



Central Vermont Regional Planning Commission

REQUEST FOR PROPOSALS

WILLIAMSTOWN SCHOOLS SIDEWALK DESIGN

Contact Reuben MacMartin, Senior Planner, macmartin@cvregion.com

Project Schedule:

Tuesday, March 31, 2026

Tuesday, April 14, 2026, 12:00PM

Friday, April 17, 2026, 5:00 PM

Thursday, April 24, 2026, 2:00 PM

Within two weeks of proposal deadline, proposers will be notified of the selection committee's decision

May 11, 2026

September 30, 2026

December 31, 2026

RFP published and advertised

Deadline for submission of questions in writing

Response to questions published at
www.centralvtplanning.org

Proposal deadline - emailed

Contract Start

Contract Completion

Final invoice submitted

Proposals must be clearly marked, and be emailed to: Reuben MacMartin, Central Vermont Regional Planning Commission at macmartin@cvregion.com. Proposals sent via fax will not be accepted.

I. Introduction

The Central Vermont Regional Planning Commission (CVRPC) is soliciting proposals for the design of a sidewalk in Williamstown, Vermont. This study will produce concept designs for a sidewalk and crosswalk to connect the Williamstown schools to the village either via Brush Hill Road and crossing VT-64 to create a connection to Memorial Park at the terminus of Methodist Lane or via Construction Hill Road, as well as cost estimates, and phasing for future efforts.

Current conditions require pedestrian improvements between the schools and village to create a safe path for students. Plans will need to incorporate Vermont Agency of Transportation (AOT) guidelines for pedestrian facilities and provide fully ADA compliant landing areas on both sides of the road.

The study is being conducted as part of CVRPCs FFY 26 Transportation Planning Initiative grant agreement with the AOT. The Consultant will work under the direction of CVRPC and the project will be administered by CVRPC. The Consultant will collaborate with CVRPC staff, VTrans and a steering committee comprising local municipal and community representatives. A site map for the study location can be found in Appendix A of this RFP.

II. Scope of Work

A. Collect Existing Conditions Data

1. The Consultant shall conduct a field inspection of the project area along Hebert Road, Brush Hill Road, and Brokk Street (VT-64) in Williamstown, Vermont.

As part of this phase, a local steering committee with CVRPC specified representatives from the municipality, community, and VTrans 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.

2. The Consultant shall incorporate the findings from any prior studies conducted in the area.
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. For the pedestrian crossings, the Consultant will be required to obtain all necessary data, including but not limited to number of motor vehicle lanes, pedestrian exposure, average daily traffic (ADT), posted speed limit, and geometry of the location.
4. The Consultant shall obtain any existing ground survey data that may be available from existing sources for the study alignment and the local roads identified in the study area. If appropriate, the Consultant shall also request Record Plans and available right-of-way documents by contacting the Town of Williamstown or VTrans.
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 addition analysis during a full archeological and historic resources review during 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 projects. CVRPC shall be included in these conversations.

B. Investigate Local and Regional Concerns

1. 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 including the NRRR advisory committee, and the public. This meeting shall be held during or immediately preceding a regularly scheduled Select Board meeting. The Williamstown Select Board meets the 2nd Monday of each month at 7:00 p.m. The Consultant shall develop, in cooperation with the Town of Williamstown 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 Town for printing notification of the meeting in the community calendar section of regional and local newspapers.

The key point of this meeting is to obtain local and regional concerns. An initial presentation regarding the project scoping process shall be given to educate participants in the project development process. Following the project scoping 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 VTrans officials affected by the project who were not in attendance.

2. The Consultant shall prepare minutes of the meeting and distribute them to the CVRPC Project Manager, the Town, the VTrans coordinator 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 Town website will be attached to the minutes of the meeting.
3. Following the Community Forum Meeting, the Consultant will incorporate concerns and ideas received into the project scoping report.

C. Develop Purpose and Need Statement

1. From information obtained at the Community Forum Meeting, 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, Town and VTrans 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 scoping report to include evaluations of all viable alternatives. Alternative alignments will be proposed for the identified study area.
 - 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. Alternatives Presentation Meeting

1. The Consultant shall set up a meeting with the local officials, CVRPC, a VTrans representative, and the public to present the alternatives the study. The Consultant shall give at least three weeks written notice of the meeting and follow the same notification procedure as for the Community Forum Meeting. This meeting shall be held during a regularly scheduled Select Board meeting. If a municipal preferred alternative for the study is agreed upon at this meeting, the Consultant shall proceed with the project scoping process. If a municipal preferred alternative is not agreed upon, the Consultant shall obtain further information concerning the existing alternatives. This process will continue until acceptance of a municipal preferred alternative, as determined by the CVRPC Project Manager.

G. Evaluate Alternatives

1. From information obtained at the Alternatives Presentation Meeting, the Consultant shall prepare/revise a final list of alternatives indicating the preferred alternative if identified at the meeting for each part of the project.
2. The Consultant will then prepare an evaluation matrix for each of the alternatives. 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 there is at least one alternative that is viable, permitted, and cost effective.
3. The matrix will contain information concerning basic alignment (i.e. length, typical width, etc.), 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 VTrans.

H. Draft Project Scoping Report

1. The Consultant shall compile all pertinent information gathered during the investigative stage of the project scoping process, including all relevant meetings and engineering analyses, in a draft scoping 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 scoping 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 scoping report, and a revised draft scoping report shall be distributed to the project steering committee, VTrans coordinator and any other parties deemed appropriate. The CVRPC Project Manager will provide any additional comments to the Consultant on the draft scoping reports. Comments from this review shall be addressed and the draft scoping report revised to reflect those changes.

I. Locally Preferred Alternative Presentation Meeting

1. The Consultant shall set up a meeting with the local officials, CVRPC, and VTrans coordinator to present the draft project scoping report and the selected local preferred alternatives for each alternative. The Consultant shall give at least two weeks written notice of the meeting and follow the same notification procedure as for the Community Forum Meeting. This meeting shall be held during a regularly scheduled Select Board meeting. The Select Board will be given the opportunity to discuss the locally preferred alternative and vote whether to endorse the locally preferred alternative and the draft project scoping report.

J. Final Project Scoping 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 scoping 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 where identified.

K. The Plans Resulting from This Process Shall Support Future Design Work that Will Satisfy the Following 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 Town 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.

L. 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.

M. 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.

N. 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. Three public presentation meetings shall be held during regularly scheduled Select Board meetings for the following milestones Community Forum Meeting, Alternatives Presentation, and Locally Preferred Alternatives & Draft Project Scoping Report Presentation.

O. Documents

1. The Consultant shall provide materials for CVRPC and the Town to populate a project webpage accessible to the public from the Town 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 Scoping Report shall be provided.
3. One electronic copy of the Final Project Scoping 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.

P. 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, the Town of Williamstown, and AOT.
2. The Consultant shall furnish all drawings and details in electronic form acceptable to the Town, 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 Vermont Agency of Transportation 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 VTrans and CVRPC.
5. The consultant shall furnish any final CAD or GIS files developed as part of the study for review and potential use in future project steps.

III. SUBMITTALS

A. A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the RPC and Town including identification of the principal individuals that will provide the requested services.
2. A project schedule including major milestones and activities that shall be included.
3. A description of the general approach to be taken toward completion of the project, how these approaches may vary from one part of the study to the other, 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.
4. Fee proposal including a summary of estimated labor hours by task that clearly identifies the project team members, the number of hours performed by each team member by task, associated hourly rates, and any anticipated direct costs.

B. Project Staff, Sub-Contractors and Qualifications

1. Each person who will be involved in the project must be identified with their respective roles and/or functions and a brief list of relevant projects demonstrating specific expertise in regional community-based transportation planning. The project manager and task leaders should be clearly identified.
2. If the proposal includes any sub-consultant firms to be included as part of the study team, their respective roles and/or functions must be identified.

C. Cost Proposal

1. Present a detailed cost proposal for the work to be performed based upon the person hours by task and including personnel, overhead, other direct costs, subcontractor costs, etc.

D. Submission Requirements

1. 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 Reuben MacMartin:
CVRPC Williamstown School Sidewalk Feasibility Study
macmartin@cvregion.com

Proposals emailed after the above time and date will not be considered. Proposers must contact Reuben MacMartin at least 24 hours in advance to arrange hand-delivery of a proposal.

All questions pertaining to the RFP should be submitted to Reuben MacMartin no later than specified in the Project Schedule. Responses to questions will be posted at www.centralvtplanning.org by the time specified in the Project Schedule.

All proposals upon submission become the property of CVRPC and AOT. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the proposer. CVRPC through its Executive Director retains the right to reject any and all proposals received, to negotiate with any qualified source, or to cancel in part or whole this RFP as in the best interest of CVRPC. This solicitation in no way obligates CVRPC to award a contract.

IV. CONSULTANT SELECTION

- A. Consultant selection will be made by a committee that includes CVRPC staff and a municipal representative from the Town of Williamstown. The selection committee will review and evaluate all proposals based on the following criteria:
1. Qualifications of the firm and the personnel to be assigned to this project. (10 Pts.)
 2. Experience of the consultant personnel working to complete similar projects. (15Pts.)
 3. Demonstration of overall project understanding and insights into local conditions and potential issues. (25 Pts.)
 4. Clarity of the proposal and creativity/thoroughness in addressing the scope of work. (30 Pts.)
 5. Submission of a complete proposal with all elements required by the RFP (10 Pts.)
 6. Quality of representative work sample (10 Pts.)

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

V. CONTRACTING PROVISIONS

CVRPC has budgeted \$25,000 in consultant fees for this project. The work on the study shall be completed by the close of Federal Fiscal Year 2026 (FFY 26), and therefore 100% of the work shall be billed and completed by September 30, 2026.

All consultants, and any sub-consultants, 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. Those requirements imposed upon the State of Vermont

and CVRPC, respectively, as recipients of federal funds are thereby passed along to the Consultant and any sub-consultants, and those rights reserved by the U.S. Department of Transportation, Federal Highway Administration are likewise reserved by the State of Vermont and CVRPC.

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