

# Request for Proposals

*Town of Bristol, VT*

Title – Planning Study for the intersection of Vermont 116, Lincoln Road, and Briggs Hill Road

## Problem

The intersection of Vermont Route 116, Lincoln Road, and Briggs Hill Road poses numerous hazards. The Northern Twin Bridge on Route 116 west of the intersection contains a curve which can conceal an on-coming car from traffic stopped at the Lincoln Road intersection. At the same time, northbound traffic on VT116 has difficulty seeing cars stopped at the intersection. Briggs Hill Road descends into Lincoln Road at a near 10% grade and intersects Lincoln Rd. at an acute angle. Heavy summer recreation use in the area leads parked cars along the roadway which narrow travel lanes along Lincoln Road. The Town of Bristol seeks recommendations to alleviate the challenges of these intersections

## Project Schedule

11/30/2020	RFP released
12/14/2020	<b>Deadline for submission of questions and Intent to Respond</b>
12/21/2020	Response to questions posted
1/15/2021 by 4PM	<b>RFP submission deadline</b>
2/5/2021	Consultant selection notification
February 2021	Project kick-off
September 30, 2021	Project completion

## Background

The Town of Bristol, VT seeks consulting services in addressing three concerns about the designated intersections: sight lines between VT 116 and Lincoln Road, an awkward angled and sloped intersection between Briggs Hill Road and Lincoln Road, and summer parking along Lincoln Road.

A bend in the Northern Twin Bridge on VT116 creates a poor line-of-sight with the Lincoln Road intersection. The Bridge was replaced following flooding in 1998. Rock at the northern abutment location in the initial design was deemed too soft to support the bridge, leading to the need for the bend. From Lincoln Road, on-coming traffic can briefly disappear from view, while northbound traffic on VT116 has difficulty seeing stopped cars on Lincoln Rd.

Bartlett Falls on the New Haven River, adjacent to the intersection of Lincoln Road and Briggs Hill Road, is a popular summer recreation area. Numerous people park along Lincoln Road to access the river for swimming and bathing. Cars overflow designated parking areas and often park along the road limiting the travel lane.

Briggs Hill Road intersects with Lincoln Road at an acute angle at a descent of approximately 10%. Traffic on Briggs Hill Road is stop-controlled and the intersection is within approximately 120 feet of the intersection between Lincoln Road and VT116. The combination of slope, angle and a close proximate

intersection leads to a confusing situation for drivers. Winter maintenance of the road presents a particular challenge for Bristol. Further, Briggs Hill Road is at risk of being undermined by a failing slope.

The Town of Bristol seeks creative solutions that can address these challenges in a cost-effective manner. Of the three issues identified, the priority in terms of addressing them is: 1. VT116/Lincoln Road intersection; 2) summer parking along Lincoln Road; and 3) Briggs Hill Road/Lincoln Road intersection.

## Budget

Funding for this study comes through the Addison County Transportation Planning Initiative. The total consultant budget is **\$20,000**.

## Scope of Work

The successful applicant will work with the Town of Bristol and the ACRPC to identify means of improving intersection geometry and parking options for Lincoln Road. Proposed solutions should address the community's needs, include cost estimates for construction of design work, identify potential funding sources, and identify any interim steps Bristol might make to improve the intersection.

**Consultants are invited to submit a proposal that addresses the most relevant tasks within the scope of work consistent with the budget available if justification is provided.**

### TASKS:

- A. **Project Kickoff Meeting** - Meet with a local project steering committee identified by the Town, ACRPC, and VTrans officials to develop a clear understanding of the project goals, objectives, timelines and deliverables.
- B. **Compile Base Map/Document Existing Conditions** - Compile a base map using available mapping including VT Digital Orthophotos, digital parcel maps for the Town (if available) and other natural resource-based GIS data available from the ACRPC or the Vermont Center for Geographic Information (VCGI). The compiled information must be displayed in an ArcView-compatible format. Display of typical sections and other engineering type drawings may be done with software other than ArcView. Items to be mapped may include: natural resource constraints, utilities, historic and archaeological constraints, etc. The consultant may elect to undertake a topographic survey to more accurately map existing buildings, drainage facilities and any other features that may be critical to the design of the project.
- C. **Develop Conceptual Alternatives** - In cooperation with the Town staff and ACRPC the consultant will be responsible for identifying potential alternatives for the proposed intersection and parking solutions utilizing the information compiled for the base plan, and site visit(s). In developing conceptual alternatives, the consultant should identify any potential constraints on the alternative. Constraints might include natural resource issues, right-of-way, property ownership, utilities, etc.
- D. **Alternatives Presentation** - All of the proposed alternatives will be evaluated in an alternatives matrix. The matrix will include resource impacts, ability to meet the project purpose and need,

estimated cost and any other factors that will help the community evaluate the alternatives being considered. Taking into consideration previously gathered information, conduct a public informational meeting to present all the different alternatives that have been considered. The outcome of this meeting should be an alternative selected by the community for further development.

- E. Develop Preliminary Cost Estimates** - The consultant will develop preliminary cost estimates for further planning, design, construction and maintenance cost of the project. Construction cost estimates shall include preliminary bid item quantities. The cost estimates should include amounts for construction, engineering, municipal project management and construction inspection. If the project is to be completed in phases, cost estimates for each phase shall be provided.
- F. Next Steps** - The consultant will provide a project development timeline that takes a preferred alternative through the design, permitting and construction phases. If necessary, the consultant will develop a project phasing plan for construction of a project over a multi-year period. The time line should include potential funding sources and estimated grant application deadlines for those funding sources.
- G. Report Production** - Using information gathered from the activities outlined above and from the meetings with the Town, submit draft and final feasibility reports outlining the findings of the study. A public informational meeting will be held to review the draft report before completion of the final report. It is expected that the local legislative body will endorse or decline the proposed project at this meeting.
- H. Final Presentation** - The consultant will make a final presentation to the ACRPC Transportation Advisory Committee on or before September 15, 2021.

## Format of Deliverables

- A.)** All documents should be provided in digital format. Any hard copies of draft and final reports shall be printed on both sides (i.e. double-sided). Adobe .pdf format is required for the draft and final reports.
- B.)** All data, databases, reports, programs and materials, in digital and hard copy format created under this project shall be transferred to the Town and ACRPC upon completion of the project and become the joint property of the Town and ACRPC.
- C.)** A digital copy as an Adobe .pdf document of both the draft and final reports shall be sent to the ACRPC and the Town.

## Submission Requirements

Please furnish one (1) digital copy of the proposal with pages numbered consecutively.

- A. Required Technical Information**
  - 1. Cover Letter

2. Qualifications of the Consultation Firm – please describe experience in areas needed to fulfill the project scope. Specifically, list which proposed project team members have worked on which related projects.
3. Scope of Work – a scope of work for the project detailing the consultant’s proposed approach to the base scope of the tasks described in the RFP, and any recommended adjustments to the scope or tasks. The consultant may also propose additional supplemental items to the scope of work.
4. Proposed Schedule – the schedule should include completion of work tasks and deliverables as well as any key meetings and comply with the timeline given in the RFP.
5. Project Organization – discuss project management structure and relate the job categories listed.
6. Resumes of key staff who will be working on the project (not exceeding 2 pages for each), a brief description of their roles in the project, and a brief description of their work on related projects.
7. References – please provide a minimum of three, including the name and telephone number of each.
8. Budget allocation – estimated costs of tasks included in the scope of work
9. The proposal shall not exceed 20 pages.

## Consultant Selection

All proposals will be evaluated using the criteria listed below by a selection committee. The selection committee will consist of members appointed by the Bristol Selectboard and ACRPC staff. Proposals will be ranked based on the following criteria (total of 100 points):

- Demonstration of overall project understanding, insights into potential issues, and a demonstrated understanding of the project deliverables (25 pts)
- Qualifications of the firm and the personnel to be assigned to the project, and experience with similar projects (15 pts)
- Completeness and clarity of proposal and creativity/thoughtfulness in addressing the scope of work (15 pts)
- Demonstrated understanding of, and ability to meet schedule and budget (10 pts)
- Demonstrated knowledge of the project area (10 pts)
- Appropriateness of budget allocation by task (25 pts)

*The Addison County Regional Planning Commission (ACRPC) reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. All proposals become the property of the ACRPC upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The ACRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified sources, 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 ACRPC. This solicitation or proposals in no way obligates ACRPC to award a contract.*

## Contract Requirements

The contract shall not start until the successful applicant enters into a written contract with ACRPC to perform the work subject to this Request for Proposal. Sub-contractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all subcontracts including, but not limited to, the following provisions:

- Insurance Coverage

- Indemnifications
- Workers Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act
- DBE Obligation
- Audit and Record Retention
- Lobbying Restrictions

## Ownership

All proposals submitted in response to this RFP become the property of the ACRPC. All reports, documents, maps, data and materials developed by the consultant for this project shall be the property of the ACRPC and shall be treated by the ACRPC as public information.

## Further Information

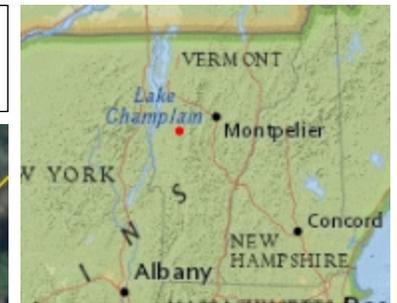
Please contact Mike Winslow, Transportation Planner, ACRPC at 802-578-9999 or [mwinslow@acrpc.org](mailto:mwinslow@acrpc.org) with any questions about this project.

Please address your response to:

Mike Winslow  
Addison County Regional Planning Commission  
14 Seminary St.  
Middlebury, Vt. 05753  
[mwinslow@acrpc.org](mailto:mwinslow@acrpc.org)



# Bristol, VT: intersection VT116, Lincoln Rd, & Briggs Hill Rd.



## LEGEND

- Parcels (standardized)
- Roads**
  - Interstate
  - US Highway; 1
  - State Highway
  - Town Highway (Class 1)
  - Town Highway (Class 2,3)
  - Town Highway (Class 4)
  - State Forest Trail
  - National Forest Trail
  - Legal Trail
  - Private Road/Driveway
  - Proposed Roads
- Stream/River**
  - Stream
  - Intermittent Stream
- Town Boundary

1: 1,643  
November 13, 2020

## NOTES

Map created using ANR's Natural Resources Atlas



WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Vermont Agency of Natural Resources  
1" = 137 Ft. 1cm = 16 Meters  
THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.