



**Town of Royalton  
(802) -763-7967  
Request for Proposal  
Sidewalk Scoping Study**

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**Contact:** Rose Hemond  
**Date of Issue:** February 20, 2018  
**Deadline:** 3:00 P.M., March 20, 2018

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## **INTRODUCTION**

The Town of Royalton has received funding through the VTrans Bicycle and Pedestrian Program plan to identify issues with construction of a sidewalk facility in South Royalton Village. Description of standards, tasks and products is detailed below:

**The Town of Royalton is seeking assistance from qualified firms to provide planning services to identify issues associated with our current sidewalk infrastructure. This includes**

- **Identify and address sections of the South Royalton Village sidewalk and business accesses that are not ADA (Americans with Disabilities Act) compliant.**
- **Identify issues with traffic flow along the South Royalton business block.**
- **Identifying gaps in the sidewalk network with potential linkage to other areas.**
- **Recommend priority segments for future construction along with a cost estimate.**

**The Town of Royalton is hoping to improve pedestrian accessibility in our South Royalton Village shopping area by expanding our network by linking our existing sidewalks to important town services and areas.**

## **II. SCOPE OF WORK**

In general, the scope of this project will consist of a planning process that identifies the needs of pedestrians within a defined area taking into consideration the existing conditions. The outcome of the process will be:

- An identification and prioritization of improvements
- A public involvement process to ensure local input and support of projects
- An assessment of historic, archaeological and environmental constraints
- Clear, written documentation of project issues and overall feasibility
- A complete preliminary cost estimate for further engineering, project administration and construction

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

### **A.) Project Kickoff Meeting**

Meet with Town and State officials (VTrans Bicycle and Pedestrian program staff ) and a local project steering committee (if applicable) 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 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, etc. Additionally, the consultant will collect traffic information such as the Average Daily Traffic, pedestrian and bicycle counts and available crash data. 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 State officials including the District Transportation Administrator (when applicable) 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. bicyclists, roller-bladers, snowmobiles in winter, 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 (e.g. rural, suburban, village area, etc.) 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 the Town staff the consultant will be responsible for identifying potential alternatives for the proposed bicycle and/or pedestrian facilities utilizing the information compiled for the base plan, and site visit(s). Conceptual alternatives should also include roadway crossing needs. If a shared use path paralleling a road is proposed, the alternative of providing on-road accommodation for bicyclists should be discussed. If a proposed alignment includes off road (shared use path) and on road bike facilities, discuss how these transitions will be made. 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. 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, fiberoptics, 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.

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.

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 alternatives 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 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 Time Line**

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 A 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.

**III. STANDARDS AND DELIVERABLES**

- A.)** 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). Adobe .pdf is required for draft and final reports.
- B.)** All data, databases, reports, programs and materials, in digital and hard copy format created under this project shall be transferred to the Town/City or RPC upon completion of the project and become the joint property of the Town/City or RPC and the State of Vermont when applicable.
- C.)** The consultant will provide nine (9) copies of the draft and final reports. One digital copy as an Adobe.pdf document of both the draft and final copy will be provided to the VTrans supervisor and the Town. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed.

**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 Town of Royalton 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 list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
7. Demonstration of success on similar 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.

#### **IV. CONTRACT PERIOD AND AMOUNT**

The committee will select the consultant on or about April 10, 2018. All work on the project must be completed by March 26, 2019. The maximum limiting amount of this contract will be \$35,000.00

#### **CONSULTANT SELECTION**

The consultant selection will be made by a committee that includes the Royalton Selectboard, a representative from the sidewalk/bike path committee, a representative from the Royalton Planning Commission and the VTrans Project Supervisor. 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 together as a team to complete similar projects. (15 Pts.)
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.

## **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 SOQ if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website: ([www.aot.state.vt.us/conadmin/relateddocs.htm](http://www.aot.state.vt.us/conadmin/relateddocs.htm)).

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 DBEs 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 VTrans Local Projects Guidebook (Appendix E). The certificate of insurance coverage shall be documented on forms acceptable to the Town. The Local Projects Guidebook may be found online on the VTrans website. The contract between the Town of Royalton 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 firms, they may appeal in writing to the Town of Royalton Selectboard, P.O. Box 680 South Royalton Vermont 05068. 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 Royalton Selectboard is final.

## **V. SUBMISSIONS**

Consultants interested in this project should submit Nine copies of their proposal to:

***Town of Royalton  
ATTN: Town Administrator  
P.O. Box 680  
South Royalton Vermont 05068***

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

Proposals should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

Questions about the project should be directed to Rose Hemond at the above address or at:

**Telephone: (802) 763-7967**  
***rselectman@bluemoo.net***

All proposals must be received by the Town no later than 3:00 PM on March 20, 2018. 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 Town of Royalton. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town of Royalton 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 in the best interest of Royalton. This solicitation in no way obligates the Royalton 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 Town 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/Ponds/Streams/Rivers (stormwater discharge and erosion/sediment control implications)
3. Floodplains
4. Endangered Species
5. Flora/Fauna
6. Stormwater
7. Hazardous Wastes
8. Forest Land

B. Cultural Resources

1. Historic
2. Archaeological
3. Architectural
4. Public Lands
5. Agricultural Lands

- 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 Town 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?