

Request for Proposals

Town of Ripton

Title – Old Town Road Reclassification

Project Summary

Old Town Road has been identified as a possible route through Ripton in the event of a catastrophic washout of Route 125. The east end (0.10 miles) is a Class 3 road with a bridge. Heading west for 1.61 miles from the end of the Class 3 designation, it is Class 4, as is the entirety of the Middlebury portion. Approximately one mile of the Class 4 portion in Ripton is currently impassable, and can not serve as a route for emergency vehicles. The Town of Ripton and the Addison County Regional Planning Commission (ACRPC) seek consulting services to identify, prioritize, and budget for any upgrades required for the Class 4 section of the road to make it suitable for emergency use.

Project Schedule

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| March 2, 2022 | RFP released |
| March 11, 2022 | Deadline for submission of questions |
| March 18, 2022 | Response to questions posted |
| March 25, 2022 | RFP submission deadline |
| April 8, 2022 | Consultant selection notification |
| September 30, 2022 | Project completion |

Introduction and Background

A FY2014 Addison County Transportation Advisory Committee grant funded the “Old Centre Turnpike Preservation Study” to determine the legal status of Old Town Road in Ripton. Old Town Road had been identified in a prior ACRPC study as a possible route through Ripton in case of catastrophic washout of Route 125. For several decades, Old Town Road was considered a private dead-end road and was not included on the town highway map. The Old Centre Turnpike study concluded that Old Town Road is part of the original location of an historic turnpike route between Woodstock and Middlebury, and is a public right-of-way. In 2015 it was added to Ripton’s Certificate of Mileage and General Highway Map as a class 4 road from Middlebury into Ripton with its current name, Old Town Road.

Budget

Funding for this study comes through the Addison County Transportation Planning Initiative. The total consultant budget is **\$15-25,000**.

Scope of Work

As part of this analysis the consultant will provide the Town of Ripton an evaluation of steps and projects needed to make Old Town Road suitable as an emergency access route in the event of floods damaging the principal access along Route 125. The analysis should include:

- Recommendations for road alignment,
- Desktop review of environmental and archeological constraints,
- A list of projects needed to make the road compliant with [A-76](#) and [Municipal Road General Permit](#) standards, and
- An order of magnitude cost estimate for each of the recommended projects.

TASKS: 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.

- 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 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 roadway widths, subsurface drainage, natural resource constraints, utilities, and any other items the consultant feels are appropriate. The consultant may elect to undertake a topographic survey to more accurately map roadway and right-of-way widths, drainage facilities and any other features that may be critical to the design of the project.
- C. Assess Local Concerns** - The consultant will organize and moderate a 'local concerns' meeting or equivalent with Town representatives, the U.S. Forest Service, Green Mountain Power, any other affected utilities, 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.
- D. Develop Conceptual Projects** - In cooperation with the Town staff the consultant will be responsible for identifying potential projects necessary to make the road passable.
- E. Identify Utility Conflicts** - Identify and discuss all public and private underground and overhead utilities 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? The assessment should include identification of owners of potentially impacted utilities.
- F. 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. Recommendations for any project's effect on environmental resources shall be stated in the scoping report, along with anticipated permit requirements.

- G. Draft Project Presentation and Prioritization** - The consultant will develop a prioritized list of projects necessary to make the road passable, and present them to the Ripton Selectboard for review prior to completion of the final report. For each project the consultant should identify any resource constraints, right-of-way impacts, utility impacts, and a preliminary cost estimate, and any other factors that will help the community evaluate the projects being considered.
- H. Final Report Production** - Using information gathered from the activities outlined above and from the meetings with the Town, submit a final report outlining the findings of the study.
- I. 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.

Deliverables

- A. A digital copy of the final report with all illustrations and plans shall be delivered in Adobe Acrobat PDF format.
- B. Executive summary of final work product
- C. All data, databases, reports, preliminary engineering plans, programs and materials in digital and hard copy format created under this project shall be transferred to ACRPC upon completion of the project and will be treated by ACRPC as public information. Digital map data products shall be compiled and delivered to ACRPC in Vermont State Plane Coordinates (NAD 1983 Meters). Data that are developed must follow all applicable published standards of the Vermont Geographic Information System (VGIS). Preferably, deliverables will be provided in ESRI 'shape' file format. All place or site-related databases must include a valid street address.
- D. Presentation of draft work product to the Ripton Selectboard at their September 12, 2022 meeting or earlier.
- E. Presentation of final report and findings at the September 21, 2022 or earlier ACRPC TAC meeting.
- F. The recording and distribution of minutes from all project meetings will be the responsibility of the consultant.

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. The proposal, encompassing items 1-7 above, 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 representatives from the Town of Ripton and ACRPC staff. Proposals will be ranked based on the following criteria (100 points total):

- Demonstration of overall project understanding, insights into potential issues, and demonstrated understanding of the project deliverables (20 pts)
- Qualifications of the firm and the personnel to be assigned to the project, and experience with similar projects (20 pts)
- Completeness and clarity of proposal and creativity/thoughtfulness in addressing the scope of work (20 pts)
- Demonstrated understanding of, and ability to meet schedule and budget (15 pts)
- Demonstrated knowledge of the project area (10 pts)
- Appropriateness of budget allocation by task (15)

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 proposals 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

Resources

[Planning Study Request from Ripton to ACRPC](#)

[Old Centre Turnpike Preservation Study Report](#) 2014

[Middlebury River / Vermont Route 125 Benefit-Cost Analysis](#) 2010

[History of Center Turnpike/Old Town Road in Ripton, VT from 1793 to 2008](#)

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.

Further Information

Please contact Mike Winslow, Transportation Planner, ACRPC at 802-578-9999 or 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