

CITY OF SOUTH BURLINGTON

**REQUEST FOR PROPOSALS
DORSET STREET CORRIDOR & NETWORK STUDY**

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**Prepared by
City of South Burlington
Department of Planning & Zoning
South Burlington, Vermont**

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INTRODUCTION

The City of South Burlington, in conjunction with the Chittenden County Metropolitan Planning Organization (CCMPO), is issuing this Request for Proposals for consultant services to conduct a transportation corridor and network study along Dorset Street in South Burlington. The study corridor extends from the intersection of Cheese Factory Road/Barstow Road and Dorset Street in the Town of Shelburne to the Kennedy Drive/Dorset Street intersection in South Burlington. The study network also includes Swift Street and Old Cross Road between Dorset Street and Hinesburg Road/VT 116, and Midland Avenue, Swift Street, and Nowland Farm Road between Dorset Street and Spear Street. The study will start by October 1, 2006 and will be complete by September 30, 2007. The total budget for consultant services is \$80,000.

The purpose of this study is to identify existing and future transportation system deficiencies in the corridor and network; identify the probable impacts of planned developments and transportation system improvements; and recommend specific actions that the City and developers need to undertake to make the corridor and network function in a way that supports the City's goals for land use, quality of life and transportation system function.

I. Background

Dorset Street is a Class II Town Highway that begins in Charlotte, continues north through Shelburne, and terminates at its intersection with Williston Road in South Burlington. Dorset Street is essentially South Burlington's "main street." The boulevard section between Williston Road and Kennedy Drive forms the main north-south axis of the City Center district and the middle-high school campus; the segment between Kennedy Drive and Nowland Farm Road connects Dorset Park with the City Center; and the segment south of Nowland Farm Road forms the spine of the City's planned Southeast Quadrant residential village, which is projected to have up to 2,000 housing units and 6,000 residents of its own at full buildout (Southeast Quadrant zoning map, figure 1), most of which will use Dorset Street as the main north-south traffic collector.

Development along Dorset Street is principally residential in the study area south of Kennedy Drive. The main non-residential uses are the City's recreation complex at Dorset Park, and the Vermont National Country Club flanking Dorset

Street from Swift Street to Nowland Farm Road. South of Nowland Farm Road, a small village commercial district is planned and beginning to emerge around the site of the Chittenden Cider Mill, which is presently the only commercial operation on Dorset Street south of the Golf Course clubhouse.

Planned east-west roadway connections will have a significant impact on Dorset Street in the future, requiring proactive planning and management. Presently, Swift Street connects Shelburne Road (US 7) to Spear Street and Dorset Street, but terminates just east of Dorset Street before reaching Hinesburg Road. The planned extension of Swift Street to Hinesburg Road within the next 5 years will have substantial impacts on Dorset Street and the associated roadway network. Likewise, the planned extension of Nowland Farm/Old Cross Road from Spear Street through to Hinesburg Road at Van Sicklen Road will have its own set of impacts on travel and traffic patterns. The third planned east-west extension, of Midland Avenue from Dorset Street through to Spear Street, will complete the City's planned east-west road network.

II. Future Conditions

As outlined above, there will be significant residential development along Dorset Street in the coming years, and also a limited amount of new non-residential use in the Village Commercial district around the Cider Mill. Developments along Spear Street and Hinesburg Road will also have an impact as the east-west roadway connections identified above are completed.

The City keeps a record of anticipated development. The attached map (figure 2) and table below reference the locations, general expected character, and traffic study status of developments affecting Dorset Street, and the existing and planned east-west roads connecting various developments.

	Development	# of Units	Principal Access	Cross Connection	Build years	Traffic study?
1	Chittenden Cider Mill	149	Dorset	Through Marceau Meadows to VT116/ Van Sicklen	2006-2010	Yes (2003)
2	Marceau Meadows	115	Hinesburg	Through Golf Course to Old Cross Road/Dorset and to Chittenden Cider Mill	2008-2012	Yes (2002)
3	Vermont National Country Club	@330	Dorset	Old Cross Road to Marceau Meadows	1998-2008	Yes (1999)

4	South Village	334	Spear	Midland Avenue through Dorset Farms to Dorset Street	2008-2018	Yes (2005)
5	Cider Mill II	100-250	Dorset	Through Cider Mill I to Dorset and new access to VT 116	2008-2013	In process (2006)
6	Williams	10	Dorset	No direct	2007-2008	Yes (2006)
7	Rye/Bisson Farm	100	Hinesburg	Through Hill Farm to Swift Street/ Dorset	2008-2012	In process (2006)
8	Meadowland Business Park	Non-residential	Hinesburg	Through Hill Farm to Swift Street/ Dorset	2006-2010	Yes (2000?)
9	Hill Farm	150 + non-residential	Hinesburg	Swift Street extension to Dorset	2009?	In process (2006)

In addition, the City Center project will have some impact on Dorset Street south of the Interstate. Extensive traffic modeling and generation will be available from the City Center effort to support this project.

A major driver for this study is the recent re-zoning of the Southeast Quadrant. The new zoning calls for development of a village with a mixed-use commercial core in the section of Dorset Street between Midland Avenue and Nowland Farm/Old Cross Road (figure 3). At full buildout, this village area may contain as many as 1,500 new housing units plus a small commercial core. Dorset Street is imagined as the new “main street” for this village, with specific standards in the zoning for its character (figure 4). For this concept to succeed, access management and roadway improvements throughout this section will need to be very carefully planned and coordinated as new developments occur.

Future conditions also will be driven by development and demand for through travel, especially from more rural communities to the south. The potential to complete an interchange at VT 116 (Hinesburg Road or 12B) may have implications for through travel on Dorset Street as travel shifts to or seeks east-west routes to VT Route 116.

III. Project Organization

The South Burlington Planning Commission will be the City’s lead organization for this study and will host public presentations and work sessions. The Director

of Planning and Zoning will act as the City's project manager, working with the MPO liaison. A smaller steering committee of roughly 10 individuals, composed of City and MPO staff, representatives of Williston and Shelburne, one or two Planning Commission members, and key stakeholders will act as the core group for reviewing work products and making key decisions.

III. Scope of Services

1. Issues and Opportunities

1.1 Refine scope of work with core group

The consultant will work with the core group to refine the scope of work and schedule prior to beginning.

1.2 Assess existing and planned land use in the corridor

Review existing local and regional plans and zoning with City and MPO staff, including a brief review of zoning and development in Shelburne south of Cheese Factory/Barstow Road. Work with core group and staff to create a composite map of corridor, proposed developments and access points, existing sidewalks and recreation paths, and other transportation facilities such as bus stops and routes. Identify key linkages to larger regional systems. Identify likely east-west connections between Dorset Street, and Spear Street or Hinesburg Roads. Information from the Regional Planning Commission and City GIS layers on resource constraints and approximate Right-of-Way restrictions should be included, though no additional research is required.

1.3 Review previous and on-going traffic studies and plans

As indicated in the introduction to this RFP, there are numerous development applications pending with the City of South Burlington that affect the Dorset Street corridor or existing and planned connectors. Each application's traffic report should be reviewed, with the objective being to understand identified site deficiencies and recurring corridor-wide issues related to these developments. Staff of the City and MPO will help identify the relevant portions of each study to streamline this task.

1.4 Describe travel demand in corridor

With assistance and input from the MPO, describe in general terms the market served by the transportation system in the corridor, any readily apparent unmet needs, and the influence of regional patterns.

1.5 Conduct inventory of existing system

Describe the function and condition (surface, structural and drainage) for all modes and components of modes (i.e. roads, pedestrian crossings, sidewalks, recreation paths, bus stops, culverts) on Dorset Street from the Kennedy Drive intersection south to the Cheese Factory/Barstow

intersection. Note any areas where adjacent land uses affect roadway conditions, recreation path safety, or access management.

1.6 Identify existing and future operational and safety deficiencies in the transportation system (corridor and east-west connections)

This is the key work task for the project. Utilizing information from the MPO, City, traffic studies, and field work, the consultant will develop projections for traffic volumes in the corridor for current and the future build year. The consultant will then locate and document specific areas with operational, geometric, safety and/or capacity problems for both current conditions and the future study year. Deficiencies related to bicycle and pedestrian use and bus routes also need to be documented.

The consultant is asked to use the MPO model as a base, and to refine it as needed to answer specific issues and questions. The model should use two build years, a 2008 (with no Circ, no Exit 12B, and a new connection between Tilley Drive and Community Drive) and 2013 (with no Circ, a new Exit 12B, and the Tilley Drive connection).

The list of intersections/connections to be evaluated for two specified build years and special considerations for each one is as follows, with a special emphasis on the Cider Mill Village area:

1. Dorset Street at Kennedy Drive NORTHBOUND ONLY; there are concerns about the configuration of the through and turn lanes especially during school drop off and pick up hours.
2. Dorset Street & Swift Street with volumes and turning movements.
3. Swift Street extension; probable traffic volumes and turning movements once extended to Hinesburg Road through Hill Farm/Rye property; safety and sufficiency issues
4. Dorset Street & Nowland Farm/Old Cross Road; safety; configuration as a “gateway” to the Cider Mill village area; considerations when Old Cross Road is extended to Van Sicklen Road/Hinesburg Road intersection
5. Old Cross Road extension; probable traffic volumes once extended to Hinesburg Road through golf course/Marceau Meadows; safety and sufficiency issues.
6. Dorset Street at Cider Mill Drive; safety; volumes, sufficiency with future connection through to Marceau Meadows & Hinesburg Road

7. *Dorset Street at Cider Mill Village area; appropriate access management strategies and policies as development occurs; roadway profile and width issues; traffic calming; village character considerations; recreation/pedestrian safety and crossings
8. Dorset Street & Midland Avenue/Allen Road East (Dorset Farms/South Village); safety, sight distance, recreation/pedestrian path crossings

1.7 Prepare technical memo #1

The consultant will prepare a technical memo summarizing the findings of tasks 1.1 through 1.6, and submit it to the core group at least one week prior to a work session. Working with the core group, the consultant and core group will then develop a plan for an initial public involvement sessions (neighborhood and City-wide) that includes a presentation on the findings of the work tasks above, and creative methods for gathering public input on the corridor.

1.8 Three public involvement meetings – neighborhood sessions

Because of the high degree of sensitivity in some sections of this corridor regarding the extension of east-west roads, the consultant (along with City and MPO staff) will help develop an agenda for and conduct a meeting advertised only to neighbors immediately affected by the proposed extensions of Swift Street, Old Cross Road, and Midland Avenue. The intent of these meetings is to provide small, focused sessions where neighbors can review the projections and conditions from technical memo #1, and air their own particular concerns regarding traffic volumes, speeds, traffic calming, and potential mitigation. Past experience indicates that unless these three smaller sessions are held to deal with specific neighborhood concerns, a single, larger meeting will not yield helpful results. City staff will advertise these meetings with direct mailings and set up meeting locations.

1.9 Public involvement meeting #4 – City-wide session

A fourth, larger public meeting advertised to the City at large will then be held. The public meeting itself will be publicized by the City and MPO and held at a location within South Burlington. The consultant will prepare materials for the meeting and a meeting summary that can be posted on the City and MPO websites.

1.10 Summarize existing and future issues/opportunities, and develop corridor goals

The consultant will consolidate the technical memo following the outcome of the public meeting, incorporating responses to public input and

comments. The memo will describe the issues and opportunities identified, and should be submitted to the core group for review at least one week prior to a core group meeting. At the meeting, the consultant and the core group will finalize the corridor goals and objectives

2. Corridor Transportation Plan

2.1 Develop corridor plan

Based on the analysis and public input, outline the most effective strategies to address the corridor goals and objectives. Recommendations may include revisions to the Official Map's planned roadway and recreation path network, revisions to land use regulations or ordinances, or new policies to be developed, in addition to site-specific or general improvement actions as detailed in 2.2 through 2.4 below. The corridor plan and associated recommendations should fully incorporate bicycle and pedestrian facilities.

2.2 Individual facility recommendations

For locations where roadway and intersection capacity, geometric, safety or access deficiencies exist or may result due to future development, recommend solutions and develop sketch plans. Signalization and other improvements/alternatives required to implement the corridor study should be identified in general terms. Detailed warrant analyses are not expected as part of this study; rather, the study should indicate where these should be undertaken, and when. If it is readily apparent that signalization will be required at a specific intersection or time, the study should state this as well.

2.3 Prepare implementation plan

The consultant will develop a list of recommendations to be implemented in the immediate, short and long term time frames, with order of magnitude cost estimates.

2.4 Public meeting #5

A single larger public meeting, advertised City-wide by City staff, will be held to present the corridor plan, recommendations, and implementation plan. The draft report should be available for public and core-group review two weeks before this meeting. Consultants will then incorporate public comments into a final draft for review by the core group prior to finalizing the report.

2.5 Prepare final report

The final report will include an executive summary and incorporate comments and revisions as appropriate. Photos at key locations are recommended. The report and all materials need to be provided in hard

copy and pdf formats. Data to be presented in the report will include the following:

1. Flow diagrams showing existing and future peak hour volumes and turning movements at the intersections and segments listed above.
2. A table summarizing recommendations, recommended dates for implementation, recommended responsibility (i.e. City, VTrans, developer), and order of magnitude costs estimates where practicable.
3. Access management, roadway profile, and corridor illustrations or maps (11x17 format preferred) showing intersections, major segments, and corridor land use in existing and future build years.
4. Other illustrations as appropriate.

IV. Proposal Requirements

All consultants are 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:

1. Submit eight copies of the Technical Proposal (please see requirements below) in one sealed package. The Technical Proposal must be double sided with no acetate or plastic covers. Please number all pages consecutively.
2. Submit one copy of the Cost Proposal (please see requirements below) in one sealed, separate package.
3. Submit one copy of the required Financial Forms (please see requirements below) in a sealed, separate package.
4. Clearly indicate the following on the outside of each of the three sealed packages:
 - ◆ Project name (Dorset Street Corridor Study)
 - ◆ Envelope contents (i.e. technical proposal, cost proposal, or financial information)
 - ◆ Name and address of the prime consultant, with the name and telephone number of the appropriate contact person.

Submissions must be received by FRIDAY, AUGUST 25, 2006 at:

City of South Burlington
Department of Planning & Zoning
575 Dorset Street
South Burlington, VT 05403

Proposals received after the deadline will not be accepted. Fax and e-mailed proposals will not be accepted.

Questions regarding this RFP should be directed to Juli Beth Hinds, Director of Planning & Zoning, at (802) 846-4106 or jhinds@sburl.com.

A. SOQ/Technical Proposal Requirements

The SOQ/Technical Proposal should include the following:

1. Cover letter
2. Introduction to the consultant firm/team
3. Qualification of the consultant firm(s) – describe experience in areas needed to fulfill the scope and any related project experience that illustrates the firm's ability to carry out this project.
4. Scope of work – A scope of work for the project detailing the consultant's proposed approach to the work tasks described in this RFP, and any recommended adjustments to the scope or individual tasks.
5. Proposed schedule – The schedule should include completion of work tasks and deliverables as well as the five public meetings and any key meetings with the core group and City/MPO staff.
6. Project organization – This should discuss the firm or team's proposed project management structure and relationship to the core group and staff.
7. Resumes of key staff, a brief description of their roles in the project, and a brief description of their work on related projects.
8. References – please provide a minimum of four, including the name, phone number and e-mail of a contact person.

B. Cost Proposal Requirements

The cost proposal should include the following, listing the prime consultant and each subconsultant separately:

1. A schedule of staff to be assigned to the project, their hourly rates, and estimated hours per person by task.
2. Overhead rate and fee.

C. Financial Forms

1. Please provide with this submittal a complete copy of VTrans form AF38. 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.
2. Provide with this submittal a completed copy of standard form 254 (architect-engineer and related services questionnaire).

V. Consultant Selection Procedures

A. Review of Written Proposals

The technical proposals will be evaluated by a selection committee that will consist of City and MPO staff and members of the South Burlington Planning Commission. The technical proposals will be ranked based on the following criteria:

- ◆ Quality of submission
- ◆ Knowledge of technical requirements
- ◆ Responsiveness to the RFP
- ◆ Quality and availability of staff assigned to the project
- ◆ Specific experience of the proposed staff
- ◆ Overall experience of the firm
- ◆ Performance on similar projects
- ◆ Knowledge and understanding of the project area and context
- ◆ Good faith effort soliciting DBEs¹

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. The City of South Burlington (“the City”) reserves the right to seek clarification of any proposal submitted and to select the proposal considered best to promote the public interest.

All proposals become the property of the City upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The City 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 the City. This solicitation of proposals in no way obligates the City to award a contract.

B. Oral Presentations

The selection committee may elect to interview consultants prior to selection. If interviews are desired, the following procedure will be employed. Presentations will be made to the selection committee. Each consultant will be permitted 20 minutes to make an oral presentation to the selection committee, with a question and answer session to follow, not to exceed 40 minutes. The consultant teams may wish to present descriptions, sketches, photos or plans of projects of a similar nature which have been completed by each firm; any unique features of

¹ DBE Obligation. The Consultant agrees to ensure that DBEs, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds. In this regard, the Consultant shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. The consultant shall not discriminate on the basis of race, color, national origin, sex, physical disability or veteran status in the award and performance of US DOT assisted contracts.

the project(s); and relevant methodology/experience in dealing with environmental impacts that may be encountered under this agreement. Firms may also wish to provide samples of materials that have been developed for public information meetings. Oral presentations will take place at the MPO offices. The oral presentations will be evaluated using similar criteria as the written proposals.