

**CHITTENDEN COUNTY  
METROPOLITAN PLANNING ORGANIZATION**

**REQUEST FOR QUALIFICATIONS  
TRANSPORTATION PROJECT DEVELOPMENT SERVICES**

**November 15, 2006**

**Prepared by  
Chittenden County Metropolitan Planning Organization  
South Burlington, Vermont**



## I. Introduction

The Chittenden County Metropolitan Planning Organization (CCMPO) is issuing this Request for Qualifications (RFQ) on behalf of the eighteen communities that comprise the CCMPO.

CCMPO seeks to select three consultants or consultant teams to provide transportation project development services on an on-call basis for a three-year period. CCMPO's anticipated annual budget for this agreement is approximately \$200,000. The selected firms will be required to follow the procedures outlined in the Vermont Agency of Transportation's (VTrans) Project Development Manual, adopted in January of 1998, for specific projects brought forward by CCMPO. Projects must be closely coordinated with VTrans. Specific responsibilities for each project are anticipated to include: preparing the draft Purpose and Need Statements in coordination with the local municipalities and CCMPO; coordinating and running local concerns meetings and alternatives presentation meetings; conducting alternatives analyses; and preparing conceptual plans. In addition, the Project Development Manual requires extensive early coordination with the public and resource agencies in an effort to obtain early consensus on the project.

The consultants or consultant teams must provide expertise in, but not limited to, the following disciplines: survey, historic preservation, landscape architecture, archaeology, wetlands biology, wildlife habitat, NEPA compliance, traffic engineering, hazardous waste identification, highway and structural engineering and public involvement. At least one of the firms selected will have expertise in bicycle and pedestrian facility design and at least one of the firms selected will have expertise in bridge design. The successful teams must be familiar with state and federal environmental laws and regulations, and must possess a demonstrated ability to conduct effective public meetings, hearings and public outreach.

## II. SOQ Format

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

- ▶ Submit eight copies of the SOQ/Technical Proposal (see requirements below) in one sealed package. The SOQ/Technical Proposal must be double sided with no acetate or plastic covers. The SOQ/Technical Proposal must not exceed 25 pages.
- ▶ Submit one copy of the Cost Proposal (see requirements below) in a sealed, separate package.
- ▶ Submit one copy of the required Financial Forms (see requirements below) in a sealed, separate package.
- ▶ Clearly indicate the following on the outside of each of the three sealed packages:
  1. Project name (Transportation Project Development Services);
  2. Envelope contents (SOQ/Technical Proposal, Cost Proposal or Financial Information); and



3. Name and address of the prime consultant.

Submissions must be received by **4:30 p.m., December 8, 2006** at:

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

Proposals received after the deadline will not be accepted.

Questions regarding this RFQ should be directed to Christine Forde, Senior Transportation Planner, CCMPO at (802) 660-4071 ext. 13 or [cforde@ccmpo.org](mailto:cforde@ccmpo.org). CCMPO will maintain a list of questions and answers linked to the CCMPO RFP website for consultant information (<http://www.ccmpo.org/consultants/rfps.html>). Questions will be accepted until December 1, 2006 to ensure all parties have adequate time to review the answers.

#### **A. SOQ/Technical Proposal Requirements**

The SOQ/Technical Proposal should include the following:

1. Cover Letter.
2. Introduction to the Consultant Firm(s).
3. Qualifications of the Consultant Firm(s) -- Describe experience in all areas likely to be required under this contract.
4. Scope of Work for typical projects -- As part of the SOQ interested consultants or consultant teams must submit a sample scope of work for the scenarios listed below. Consultants will be required to follow the Scope of Work for Project Definition Studies, included as Attachment A, and including the following five major steps (see VTrans Project Development Manual):
  - ▶ Information collection and community, MPO and VTrans coordination;
  - ▶ Local Concerns Meeting and Purpose and Need Statement development;
  - ▶ Resource team review/coordination with resource agencies;
  - ▶ Alternatives development, review and acceptance; and
  - ▶ Conceptual Plans development.

Please provide a generalized, step-by-step description of the approach your firm would take to accomplish the following two projects. Scopes of work should be concise.

- a. Describe the project development process that would be applied to a busy, unsignalized intersection that currently experiences significant delays and has safety concerns. There is some use of the intersection by bicyclists and



pedestrians. No significant planning work has been done in this location previously.

- b. Describe the project development process that would be applied to the development of a multiuse path connecting two Chittenden County communities . One potential route follows an existing road corridor. However, some members of the community prefer an off road alignment that may have significant environmental issues.
5. Project Organization (should discuss project management structure and relate the job categories listed in the Cost Proposal to generalized project tasks).
6. Resumes of Key Staff.
7. References (provide a minimum of five).

The SOQ/Technical Proposal must not exceed 25 pages.

### **B. Cost Proposal Requirements**

The Cost Proposal should include the following, listing the prime consultant and each subconsultant separately:

1. An hourly rate schedule for all job categories.
2. Overhead rate and fee.

### **C. Financial Forms**

1. Provide with this submittal a complete copy of VTrans Form AF38 (Revised 6/30/04) (included in Attachment B). (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 330 (Architect-Engineer and Related Services Questionnaire)(included in Attachment C).

## **III. Consultant Selection Procedure**

### **A. Selection of "On-Call" Consultants**

#### **1. Review of Written Proposals**

The SOQ/Technical Proposals will be evaluated considering the criteria listed below by a selection committee consisting of members of CCMPO's Technical Advisory Committee (TAC),



CCMPO staff members, and a representative of VTrans. A short list of qualified firms will be developed based on the following criteria:

- ▶ Quality of submission;
- ▶ Knowledge of technical requirements;
- ▶ Responsiveness to sample 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;
- ▶ Knowledge of the project area; and
- ▶ Good faith effort soliciting DBEs<sup>1</sup>.

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 RFQ 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.

## **2. Oral 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 a selection committee made up of representatives of the TAC, CCMPO staff members, and a representative of VTrans. 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 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 impacts that may be encountered under this agreement. 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.

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<sup>1</sup>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.



The oral presentations will be evaluated using similar criteria as the written proposals. Three firms 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.

### **B. Selection of Task Order Consultants**

As specific projects move into the scoping phase, CCMPO will select one of the three on-call consultants or consultant teams based on the SOQ package, current workload and/or past performance. It is the intention of CCMPO to provide equal workloads to each of the three firms. However, CCMPO reserves the right to make selection decisions on the basis of past performance. The selected firm, in consultation with CCMPO and the affected towns, will develop the project specific scope of work and cost proposal, which will include the following items:

- ▶ Letter of Interest
- ▶ Abbreviated Scope of Work
- ▶ Project organization (listing of staff proposed and availability – resumes not necessary)
- ▶ Project costs

In the event that CCMPO is unable to reach agreement with the selected consultant firm regarding scope of work and/or cost, one of the other on-call firms may be asked to prepare a scope of work and cost proposal.

CCMPO will negotiate a contract for each task order with the selected firm.

### **IV. Standards**

The consultant shall comply with all VTrans design standards, specifications and policies, to include the latest VTrans CADD requirements and the latest version of the Manual on Uniform Traffic Control Devices (MUTCD).

Highway capacity calculations shall be made using the 2000 edition Highway Capacity Manual procedures.

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 documents and plans, in either paper or electronic format, shall be the property of the CCMPO upon completion of the project or termination of the contract.

In addition to providing paper copies of reports, all final reports will also be supplied in PDF format.



All materials to be utilized at public meetings or hearings shall be reviewed and approved by CCMPO Program 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.

#### **V. 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.



## **Attachment A Scope of Work for Scoping Studies**

### **I. BACKGROUND INFORMATION**

The Chittenden County Metropolitan Planning Organization (CCMPO) is responsible for performing continuing long and short-range transportation systems analyses for Chittenden County. As necessary, qualified engineering consultants are retained to provide transportation engineering, transportation planning and environmental planning services to CCMPO member communities. Federal, state and local governments share in the cost of these planning projects and Federal regulation 23 CFR 172 “Administration of Engineering and Design Related Service Contracts” applies to these projects.

### **II. INTRODUCTION**

Scoping is a process that defines the purpose and the need of an undertaking, identifies adjacent resources and states the potential impacts on those resources. Project definition develops safe and effective alternatives based on documented rationale that meet the stated purpose and need. The project definition process results in the recommendation of a preferred alternative, which has local, regional and Vermont Agency of Transportation (VTrans) support. The preferred alternative should be the least environmentally damaging practicable alternative. The project definition process includes the opportunity for public comment and for interaction with the affected communities, the CCMPO, the Chittenden County Regional Planning Commission (CCRPC), VTrans and resource agencies as listed in the VTrans Project Development Manual. Input is to be considered, consensus obtained, and a preferred alternative recommended. The work to be performed by this contract is outlined in the VTrans Project Development Manual, dated December 1997. The stated manual will be followed and the term Project Manager shall mean the Consultant's project manager. The Consultant will be responsible for carrying out all of the activities identified in the Manual.

The Project Manager shall keep the CCMPO Project Manager (Program Manager) informed of all correspondences, incoming and outgoing. The Project Manager will be responsible for logging project-related correspondences and providing file copies to the CCMPO Program Manager. All work products shall be reviewed by the CCMPO Program Manager prior to submission.

Prior to submitting a proposal the consultant shall, at a minimum, visit the site to verify site conditions. These conditions are to be reflected in the proposal.

The project definition effort shall consider bike/pedestrian issues.

A VTrans Technical Liaison will be identified at the start of work. The Technical Liaison shall be kept apprised of project status, shall be notified of all meetings regarding the project and shall be provided copies of all reports. The Technical Liaison will be responsible for providing technical assistance to CCMPO and the Consultant. The Technical Liaison will facilitate



coordination with other VTrans sections as necessary and coordinate VTrans reviews and comments regarding the project.

### III. DEVELOPMENT OF THE PROJECT

The scope of work for the project will be described in the following three phases:

**Phase 1 – Problem Identification.** Gather site information regarding the project and perform field survey work to properly define the boundaries and location of impacted resources and to establish ground control. Available regional and local planning reports shall be reviewed. After collection of the existing data, a Local Concerns meeting shall be held to receive local and regional concerns. Following this concerns meeting the Consultant shall prepare a Purpose and Need Statement that outlines the regional and local concerns.

**Phase 2 – Initial Scoping Report (ISR).** Environmental constraints shall be identified and investigated. With this knowledge the Consultant shall develop and present practical and environmentally sensitive alternatives. These alternatives shall be organized using VTrans standard evaluation matrix, which will include right-of-way requirements. An Alternatives Presentation meeting shall be held to present these alternatives to local officials, the CCMPO, the CCRPC and resource agencies. Following selection of a preferred alternative, the ISR shall be completed. Additional coordination with regulatory agencies shall be conducted as necessary. This phase shall conclude with a review process, which is discussed later in this scope. After review comments are addressed, the ISR will be presented to the VTrans Project Definition Team (PDT), if necessary, for approval.

**Phase 3 – Final Scoping Report (FSR).** The consultant will address comments developed during the ISR review process, including PDT comments, and revise the ISR to produce a Final Scoping Report (FSR). The FSR concentrates on the preferred alternative. The final report shall contain the following: social and economic aspects of the project; land use relationships; probable impacts to the environment and possible mitigation; the benefits, cost and risks of each choice; and construction alternatives that were investigated. Upon approval the FSR shall be distributed to all project stakeholders.

### IV. SCOPE OF WORK

#### A. Collect Existing Data

1. The Consultant shall conduct field inspections of the project area. As part of this phase, a local contact and/or steering committee will be established and the Consultant shall meet with the contact/steering committee to understand the communities' concerns. The field inspections should note any obvious conditions that may have a major impact on the design of the project. If deemed appropriate the Consultant will take photographs of the project area and a visual representation of the site will be presented in the Scoping Report. The field inspection shall include bridges, culverts, bus route(s), sidewalks, bike paths, environmental features, freight



movements, traffic control devices, lighting, drainage, access control, utility setbacks and obstacles in the right-of-way.

2. The Consultant shall obtain readily available pertinent information, such as: wetland and floodplain locations, accident data, high accident locations, roadway sufficiency ratings, preliminary traffic data, and any available automatic traffic recorder counts. For roadway projects the Consultant will be required to obtain or develop design year traffic data including, but not necessarily limited to, Average Daily Traffic (ADT), Design Hourly Volume (DHV), Directional Factor (%D), Percent Trucks (%T), and the intersection and signal (where appropriate) related traffic data.
3. Where appropriate, the Consultant shall contact VTrans regarding the following items: data related to pavement conditions and existing subsurface materials; rail/highway crossing input; record plans and available right-of-way documents; and the impact of this project relative to utilities.
4. The Consultant shall identify and document the environmental resources.

#### **B. Investigate Local and Regional Concerns**

1. The Consultant shall organize and moderate a Local Concerns Meeting to gather input from State and Federal agencies, including the District Transportation Administrator (DTA), and to solicit input from the CCRPC, CCMPO, municipal officials, regulatory/resource agencies, special interest groups and the public. The Consultant shall develop a list of stakeholders to be invited to the Local Concerns Meeting and present this list to the CCMPO Program Manager for review and approval. The Consultant shall send written notification of the project meeting, with copies of available maps of the project area, to all identified parties at least three weeks prior to the meeting. The consultant shall coordinate printing notification of the meeting in the community calendar section of regional and local newspapers.

The key point of this meeting is to obtain local and regional concerns. The Consultant shall follow this meeting up by contacting affected local, regional or VTrans officials not in attendance. An initial presentation regarding the project definition process shall be given to educate the participants in the project development process. Following this presentation, the Consultant shall lead discussions to determine concerns and ideas regarding the project.

2. The Consultant shall prepare minutes of the meeting and distribute them to the CCMPO Program Manager, the VTrans Technical Liaison and identified stakeholders. This shall be done in a format approved by the CCMPO Program Manager. Comments received from any stakeholder not present at the meeting will be attached to the minutes of the meeting.
3. Following the Concerns Meeting, the Consultant will incorporate concerns and ideas received into the scoping report.



### **C. Purpose and Need Statement**

1. From information obtained at the Local Concerns Meeting, the Consultant shall prepare/revise a Draft Purpose and Need Statement. The Purpose and Need Statement shall clearly define the problem and provide objectives that describe what the solution must contain. The statement will not be so specific as to limit possible courses of action. This statement will be the crux of the scoping report. The need for the project must be conclusively illustrated to prove that the project is justifiable and warrants spending public funds.
2. After the Purpose and Need Statement is approved by the CCMPO Program Manager, it will be sent to the project steering committee and VTrans Technical Liaison for their review. If it is not accepted, the Consultant shall rewrite the Purpose and Need Statement and resubmit it for review.

### **D. Identify Constraints**

1. All resources in the vicinity of the project shall be identified. These resources include, but are not limited to, the following:
  - a. Wetlands
  - b. Archaeological and historic sites/districts
  - c. Air and water quality
  - d. Noise sensitive land uses
  - e. Fish and wildlife habitats
  - f. Endangered/threatened species
  - g. Community character (local aesthetics)
  - h. Socioeconomic characteristics
  - i. Agricultural lands
  - j. Land and Water Conservation Funds lands (Section 6(f))
  - k. Public and recreational land (Section 4(f))
2. The resource evaluations shall be sufficiently detailed to present the full range of impacts on the project environment. All constraints shall be listed.

### **E. Survey Work and Soil Borings**

1. The Consultant shall collect all horizontal, vertical and topographic data necessary to ensure acceptable project definition design work. A No Action alternative will be one of the alternatives evaluated.
2. The Consultant shall be responsible for project coordination with affected property owners. Contact with property owners will be established prior to commencing ground surveys and will be renewed prior to each subsequent use of the property. Before any contact with property owners, the Consultant shall draft a letter for the



CCMPO Program Manager's signature, which will introduce the Consultant's surveyor to the property owner. The Consultant will also provide the CCMPO Program Manager with a list of all personnel who will be involved in any field activities.

3. Survey may be required to locate wetland limits, archaeological and historical sites, and hazardous waste and contaminated soil locations.
4. An electronic three-dimensional survey shall be provided with horizontal and vertical data sufficient to develop initial project definition plans for the scoping report. The survey must be done to VTrans standards. The Consultant may use photogrammetry to obtain the required survey data.

#### **F. Alternative Development**

1. The Initial Scoping Report shall include evaluation of all viable alternatives. The number of alternatives to be evaluated will be pre-specified in the project proposal, and may be subject to revision during project development. The alternatives evaluated must contain a No Action alternative. The alternatives shall be developed such that they include the following information.
  - a. Plan sheets showing pertinent features which may include general topography, roadway alignment and grade, construction limits, existing and proposed alternative paths.
  - b. Typical sections and critical cross sections. Critical cross sections will be located at points where structures and resources are impacted. Structures are defined as buildings, barns, cattle passes and culverts 48 inches or larger.
  - c. Profile sheets where changes are designed.
  - d. Earthwork estimate.
  - e. Cost estimate.
2. Where appropriate, the Consultant shall analyze each alternative to insure adequate traffic levels of service. In the event that additional traffic data is needed, the Consultant will be required to collect it. The Consultant shall identify any geometric deficiencies.

#### **G. Evaluation Matrix**

1. After the Consultant prepares the standard VTrans evaluation matrix, a meeting will occur with the CCMPO Program Manager and local contact/steering committee members to review the alternatives and matrix. The alternatives will be analyzed to determine if there is at least one alternative that is viable, permissible and cost effective.



2. The matrix will contain information concerning the basic alignment (i.e. length, typical width, etc.), impacts assessed, the need to acquire right-of-way, an estimated cost, and any permits required.

#### **H. Alternative Presentation Meeting**

1. The Consultant shall set up a meeting with the local officials, CCRPC, CCMPO, VTrans Technical Liaison, environmental resource agencies, and the public to present the alternatives and matrix. The Consultant shall give at least three weeks written notice of the meeting and follow the same notification procedure as for the Local Concerns Meeting. A preferred alternative may be agreed upon at this meeting. Final approval of the preferred alternative shall be made by the local officials. If a preferred alternative is not agreed upon, the Consultant shall obtain further information concerning the existing alternatives or develop new alternatives with a supporting matrix. This process will continue until acceptance of a preferred alternative, as determined by the CCMPO Program Manager.

#### **I. Initial Scoping Report**

1. The Consultant shall compile all pertinent information gathered during the investigative stage of the project definition process, including all relevant meetings and engineering analyses, in an ISR. A summary of the resource impacts will be prepared to clearly state the information presented in the evaluation matrix. A synopsis of the alternatives will be prepared that includes benefits and impacts for each alternative and a final recommendation will be presented. Upon completion of a Draft ISR, the Consultant shall deliver one copy to be reviewed by the CCMPO Program Manager. The CCMPO Program Manager will provide the Consultant with comments on the Draft ISR and a revised Draft ISR shall be distributed to the local contact/steering committee, VTrans Technical Liaison and any other parties deemed appropriate. The CCMPO Program Manager will provide any additional comments to the Consultant on the Draft ISR.

#### **J. Regulatory Agency Coordination**

1. If any environmental impacts are identified in the ISR or the FSR, the Consultant shall make the appropriate coordination with the regulatory agency of jurisdiction. This coordination may include a discussion of minimization and mitigation procedures. If deemed appropriate, this coordination may take place at the bimonthly U.S. Army Corps of Engineers meeting held at the VTrans offices. The Consultant is to notify the CCMPO Program Manager of the intent to utilize this bimonthly meeting for agency coordination and will make arrangements through the VTrans contact.



## **K. Initial Scoping Report Review**

1. After making revisions to the Draft ISR, the Consultant shall prepare copies of the ISR for necessary agency reviews. The Consultant shall prepare for CCMPO review, a distribution list of agency names, addresses and contact persons. The Consultant shall be responsible for distribution of the ISR. A minimum of four weeks will be provided for this review process.
2. Comments from this review shall be addressed and the ISR revised to reflect those changes. Depending on the extent of comments and with the concurrence of the CCMPO Program Manager, this might be handled by an addendum to the ISR. The ISR will then be submitted to the CCMPO Program Manager, who will submit a request to the VTrans contact to have the PDT review the report, if PDT review is necessary. The Consultant shall be responsible for distributing copies of the ISR to members of the PDT, and will be responsible for presenting the ISR to the PDT. Any questions or recommendations by the PDT will be addressed by the Consultant and incorporated into the FSR.
3. Within three weeks of the conclusion of the PDT review and comment period, the Consultant will schedule a conference at the CCMPO offices to present a summary of comments, and the Consultant's recommended responses. The local contact/steering committee and VTrans Technical Liaison will be invited to this meeting. Based on decisions made as a result of this meeting, the Consultant shall prepare a FSR.

## **L. Final Scoping Report**

1. The final written report will include any revisions requested by the PDT, as well as an Executive Summary of the recommendations and findings of the report.
2. The Consultant, with the concurrence of the CCMPO Program Manager, will submit 15 copies of the final report to the PDT and will attend the PDT review meeting to answer questions relative to the final report. A reproducible copy of the FSR, including all project definition plans, shall be provided.
3. The FSR will incorporate the ISR and will include the completed project definition plans. The FSR will include, but not be limited to, the following:
  - a. Title page.
  - b. Plan sheets showing general topography, roadway alignment and grade, approximate construction limits, and local and extent of all environmental constraints.
  - c. Profile sheets.
  - d. Typical sections and critical cross sections. Critical sections are points where structures and resources are impacted.
  - e. Bridge details adequate to identify the bridge location, span and type.
  - f. Earthwork estimate.



- g. Initial construction cost estimate.

The project definition plans in the FSR shall be for the preferred alternative. In the event that the project definition plans are not acceptable to the VTrans, the Consultant will be required to submit revised project definition plans until VTrans written approval is received.

- 4. In conjunction with the project definition plans submittal, the Consultant will identify potential or known conflicts with existing utilities, including buried utilities, and recommend ways of resolving those conflicts.

### **M. Design Criteria**

- 1. All structural and highway design must be in accordance with the VTrans and any other relevant standards.
- 2. Project design and plans preparation will conform to requirements of the VTrans Design Manual and other relevant policies and standards. Where conflicts exist, the governing criteria will be determined by the VTrans. Any need for design exceptions will be brought to the attention of the Program Manager.
- 3. Traffic signs, signals and pavement markings shall meet all VTrans, AASHTO and other relevant standards and policies. Highway capacity calculations shall be made using 2000 edition Highway Capacity Manual procedures.
- 4. The Consultant shall evaluate the hydraulic adequacy of all existing drainage culverts within the project limits. The Consultant will contact the District Transportation Administrator (DTA) to solicit his/her input on any present drainage problems. The Consultant will follow the latest VTrans hydrologic and hydraulic policies and criteria.
- 5. The Consultant shall perform preliminary analyses of waterway area and scour conditions if any construction work is to be performed below superstructure depth according to VTrans standards and policies.
- 6. The Consultant shall follow any additional design criteria furnished by the VTrans.
- 7. The Consultant shall utilize the AASHTO and VTrans guidelines for alternative transportation path evaluation.

## **V. SUBMITTALS**

### **A. Project Schedule**

- 1. A project schedule will be submitted with the proposal. Any changes in the schedule require written approval of the CCMPO Program Manager.



2. Major milestones and activities that shall be included in the schedule include, but are not limited to, the following:
  - a. Collect existing data and investigate local and regional concerns
  - b. Local Concerns meeting
  - c. Develop purpose and need statement
  - d. Identify constraints and develop alternatives
  - e. Alternatives review meeting
  - f. Alternatives presentation meeting
  - g. Regulatory agency coordination
  - h. Initial Scoping Report preparation
  - i. PDT review
  - j. Revision of ISR
  - k. Production of Final Scoping Report
  - l. Distribution of the FSR
  - m. Completion and final invoice date
  
3. Schedule submissions must be up to date with the CCMPO Program Manager for the processing of invoices to proceed.

#### **B. Monthly Progress Reports**

1. Monthly Progress Reports showing tasks underway/completed, schedule adherence, meetings held and progress towards document completion shall be forwarded to the Program Manager no later than the 10<sup>th</sup> day of each month during the study.
  
2. Progress Reports must be current with the CCMPO Program Manager for the processing of invoices to proceed.

#### **C. Meetings**

1. Meetings shall be held with the Consultant, the CCMPO Program Manager and the local contact/steering committee prior to the Local Concerns Meeting and following all normal meetings to discuss progress and address any issues raised. These meetings shall be informal and last approximately 60 minutes. The normal meetings are the Concerns Meeting, the Alternative Presentation Meeting, the PDT Meetings (if necessary) and the U.S. Army Corps of Engineers Meeting (if necessary). Additional meeting with VTrans staff may also be necessary.

#### **D. Documents**

1. One copy of the Draft Initial Scoping Report shall be provided.



2. A maximum of one original and thirty-five (35) copies of the Initial Scoping Report shall be provided. The Initial Scoping Report must be approved by the CCMPO Program Manager.
3. One original, fifteen (15) copies and a PDF file of the Final Scoping Report shall be provided.
4. All copies of the scoping reports shall be printed double sided.
5. Plastic and non-recyclable covers shall not be used.

**E. Project Definition Presentations**

1. The Consultant shall give an informal presentation of the Evaluation Matrix to the CCMPO Program Manager and others as determined by the CCMPO Program Manager.
2. The Consultant shall give a formal presentation at the Local Concerns Meeting.
3. The Consultant shall give a formal presentation of the alternatives at the Alternative Presentation Meeting.
4. The Consultant shall provide a formal presentation to the Project Definition Team.

**F. Data Formats**

1. All data collected, text bases, drawings, details and documents must be recorded and delivered to VTrans in formats that are fully compatible with the existing systems utilized by VTrans.
2. The Consultant shall furnish all drawings and details in electronic form acceptable to VTrans and CCMPO.
3. Word processing, spreadsheet files and database files shall be supplied in Microsoft Word, Excel and Access.
4. It shall be the Consultant's responsibility to keep a backup of all files for 90 days after final acceptance by VTrans.

**VI. INFORMATION SOURCES**

The following information available at the VTrans, CCMPO and/or the CCRPC may prove useful in the study. The Consultant will be responsible for researching and obtaining Agency information to be used in the documents. The various divisions within the Agency, such as the Structures Division and the Pavement Management Unit, each have information that the Consultant may find helpful and informative.



- Record construction plans
- Traffic data (various locations)
- Route logs
- Sufficiency ratings
- Accident data
- Standards and specifications
- Mapping
- Agency policy plan
- Right-of-way plans
- Previous project plans
- Regional, town and village plans
- Zoning ordinances
- Orthophotos/Photogrammetry
- Vermont Long Range Transportation Plan

Data, maps, photos, reports, etc. not available from the local government, the CCMPO, the CCRPC and/or VTrans will be obtained by the Consultant as part of the work to be performed under the contract.

The Consultant shall coordinate with other state and federal agencies to obtain information that will be useful for this project. Agency contacts may include the following:

- Agency of Commerce and Community Affairs
- Agency of Natural Resources, Planning Division (for coordination with all divisions)
- Division for Historic Preservation for historic and archaeological sites
- Geographic Information Systems – Vermont Center for Geographic Information Services.
- Other agencies – Dept. of Agriculture, Public Service, etc.
- U.S. Corps of Engineers
- U.S. Department of Transportation
  - Federal Highway Administration
  - Federal Aviation Administration
  - Federal Transit Administration
  - Others as appropriate