

Village of Enosburg Falls
42 Village Drive
Enosburg Falls, VT 05450

Request for Proposal
Vital Village Streetscape Scoping Study
VTrans Project Name: Enosburg Falls STP BP19(11)

Contact: Gary Denton - gdenton@enosburg.net

Date of Issue: May 11, 2020

Deadline: 10:00 a.m. EDT Monday, June 22, 2020

I. Introduction

The Village of Enosburg Falls has received funding through the Vermont Agency of Transportation (VTrans) Bicycle & Pedestrian Grant Program to complete a scoping study that will plan for and identify design solutions and issues with construction of streetscape improvements within the core of the Village Center.

A village master plan has just been completed (dubbed the Enosburg Falls Vital Village Project) and is represented by a Story Map at: www.villageofenosburgfalls.org/enosburgvitalvillage. This study would concentrate on three of the top five priorities from the Vital Village Plan and one additional priority that was covered in the plan but not part of the top five list.

The proposed streetscape enhancements as prioritized in the master plan include curb extensions, new and/or widened green strips separating existing sidewalk from the road, pedestrian scale lighting and pedestrian scale wayfinding signage. The priority areas selected for streetscape enhancement include:

1. Main Street Center from Lincoln Park to Depot Street
2. Main Street South intersection with Dickinson Street
3. Rail Trail Intersection at Main Street and Depot Street
4. Depot Street

(See Map 1: Project Map for location reference)

Main Street Central and the Rail Trail intersection enhancements to be studied by this scoping study (***See Figure Set 1 – Main Street Central Existing Conditions and Figure Set 2 – Main Street Central Enhancements***), include:

- Safer street crossings, including at Rail Trail,
- Curb-side bump-outs,
- New green strips and other enhancements to better define access to commercial properties,
- Beautification landscaping,
- Pedestrian scale lighting and wayfinding signage (***See Map 2 Wayfinding Signage***),
- Space for outdoor seating for businesses,
- Bike sharrows and other share the road enhancements,
- Bike parking,
- Snowmobile parking, and
- Sustainable stormwater management

Depot Street enhancements to be studied by this scoping study (***See Figure Set 3 – Depot Street Existing Conditions and Figure Set 4 – Depot Street Enhancements***), include:

- Safer street crossings,
- Curb-side bump-outs,
- New green strips and other enhancements to better define access to commercial properties,
- Pedestrian oriented lighting and wayfinding signage, and
- Sustainable stormwater management

Main Street South (south of the intersection with School Street) was not identified as a top 5 priority. However, during a recent walk audit the community realized that there is more immediate need to address the crossing from Dickinson Ave to the west side of Main Street in front of the shopping center. Currently, the crossing distance is wide, there is poor sight distance and access to the shopping center presents potential conflict. This scoping study should consider a quick build solution for making this crossing safer and that could be installed sooner and cheaper than implementing the long-term Vital Village plan recommendations for this segment of Main Street while remaining in alignment with the long-term plan recommendations. See (***Figure Set 5: Main Street South Quick Build Solution***).

The Village is seeking assistance from qualified firms to provide planning services to identify design solutions and issues associated with construction of streetscape improvements. Description of standards, tasks and products are detailed below.

II. Scope of Work

In general, the scope of this project will consist of a planning process that identifies the needs of pedestrians, bicyclists, and motorists in the Village Center, taking into consideration the existing conditions. The outcome of the process at a minimum will be:

- Clarifying the purpose and need of the project for the purpose of effective public relations and communication.
- Identifying streetscape design solutions and selecting preferred alternative(s).
- Clear, written documentation of project issues and overall feasibility
- An assessment of historic, archaeological and environmental constraints as they will impact required permitting, including National Environmental Protection Act (NEPA) clearance.
- Initial review of potential right-of-way needs.
- Project impact of existing underground and/or overhead utilities and coordination with need for replacement.
- A public involvement process to ensure local input and support of projects; and
- An implementation approach, including appropriate phasing.
- Estimates for project management, design and construction costs.

The draft and final reports will include the elements of the recommended outline included as Attachment A.

A) Project Kickoff Meeting

Meet with Village 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 Village and Town (if available) and 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 constraints, right of way, etc. Additionally, the consultant may elect to undertake a topographic survey to more accurately map roadway widths, location of existing structures, 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 Village 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.

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 (e.g. rural, suburban, village area, etc.) Based on existing land use patterns and potential connections to planned or existing pedestrian facilities, the consultant will document predicted and existing pedestrian travel patterns to gain an understanding of the best location for enhancements.

E) Develop Conceptual Alternatives

In cooperation with Village staff, the consultant will be responsible for identifying potential alternatives for the proposed enhancements 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. If the proposed improvement covers a large distance and will likely be implemented in phases, the consultant shall make suggestions about how to break up the project into logical segments with logical termini. The consultant will develop typical sections for the different alternatives that show basic dimensions and, if applicable, where the facility is located within existing road rights of way and in relation to travel lanes, shoulders, existing building faces and other features.

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 Utilities section (provide permits for work in State ROW) should be involved. Other possible sections are Traffic Operations (crosswalks, signs, traffic signal warrants), Structures (bridges and culverts) and Traffic Research (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).

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, 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. 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.

Enhancements may increase or reduce 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 and Elimination of Sediment (erosion prevention and sediment control) permit.

Historic and Archaeological resources will be reviewed by qualified experts in those fields to determine potential impacts to those resources. For the Historic resources, the correct level of study for above-ground resources would be a reconnaissance-level survey. For Archaeology, the correct level of effort is an “Archaeological Resources Assessment”

which involves no excavations but is to determine where and how much of a proposed project area has “archaeologically sensitive” land.

I) Alternatives Presentation

All of the proposed alternatives (including a mandatory “no build” alternative) will be evaluated in an alternative’s 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 be based on the assumption that the project will be constructed using a combination of Federal, State 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, State 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 Village of Enosburg Falls, 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 A and is expected to include all the elements listed in the outline. It is expected that the Village Trustees will endorse or decline the proposed project at this meeting.

III. Standards and Deliverables

- A) All work product of this study will conform to the Applicable Standards and Design Criteria as listed in attachment F.
- B) All documents should be provided in both hard copy (paper) and digital format. All copies of draft and final reports shall be printed on both sides (i.e. double-sided).
- C) All data, databases, reports, programs and materials, in digital and hard copy format created under this project shall be transferred to the Village of Enosburg Falls upon completion of the project and become the joint property of the Village of Enosburg Falls and the State of Vermont when applicable.
- D) The consultant will provide ten (10) copies of the draft and final reports. Reports must be submitted a minimum of one full week prior to the meetings at which they will be discussed. One hard copy of both the draft and final reports shall be sent to the VTrans project manager and the Village.

IV. Response Format

Responses to this RFP should consist of the following:

- A) A technical proposal consisting of:
 - 1. A cover letter expressing the firm's interest in working with the Village of Enosburg Falls 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 staffing list naming individuals who will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list. The selected consultant shall not modify the staffing list. List can only be modified with approval from the Village of Enosburg Falls.

7. Demonstration of success on similar VTrans projects, including a brief project description and a contact name and address for reference.
8. A representative work sample similar to the 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 cost proposal consisting of 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. Contract Period

The committee expects to select the consultant on or about July 15th, 2020. All work on the project must be completed by May 31st, 2021.

VI. Consultant Selection

The consultant selection will be made by a ranking committee that is expected to include Village of Enosburg Falls staff and the Vital Village Steering Committee with approval from the Village Board of Trustees. The selection committee will review and evaluate all proposals based on the following criteria:

1. Demonstration of overall project understanding and insights into local conditions and potential issues. (25 pts.)
2. Clarity of the proposal and creativity/thoroughness in addressing the scope of work. (25 pts.)
3. History of success on similar LTF projects. (20 pts.)
4. Experience with Fed/State regulations and permits. (15 pts.)
5. Qualifications of the firm and the personnel to be assigned to this project. (15 pts.)

The selection committee may elect to interview consultants prior to final selection if two or three proposals are determined to be essentially “tied”.

VII. Contracting Process

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. The telephone number is (802) 828-2363. 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 must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to signing a contract. The AF38 form should be completed at a level commensurate with the anticipated magnitude of proposed work. The AF38 form and any financial information should be submitted directly to VTrans Audit Section. This information will be kept confidential on file in the Audit Section. Please note in the proposal if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website: (<https://vtrans.vermont.gov/finance-admin/audit>).

All work performed by the Consultant must be in conformance with the latest update of the Municipal Assistance Bureau Guide document(s) which may be found at <https://vtrans.vermont.gov/highway/local-projects/general-information/guidebook>.

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 DBE's for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located in the Local Transportation Facilities (LTF) Guidebook (Appendix E). The certificate of insurance coverage shall be documented on forms acceptable to the Village of Enosburg Falls. The LTF Guidebook may be found online at <https://vtrans.vermont.gov/highway/local-projects/general-information/guidebook>. The contract between the Village and the Consultant shall also make general reference to those provisions or attach them to the contract.

If the award of the contract aggrieves any firm, they may appeal in writing to the Village of Enosburg Falls Trustees, 42 Village Drive, Enosburg Falls, VT 05450. 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 Village Trustees is final.

VIII. Submissions

Consultants interested in this project should submit five (5) copies of their proposal to:

Village of Enosburg Falls
c/o Gary Denton
42 Village Drive
Enosburg Falls, VT 05450

Technical and cost proposals must be submitted in separate, sealed envelopes or packages with the following information clearly printed on the outside:

1. Name and address of prime consultant
2. Due date and time
3. Envelope contents (technical or cost proposal)
4. Project name = Enosburg Falls STP BP19(11)

Questions about the project should be directed to Gary Denton, Local Project Manager, at the above address or at:

Telephone: (802) 933-4443

Fax: (802) 933-4145

Email: gdenon@enosburg.net

All proposals must be received by the Village of Enosburg Falls no later than **10:00 a.m. on June 22, 2020**. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

All proposals upon submission become the property of the Village of Enosburg Falls. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Village reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as may be in the best interest of the Village. This solicitation in no way obligates the Village to award a contract.

Attachment A:

Recommended Outline for a Bicycle and Pedestrian Scoping Study

- I. **PURPOSE AND NEED OF THE PROJECT** – Identify goals and objectives, provide description of existing conditions (how do they hinder the goals?)
- II. **PROJECT AREA AND EXISTING CONDITIONS** – Identify the project area, existing conditions and proposed location of facilities. What other locations were considered? What origins and destinations are served by the proposed facility?
- III. **RIGHT OF WAY** – Identify Village or State Highway right of way (if project parallels a highway) and abutting property owners and assess their level of interest in the project if their property is likely to be impacted.
- IV. **UTILITY IMPACTS** - What existing underground and/or overhead utilities are in the project area? How will they be impacted by the proposed project? Will they need to be relocated outside the existing right of way?
- V. **NATURAL AND CULTURAL RESOURCES** – Identify constraints and possible design solutions and necessary permits. Include resource maps indicating identified resources and the relationship to the preferred alternative. Develop a resource impact matrix for inclusion in the final report.
 - A. **NATURAL RESOURCES**
 1. Wetlands
 2. Lakes/Streams/Ponds/Rivers (stormwater discharge, erosion/sediment control)
 3. Floodplains
 4. Endangered Species
 5. Flora/Fauna
 6. Stormwater
 7. Hazardous Wastes
 8. Forest Land

B. CULTURAL RESOURCES

1. Historic
2. Archaeological
3. Public Lands
4. Agricultural Lands
5. Existing Facilities

- VI: **PRELIMINARY PROJECT COST ESTIMATE** – Including preliminary engineering, right of way acquisition, construction, project management and construction inspection costs.
- VII: **MAINTENANCE** – Discuss anticipated maintenance needs of the proposed project, including how snow removal is likely to be addressed.
- VIII: **PUBLIC INVOLVEMENT** – Document the extent to which the public supports the project and identify any potential problems.
- IX: **COMPATIBILITY WITH PLANNING EFFORTS** – Indicate how the proposed improvement is compatible with relevant local plans, and regional Transportation or Bike/Ped (if available) plans.
- X: **PROJECT TIME LINE** – Given the nature of the project, what is your best estimate of the time it will take to scope, design and construct the project (or initial phase of the project).
- XI: **VIABILITY** – Why should VTrans or other funding sources consider this project proposal? Is the project responsive to a community need and is the public good served by spending local, state and federal dollars on this alignment? Are there other considerations that should be made before this project is advanced?

ATTACHMENT F
APPLICABLE STANDARDS & DESIGN CRITERIA

- A. Vermont State Standards for Design
- B. Latest Edition of the Manual for Uniform Traffic Control Devices (MUTCD)
- C. The most recent appropriate version of the VTrans Standard Specifications for Construction, as amended with its most recent General Special Provisions and Supplemental Specifications, but only to the extent not inconsistent with this Grant Agreement.
- D. VTrans Utilities Manual
- E. Vermont Pedestrian and Bicycle Facility Planning and Design Manual
- F. American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide
- G. AASHTO Guide for Design of Pavement Structures
- H. The most recent version of the Highway Capacity Manual
- I. VTrans Hydraulics Manual
- J. The Approved Project Environmental Document
- K. VTrans Structures Manual
- L. Code of Federal Regulations (CFR), Titles 23 (Highways), 48 (Federal Acquisition Regulations System) (FARS), and 49 (Transportation)
- M. VTrans Procedures for Selecting Contractors and Specifications for Contractor Services, Including Customary State Contract Provisions, but only to the extent not inconsistent with this Grant Agreement.
- N. AASHTO Specifications for Highway Bridges
- O. VTrans Design Exception Procedure
- P. VTrans Right-of-Way Manual
- Q. VTrans Policy for CADD standards
- R. U.S. Department of Justice rules implementing the Americans with Disabilities Act (ADA), 28 CFR Part 36)
- S. Municipal Assistance Bureau Guidebook
- T. Transportation Enhancement Operations Program Manual

If the Grantee believes that there is a discrepancy in the information contained herein or in the above-listed requirements, the Grantee shall notify the State. The State, after consultation with the Grantee, will, in its sole discretion, determine which requirement takes precedence.

Map 1 Project Map

STREETSCAPE IMPROVEMENT



Map 2

Wayfinding Plan



Figure Set 1

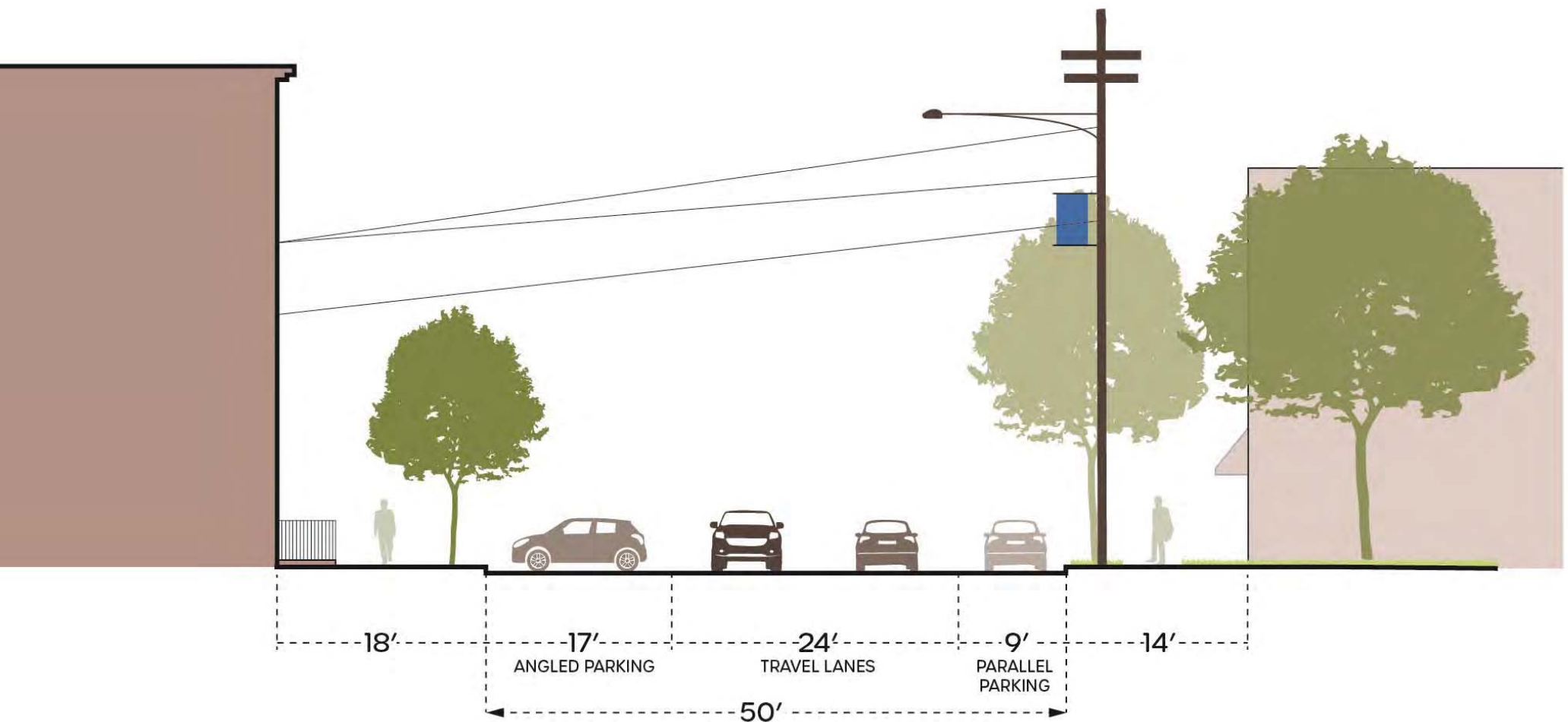
Main Street

Central Existing

Conditions

MAIN STREET CENTRAL

Existing Condition



MAIN STREET CENTRAL



Business Growth



Bike/Ped



Tourism/Rec



Vibrant



Quality of Life



Brand



Existing Condition



Project Feasibility

Cost



Logistics



Timing



LINCOLN PARK



Tourism/Rec



Health



Community



Vibrant



Quality of Life



Project Feasibility

Cost				•	•
Logistics		•	•	•	•
Timing				•	•



Figure Set 2

Main Street

Central

Enhancements

MAIN STREET CENTRAL



Cost Range: \$380,000-\$430,000



MAIN STREET CENTRAL



Business Growth



Bike/Ped



Tourism/Rec



Vibrant



Quality of Life



Brand



Project Feasibility

Cost



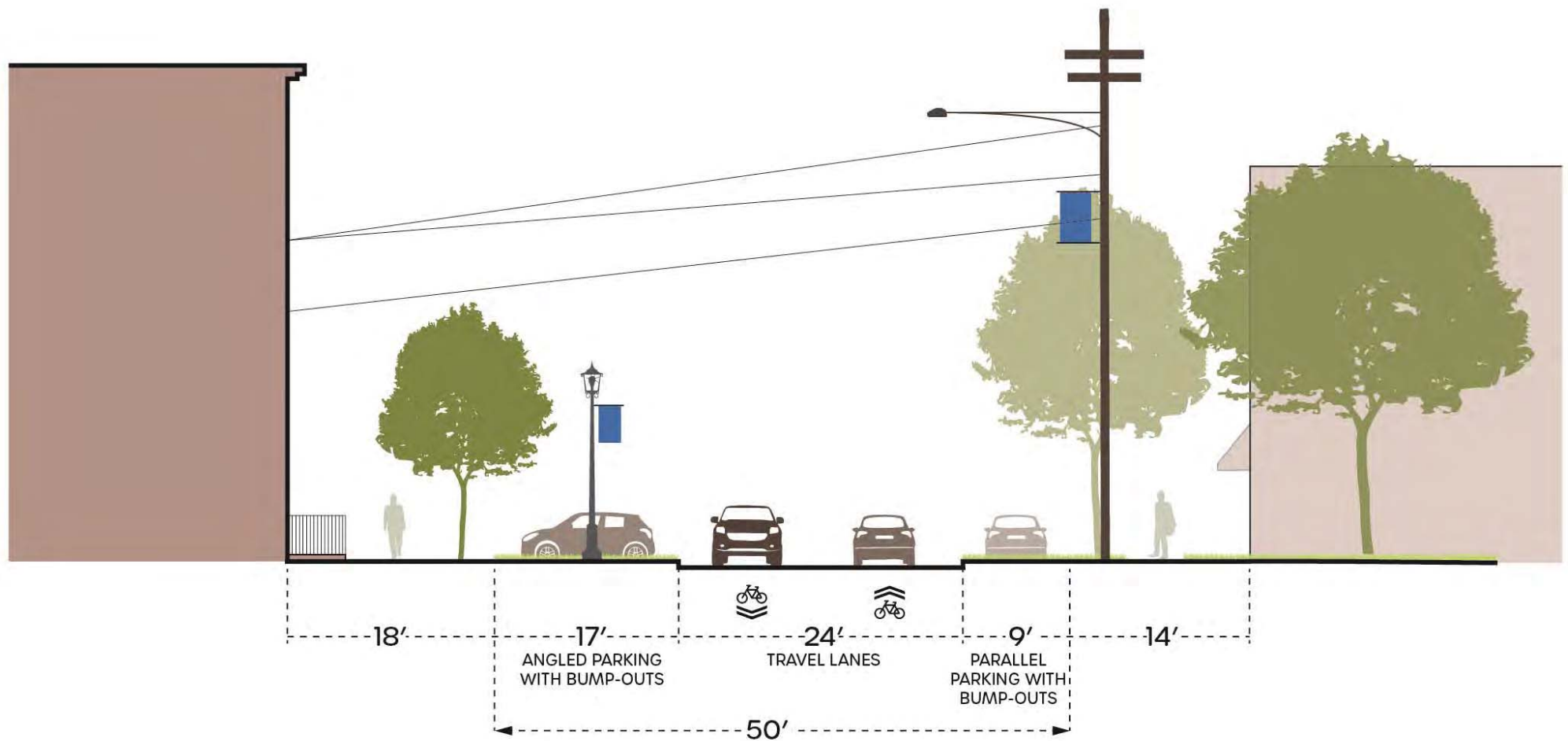
Logistics



Timing



MAIN STREET CENTRAL



LINCOLN PARK



Tourism/Rec



Health



Community



Vibrant



Quality of Life



Project Feasibility

Cost	\$	\$	\$	•	•
Logistics	🚧	•	•	•	•
Timing	⌚	⌚	⌚	•	•



RAIL TRAIL CROSSING



Cost Range: \$85,000-\$105,000



Figure Set 3

Depot Street

Existing

Conditions

DEPOT STREET

Existing Conditions



Newcomers



Business Growth



Bike/Ped



Vibrant



Tourism/Rec



Project Feasibility

Cost



•

Logistics



•

Timing



• •



DEPOT STREET

Existing Conditions

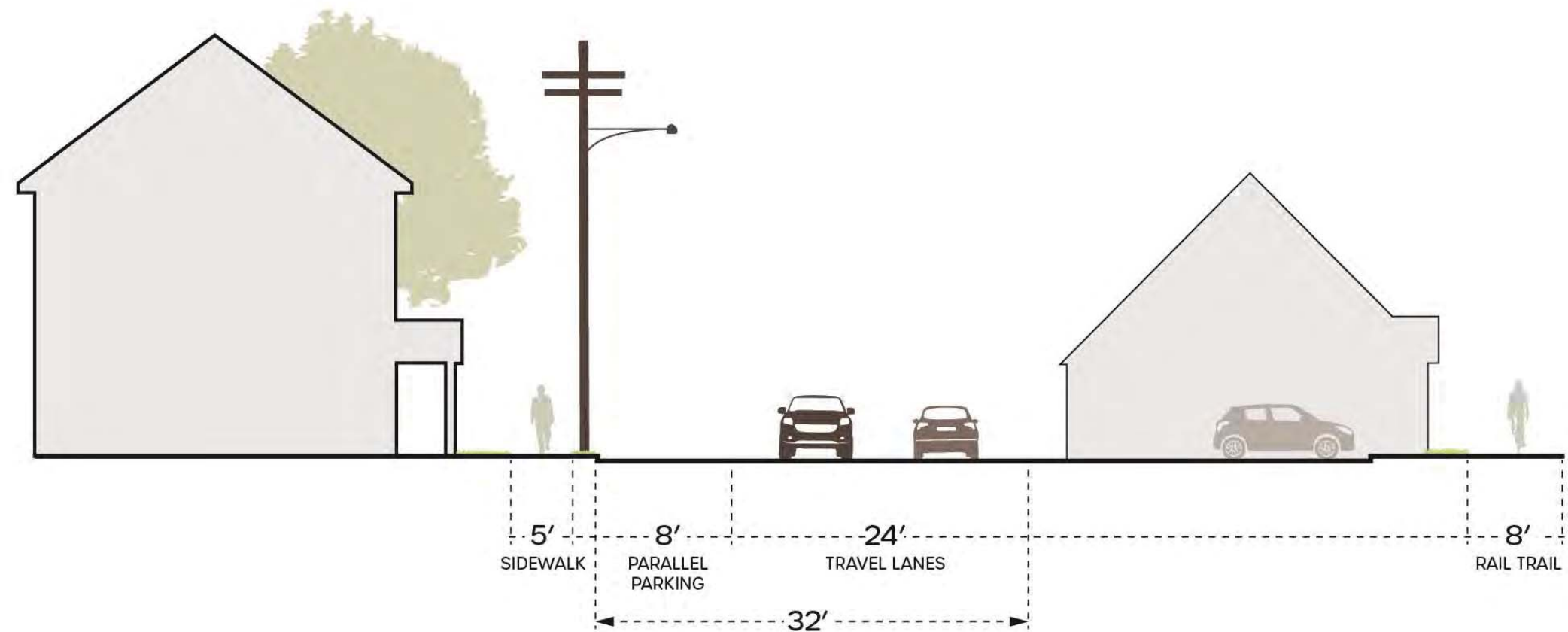
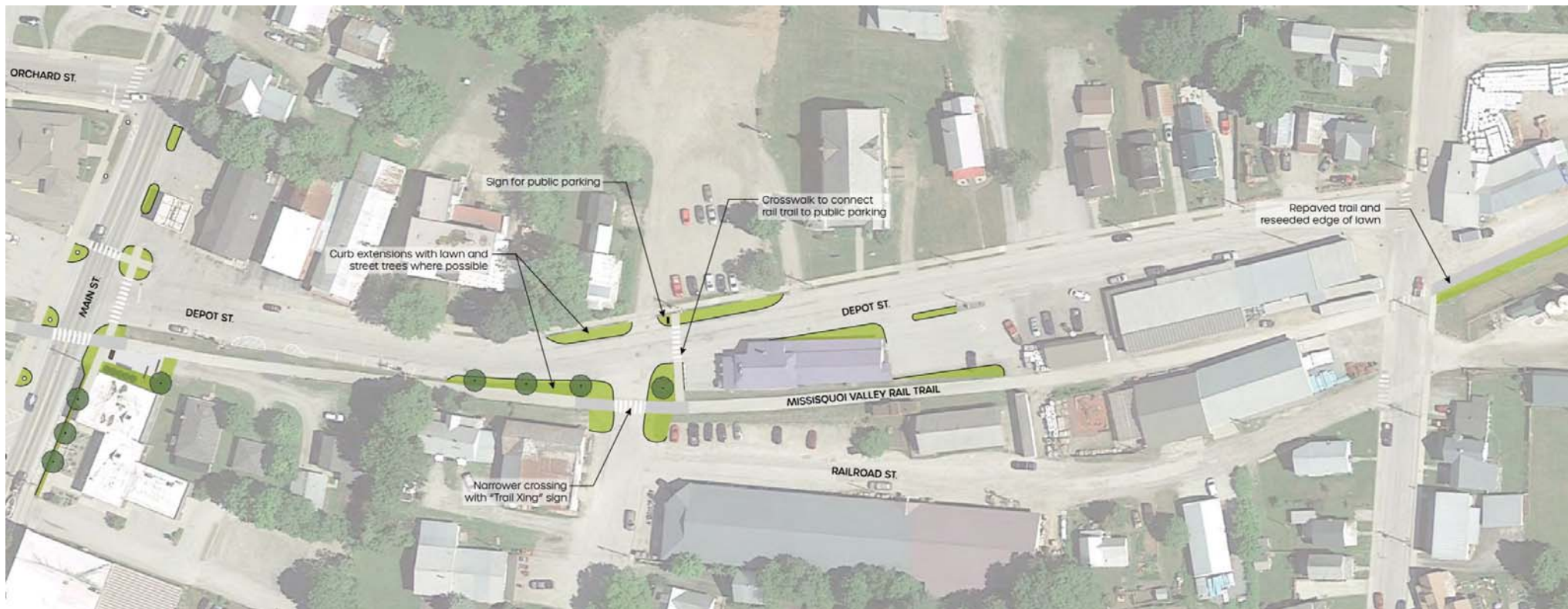


Figure Set 4

Depot Street

Enhancements

DEPOT STREET



Cost Range: \$180,000-\$225,000



DEPOT STREET



Newcomers



Business Growth



Bike/Ped



Vibrant



Tourism/Rec



Project Feasibility

Cost



Logistics



Timing



DEPOT STREET

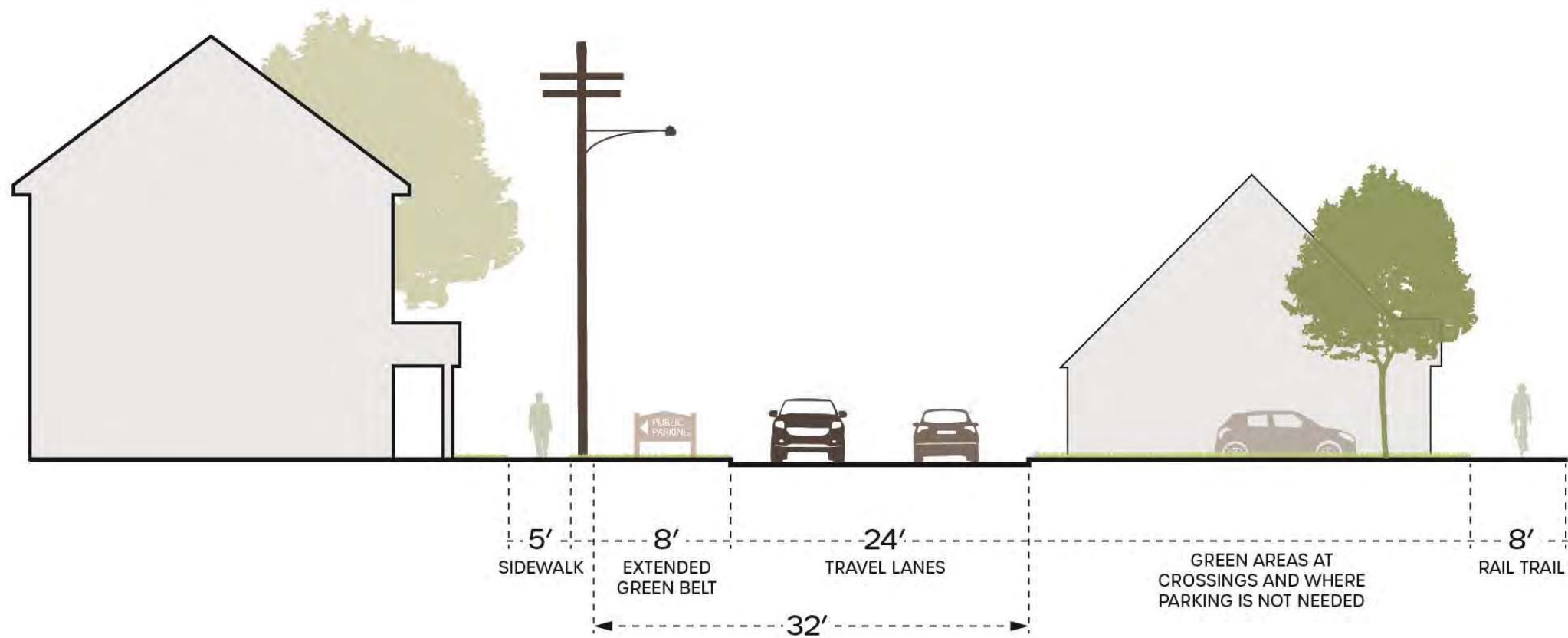


Figure Set 5

Main Street

South Quick

Build Solution

MAIN STREET SOUTH

Existing Condition



Business Growth



Bike/Ped



Tourism/Rec



Vibrant



Quality of Life



Brand



Project Feasibility

Cost



Logistics



Timing



MAIN STREET SOUTH



Business Growth



Bike/Ped



Tourism/Rec



Vibrant



This image shows a rendering of the Vital Village Plan

Recommendation for a permanent solution.

We would like the scoping study to consider a quick build solution to the existing pedestrian crossing at this location.

