

**Fairfax Town Office  
12 Buck Hollow Road  
Fairfax, VT 05454  
802-849-6111**

## **REQUEST FOR PROPOSALS**

**Fairfax Route 104 Village Gateway Enhancement Study  
Town of Fairfax, VT**

**Contact:** Amber Soter, Town of Fairfax Planning Commission Assistant

**Project Schedule:**

March 06, 2016	RFP published and advertised
March 25, 2016	Deadline for submission of questions in writing
April 1, 2016	Response to questions posted on website
<b>April 8, 2016</b>	<b>12:00 noon proposal deadline</b>
April 15, 2016	Contract execution
<b>April 30, 2017</b>	<b>Project completion</b>

Any addendums to this RFP and a copy of all questions and responses will be posted to the Town of Fairfax's web site at [www.fairfax-vt.gov/gateway](http://www.fairfax-vt.gov/gateway). Consultants wishing to receive email notification when postings are made should send a staff name, company name, and email address to [zoning@fairfax-vt.gov](mailto:zoning@fairfax-vt.gov) with a subject line of "Fairfax Village Gateway Enhancement RFP."

Questions in writing may be sent via email to Amber Soter at [zoning@fairfax-vt.gov](mailto:zoning@fairfax-vt.gov)

Proposals must be clearly marked and hand delivered or mailed to: Amber Soter, Town of Fairfax, 12 Buck Hollow Road, Fairfax, VT 05454. Qualifications sent via fax or email will not be accepted, and proposals received after the deadline will not be considered.

Qualified disadvantaged (DBE) and women-owned (WBE) businesses are encouraged to submit proposals.

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## **I. INTRODUCTION**

The Northwest Regional Planning Commission (NRPC), in collaboration with the Town of Fairfax (Town), is soliciting proposals from qualified consultants with proven expertise in the fields of transportation planning, landscape architecture and traffic calming measures. The goals of this study are to develop streetscaping guidelines and identify implementation actions the community can take to maintain the Village environment, encourage a sense of arrival and introduce traffic calming measures. The consultant will assist in facilitating a Design Charrette with community members, students, local professionals (landscape, architects, engineers, artists etc.), and business owners.

## **II. BACKGROUND INFORMATION**

The population of Fairfax has nearly doubled in 20 years (1990-2010) to a population in 2010 of 4,285. A large part of the residential growth has occurred outside the village center in the form of rural residential subdivisions. The “North Village” is the historic village and is a designated growth center that provides many community services such as the school, library, Town Offices, Fire and Emergency Service Stations, many residences and a cluster of small businesses. The “South Village” is an area across the Lamoille River that is zoned for growth and has been the location of new commercial development; this area is host to a growing number and variety of businesses, including the Post Office, restaurants, bakery, hardware store, pharmacy and banks. Currently these two portions of town are disconnected by physical barriers mainly the Lamoille River and state highway bridge that lacks pedestrian and bicycle facilities creating safety concerns as these users navigate this section of roadway. Appendix A shows a map of the study area.

The Town has a goal of improving the safety and mobility of the pedestrians and bicyclists who live and travel within the Village. This project will build off of recent planning efforts by the Town including:

- Zoning and Subdivision revision (2009-2011)
- Capital Budget and Impact Fee revision (2010-2011)
- Village Vision Planning and Municipal Plan Revision (2011-2013)
- Fairfax STP EH10(7) Sidewalk Scoping Study (2011, KAS)
- Village Non-Motorized Travel Plan (2013, Broadreach Planning & Design). This plan depicts potential connections in the village areas and connections throughout the community.
- Fairfax North and South Village Pedestrian Connectivity Feasibility Study (2015, Community Development Services)

This project will focus on enhancing the arrival experience to the Town’s Designated Village Center for both motorist and pedestrians. The main focus will be to identify appropriate traffic calming measures that improve both pedestrian and motorist safety, as well as help to create a more vibrant village center.

Consultants are encouraged to consider designs that would explore options for enhancing street and building design, adding appropriate welcome and wayfinding signage, attractive and energy efficient pedestrian-scale lighting fixtures, and landscape improvement projects. The desired

outcome of this project is a clear, user-friendly report that documents a list of potential improvements that vary in scale and cost that can be implemented individually or as a group of enhancements.

This study is being funded in part by a Municipal Planning Grant from the Vermont Department of Housing and Community Development. The project will be managed by the Town of Fairfax Planning Commission with guidance and input provided by the NRPC.

### **III. ROLES AND RESPONSIBILITIES**

#### Town of Fairfax

- Provide information for project context and support;
- Review draft documents and provide specific recommendations;
- Provide property information including parcel numbers, parcel boundaries, and names and addresses of adjoining property owners;
- To encourage engagement in the Schools and community, the Planning Commission will host an Art/Photography contest prior to the design charrette to allow residents and students to submit art designs and photographs of the Town that represent their personal visions. These will be displayed at the Charrette and will provide an opportunity for the public to share their ideas with the hired Consultant(s).
- Assist in the coordination of public participation throughout the study period;
- Assist with advertising the Design Charrette and communicating with the School; and
- Present the final preferred plans to the community.

#### NRPC

- Provide information for the project context and support;
- Review draft documents and provide specific recommendations;
- Assist in facilitating public meetings (Community Design Charrette and Alternatives Presentation) with Consultant.
- Provide available GIS mapped and digital data, and digital orthophotos to the consultant as necessary;
- Assist in the coordination of public participation throughout the study period.
- Provide support to Town and Consultant on implementation strategies and approaches for moving forward.

#### Lead Consultant

- Manage contract-related bookkeeping and records in accordance with federal, state and contract requirements;
- Meet/consult with the NRPC staff, VTrans, and local officials as is necessary and appropriate;
- Maintain continuous discussion and coordination with NRPC and Town staff;
- Attend and facilitate a minimum of two public meetings in Fairfax: a Design Charrette to gather public input and a presentation of conceptual alternatives;
- Prepare presentation graphics as necessary for Town meetings;
- Prepare a final report that addresses the scope of work.

## **IV. SCOPE OF WORK**

It is anticipated that the following tasks must be performed by the consultant to achieve the desired outcome:

### **A. Hold Kick Off Meeting and Data Collection**

Review past studies and information on the geometry and character of the two primary gateway areas. Meet with the Fairfax Planning Commission and NRPC to develop a clear understanding of the local goals, objectives and concerns, set the timelines and milestone and to explain the project approach and public engagement strategy.

### **B. Work with NRPC and Planning Commission to host a Community Design Charrette**

Co-host a “Drop-In” design workshop with community members, students, local professionals, artist and business owners. The event would be facilitated by the consultant with assistance from NRPC, and would explore ideas for design treatments and gain community input.

### **C. Develop Conceptual Alternative(s)**

Consultant would synthesize 2 concepts for gateway treatments including physical layout of design options and pre/post visualizations of the ideas.

### **D. Public Presentation on Conceptual Alternative(s)**

The Consultant would prepare and present to the public on the alternatives developed to gather feedback from the community.

### **E. Produce Final Report**

Using information gathered from the activities outlined above, the Consultant will compile final concept plans and cost estimates as well as provide supportive graphics into a summary report. The Consultant will submit a draft of the report to the Planning Commission and NRPC for review before it is finalized.

## **V. STANDARDS, DELIVERABLES, AND MEETINGS**

### **Standards and Deliverables**

1. The consultant will provide six (6) copies of the draft and final reports. A copy of all reports and documents, including drafts, should be provided to the Fairfax Planning Commission *no less than two weeks prior* to any scheduled review or public discussion.
2. All documents should be provided in both hard copy (paper) and digital format. All copies of draft and final reports shall be printed on both sides (i.e. double-sided).
3. Except for appendices, all reports are to:

- be presented for ease of readability by the average citizen;
  - include charts, graphs and other graphics as appropriate;
  - include executive summaries or abstracts suitable for broad distribution;
  - include a glossary of technical terms, and a list of references or citations for all sources of data and information.
4. Related spatial and/or geographic information must be developed in accordance with Vermont Geographic Information System (VGIS) standards as adopted by the Vermont Center for Geographic Information (VCGI).
  5. Display of typical sections and other engineering type drawings may be done with software other than ArcGIS then provided in a format suitable for use in a Microsoft Word document.
  6. All data, visuals, reports, maps, presentation materials, programs and materials, in digital and hard copy formats, created under this project shall become the property of the Town of Fairfax.

## VI. PROPOSALS

### Technical Proposal Requirements

All proposals submitted **must be double-sided** where possible, must be no longer than 15 double-sided pages (*including attachments*). Proposals should demonstrate that the Consultant(s) understands the intent and scope of the project; the character of the deliverables, the services required for their delivery; and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications to supply the required services must be clearly demonstrated.

The technical proposal shall consist of:

1. **Cover Letter**  
To include proposal contact, telephone and email address.
2. **Project Abstract**  
This section should briefly state the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. **Scope of Work**  
This section should include the detailed steps to be taken, including end products or deliverables resulting from each task.
4. **Schedule**

A proposed schedule that indicates project milestones and overall time for completion. Include a Gantt or similar chart to present proposed timetable for each project task, committee and public meetings, and deliverables.

**5. Person Hour per Task**

A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.

**6. Role of Key Staff & Qualifications**

A list of individuals that will be committed to this project, include their function and/or responsibility along with their level of involvement in this project, as well as their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list. The Project Manager must be clearly identified.

**7. Experience of the Firm(s)**

This section should demonstrate the Consultant team's success on similar projects demonstrating specific expertise in community-based transportation planning and resource impact analysis.

**References:** The consultant shall submit names, addresses, and phone numbers for at least three references familiar with the consultant's ability, experience, and reliability in the performance and management of projects of a similar nature. References related to the consultant team proposed for this project will be viewed more favorably.

Cost Proposal Requirements

Present a detailed cost proposal for the work to be performed based upon the person hours by task and including personnel, overhead, other direct costs, subcontractor costs, etc. Cost proposals should be provided under separate cover, and clearly identified as such.

*Attachments other than requested above will not be considered as part of the evaluation process.*

### Submission Requirements

Six (6) hard copies of the proposal and one (1) digital version (on CD or via email) should be submitted by April 8, 2016 at 12:00 p.m. to the Fairfax Planning Commission:

Amber Soter, Planning Commission Assistant  
Town Of Fairfax  
12 Buck Hollow Road  
Fairfax, VT 05454

Proposals received after the above time and date will not be considered.

All proposals upon submission become the property of the Fairfax Planning Commission. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the consultant. The Fairfax Planning Commission retains the right to reject any and all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Fairfax Planning Commission. This solicitation in no way obligates the Fairfax Planning Commission to award a contract. Twin pocket portfolios or other simple, re-usable binding method is recommended for the submission.

All questions and communications regarding this RFP should be directed to Amber Soter, Town of Fairfax Planning Commission Assistant, via e-mail at [zoning@fairfax-vt.gov](mailto:zoning@fairfax-vt.gov). The Fairfax Planning Commission will post a list of questions and answers linked to the Town website ([www.fairfax-vt.gov/gateway](http://www.fairfax-vt.gov/gateway)). Questions will be accepted until **March 25th** to ensure that all parties have adequate time to review the answers.

A selection committee consisting of Regional Commission and Town staff will evaluate each proposal and associated cost estimate using a sealed bid process. Evaluation criteria will include:

- understanding of the area and project;
- recognition of the uniqueness and importance of village areas and familiarity with smart growth principles;
- experience/past performance with traffic calming techniques, pedestrian and bicycle projects, and community and transportation planning;
- written presentation;
- work program;
- availability/accessibility;
- schedule
- total cost;
- allocation of budget to tasks;
- cost/hours provided.

The Fairfax Planning Commission reserves the right to seek clarification of any proposal submitted and select the consultant team deemed most qualified to provide the required services.

#### Non-Discrimination and Title VI

The consultant shall comply with the provisions of the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and subsequent related acts, and all other federal statutory laws which provide in whole or in part that no person or entity on the grounds of race, color, national origin, sex, physical disability, or veteran status be excluded from participation in, be denied the benefits of, or be otherwise discriminated under the State, federal and USDOT assisted contracts, programs and activities.

#### VII. CONTRACTING PROVISIONS

This will be a "firm fixed-price" contract to cover the performance of all-eligible services, expenses, and materials. The maximum limiting amount of this contract will be **\$11,400**. All work on the project must be completed by **April 30, 2017**. Cost estimates should not exceed this amount. The amount and timing of payments will be determined during contract negotiations.

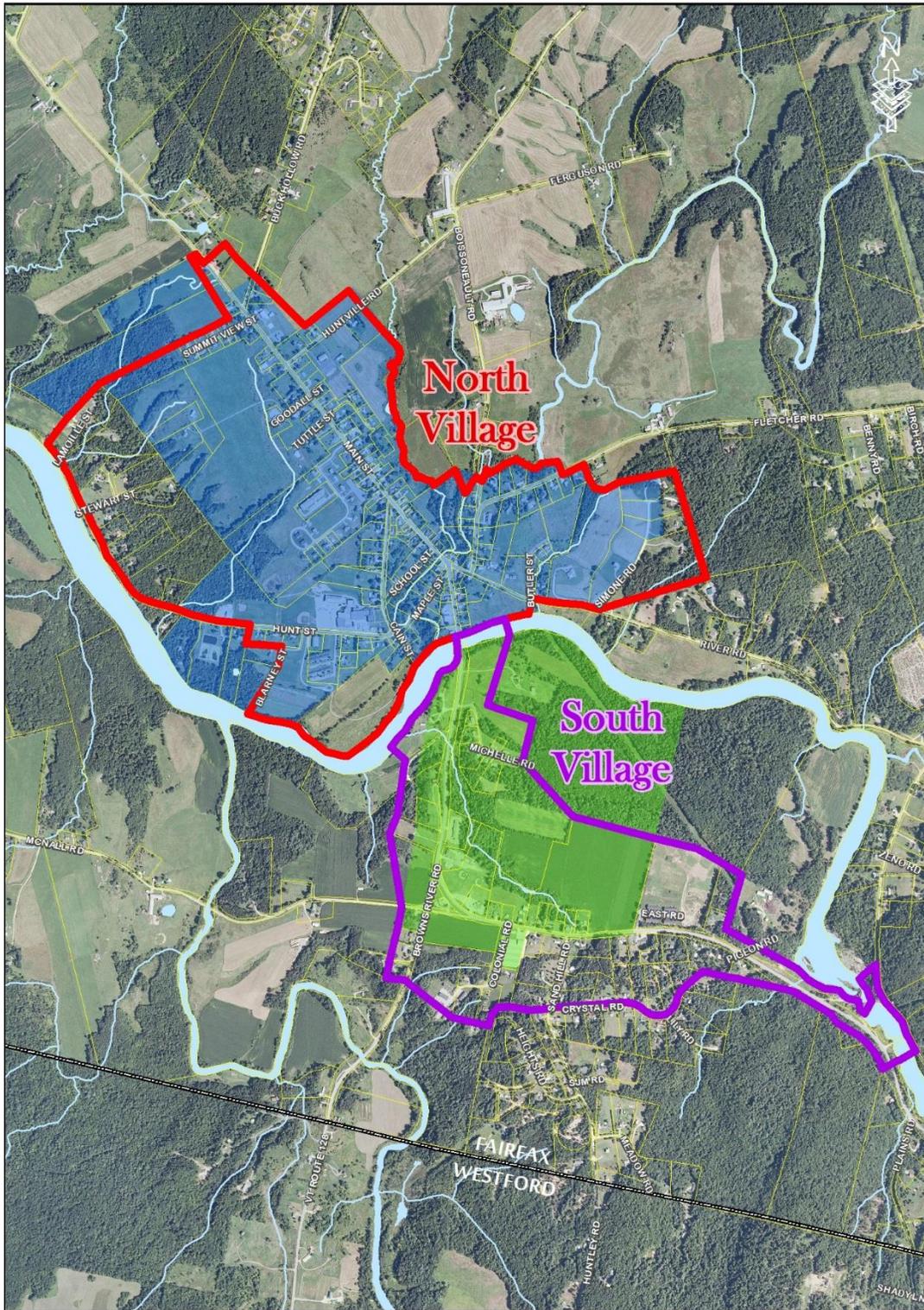
All consultants, and any sub-consultants, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. Those requirements imposed upon the Town of Fairfax as recipients of federal funds are thereby passed along to the consultant and any sub-consultants.

If personnel or sub-consultants assigned to work on this contract were not identified in the proposal originally submitted in response to the Request For Proposals the consultant must submit that person or sub-consultant's qualifications to the Town of Fairfax Planning Commission for review and approval in writing prior to their working on the contract. Failure to obtain pre-approval may result in disallowance of costs for that person/sub-consultant during the payment process.

All consultants and any sub-consultants must comply with all pertinent federal, state and local laws, must carry adequate insurance coverage (not less than \$1,000,000 per occurrence; \$1,000,000 General Aggregate; \$1,000,000 Products/Completed Operations Aggregate; \$50,000 Fire Legal Liability; and \$1,000,000 Automotive, including hired and non-owned coverage, combined single limit), and must affirm being an equal opportunity employer with an affirmative action plan.

All consultants and any sub-consultants must affirm being an equal opportunity employer. Consultant(s) shall further certify that it will comply with the provisions of the Americans with Disabilities Act. Disadvantaged Business Enterprises (DBE) are encouraged to apply.

# FAIRFAX VILLAGES



Vermont Coordinate System  
Transverse Mercator, NAD 83.  
For planning purposes only.  
Prepared by:  
Northwest KPC  
St. Albans, VT 05478  
802.524.5958  
www.nwpc.com

- North Village
- South Village
- Growth Center Boundary
- Mixed Use Boundary
- Town Boundary
- Parcel Line
- River, Stream or Brook
- Pond or River

