

# Request for Proposals

Town of Middlebury, VT

## Title – Planning Study for Improving Pedestrian Connectivity Between Boardman St. and Hannaford Plaza in Middlebury

### Problem

The area between Boardman St. in Middlebury and commercial areas to the north is not pedestrian-friendly. At the same time, the Trail Around Middlebury intersects U.S. 7 in this vicinity and there are no clear pedestrian crossings.

### Project Schedule

11/29/2021	RFP released
12/10/2021	<b>Deadline for submission of questions and Intent to Respond</b>
12/17/2021	Response to questions posted
01/05/2022	<b>RFP submission deadline</b>
01/21/2022	Consultant selection notification
September 30, 2022	Project completion

### Background

The stretch of U.S. 7 in Middlebury between Boardman St. and the Hannaford Plaza lacks good pedestrian connectivity, and the Boardman St. area has been identified as a node for future growth. The area already hosts a number of local businesses including services for low income residents, such as a food shelf, at [HOPE](#). There is a 21-unit subdivision on Boardman St. (Stonegate), and conceptual plans have been developed for an additional 40-50 units of affordable housing on Middlebury College owned land accessed from Boardman St. The [Trail Around Middlebury \(TAM\)](#) intersects Rt. 7 in this stretch, but there is no dedicated pedestrian crossing. Currently, the sidewalk on the northeast side of U.S. 7 ends at the Marriott Hotel, approximately 0.4 miles from the intersection of Boardman St. On the southwest side there is pedestrian connectivity between apartments at 428 Court Street and the Hannaford Plaza, but none south of there to the intersection with the TAM. VTrans has selected the Boardman St. intersection (44.00032, -73.14885) for a future traffic and safety project and is currently refining the scope of that project, but the exact timing for that work is still unknown. To the extent feasible, this project solicited here would integrate with assessments of these intersection improvements. Work on this scoping study should seek to add to and complement work that VTrans is planning around the intersection. Conceptual alternatives to be considered can include a sidewalk or multiple use path adjacent to U.S. 7, or an alternate route down Boardman Street then crossing Middlebury College-owned private property following an existing farm road parallel to but offset from U.S. 7 to the north as shown in the Boardman Street illustrative plan.

## Budget

Funding for this study comes through the Addison County Transportation Planning Initiative. The total consultant budget is **\$15,000**.

## Scope of Work

The successful applicant will work with the Town of Middlebury and the ACRPC to identify means of improving pedestrian connectivity between Boardman St. and the Hannaford Plaza. Proposed solutions should address the community's needs, include cost estimates for construction of design work, identify potential funding sources, and identify any interim steps Middlebury might make to improve the situation.

**Consultants are invited to submit a proposal that addresses the most relevant tasks within the scope of work consistent with the budget available if justification is provided.**

### TASKS:

- A. Project Kickoff Meeting** - Meet with 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 Town (if available) and other natural resource-based GIS data available from the ACRPC 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 constraints, etc. The consultant may elect to undertake a topographic survey to more accurately map roadway widths, location of existing buildings, drainage facilities and any other features that may be critical to the design of the project.
  
- C. Local Concerns Meeting** - The consultant will organize and moderate a 'local concerns' meeting with Town representatives and 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 (especially for shared use paths) are what different user groups are anticipated/desired (e.g. pedestrians, bicyclists, etc.) and what surface type is desired.
  
- D. Identify Land Use Context** - 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. Based

on existing land use 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 sidewalks/bike facilities.

- E. Develop Conceptual Alternatives** - In cooperation with ACRPC and Town staff the consultant will be responsible for identifying potential alternatives for the proposed pedestrian facilities utilizing the information compiled for the base plan, and site visit(s). Conceptual alternatives should also include roadway crossing needs. 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 assess the impact of the project construction on existing vehicle, pedestrian and bicycle traffic. An initial determination should be made as to what level of impact is likely to result from project construction; significant, moderate or minor. The study shall include a section on traffic management that discusses the possible impacts, what stakeholders may be impacted and what measures are likely to be needed to address work zone impacts during construction. If traffic control measures, including any needed temporary pedestrian facilities, are needed, their cost shall be identified in the overall costs for each alternative.

Consultant will provide sketch plans and support to ACRPC and Town staff for engaging with potentially-affected property owners to discuss conceptual alternatives.

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 Investigations (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 roadway right-of-way and abutting property ownership information along the proposed alignment of the project. 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 and will cross existing commercial or residential driveways that are excessive in width, a discussion should be included of the impacts of modifying the driveway to meet current standards (access management). 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 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 Constraints and Permitting Requirements** - Review natural and cultural resource issues including wetlands, surface waters, floodplains, river corridors, 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 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' effect on environmental resources shall be stated in the scoping report, along with anticipated permit requirements.

Improvements for bicyclists and pedestrians are likely to increase impervious surface area. Especially where a closed, subsurface drainage system is proposed (new or addition to existing), an estimate of new, redeveloped and existing contributing surface areas should be included as well as an assessment of what will be required to obtain a stormwater discharge permit. An estimate of the area of disturbance that will result from the project should be included to assess the extent of mitigation that will be required under the National Pollutant Discharge Elimination System (erosion prevention and sediment control) permit.

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 VTrans Project Delivery Bureau Environmental Section (via Resource ID work request from VTrans Project Manager) prior to development of Conceptual Plans.

- I. Alternatives Presentation** - All of the proposed alternatives (including a mandatory "no build" alternative) will be evaluated in an alternatives matrix. Evaluation criteria will be developed in collaboration with the Steering Committee. The matrix may 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. Construction cost estimates shall include preliminary bid item quantities. Per foot or lump sum costs will not be an acceptable substitute. The estimates should be based on the assumption 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 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 construction of the project over a multi-year period.
- L. Report Production** - Using information gathered from the activities outlined above and from the meetings with the Town, submit draft and final feasibility reports outlining the findings of the study (see Standards and Deliverables for number required). 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 in Attachment B and is expected to include all of the elements listed in the outline. It is expected that the local legislative body will endorse or decline the proposed project at this meeting.
- M. Final Presentation** - Once the report is accepted by the Town, the consultant will make a final presentation to the ACRPC Transportation Advisory Committee at their September 21, 2022 meeting.

## Format of Deliverables

- A.)** All documents should be provided in digital format. Adobe .pdf format is required for the draft and final reports. A digital copy as an Adobe .pdf document of both the draft and final reports shall be sent to the ACRPC and the Town.
- B.)** All data, databases, reports, programs and materials, in digital and hard copy format created under this project shall be transferred to the Town and ACRPC upon completion of the project and become the joint property of the Town and ACRPC.

## Submission Requirements

Please furnish one (1) digital copy of the proposal with pages numbered consecutively.

- A. Required Technical Information**
  1. Cover Letter
  2. Qualifications of the Consultation Firm – please describe experience in areas needed to fulfill the project scope. Specifically, list which proposed project team members have worked on which related projects.
  3. Scope of Work – a scope of work for the project detailing the consultant’s proposed approach to the base scope of the tasks described in the RFP, and any recommended adjustments to the scope or tasks. The consultant may also propose additional supplemental items to the scope of work.
  4. Proposed Schedule – the schedule should include completion of work tasks and deliverables as well as any key meetings and comply with the timeline given in the RFP.
  5. Project Organization – discuss project management structure and relate the job categories listed.
  6. Resumes of key staff who will be working on the project (not exceeding 2 pages for each), a brief description of their roles in the project, and a brief description of their work on related projects.

7. References – please provide a minimum of three, including the name and telephone number of each.
8. Budget allocation – estimated costs of tasks included in the scope of work
9. The proposal shall not exceed 20 pages.

## Consultant Selection

All proposals will be evaluated using the criteria listed below by a selection committee. The selection committee will consist of members appointed by Middlebury and ACRPC staff. Proposals will be ranked based on the following criteria (total of 100 points):

- Demonstration of overall project understanding, insights into potential issues, and a demonstrated understanding of the project deliverables (25 pts)
- Qualifications of the firm and the personnel to be assigned to the project, and experience with similar projects (15 pts)
- Completeness and clarity of proposal and creativity/thoughtfulness in addressing the scope of work (15 pts)
- Demonstrated understanding of, and ability to meet schedule and budget (10 pts)
- Demonstrated knowledge of the project area (10 pts)
- Appropriateness of budget allocation by task (25 pts)

*The Addison County Regional Planning Commission (ACRPC) reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. All proposals become the property of the ACRPC upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The ACRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified sources, 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 ACRPC. This solicitation or proposal in no way obligates ACRPC to award a contract.*

## Contract Requirements

The contract shall not start until the successful applicant enters into a written contract with ACRPC to perform the work subject to this Request for Proposal. Sub-contractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all subcontracts including, but not limited to, the following provisions:

- Insurance Coverage
- Indemnifications
- Workers Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act
- DBE Obligation
- Audit and Record Retention
- Lobbying Restrictions

## Ownership

All proposals submitted in response to this RFP become the property of the ACRPC. All reports, documents, maps, data and materials developed by the consultant for this project shall be the property of the ACRPC and shall be treated by the ACRPC as public information.

## Resources

[Middlebury request for funding from ACRPC](#)

[Middlebury Town Plan](#)

## Further Information

Please contact Mike Winslow, Transportation Planner, ACRPC at 802-578-9999 or [mwinslow@acrpc.org](mailto:mwinslow@acrpc.org) with any questions about this project.

Please address your response to:

Mike Winslow  
Addison County Regional Planning Commission  
14 Seminary St.  
Middlebury, Vt. 05753  
[mwinslow@acrpc.org](mailto:mwinslow@acrpc.org)



### LEGEND

- Trails (E911)
- Roads
  - Interstate
  - US Highway; 1
  - State Highway
  - Town Highway (Class 1)
  - Town Highway (Class 2,3)
  - Town Highway (Class 4)
  - State Forest Trail
  - National Forest Trail
  - Legal Trail
  - Private Road/Driveway
  - Proposed Roads
- Stream/River
  - Stream
  - Intermittent Stream
- Town Boundary

1: 3,251  
November 29, 2021

165.0 0 82.00 165.0 Meters  
 WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere 1" = 271 Ft. 1cm = 33 Meters  
 © Vermont Agency of Natural Resources THIS MAP IS NOT TO BE USED FOR NAVIGATION

**DISCLAIMER:** This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

### NOTES

Project area for improving pedestrian connectivity between Boardman St. and the Hannaford Plaza (left side, south of U.S. 7). Map created using ANR's Natural Resources Atlas