



*Communities working together to meet  
Chittenden County's transportation needs*

CHITTENDEN COUNTY  
METROPOLITAN PLANNING ORGANIZATION

# **Chittenden County Pedestrian and Bicycle Plan Update**

## **Request for Proposals**

**August 31, 2007**

**Proposals Due  
1:00 PM, Friday, September 21, 2007**

CCMPO  
30 Kimball Ave, Suite 206, South Burlington, Vermont 05403  
(802) 660-4071 / (802) 660-4079 Fax  
[www.ccmpto.org](http://www.ccmpto.org) / [pkeating@ccmpto.org](mailto:pkeating@ccmpto.org)

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## 1. BACKGROUND

- 1.1 The Chittenden County Metropolitan Planning Organization (CCMPO) is seeking consultant services to update the Regional Pedestrian/Bicycle Plan. The original plan – *Alternative Transportation Path Comprehensive Plan* – was completed in 1993, and in 2003 was significantly revised and expanded by the Regional Bicycle-Pedestrian Plan Update (see description in section 1.5). The current project will be funded by USDOT planning funds through the Federal Transit Administration (FTA), Federal Highway Administration (FHWA), and matched with state and local funds.
- 1.2 The consultant(s) selected will have expertise in some or all of the following disciplines: bicycle/pedestrian planning; transportation planning, engineering and design; urban design; landscape architecture; and land use and community planning. In addition, the successful consultant(s) must be familiar with state and federal environmental laws and regulations, and will have a demonstrated ability to conduct effective public meetings, hearings and outreach.
- 1.3 The CCMPO's FY 2008 work program allocates \$20,000 in consultant services for the Pedestrian/Bicycle Plan update.
- 1.4 The overall objective of this project is to produce a region-wide plan for existing and future bicycle and pedestrian facilities that will serve as the pedestrian/bicycle element of the long-range Metropolitan Transportation Plan. The Plan will also serve as the CCMPO's framework for selecting pedestrian/bicycle infrastructure improvements as well as for education, promotion, enforcement, public policy, and information distribution programs.
- 1.5 The 1993 Plan was updated in 2003 and reflected the CCMPO's expanded planning area to all of the County's 18 municipalities. The 2003 Update provided guidance for the implementation of interconnected bicycle and pedestrian networks for transportation, and expanded on the 1993 Plan's focus of alternative transportation paths to include on-road bicycle facilities and pedestrian facilities such as sidewalks. The 2003 Update documented existing bicycle and pedestrian conditions, offered network recommendations, suggested an implementation plan, and described the relationship between the Update and bicycle/pedestrian planning at the local, regional, state and national levels. The Plan is available at: <http://www.ccmpto.org/BikePed/bikeped2.html>

## 2. SCOPE OF WORK

- 2.1 Revision of the 2003 Pedestrian/Bicycle Plan Update primarily consists of the following major tasks: 1) work with planning commissions, path committees and others at the local level to confirm/reconfirm path/sidewalk/on and off-road facility priorities; 2) consider and incorporate relevant local planning efforts such as Local Motion's Close the Gaps Campaign and the CCMPO's corridor studies; 3) develop a regional network plan under the guidance of the CCMPO's Pedestrian/Bicycle Committee. The Plan should focus on both on and off-road bicycle/pedestrian facilities and offer recommendations on connecting existing infrastructure.

2.2 The geographic scope of this project encompasses all 18 municipalities of Chittenden County.

2.3 WORK tasks – **Within the project budget noted in section 1.3 above, describe the consultant's study approach that will maximize the number of tasks completed.**

1. Work with municipal planners, planning commissions, and/or recreation/bike path committees to confirm/reconfirm path priorities on the local level. Update as necessary information related to the existing path network, including local sidewalk needs, with a particular focus on inter-municipal links.
2. Working closely with the CCMPO's Pedestrian/Bicycle Committee, draft a long-range vision and accompanying goals for the future of pedestrian and bicycle travel in the region.
3. Propose/refine a core regional pedestrian/bicycle network and recommend the sequence of regional links. Consult the findings/report from the May 12, 2007 Pedestrian/Bicycle Summit (see: <http://www.ccmpto.org/BikePed/summit2007.html>) for more information on the region's path system gaps.
4. Coordinate with concurrent regional path planning in the County including Local Motion's Close the Gaps Campaign, Lake Champlain Byways and Bikeways efforts, the Cross Vermont Trail, and VTrans' Safe Routes to School program.
5. Identify a program of activities designed to encourage more walking and bicycling.
6. Propose an education strategy for transportation system users on the pedestrian and bicycle-related rules and responsibilities of all travel modes.
7. Identify progress on bicycle and pedestrian programs and projects since the completion of the 2003 Regional Bicycle-Pedestrian Plan Update.
8. For the recommended regional network, estimate costs by facility segment for both capital construction and annual maintenance. Also estimate the on-going annual maintenance of existing facilities. These estimates will provide benchmarks for future project and maintenance cost projections.
9. Recommend an annual regional bicycle/pedestrian facilities funding mark for implementation of the core regional network for inclusion in the CCMPO's Transportation Improvement Program (TIP).
10. Review and recommend an annual TIP funding amount for the CCMPO's sidewalk program.
11. Review/refine the 2003 Plan's performance measures designed to assess implementation progress. Tie the performance measures to the goals established in task 2 above.

12. Coordinate with the CCRPC, through the CCMPO, the collection of GIS data for all existing and planned pedestrian/bicycle facilities.
13. Develop and recommend path implementation strategies.
14. Report regularly to the CCMPO's Pedestrian/Bicycle Committee, who will act as the project advisory committee. Anticipate four to five committee meetings.
15. In addition to attendance at the Pedestrian/Bicycle Committee meetings, plan to prepare and present the draft and final Pedestrian/Bicycle Plan at four additional public meetings.

2.4 At a minimum, project deliverables will include:

- Monthly progress reports
- A draft Pedestrian/Bicycle Path Plan when project is 75% complete
- Revised Final Plan at full project completion

### **3. STANDARDS & DELIVERABLES**

- All documents should be provided in both hard copy (paper) and digital format (MS Word, MS PowerPoint). Data should be provided in MS compatible formats (Excel or Access). All copies of draft and final reports shall be double-sided.
- All data, databases, reports, designs and materials, in digital and hard copy format created under this project shall be transferred to the CCMPO upon completion of the project and become the property of the CCMPO.
- The consultant will provide fifteen (15) copies of the draft Plan and thirty-five (35) copies of the final document. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed. In addition, one unbound camera-ready copy of both the draft and final reports will be provided to the CCMPO. Original copies of the draft and final reports must be submitted to the CCMPO.
- The consultant will provide written monthly progress reports to the CCMPO project manager.

**PROJECT TIMELINE:** All work will be completed within 10 months of notice to proceed.

### **4. PROPOSAL REQUIREMENTS**

All consultants or consultant teams will be required to prepare a Technical Proposal and a Cost Proposal as part of this submission. In order to be considered responsive to this RFP, each proposal must conform to the following requirements. The consultant shall:

- Submit **eight (8)** copies of the Technical Proposal (see requirements below). The Technical Proposal must not have acetate or plastic covers. Number all pages consecutively.
- Submit **one (1)** copy of the Cost Proposal (see requirements below) in a sealed, separate package.

- Submit **one (1)** copy of the required Financial Forms (see requirements below) in a sealed, separate package.
- Clearly indicate the following on the outside of each Technical Proposal and the two sealed packages:
  1. Project name (Chittenden County Pedestrian/Bicycle Plan Update);
  2. Contents (Technical Proposal, Cost Proposal or Financial Information); and
  3. Name and address of the prime consultant.

Submissions must be received by **1:00 pm Friday, September 21, 2007** at:

Chittenden County Metropolitan Planning Organization  
30 Kimball Ave, Suite 206  
South Burlington, VT 05403  
ATTN: Peter Keating

*If any of the above requirements are not met, the proposal may not be considered.*

### **Technical Proposal Requirements**

The Technical Proposal should demonstrate that the Proposer understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications of the Proposer to supply the required services must be demonstrated. In order to assist in the evaluation process, please include the following information in the Technical Proposal:

#### **I. Cover Letter**

#### **II. Project Abstract**

This section should state the Proposer's understanding of the nature of the work and approach to be taken. This section would address project objectives, scope of work, the proposed approach, and any other pertinent elements.

#### **III. Introduction to the Consultant Firm(s)**

Proposers shall provide the following information relative to their firms. Similar information must be provided for each sub-consultant or each member of a joint venture.

- a) Firm name and business address, including telephone number and email contact.
- b) Year established. Include former firm names and year established, if applicable. Identify the state in which the firm was organized or incorporated.
- c) Type of ownership, and name and location of parent company and subsidiaries, if any.
- d) Indication of whether the firm is licensed to do business in the State of Vermont which is a requirement of the project.
- e) Number of full-time employees. Part-time employees or consultants routinely engaged by the Respondent may be included if clearly identified as such.

#### **IV. Methodology**

This section should include a detailed description of the proposed approach to the project. Each of the considerations listed in the scope of work must be addressed.

## V. Work plan

This section will include a description of tasks, products, milestones, and time tables. A detailed timetable should accompany the work description showing the expected sequence of tasks and resource requirements for both the consultant and CCMPO staff.

## VI. Qualifications and Experience of the Consultant Firm(s)

Proposers shall describe **recent** experience relevant to the project. Particular emphasis should be placed on projects managed by the key personnel to be assigned to this project. If the respondent anticipates the use of sub-consultants, or the use of staff and/or sub-consultants based overseas, the respondent shall identify:

- a) The role and extent to which these parties will participate in the project;
- b) The means by which the consultant will oversee the work of these parties; and,
- c) The experience and credentials of these parties relevant to this project.

**References:** The respondent shall submit names, addresses, and phone numbers of at least three references familiar with the consultant's ability, experience, and reliability in the performance and management of projects of a similar nature.

## VII. Qualifications and Experience of Key Staff

Proposers shall identify key individuals assigned to this project and include the function and/or responsibility of each of the identified individuals. Experience summaries of these key individuals shall be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals may also be included as an appendix.

## Cost Proposal Requirements

The consultant will be reimbursed on a time and materials basis.

The Cost Proposal should include the following, listing the prime consultant and any sub-consultants separately:

- I. Hourly rate schedule
- II. Overhead rate and fee
- III. Hours and cost by task
- IV. Total project cost

## Financial Forms

- I. Provide with this submittal a complete copy of VAOT Form AF38 (Revised 6/30/04). One copy of this financial information for each firm designated as a sub-consultant in the prime consultant proposal shall be submitted with the prime consultant's proposal in a separate sealed envelope.
- II. Provide with this submittal a completed copy of Standard Form 330 (Architect-Engineer and Related Services Questionnaire).
- III. The consultant will be required to carry insurance for the term of the contract. Proof of insurance should be included with the financial forms package.

Copies of the financial forms are available for download from the CCMPO website at <http://www.ccmpto.org/consultants/rfps.html>, or you may contact Bernie Ferenc at 802-660-4071 ext. 10 or [bferenc@ccmpto.org](mailto:bferenc@ccmpto.org) for paper copies.

## **5. CONSULTANT EVALUATION AND SELECTION**

The Technical Proposal will be evaluated by a CCMPO subcommittee and staff and ranked first. The Technical Proposal evaluation criteria, with corresponding weight factors, are the following:

- Qualifications of the firm and personnel (including any subcontractors) to be assigned to this project and their experience completing similar projects. (35 Pts.)
- Clarity of the proposal and creativity/thoroughness in addressing the scope of work. (35 Pts.)
- Demonstration of overall project understanding. (15 Pts.)
- Completeness of submitted proposal with all elements required by the RFP. (10 Pts.)
- Demonstration of effort to solicit/include DBEs. (5 Pts.)

The Cost Proposal will next be reviewed for consistency and in light of the evaluation of the Technical Proposal, with attention to allocation of budget by task and personnel.

The CCMPO reserves the right to seek clarification of any proposal submitted.

The CCMPO proposal evaluation subcommittee will make a recommendation on a preferred consultant to the CCMPO's Technical Advisory Committee (TAC). The TAC is responsible for the consultant selection decision.

The CCMPO reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel in part or in its entirety this RFP if it is in the best interests of the CCMPO. This solicitation of proposals in no way obligates the CCMPO to award a contract.

If deemed necessary, a short list of qualified consultants may be selected from those who submitted proposals for follow-up interviews. Interviews will be conducted by the proposal evaluation committee described above. Each consultant will be permitted approximately 20 minutes to make an oral presentation with a question and answer session to follow not to exceed 40 minutes. The consultant may wish to focus on an explanation/justification of survey methodology. Interviews, if requested, will take place at the CCMPO offices.

## **6. ADDITIONAL INFORMATION**

The CCMPO TAC reserves the right to award the contract to the most qualified bidder, not necessarily the lowest bidder. This solicitation in no way obligates the CCMPO to award a contract.

The consultant will submit monthly invoices accompanied by brief, written progress reports.

Ten percent of total contract cost will be withheld as retainage pending project completion.

All proposals become the property of the CCMPO upon submission. The cost of preparing, submitting, and presenting a proposal lies solely with the Proposer.

Questions regarding this RFP should be directed to Peter Keating, CCMPO at (802) 660-4071 ext. 14 or [pkeating@ccmpo.org](mailto:pkeating@ccmpo.org). CCMPO will maintain a list of questions and answers linked to the CCMPO RFP website (<http://www.ccmpo.org/consultants/rfps.html>). *Questions will be accepted until September 14, 2007 to ensure that all parties have adequate time to review the answers.*