

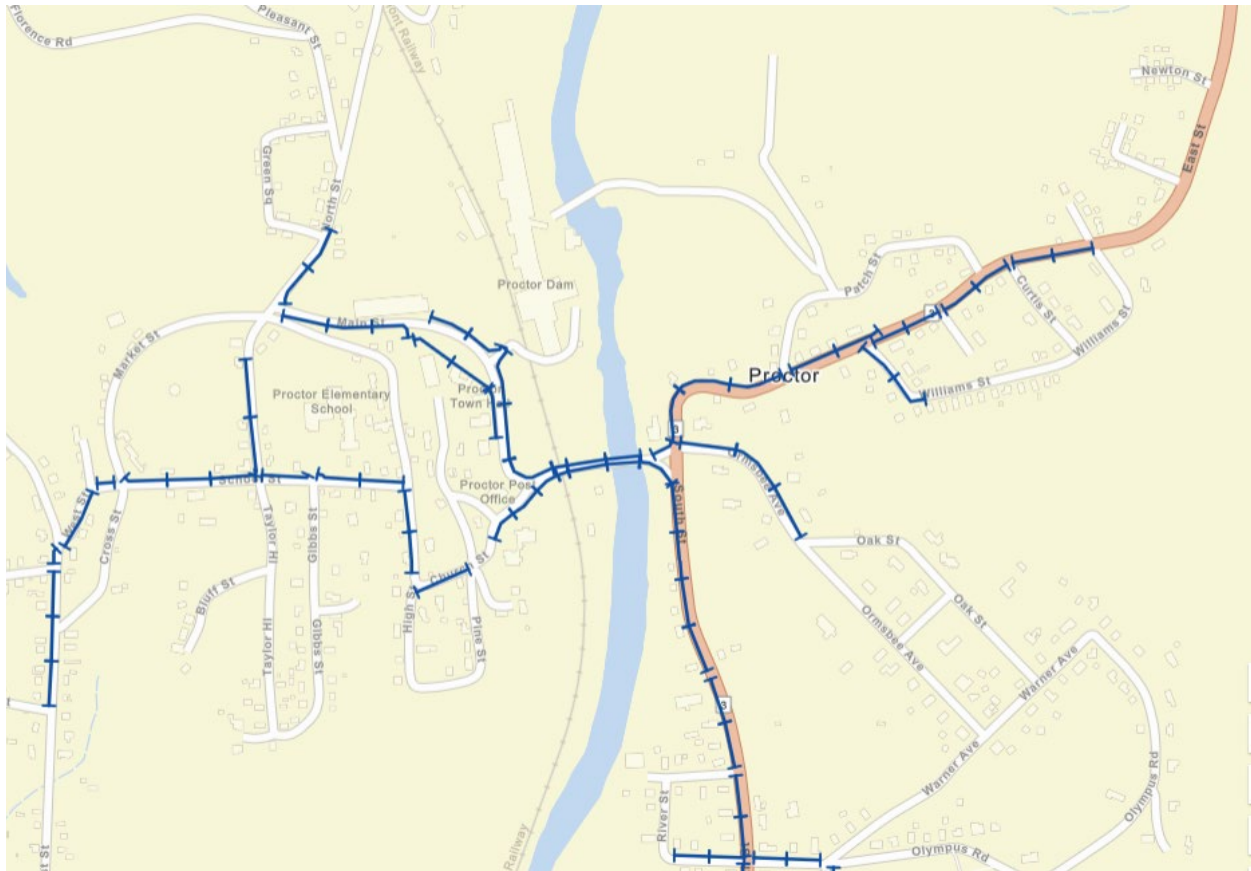
REQUEST FOR PROPOSALS

RUTLAND REGIONAL PLANNING COMMISSION

Rutland Region Town Sidewalk Network Reports

DATE ISSUED: February 24, 2025

DATE DUE: March 31, 2025



I. Project Description

The Rutland Regional Planning Commission (RRPC) is requesting proposals for assistance in developing a series of reports on sidewalk infrastructure and pedestrian crossing conditions in the towns of Poultney, Wallingford, Fair Haven, West Rutland, Brandon, Rutland Town and Proctor. These reports will provide project prioritization for capital improvement planning in these communities. During 2023 and 2024, the RRPC conducted a full inventory of all sidewalks in all these towns, with sidewalk conditions rated on a scale of 1-4. Crosswalks were evaluated for the presence of ADA ramps and pedestrian crossing signage. The RRPC will work with the consultant(s) on this project with work divided between the two parties.

This work is funded through funds appropriated by the legislature of the State of Vermont and disbursed by the Vermont Agency of Transportation (VTrans). The owner of the project is the RRPC and the sole authority for the Consultant during the project rests with the RRPC Transportation Planner.

II. Funding

A total of \$37,790.61 is available for planning services through the RRPC.

III. Scope of Work and Deliverables

In general, the scope of this project will consist of a planning process that identifies priorities for sidewalk replacement and ADA warning strip installation, as well as outlining a long-term plan for the maintenance of the existing sidewalk network in good order in each of the following communities: Poultney, Wallingford, Fair Haven, West Rutland, Brandon, Rutland Town and Proctor. The outcome of the process will be a series of standardized reports containing the following elements:

- Base map of sidewalks by condition;
- Sidewalk replacement & ADA ramp installation prioritization criteria;
- Prioritized list & map of sidewalk segments and crossing to be repaired and improved;
- Recommendations about preventative maintenance strategies for sidewalks;
- Rough projection of costs for the replacement of all sidewalks and maintenance of network in good working order;
- Identify potential constraints and issues within the network that might create complexity in future infrastructure replacement or upgrades.

A. Project Kickoff Meeting

The consultant will meet with the RRPC Project Team to get a clear understanding of the project goals, objectives, timelines and deliverables. The consultant and the RRPC will discuss what items of work the consultant will be responsible for and what items of work the RRPC will be responsible for.

B. Compile Base Map of Sidewalk Conditions

Compile a series of base maps using available GIS mapping including sidewalk and crossing condition data provided by RRPC, VT Digital Orthophotos, Road Centerline data or other data held by the Vermont Center for Geographic Information (VCGI). The compiled information must be displayed in an ArcView-compatible format. Existing conditions to be noted include condition of sidewalk, ADA compliance of crosswalk ramps and any other items the consultant feels are appropriate.

C. Sidewalk Replacement & ADA Ramp Installation Prioritization

The consultant will develop criteria and functional matrix to prioritize sidewalk replacement projects and ADA ramp installation, including condition, functional street classification, proximity to Designated Downtown or Village Centers, presence of schools or other criteria deemed prudent by the consultant. This criterion should be general and standardized for use across all the communities being studied. The consultant will then utilize the sidewalk replacement and ADA Ramp installation prioritization criteria to develop a prioritized list of sidewalk segments and ramps that lack ADA accommodations for each community through the use of GIS analysis.

D. Preventative Maintenance Strategies for Sidewalks;

The consultant will provide a list of preventative maintenance strategies for sidewalks, as well as a sample maintenance schedule for addressing small issues in sidewalks to enhance their lifespan.

E. Projected Costs

The consultant will provide a table which includes linear feet of sidewalks by condition and provide estimates of the cost of replacement of all poor or worse segments based on current sidewalk cost estimates. Assuming a fixed sidewalk lifespan, provide projections for annual spending required to replace poor condition or worse sidewalks along with maintaining existing network.

F. Production of Reports

Using information gathered from the activities outlined above and from the meetings with the RRPC, submit draft and final reports outlining the findings of the study. The draft reports must be submitted to RRPC and the VTrans Active Transportation Team for comment prior to issuing final reports. A minimum of 3 weeks must be allowed for review of the draft reports. The consultant shall follow the report format shown below and is expected to include all the elements listed in this RFP.

IV. Schedule

Selection Process:

- Proposals DUE: March 31, 2025
- Consultant Selection: April 14, 2025

Estimated Project Schedule:

- Project Kick-off Meeting (Consultant Present): May 2025. This meeting of the RRPC, and Consultant will discuss the goals and objectives of the project and define the project development process. Project scope, schedule, and budget will be discussed at this meeting.
- Planning Team Meeting (Consultant Present): June 2025. RRPC and Consultant will discuss initial drafts methodologies for Sidewalk Replacement & ADA Ramp Installation Prioritization.

- Planning Team Meeting (Consultant Present): July 2025. RRPC and Consultant will discuss draft analyses for Sidewalk and Ramp prioritization as well as preliminary cost estimates.
- Initial Draft Review (Consultant Present): August 2025. RRPC and Consultant will review initial draft reports together and discuss any last changes or edits to the documents before finalization.
- Final Drafts: September 2025. Consultant will submit final draft reports by the end of September 2025.

V. Proposal Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** – A letter of interest and a summary of qualifications, recommended approaches, scope of work, processes, and deliverables for the project.
2. **Scope of Work** – A detailed scope of work based on the deliverables and schedule provided above, broken down by task. Describe the approach to the project and proposed methodology including:
 - a. A detailed scope of work with associated list of tasks broken down by sub-task and team member;
 - b. A description of the proposed deliverables.
3. **Proposed Schedule** – Provide a schedule that includes completion of work tasks and deliverables, including key meetings, and complies with the timeframe provided above.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved.
5. **Qualifications and Staffing** – Provide a qualifications profile for the lead consultant and sub-consultants, including indication of the lead consultant, and the role of each consultant on the team. Also provide detailed information on each consultant, including contact information, the name of the firm, year established, and a description of relevant experience on similar projects for each firm.
6. **References** – A minimum of three (3) professional references for whom a similar project has been completed in the last ten (10) years.

All information submitted becomes property of the RRPC upon submission. The RRPC reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of the RRPC. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The RRPC reserves the right to reject 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 the RRPC. This solicitation of proposals in no way obliges the RRPC to award a contract.

Respondents should submit one (1) digital copy (PDF) of the proposal by 4:00 p.m. October 16, 2024, to:

Devon Neary, Executive Director, Rutland Regional Planning Commission
PO Box 430, Rutland, Vermont 05702
devon@rutlandrpc.org, (802) 775-0821 x203
Copy: Ethan Pepin, ethan@rutlandrpc.org

Please expect a confirmation email upon receipt of the proposal by the RRPC.

If you have any questions about this project or the RFP, please submit them by March 17, 2025 at 4:00 p.m. by email to Ethan Pepin (ethan@rutlandrpc.org). We will post answers to all questions on the RRPC website by March 25, 2024 at 4:00 p.m.

VI. Proposal Evaluation

Proposal Selection. Proposals will be reviewed by a Steering Committee comprised of members from the municipality.

Proposal Evaluation. Respondents will be evaluated according to the following factors:

1. Consultant qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) = 40%
2. Scope of work, fees, total cost, methodology and schedule = 40%
3. Proposal quality, completeness, and clarity = 20%

Final Consultant Selection. Following RRPC evaluation based on the above criteria, the Steering Committee will further evaluate and select the highest scoring proposal. RRPC will then work with the selected firm to negotiate a final contract for services. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the proposal process will be the sole responsibility of the consultant.