

Northwest Regional Planning Commission
VT 207/Bushey Road/TH 37 Intersection Feasibility Study
Request for Proposals

I. PROJECT SCHEDULE

March 12, 2025	Proposals solicited
March 21, 2025	Deadline for submission of questions
March 28, 2025	Response to questions posted to NRPC website
April 4, 2025- <u>3:00 pm</u>	Deadline for submission of proposals
April 11, 2025	Consultant selection
May 1, 2025	Anticipated contract start
October 31, 2025	Project completion

Proposals must be clearly marked, and delivered via email to: Kyle Grenier, Transportation Planner with the Northwest Regional Planning Commission (NRPC), at kgrenier@nrpcvt.com. Hard copy submissions will not be accepted. Proposals will receive confirmation of receipt via email. All questions should be sent to Kyle Grenier (kgrenier@nrpcvt.com) by March 21, 2025. All questions will be answered and posted to the NRPC website (<https://www.nrpcvt.com/about-nrpc/rfp-rfq-rfb/>) by March 28, 2025.

II. INTRODUCTION

The Northwest Regional Planning Commission received a grant from the Vermont Agency of Transportation, through its Transportation Planning Initiative, to conduct an Intersection feasibility study to consider alternatives for intersection design focusing on increased safety, traffic flow, bike and pedestrian infrastructure. The study will also assess viability and determine magnitude of costs for a preferred alternative. The area of study is the intersection of VT207 and Bushey Road and TH37/“Sholan Road,” in the town of Swanton.

III. SCOPE OF WORK

The consultant will evaluate the current intersection, identify opportunities for safety, more efficient traffic flow, turning movement, pedestrian movement, and probable volume increases where area growth and development are imminent. The study should consider alternative designs, assess feasibility, and determine magnitude of costs for a preferred alternative.

Specific tasks include:

- a. **Project Kickoff Meeting.** Meet with NRPC Staff, Town of Swanton, VTrans 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).

- c. **Local Concerns Meeting.** The consultant will organize and moderate a local concern meeting with NRPC, Town of Swanton, VTrans, and members of the public. This public meeting is to develop a clear understanding of the project goals, objectives and concerns. 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. **Consider Land Use Context.** The consultant will identify the existing and proposed land uses as well as the overall context of the area of study. As the area is located within both Town and Regional growth centers, consideration of future use is significant. The consultant shall discuss how the intersection fits in with Complete Streets needs for the area.
- e. **Develop Conceptual Alternatives.** The consultant will be responsible for identifying potential alternatives utilizing the information compiled, and site visit(s). Conceptual alternatives should consider all modes of transportation. Note that if proposed alternatives lie within State of Vermont rights-of-way, coordination with appropriate sections of VTrans must take place.
- f. **Identify Right-of-way Issues.** Compile all right-of-way and abutting property ownership information along the proposed alignment of the project, including roadway where applicable.
- g. **Identify Utility Conflicts.** Identify all public and private underground and overhead utilities in the project area. Include a preliminary assessment of whether any relocations will be required.
- h. **Identify Natural and Cultural Resource Impacts and Permitting Requirements.** Identify natural and cultural resource impacts including wetlands, storm water, forest land, historic, archaeological, and agricultural lands. Identify potential impacts on these resources and permitting requirements, including the potential for review under Act 250.
- 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, magnitude of 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. **Rough Order Magnitude:** The consultant will develop an initial cost estimate relating to

each alternative. Figures should speak to the general potential of cost; identifying locally, comparable projects when possible.

- k. Report Production.** Using information gathered from the activities outlined above and from the applicable meetings, submit draft and final reports outlining the findings of the study. The draft report must be submitted to the project team for comment prior to issuing a final report. A minimum of 3 weeks must be allowed for VTrans review of the draft report. 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 below and is expected to include all of the elements listed in this RFP. It is expected that the local legislative body will endorse or decline the proposed project at this meeting.

Recommended format for final study:

1. Purpose and Need of the Project
2. Project Area and Existing Conditions
3. Each Alternate Should Define:
 - Right of Way Impacts
 - Utility Impacts
 - Natural & Cultural Resource Impacts
 - Rough Order Magnitude
4. Public Involvement
5. Compatibility with Planning Efforts
6. Project Timeline
7. Viability

Up to \$35,000 is available for this scope of work.

IV. PROPOSAL FORMAT

Consultants must follow the instructions contained in this RFP in preparing and submitting their proposals. The technical proposal should be submitted as two separate PDFs. Failure to follow instructions may lead to the proposal not being reviewed. All proposals submitted shall include the following information:

Technical Proposal:

- 1) Identification of the primary contact person at the firm regarding the proposal.
- 2) List of people expected to work on the contract, their qualifications, and role in the contract (resumes are acceptable). Subcontractors should be included in this list and identified as such.
- 3) Project management services may not be subcontracted. The NRPC as the grant holder must preapprove use of any staff not identified in this proposal.
- 4) Up to three examples of similar projects with client contact information, including email addresses, and phone numbers.

- 5) List of resources, personnel, data, or other assistance that the Consultant expects or requires from the NRPC.
- 6) Consultant's proposed approach to the Scope of Work, including ability to complete the Scope within the available budget and schedule to accomplish tasks and milestones. *Consultant may propose alternatives to the Scope of Work outlined above.* If the consultant desires to propose alternatives to the Scope of Work, it must include an explanation of the proposed variance.
- 7) List of any actions taken by any regulatory agency or litigation involving the firm or its agents or employees with respect to work performed.
- 8) Address experience/commitment to addressing equity in mitigation and resiliency planning. Note if consultant qualifies as a disadvantaged business enterprise (DBE) or anticipates partnerships with DBEs under the Scope of Work.

Cost Proposal:

- 1) Billing rates in dollars per hour for all staff listed in the technical proposal.
- 2) Price list and billing rates for any subcontractors.

V. SUBMISSION REQUIREMENTS

An electronic version in PDF format of proposals shall be submitted by **April 4, 2025, at 3:00 pm** via email to kgrenier@nrpcvt.com. *Proposals received after April 4, 2025, at 3:00 pm will not be considered.* Hard copy submissions will not be accepted.

All questions pertaining to the RFP should be submitted to Kyle Grenier, Northwest Regional Planning Commission, by e-mail (kgrenier@nrpcvt.com), no later than March 21, 2025. Responses to all questions will be posted at <https://www.nrpcvt.com/about-nrpc/rfp-rfq-rfb/> on March 28, 2025.

Upon submission, all proposals become the property of the NRPC. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the responding consultant. *The NRPC retains the right to reject any and all proposals received, to interview or not interview any or all firms responding to this RFP prior to selection, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if it is in the best interest of the NRPC. This solicitation in no way obligates the NRPC as the grant holder to award a contract.*

The successful proposal will become part of the contract file and will become a matter of public record, as will all other responses received. In case a consultant includes any material that is considered to be proprietary and/or confidential under 1 VSA, Chapter 5, the consultant shall clearly designate the material as such, explaining why such material should be considered confidential. Under no circumstances can the entire response or cost proposal be marked confidential. If the consultant marks portions of the proposal confidential, the consultant shall provide a redacted version of the proposal for release to the public.

VI. PROPOSAL EVALUATION AND SELECTION

The proposal will be evaluated considering the following criteria:

Review Criteria	Max Points
Qualifications of the firm and the personnel to be assigned to this project.	10
Experience of the consultant personnel working together as a team to complete similar projects.	15
Demonstration of overall project understanding and insights into local conditions and potential issues.	25
Clarity of the proposal and creativity/thoroughness in addressing the scope of work.	30
Submission of a complete proposal with all elements required by the RFP	10
Quality of representative work sample	10
TOTAL	100

Failure to include any of the information specified in this RFP may automatically lead to the proposal not being reviewed. Attachments other than requested above will not be considered as part of the evaluation process.

A selection committee will review the proposals. Depending on the number of proposals received, the NRPC may elect to interview all responding consultants or develop a preferred list to be interviewed. Responding consultants selected for an interview will be required to make a presentation of their qualifications and their approach to the work. The NRPC as the grant holder reserves the right to select a consultant without conducting interviews.

VII. CONTRACTING

The information in the proposal and available project budget for the consultant selected for contract award will form the basis for negotiation of a contract. The NRPC reserves the right to issue a contract without further negotiation using the information contained in the RFP. The NRPC reserves the right to cease contract negotiations if it is determined that the selected consultant cannot perform services specified in their response.

The NRPC shall pay the selected consultant progress payments, which may be monthly or as otherwise agreed to by the parties, for actual costs incurred as determined by using cost records for each task and expense line items such as labor, benefits and direct and indirect costs of the required services covered by the Scope of Work.

The selected consultant, and any sub-consultants, must comply with all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement.

The selected consultant and any sub-consultants must comply with the *Vermont Standard State Provisions for Contracts and Grants* ([Attachment C](#)). The selected consultant, at its expense, shall maintain in full force and effect the insurance coverages set forth in the current Vermont State Insurance Specification. A copy of the Vermont State Insurance Specification is available at: <https://aoa.vermont.gov/Risk-Claims-COI>.

Qualified disadvantaged (DBE) and women-owned (WBE) businesses are encouraged to submit proposals. The NRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000b to 2000b-4), hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The Northwest Regional Planning Commission is an Equal Opportunity Employer.