REQUEST FOR PROPOSALS

STOWE INTERSECTION DESIGN FEASIBILITY STUDIES:
VT100-WEST HILL ROAD
AND
VT100-MOSCOW ROAD

Contact: Rob Moore, Regional Transportation Planner, Lamoille County Planning Commission.

Project Schedule:

Wednesday, February 17, 2016	RFP published and advertised
Friday, February 26, 2016, 12:00PM	Deadline for submission of questions in writing
Tuesday, March 1, 2016	Response to questions distributed
Monday, March 14, 2016, 4:00 PM	Proposal deadline- emailed, mailed or hand-delivered
Monday, March 21, 2016	Selection Committee meeting
Friday, March 25, 2016	Interviews as needed; consultant notification
September 1, 2016	Project completion

Proposals must be clearly marked, and be mailed to: Rob Moore, Regional Transportation Planner, Lamoille County Regional Planning Commission, PO Box 1637, Morrisville, VT 05661 or rob@lcpcvt.org. ***Submissions must be received by Monday, March 14 at 4:00 PM and can be emailed, mailed or hand-delivered.*** Proposals sent via fax will not be accepted. Qualified disadvantaged (DBE) and women-owned (WBE) businesses are encouraged to submit proposals. A total of $40,000 has been budgeted for this project.

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I. INTRODUCTION

The Lamoille County Regional Planning Commission (LCPC) is soliciting proposals from qualified consultants to complete two intersection design feasibility studies: the intersection of VT100 and West Hill Road and the intersection of VT100 and Moscow Road in Stowe, VT. Potential upgrades to the intersections may include, but are not limited to, the addition of turn lane(s), improved signage, realignment and/or the installation of a traffic signal or roundabout. The goal of the studies is to determine how to improve circulation and safety for all modes of transportation utilizing these roads without unduly impacting the aesthetics of the area.

The Town of Stowe is a premier four season resort community that is highly dependent on its aesthetic beauty, but also recognizes the need to efficiently move people and products. Lamoille County and the State share similar interest as beneficiaries of the economic activity generated in and though Stowe. Recently VTrans replaced the Bridge Street Bridge (VT108) using Accelerated Bridge Construction techniques, where the road was closed and the VT 100/West Hill Road intersection was part of the signed temporary detour. As part of the detour, VTrans installed a temporary traffic signal at this location. It helped move traffic out of West Hill Road,

but caused inefficiencies and backup on VT 100. It should be noted there were no dedicated turn lanes and/or advanced greens included with the temporary signal.

The feasibility studies will build upon several previously completed reports including the VT 100 Access Management Plan as well as the Stowe Town Plan and Lamoille County Regional Plan. These documents can be found at www.townofstowevt.org Also, VTrans conducted a warrant analysis of the West Hill/VT100 intersection which indicated that a traffic signal is warranted at this intersection.

The studies are being conducted as part of LCPCs FY16 Transportation Planning Initiative grant agreement with the Vermont Agency of Transportation (VTrans). The consultant will work under the direction of LCPC and the project will be administered by LCPC. The consultant will collaborate with LCPC staff, VTrans and a steering committee comprised of local municipal representatives.

II. SCOPE OF WORK

A. Collect Existing Conditions Data

1. The Consultant shall conduct field inspections of the two project areas: the intersection of VT100 and West Hill Road and the intersection of VT100 and Moscow Road. As part of this phase, a local steering committee including VTrans representatives specified by LCPC will be established and the Consultant shall meet with the committee 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 two projects. The Consultant will take photographs of the project areas and a visual representation of the sites will be presented in the feasibility report. The field inspections shall include bridges, culverts, bus route(s), pedestrian and bicycle facilities, freight movements, traffic control devices, lighting, drainage, access control, utility setbacks and obstacles in the right-of-way.

2. Conduct Traffic Analysis of both existing and future conditions (25 years) of the two intersections based on background traffic growth and future/planned land use development as identified by LCPC and the Town.

3. The Consultant shall obtain readily available pertinent information, such as: wetland and floodplain locations, crash data, pavement condition data, traffic count data, and any available automatic traffic recorder counts. For roadway projects the Consultant will be required to obtain or develop design year traffic data including, but not necessarily limited to Average Daily Traffic (ADT), Design Hourly Volume (DHV), Directional Factor (%D), Percent Trucks (%T) and the intersection and signal (where appropriate) related traffic data (see below).

4. For the West Hill Rd. study area only, the Consultant shall contact the VTrans Pavement Management Unit to obtain any available inventory data related to pavement conditions and any data related to the existing subsurface materials.

5. Obtain any existing ground survey data that may be available from existing sources for the VT 100 paving project and the VT 108 Bridge St. Bridge off site detour plans. If appropriate, the Consultant shall also request Record Plans and available right-of-way documents by contacting the Right-of-Way Unit of VTrans.

6. The Consultant shall identify and document the environmental resources within and adjacent to the project areas.

7. The Consultant shall contact the Development Review & Permitting Services Section of VTrans, the Town of Stowe Zoning and Public Works departments and the Stowe Electric Department to discuss the impact of this project relative to above-ground and underground utilities and to ascertain if there are any proposed developments that may affect the projects. LCPC and the Town shall be included in these conversations.

8. VTrans has some detailed information available for both the VT 100 Paving Project (Waterbury-Stowe STP 2945(1)), and the VT 108 Bridge Project with West Hill Road Detour (Stowe BRF 0235(11)). The consultant shall refer to established project plans for detail information about the project sites and incorporate available information into the Feasibility Study.

B. Investigate Local and Regional Concerns

1. The Consultant shall organize and moderate a Local Concerns Meeting to gather input from State agencies, including the District Transportation Administrator (DTA), and to solicit input from LCPC, municipal officials, regulatory/resource agencies, special interest groups and the public. This meeting shall be held during a regularly scheduled Selectboard meeting. The Consultant shall develop in cooperation with the Town of Stowe and LCPC a list of stakeholders to be invited to the Local Concerns Meeting and present this list to the LCPC Project Manager and Town for review. The Consultant shall send written notification of the project meeting, with copies of available maps of the two project areas, to all identified parties at least three weeks 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 definition process shall be given to educate the participants in the project development process. Following the project definition process portion of the presentation, the Consultant shall lead discussions to determine concerns and ideas regarding the two projects. The Consultant shall follow this meeting up by contacting affected local, regional or VTrans officials not in attendance.

2. The Consultant shall prepare minutes of the meeting and distribute them to the LCPC Project Manager, the Town, the VTrans coordinator and identified stakeholders. This

shall be done in a format approved by the LCPC Project Manager. Comments received from any stakeholder not present at the meeting will be attached to the minutes of the meeting.

3. Following the Concerns Meeting, the Consultant will incorporate concerns and ideas received into the project definition report.

C. Purpose and Need Statement

1. From information obtained at the Local Concerns Meeting, the Consultant shall prepare/revise a Draft Purpose and Need Statement for each 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. This statement will be the crux of the project definition report. The need for the project must be conclusively illustrated to prove that the project is justifiable and warrants spending public funds.

2. After the two Purpose and Need Statements are approved by the LCPC Project Manager, Town and VTrans, they will be sent to the project steering committee for their review. If it is not accepted, the Consultant shall rewrite the Purpose and Need Statement and resubmit it for review and acceptance

D. Identify Constraints

1. All resources in the vicinity of the two projects shall be identified. 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.

E. Alternative Development

1. The draft feasibility reports shall include evaluation of all viable alternatives. The maximum number of alternatives to be evaluated for each intersection will be four (4) plus no-action, but may be subject to revision during project development. The alternatives evaluated must contain a No Action alternative for each intersection. One of the options shall evaluate if warrants can be satisfied within the existing highway rights-of-way. The alternatives shall be developed such that they include the following information.

    a. Base map/plan sheets showing pertinent features which may include general topography, 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 VTrans projects. Critical cross sections will be located at points where structures and resources are impacted. Structures are defined as buildings, barns, cattle passes and culverts 48 inches or larger.
    c. Profile sheets where changes are designed, if survey data is available from recent or upcoming VTrans projects.
    d. Earthwork estimate, if survey data is available from recent or upcoming VTrans projects.
    e. Cost estimate.

2. Where appropriate, the Consultant shall analyze each alternative to insure adequate traffic levels of service. 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. Evaluation Matrix

1. After the Consultant prepares an evaluation matrix for each intersection, a meeting will occur with the LCPC Project Manager and steering committee members to review the alternatives and matrix. The alternatives will be analyzed to determine if there is at least one alternative that is viable, permittable and cost effective for each intersection.

2. Each matrix will contain information concerning the basic alignment (i.e. length, typical width, etc.), impacts assessed, the need to acquire right-of-way, an estimated cost, and any permits required. The Consultant shall utilize the standard matrix used by VTrans.

G. Alternative Presentation Meetings

1. The Consultant shall set up a meeting with the local officials, LCPC, VTrans coordinator, and the public to present the alternatives and matrix for each intersection. The Consultant shall give at least three weeks written notice of the meeting and

follow the same notification procedure as for the Local Concerns Meeting. This meeting shall be held during a regularly scheduled Selectboard meeting. If a municipal preferred alternative for either or both intersections is agreed upon at this meeting, the Consultant shall proceed with the project definition process. If a municipal preferred alternative is not agreed upon, the Consultant shall obtain further information concerning the existing alternatives or develop new alternatives with a supporting matrix. This process will continue until acceptance of a municipal preferred alternative, as determined by the LCPC Project Manager.

2. The Consultant shall make a presentation to local officials and VTrans staff summarizing the project, the alternatives developed and the results of any analyses conducted for each intersection. The meeting will be held at VTrans and the purpose of this meeting is to get VTrans input on the alternatives being considered. The meeting will be organized by the LCPC Project Manager and the VTrans Coordinator.

H. Draft Feasibility Report

1. The Consultant shall compile all pertinent information gathered during the investigative stage of the project definition process, including all relevant meetings and engineering analyses, in a draft feasibility report for each intersection. 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 intersection. Upon completion of two draft feasibility reports, the Consultant shall deliver electronic copies to be reviewed by the LCPC Project Manager and the steering committee. The LCPC Project Manager will provide the Consultant with comments on the draft feasibility and revised draft feasibility reports shall be distributed to the steering committee, VTrans coordinator and any other parties deemed appropriate. The LCPC 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 reports revised to reflect those changes.

I. Final Feasibility Report/Deliverables

1. The final written reports will include any revisions requested by the LCPC Project Manager as well as an Executive Summary of the recommendations and findings of the reports.

2. The Consultant, with the concurrence of the LCPC Project Manager, will submit 8 printed copies and one portable document format (pdf) of each final report and all project graphics and plans.

3. The two final feasibility reports will incorporate the draft feasibility report and will include conceptual project plans. The two final feasibility reports 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.
    c. Typical Profile and Sections, if survey data is available from recent or upcoming VTrans projects.
    d. Earthwork estimate, if survey data is available from recent or upcoming VTrans projects.
    e. Initial construction cost estimate including estimate of right of way costs

    The concept plans in the final feasibility reports shall be for the preferred alternative at each intersection.

4. In conjunction with the concept plans submittal, the Consultant will identify potential or known conflicts with existing utilities, including buried utilities, and possible techniques of resolving those conflicts.

J. Design Criteria

1. All structural and highway design must be in accordance with applicable State and Federal design standards.

2. Project design and plans preparation will conform to requirements of the VTrans Design Manual and other relevant policies and standards. Where conflicts exist, the governing criteria will be determined by VTrans. Any need for design exceptions will be brought to the attention of the LCPC Project Manager.

3. Traffic signs, signals and pavement markings shall meet all VTrans, 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 District Transportation Administrator (DTA) to solicit his/her input on any present drainage problems. The Consultant will follow the most current version available of VTrans “Hydrologic and Hydraulic Design Policies and Criteria”.

5. The Consultant shall follow any additional design criteria furnished by VTrans.

6. The Consultant shall utilize the AASHTO and VTrans guidelines for alternative transportation path evaluation, including considerations for bicycle and pedestrian facilities such as sidewalks and bike lanes.

K. Monthly Progress Reports

1. Monthly Progress Reports showing tasks underway/completed, schedule adherence, meetings held and progress towards document completion shall be forwarded to the Project Manager monthly during the study.

2. Progress Reports must be current with the LCPC Project Manager for the processing of invoices to proceed.

L. Meetings and Presentations

1. Meetings shall be held with the Consultant, the LCPC 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 Selectboard meetings for the following milestones: Local Concerns Meeting, Alternatives Presentation, and Preferred Alternatives & Final Report Presentation.

M. Documents

1. The Consultant shall provide materials for LCPC and the Town to populate a project website accessible to the public. At a minimum this will include pdf versions of: all meeting announcements, all meeting minutes, all draft and final deliverables.

2. One electronic and five (5) paper copies of the Draft Feasibility Report shall be provided for each intersection.

3. One electronic and eight (8) copies of the Final Feasibility Report shall be provided for each intersection.

4. All draft and final reports shall be printed double sided.

5. Plastic and non-recyclable covers shall not be used.

N. 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 VTrans.

2. The Consultant shall furnish all drawings and details in electronic form acceptable to the Town, VTrans and LCPC.

3. Standard drawings and details are available from VTrans. If requested by the Consultant, VTrans 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 or LCPC.

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 LCPC.

5. It shall be the Consultant's responsibility to keep a backup of all files for 90 days after final acceptance by VTrans.

III. SUBMITTALS

A. Project Schedule

1. A project schedule will be submitted with the proposal. The two intersections shall be studied simultaneously such that overall progress and milestones are concurrent; meetings and presentations shall be inclusive of both intersection for efficient use of time. Final reports and all preceding deliverables for each study shall be independent products, however the electronic transmittals and paper copies may be bundled for efficiency. Any changes in the schedule require written approval of the LCPC Project Manager and the Town.

2. Major milestones and activities that shall be included in the schedule include, but are not limited to, the following:

a. Kick-off meeting (stakeholder committee)
b. Collect existing data and investigate local and regional concerns
c. Local Concerns meeting (public Selectboard)
d. Develop purpose and need statement
e. Identify constraints and develop alternatives
f. Alternatives review meeting (stakeholder committee and VTrans staff)
g. Alternatives presentation meeting (public Selectboard)
h. Initial Feasibility Report preparation
i. Revision of draft feasibility report
j. Production and distribution of Final Feasibility Report
k. Preferred alternatives and Final Report presentation (public Selectboard)
l. Completion and final invoice date

3. Schedule submissions must be up to date with the LCPC Project Manager for the processing of invoices to proceed.

B. Project Staff, Sub-Contractors, and Qualifications

1. Identify persons who will be involved in the project and their respective roles and/or functions. The project manager and task leaders should be clearly identified.

2. Consultant qualifications should include a brief list of relevant projects demonstrating specific expertise in regional community-based transportation planning. At least three references should be provided, including client contact names, addresses, and phone numbers. Qualifications in the form of resumes for all key personnel also should be attached. The consultant also should be included on the Vermont Agency of Transportation's approved list of qualified consultants. Women and minority-owned businesses are encouraged to submit.

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. Five (5) paper copies of the proposal OR one (1) electronic Portable Document Format (PDF) file must be received on/before **March 14, 4:00 PM** and can be emailed, mailed or hand-delivered to the LCPC office:

Stowe Intersection Studies
c/o Rob Moore, Regional Transportation Planner
Lamoille County Planning Commission
PO Box 1637
52 Portland Street, 2nd Floor
Morrisville, VT 05661
Rob@lcpcvt.org

Proposals postmarked or hand-delivered after the above time and date will not be considered. All questions pertaining to the RFP should be submitted to Rob Moore no later than **noon on Friday, February 26**. Responses to questions will be posted at www.lvpcvt.org by the end of the work day on **Tuesday, March 1**.

All proposals upon submission become the property of LCPC, the Town of Stowe and VTrans. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the consultant. LCPC 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 the Commission. This solicitation in no way obligates LCPC to award a contract.

IV. CONTRACTING PROVISIONS

LCPC has budgeted $40,000 in consultant fees for the scoping study. Cost estimates should not exceed this amount. All work on the on the study must be completed by **September 1, 2016**.

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 LCPC, 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 the Regional Commission.

The Lamoille County Regional Planning Commission is an Equal Opportunity Employer.