

REQUEST FOR PROPOSALS

Walkable Middlesex Village Design Options & Cost Assessment Town of Middlesex, VT

February 3, 2020

Proposals Due via Email:

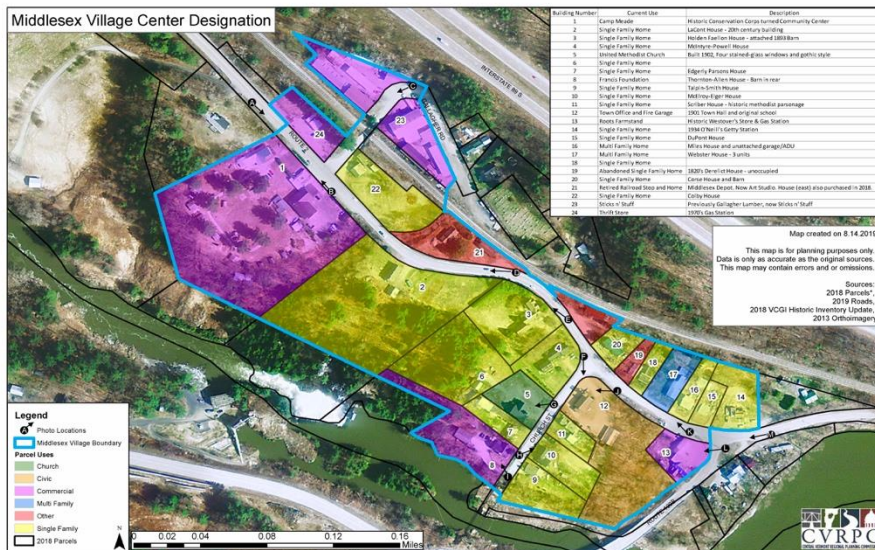
Wednesday March 4th @ 4:00 PM

Potential Interviews:

Wednesday, March 18th @ 6:00 PM (Planning Commission)

Overview

Middlesex Village is no longer a place to be “gone through” on Route 2 between Montpelier and Waterbury. After a strong public engagement process called “What’s Next Middlesex?” in 2017 and 2018 the Town (1) formed four task force committees focused on different areas of opportunity, (2) completed an overhaul of its Town Plan in late 2019, and (3) gained Village Center designation for the first time: http://middlesexvermont.org/wp-content/uploads/2019/08/FINAL-8.22.2019-Middlesex-VCD-Application_reduced.pdf



Rejuvenation and change in the Village, including a new store and farmstand – The Roots Farm Market – at the corner of Rte 2 & 100B along with the Red Hen Bakery and activities at the historic Camp Meade property, including the S'morestice Festival (right), as well as Town offices and a nearby Park & Ride and Interstate Interchange has increased activity in the area and highlighted the need for a comprehensive look at the Village's pedestrian, parking, circulation, and streetscape needs in short and long terms, and understanding how this ties in to other infrastructure needs.



Middlesex Village is full of opportunities and potential. The reconstruction of the Route 2/Route 100B intersection changed the traffic and land use dynamic in the Village by removing a high-volume road segment from a residential portion of the Village.

There are the beginnings of a transportation path system to the north of the Village, and very initial evaluations of the potential for trail access along the Winooski River. In addition, Middlesex retains its historic train station and would have prime rail access if service were restored. Town offices are in the Village along with a town owned building ready for redevelopment. Recent events at Camp Meade, and the new store and overall increased activity in the Village area have, however, demonstrated the limitations of the existing infrastructure to holding, safe and pedestrian-friendly community events and supporting the Village focused development the community wants, along a highway that is entirely oriented for cars to drive through the Village. Planning for intra-Village and outside connectivity, ride sharing/hailing, parking, river access, and streetscape is needed badly to help the Village move forward to secure funding and partnerships that can revamp the transportation system, and other infrastructure, and serve the Village's desired future.

To guide this dynamic and positive change, the Town of Middlesex is seeking qualified and creative consultant assistance to develop conceptual design options and cost estimates for transportation and streetscape enhancements in the Village. This project will help all stakeholders – Town leadership, State agencies, Village property owners, and Middlesex residents - chart the next steps forward to enhancing the Village's role as a vital transportation hub, incubator, and community gathering space for the Town and region.

Project Objective: The core objective for this effort is to prepare conceptual designs and project cost estimates that will facilitate the design of a walkable, bikeable, vibrant Village Center in Middlesex, creating a destination with multimodal access. The successful consultant will bring creativity, transferable examples from other village settings, and strong working knowledge of VTrans, VT ACCD, and other funding sources to prepare conceptual designs, cost estimates, and strategic direction for the Village.

Work Tasks and Budget

The following work tasks have been set out by the Town of Middlesex. The total cash budget available for this work is \$22,225 including expenses. Three formal meetings (including two at public Planning Commission meetings) are required in the scope, as set forth below.

Task	Description
Kick-off Meeting and Site Visit	Meet with Town Officials, landowners on-site; establish understanding of project and objectives.
Base Mapping	Develop GIS and (where practical) survey base maps of ROW, utilities, paths, curb cuts, etc.
Data Collection and Synthesis	Compile ADTs, VTrans and natural resource information; evaluate potential transportation needs.
Incorporate Future Land Use Options	Incorporate potential redevelopment plans on parcels within Village corridor, including Camp Meade redevelopment options.
Prepare Concepts	Prepare concepts for Village area; identify unknowns or decision points that would affect feasibility of each concept.
Public Presentation	Initial presentation at Planning Commission meeting.
Prepare Cost Estimates	Based on feedback at presentation, develop conceptual cost estimates; identify potential outliers.
Letter-form Support	Prepare letter form report summarizing concepts, key variables, and order-of-magnitude.
Public Presentation	Final presentation at Planning Commission meeting; finalize letter-form report.

Timeframe

With the small budget and need to line up aspects of this project for supplemental funding, the Town hopes very much to **complete work by October 31, 2020**. Consultants should indicate their recommended timeframe in the scope of work, and note any requests for information other assistance that the Town or property owners can provide to carry out this schedule.

SUBMITTAL REQUIREMENTS

Submission Requirements

Letter-format proposals, submitted as a PDF, are requested. Consultants are encouraged to provide web links within a proposal to relevant projects and work products that showcase creative ideas or successful project work in comparable settings. All responses to the RFP shall include the following information:

1. **Cover Letter** – A letter of interest, with a summary of qualifications and recommended approaches.
2. **Scope of Work** – Please provide a scope of work based on the work plan provided above, describing work to be completed and deliverables under each task. Consultants are free to propose new/creative approaches to this project, consistent with available funding and the tasks approved under the MPG application.
3. **Proposed Schedule** – Please provide a project schedule that includes completion of work tasks and deliverables including key meetings and complies with the timeframe provided above. October 31, 2020 is the goal for project completion.
4. **Project Budget** – Please provide a detailed budget broken down by task and team

member, along with allowances for direct expenses.

5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and any sub-consultants, including indication of the lead consultant, and the role of each consultant on the team. Descriptions of relevant experience and projects that have applicability or illustrate potentially beneficial outcomes for Middlesex are welcome, within the page limit.
6. **References** – Please provide phone and email contact information for three (3) professional references for whom a similar project has been completed within the last ten (10) years.
7. **Page Limit** – The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including cover letter, table of contents, project examples, and contacts. This is a page LIMIT, not a minimum requirement; functioning web links to comparable projects or implementation examples may be included in the proposal.

Submission Requirements

Please email a digital PDF copy by 4:00 PM on Wednesday, March 4th to:

Town of Middlesex

Attn: Sarah Merriman, Town Clerk

mdxclerk@comcast.net

*The subject line of the email should say "MUNICIPAL PLANNING GRANT SUBMITTAL." A confirmation email will be sent upon receipt of the proposal by the Town of Middlesex.

If you have any questions about this project or the RFP, please address them in writing either via U.S. mail or email to Mitch Osiecki, Planning Commissioner, at mitch.osiecki@gmail.com. We will respond as soon as possible.

Both the question and response will be shared with the other consultants.

RFP Schedule Summary

Proposals due *March 4, 2020 – email received by 4:00 PM*

Interviews, if requested, *March 18th @ 6:00 PM*

Consultant selection by *March 27th, 2020*

Complete project on or by *October 31st, 2020*

Proposal Selection Proposals will be reviewed by staff and members of the Middlesex Planning Commission.

Proposal Evaluation

Respondents will be evaluated according to the following factors:

1. **Consultant Qualifications:** Creativity; approach and outcomes on relevant projects; ability to work with municipalities to attain desired outcomes; working knowledge

- of potential funding and implementation approaches) - 50%
- 2. Scope of work, fees, methodology and schedule - 25%
- 3. Proposal quality, completeness and clarity - 25%

Interview Framework

The *Town of Middlesex* reserves the right to select the top two to three highly scored consultants and invite them for an interview prior to awarding the contract. In this process, the selection committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in- depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal. The interview and presentation is merely to present facts and explanation to the review committee and allow the selection committee to ask targeted questions of the consultant team. The interview and presentation, if deemed necessary by the review committee, will be held at the Middlesex Town Offices on March 18th. Consultants will be notified at least 1 week prior to the meeting. All costs and expenses incurred in traveling for the purpose of interview and presentation shall be the responsibility of the consultant.

Final Consultant Selection

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

Contract Requirements

The consultant contract will be subject to the terms of the Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements).

Disclaimer

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