



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

**CHITTENDEN COUNTY METROPOLITAN PLANNING
ORGANIZATION**

Chittenden County Route 15 Corridor Study

Request for Proposals

April 21, 2006

**Proposals Due
Thursday, May 25, 2006 at 3:00 pm**

CCMPO
30 Kimball Ave, Suite 206, South Burlington, Vermont 05403
(802) 660-4071 / (802) 660-4079 *Fax*
www.ccmpto.org / ssmichenko@ccmpo.org

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I. GENERAL INFORMATION

Introduction

The Chittenden County Metropolitan Planning Organization (CCMPO) is issuing this Request for Proposals (RFP) for consultant services to conduct a Corridor Management Plan for the length of Vermont Route 15 in the Towns of Essex, Colchester, Winooski and the Village of Essex Junction. The corridor extends from the Burlington/Winooski town line to the Essex/Jericho town line. The study will address the broader roadway network affected by changes on Route 15 as well.

The overall purpose of the Route 15 Corridor Plan is to identify existing and future corridor transportation system deficiencies and recommend a series of short- and long-term solutions. The outcome of the study will be a system-wide approach that addresses all transportation needs in the corridor including passenger and commercial vehicle, pedestrian, bicycle, bus, and light rail/busway.

CCMPO seeks to select a consultant team to develop a detailed multimodal plan for the Route 15 Corridor. The selected firm or firms will be required to follow the procedures outlined in the *Vermont Agency of Transportation's (VTrans) Corridor Management Handbook* (<http://www.aot.state.vt.us/planning/VTcorridor.htm>). CCMPO has a public involvement consultant on board to work with the stakeholders' group and the selected consultant team will be expected to coordinate closely with this consultant. CCMPO also intends to use Chittenden County Transit Authority's (CCTA) on-call consultant for this project, therefore teams should anticipate integrating their work with this consultant.

CCMPO's anticipated budget for the Corridor Study is approximately \$150,000 over a two-year period. Cost proposals should phase the project showing what can be done for the first \$100,000, which is guaranteed by VTrans and the stakeholders, and what can be done for additional funds of \$50,000 budgeted in CCMPO's FY07's UPWP. Included in the total budget are the estimated costs for the public involvement consultant (\$15,000) and CCTA's on-call consultant (\$18,000). The study is slated to commence July 5, 2006.

A Route 15 Stakeholders Committee has been formed over the past several years to oversee other projects happening along the corridor. The Stakeholders Committee met most recently on January 25, 2006 to discuss the goals of the proposed Route 15 corridor study and to identify a Plan Advisory Committee. The Plan Advisory Committee (PAC) held their first meeting on February 8, 2006 for the purpose of identifying the overall concerns and goals of the municipalities and institutions along the corridor. The goals and objectives identified at the February 8 meeting are summarized as follows (in no particular order):

- 1) Plan for eventual completion of entire Circumferential Highway and issues related to segmented completion.
- 2) Optimize traffic flow throughout the Route 15 Corridor including feeder routes that impact Route 15.
- 3) Improve corridor aesthetics.

- 4) Improve corridor safety for vehicular and pedestrian traffic.
- 5) Improve and increase public transit services.
- 6) Improve pedestrian/bicycle connections along and to the corridor.
- 7) Improve rail infrastructure and allow for future commuter rail services.

Copies of the notes from this PAC meeting and a subsequent meeting on April 18, 2006 will be available at www.ccmpto.org within the next week.

A number of studies have been completed for the corridor to date. Electronic copies of past studies are available for review on line at <http://www.ccmpto.info/library/VT15/>. A list of all studies relevant to the corridor will be posted within the next week, and hard copies of reports that are not available via the website will be located at the MPO offices. All contact regarding reviewing this information should be directed through Susan Smichenko at ssmichenko@ccmpto.org or (802)660-4071 ext. 17.

During the course of the proposed study, the Route 15 Stakeholders Committee will provide guidance to the CCMPO and the consultant team, including policy guidance and review draft products and recommendations. The PAC will focus mainly on the technical aspects of the study and will work closely with the consultant, providing initial input, guidance and comments on all work products.

It is expected that each phase of the study will require meetings for both the PAC and the Stakeholders' Group and produce deliverables to keep project momentum and allow for continuous feedback to the consultant. It is anticipated that completion of the first three phases of developing the corridor management plan (Getting Organized, Analysis of Existing and Future Conditions, and Develop Vision and Strategies) will rely heavily upon data and findings of previously completed studies, where appropriate.

Background

The need for this project is based on the function of the Route 15 Corridor between Burlington and Essex (which serves as a critical east-west transportation connector in the region) and the resulting increase in development pressures and traffic volumes along the corridor. The municipalities and institutions along this corridor as well as regional and state partners would like to use this process to:

- develop coordinated transportation and land use solutions;
- improve capacity and enhance the scenic attributes of the corridor;
- increase safety for all modes of travel throughout the corridor;
- develop creative strategies for supporting sustainable economic development; and
- ensure that transportation needs are addressed in a manner that preserves and enhances each community's unique character.

The Chittenden County Metropolitan Planning Organization (CCMPO) in collaboration with the municipalities of Winooski, Colchester, Essex, and Essex Junction and the Chittenden County Transportation Authority (CCTA), the Chittenden County Regional Planning Agency, the

Vermont Agency of Transportation (VTrans), the University of Vermont (UVM), St. Michaels College, Fletcher Allen Health Care (FAHC), Camp Johnson, the Champlain Valley Exposition (Exposition), and IBM have been working together over the last several years with support from the offices of Senators Leahy and Jeffords to study and improve the Route 15 corridor. The City of Burlington has also been a partner in the process. These Stakeholders have worked together through a Route 15 Stakeholders Group and several committees. A joint resolution adopted by the involved municipalities has provided a “blueprint” for corridor development in this area. A copy of the resolution is attached to this RFP.

The impetus for the Route 15 work was the Burlington to Essex Commuter Rail Corridor Study funded by a congressional earmark. This study resulted in a multimodal approach to proposed improvements in the corridor, which were included in the 2025 MTP. As a result of the rail study, it became apparent that commuter rail is a long term goal, and that to achieve this goal, it would be necessary to improve public transportation within the corridor, as well as traffic flow, and tie it to economic development, land use, and quality of life. These conclusions led to the next phase for Route 15 which involved studying the potential for Transit Oriented Development (TOD) in the corridor.

Over the last several years a number of development programs and projects have been initiated – and some implemented – along this corridor: rail corridor development and acquisition; scoping for a section of the regional bike path along Route 15; signal optimization; a CCMPO TLC grant to Essex to study multi-use development along the Susie Wilson Corridor in concert with a CCMPO study of the area for TOD; a \$900,000 TCSP grant and \$1 million in STP funds for a “Campus Road Connector” connecting the campuses of St. Michael’s College, Camp Johnson, and Fort Ethan Allen; an earmark for pedestrian improvements on Route 15 in front of the Fanny Allen campus of Fletcher Allen; a \$20,000 TLC grant for a downtown streetscape plan for the Village of Essex Junction; a commitment from our Senators for an ITS earmark; and the Blue Bridge Scoping Study to connect the Bike path system across the Winooski River to connect Winooski and Burlington.

In the fall of 2004, the corridor communities were close to agreeing on a scope of work to further the analysis of the potential of Transit Oriented Design, when the dedicated earmark funding was re-directed to other state rail transportation priorities. The proposed study will continue that effort under the context of completing a comprehensive Route 15 Corridor Management Plan.

II. PROPOSAL REQUIREMENTS

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

- Submit **fifteen (15)** 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 (Route 15 Corridor Management Plan);
 2. Contents (Technical Proposal, Cost Proposal or Financial Information); and
 3. Name and address of the prime consultant.

Submissions must be received by **3:00 pm May 27, 2006** at:

Chittenden County Metropolitan Planning Organization
30 Kimball Ave, Suite 206
South Burlington, VT 05403

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

Proposals received after the deadline will not be accepted.

Faxed or emailed proposals will not be accepted.

Questions regarding this RFP should be directed to Susan T. Smichenko, P.E, Senior Transportation Planner, CCMPO at (802) 660-4071 ext. 17 or ssmichenko@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 May 18, 2006 to ensure that all parties have adequate time to review the answers.*

Technical Proposal Requirements

The Technical Proposal should demonstrate that the Consultant 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, consultant qualifications necessary to successfully complete this project should 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 summarize the Consultant's overall understanding of the project. It should briefly describe the proposed approach to be taken to achieve stated project goals and objectives.

III. Introduction to the Consultant Firm(s)

Consultants 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. Sub-consultant roles should be clearly defined.

- 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.
- 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 address the tasks described in the attached Scope of Work (SOW). In addition to the stated tasks, consultants are encouraged to propose additional tasks and/or methodologies that are relevant and might enhance this plan. The Consultant should provide detailed approaches for each task and also describe deliverables, milestones and a public involvement plan. Please highlight any particular issues or aspects of the corridor study that you believe may need special consideration (e.g. any existing/future conditions information that the CCMPO or municipalities would be asked to provide, a proposed approach to issues such as busway, light rail, land use solutions, or special areas of focus). A timetable should accompany the work description showing the expected sequence of tasks, consultant team members assigned to each task and resource requirements for PAC members and CCMPO staff.

V. Qualifications and Experience of the Consultant Firm(s)

This section should detail the Consultant's and proposed Subconsultants' previous experience relating specifically to this work. Include a listing of all recent work (within the past three years) which would indicate experience with corridor studies. This listing shall include a description of the work, the approximate date the work was completed, project budget, and the name and telephone number of the client's Project Manager. Include information as to whether the project's time schedule and budget were met. If applicable, include the names of any persons who worked on the prior Route 15 project who are proposed to work on this study, and the role they played in the previous work. Expertise in all aspects of traffic engineering should be highlighted, as well as understanding of transportation/land use relationships, bicycle/pedestrian planning, and socio-economic issues.

References: The consultant 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.

VI. Qualifications and Experience of Key Staff

This section shall contain resumes for only those individuals that will participate in the project. Consultants shall identify key individuals assigned to this project and include the function and/or responsibility of each of the identified individuals along with the percentage of their normal work week estimated to be spent on this project. Project organization, including the project management structure, should be included. The level and nature of involvement envisioned for principals should be clarified. Experience summaries of the key individuals must be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals should be included as an appendix to the proposal.

This section shall also include a Staff Availability Chart. This chart shall detail the availability of each staff member based on the percentage of time he or she will have to devote solely to this project, taking into consideration their other project commitments.

Cost Proposal Requirements

The consultant will be reimbursed on a time and materials basis. Payment should be expected upon successful completion of the deliverables; however we are willing to negotiate a payment schedule with the selected consultant if necessary.

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

- 1) Hourly Rate Schedule.
- 2) Overhead Rate and Fee.
- 3) Hours and Cost by Task.
- 4) Total Project Costs.

Financial Forms

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

Provide with this submittal a complete copy of VTrans 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.

Provide with this submittal a completed copy of Standard Form 330 (Architect-Engineer Qualifications).

III. CONSULTANT SELECTION PROCEDURE

Review of Technical Proposals

The proposals will be evaluated based on the following factors:

- ▶ Quality of submission;
- ▶ Knowledge of technical requirements;
- ▶ Creativity and relevance of the proposal to corridor and stakeholder issues;
- ▶ Responsiveness to project description;
- ▶ Quality and availability of staff assigned to the project;
- ▶ Specific experience of the proposed staff;
- ▶ Overall experience of the firm;
- ▶ Performance on similar projects; and
- ▶ Understanding of the project area and stakeholder issues.

Once the technical proposal is discussed and ranked, the cost proposal will be reviewed for consistency with, and in light of, the evaluation of the technical proposal. CCMPO reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. The selection committee will submit the results in order of preference to the CCMPO Technical Advisory Committee (TAC). The TAC will make recommendations to the CCMPO Executive Director for final acceptance.

All proposals become the property of CCMPO upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. 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 the RFP in part or in its entirety if it is in the best interest of CCMPO. This solicitation of proposals in no way obligates CCMPO to award a contract.

Interviews and Presentations

The selection committee may elect to interview consultants prior to final selection. If interviews are desired, the following procedure will be employed. Presentations will be made to the PAC. Each consultant will be permitted 20 minutes to make an oral presentation with a question and answer session to follow not to exceed 40 minutes. The consultant teams may wish to present the following information: descriptions, sketches, photos or plans of projects of a similar nature which have been completed by each firm; any unique features of the project(s); and relevant methodology/experience in dealing with environmental, land use and transportation impacts that may be encountered during the development of this plan. Firms may also wish to provide samples of materials that have developed for public informational meetings. Oral presentations will take place at the CCMPO offices or a site designated by CCMPO. ***The tentative date for interviewing short-listed consultants is Wednesday, June 21, 2006.***

The oral presentations will be evaluated using similar criteria as the written proposals. The consultant team deemed most qualified to provide the required services will be selected and the

results will be submitted to the CCMPO TAC. The TAC will make recommendations to the CCMPO Executive Director for final acceptance.

Standards

The consultant shall comply with all VTrans policies, standards, guidelines and procedures. This plan will be developed in accordance to the processes described in VTrans' Vermont Corridor Management Handbook.

The consultant shall maintain a file containing all correspondence pertaining to the project and shall document the minutes for all meetings held pertaining to the project. All project documents shall be available on an FTP site provided by the consultant.

All deliverables in either paper or electronic format shall be the property of the CCMPO upon completion of the project or termination of the contract.

All materials to be utilized at public meetings or hearings shall be reviewed and approved by CCMPO Project Manager at least 72 hours prior to the meeting.

The consultant shall abide by any existing legislation that may play a role in alternatives development.

Schedules and Submittals

The consultant shall submit and maintain a schedule with specified milestone dates for each project. The schedules must allow for necessary review periods for all parties involved with the project.

The consultant shall submit invoices with a written, detailed status report on each project on the first of each month to the CCMPO Program Manager, who reserves the right to request supplemental information to ensure appropriate project progress.

Disadvantaged Business Enterprise (DBE) Program

VTrans sets an overall annual goal for DBE participation on federally funded contracts that is reviewed and revised each year, in accordance with the requirements of 49 CFR Section 26.45. For the specification of the overall annual DBE goal and an explanation of goal-setting methodology, consultants are directed to the VTrans DBE webpage: <http://www.aot.state.vt.us/CivilRights/DBE.htm>. The CCMPO and its consultants, and any subconsultants, shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of this work

IV. SCOPE OF WORK

Background

The selected consultant should review and utilize appropriate elements of the existing conditions analysis work completed by DMJM Harris – previously under contract with the CCMPO - with FTA funding for Route 15 and Susie Wilson Road. Other related studies should also be taken into consideration, including (but not limited to) the Transit Oriented Design Master Plan work being conducted by ORW and RSG for Susie Wilson Road, the Village of Essex Junction's streetscape plan, traffic studies conducted by corridor communities and the Susie Wilson Citizen Committee Report.

The Plan Advisory Committee (PAC) and the Stakeholders Committee consist of staff from municipalities and institutions along the Route 15 corridor, as well as CCMPO and VTrans personnel. The PAC will have a technical oversight of the corridor plan and the Stakeholders Committee will have an overall policy oversight of this project.

The selected consultant shall develop this corridor management plan in accordance with the process outlined in the *Vermont Corridor Management Handbook* (<http://www.aot.state.vt.us/planning/vtcorridor.htm>). This scope of work has been prepared to mirror the major phases outlined in the VTrans' Handbook:

- 1) Getting Organized;
- 2) Analysis of Existing and Future Conditions;
- 3) Develop Vision and Goals;
- 4) Develop Preferred Strategies; and
- 5) Develop Corridor Management Plan.

The following project tasks outline the recommended methodology to achieve the Corridor Management Plan's goals and objectives. Consultant teams are required to address each of these tasks but they are also encouraged to propose additional tasks and/or methodologies that are relevant and might enhance this corridor management plan. Consultants will be expected to use the CCMPO's Regional Transportation Model for this study.

Methodology

Establish Study Goals and Objectives and Define Corridor Boundaries

The PAC has already begun this task. It is expected that the consultant will build upon and refine the goals that have been identified, as well as suggest corridor boundaries, including the transportation facilities included, the endpoints, and the broader study area to be covered.

Analyze Existing Conditions

Create an inventory of existing conditions including land use and basic traffic information, including volumes, turning movements, crashes, and any other data determined necessary by the

project team. Specifically, meet the minimum data requirements found on page 2-3 and 2-4 of the *Vermont Corridor Management Handbook*. Rely upon existing studies where applicable.

Create a compilation of relevant local ordinances along the corridor, applicable town and regional plan policies, and a general land-use survey. Much of this information is available through the RPC offices via town files and GIS data. Traffic data is available through VTrans and the CCMPO offices. It is not expected that any new counts will be necessary. The inventory, in particular the land-use survey, should identify discrete sub-sections of the corridor, consistent in character and landscape. This task is likely to require field review of the project area.

Deliverable: Project Memorandum #1: Existing Land Use and Transportation Conditions.

Analyze Future Conditions and Performance

Assess how land use and transportation conditions might be expected to change in the future over a 20-year time horizon, if additional corridor management or improvement strategies are not implemented. Meet minimum future conditions data requirements found on page 2-6 of the *Vermont Corridor Management Handbook*. Rely upon previous studies where applicable.

Deliverable: Project Memorandum #2: Analysis of Future Conditions and Performance.

Develop Corridor Vision and Strategies

Establish a Vision and Goals, Objectives, and Performance Measures for the Corridor

Develop a concise statement that describes the desired future condition of the corridor from both a land use and a transportation perspective. Establish goals that lay out desired long-range outcomes to be achieved by the corridor plan. If appropriate, develop a set of more specific objectives and quantitative performance measures that back up the vision and goals. Supplement the statements by graphics, such as maps showing the roadway context and growth policy areas, as well as illustrations of typical development patterns and roadway cross-sections specific to the areas. Rely upon previous studies where applicable.

Deliverable: Project Memorandum #3: Corridor Vision and Goals, Objectives, and Performance Measures

Identify and Analyze Strategies

Develop a set of screening criteria to select strategies for analysis. Criteria should consider feasibility; likely effectiveness in achieving desired outcomes for the corridor; and consistency with established policy, plans and programs.

Evaluate, quantitatively and qualitatively, transportation and land use strategies in order to set priorities and make recommendations for implementation. An economic impact evaluation of the proposed strategies should be included.

Select and Prioritize Strategies

Utilize qualitative and quantitative information from the step above to place proposed strategies into short, medium and long-term priority categories while ranking the significance of each strategy. This process must be documented, including the rationale behind the prioritization strategies, and why strategies were rejected or eliminated from consideration.

Deliverable: Project Memorandum #4: Preferred Strategies to Accomplish Goals

Develop Implementation Plan

Identify Thresholds/Triggers for Specific Strategies

Specify threshold conditions that should trigger action. For example, intersection delay exceeds X seconds per vehicle. Utilize VTrans Performance Targets. Thresholds should be set to encourage proactive rather than reactive action to address problems before they become critical.

Identify Implementation Steps

Identify the steps necessary to implement the plan as a whole and each recommended strategy, the responsible agency or department(s) and partners for each implementation step, a time horizon for implementation, and proposed funding sources.

Identify Agreements to Implement and Monitor Plan

For each recommended strategy, identify relationships among different government agencies and local jurisdictions or processes or institutional relationships that may need to be established.

Establish Incentives and Contingencies

Identify strategies that involve multiple parties and any incentives or contingencies that may be beneficial in implementing the strategy.

Identify Monitoring Activities

Identify elements to monitor, action triggers and responses. The organization responsible for specific monitoring activities should be identified and the type, frequency of data needed, as well as analysis methods specified. Specify performance thresholds that indicate the need for further action or implementation of specific strategies.

Deliverable: Draft Implementation Plan

Finalize Corridor Plan

Assemble Materials into a Plan Document for review

Compile the Project Memoranda and other information into a draft plan, based on the Vermont Corridor Management Handbook format.

Deliverable: Draft Route 15 Corridor Management Plan

Obtain Plan Endorsements

The Corridor Plan should be accepted by all of the stakeholders in the planning process, including local, state and federal governments.

Final Corridor Plan

The plan should be finalized, taking into consideration stakeholder and public comments and concerns. A method for plan distribution should be developed to help create public awareness and understanding of the plan.

Deliverable: Final Route 15 Corridor Management Plan