposals are discussed and ranked, the cost proposals will then be opened and reviewed for consistency with, and in light of, the evaluation of the Technical Proposals. The selection committee may elect to interview consultants prior to final selection. CVRPC reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

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 CVRPC requesting approval of such a change. This change will also need to be approved by VTrans.

The committee will select the consultant on or about February 13th to perform the services outlined in the scope of work. The rates that are proposed will be in effect for the complete term of the contract. Also, at that time, a notice of intent to issue the contract to the selected proposer will be mailed to all parties who submitted a proposal.

VI. SUBMISSIONS

Consultants interested in this project should submit their proposal to the contact name and address indicated.

Utilize either:

Five (5) copies of the technical and cost proposals must be submitted in separate, sealed envelopes or packages with the following information clearly printed on the outside:

- Name and address of prime consultant
- Due date and time
- Envelope contents (technical or cost proposal)
- Project name

Proposals should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

Or:

Submit as an electronic submission via e-mail with the technical and cost proposals submitted as two separate files, clearly marked as such, including the project name. Please inform the Contact Person prior to submission to avoid proposal being relegated to their spam or junk email files.

Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile - machine transmitted proposals will be accepted.

All proposals, upon submission, become the property of CVRPC. The cost of preparing, submitting and presenting is the sole expense of the firm. CVRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, or cancel this RFP in part or in its entirety, if it is in the best interest of the RPC. This Request for Proposals in no way obligates CVRPC to award a contract.

VII. CONTRACTING

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 so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: https://www.vtsosonline.com/online.

The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

If the award of the contract aggrieves any firms, they may appeal in writing to the CVRPC Board of Commissioners, 29 Main St, Suite 4, Montpelier, Vermont 05602. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Board of Commissioners is final.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located in the Municipal Assistance Section website. Certificate of insurance coverage shall be documented on forms acceptable to the RPC.