



Town of Bristol

1 South Street
P.O. Box 249
Bristol, VT 05443
(802) 453-2410
www.bristolvt.org

Request for Proposals

West Street Sidewalk Improvement Scoping Study

Project Overview

The Town of Bristol seeks qualified professionals to provide planning and design services for sidewalk improvements along the corridor between Holley Hall and 49 West Street. The existing sidewalk in this area is inconsistent, with some portions containing established pedestrian infrastructure while other sections lack any sidewalk installation. This discontinuity presents safety concerns and limits accessibility for pedestrians.

As shown in the attached site photographs, the current conditions vary significantly throughout the segments. The goal of this project is to study the feasibility of a continuous, ADA-compliant sidewalk that enhances pedestrian safety, accessibility, and connectivity within the downtown area.

The selected firm will collaborate with the Town Administrator, Planning and Zoning Administrator, and Public Works Foreman throughout the study. The scoping process should consider all potential risks and solutions.

Scope of Work

- Evaluation of existing sidewalk conditions
- Engaging the community through a local concern meeting to identify improvement needs
- Preparation and presentation of alternatives for sidewalk improvements
- Preliminary Cost Estimates of potential improvement projects, including PE, ROW, and Construction costs

Project Schedule

| | |
|---------------|-----------------------------------|
| 05/09/2025 | RFP released |
| 06/04/2025 | RFP submission deadline |
| 06/09/2025 | Bristol Selectboard meeting |
| 06/12/2025 | Consultant selection notification |
| July 2025 | Project kick-off |
| December 2025 | Project completion |

Project Map



Budget

The Town of Bristol received a VTrans Bicycle and Pedestrian Program grant for this project. The total design/engineering budget is \$60,000. Proposals should include a detailed fee schedule and demonstrate how the proposed scope of services will be completed within the available budget.

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 of Bristol upon completion of the project and become the property of the Town of Bristol.
- C. A digital copy as an Adobe .pdf document of both the draft and final reports shall be sent to the Town of Bristol.

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 of the 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 two 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 for each project – estimated costs of tasks included in the scope of work for each project, keeping the budget of the two projects separate.
9. The proposal shall not exceed 20 pages.

Questions should be emailed by 4:00 pm, Friday, May 23, 2025, to:

Ian Albinson, Interim Town Administrator
Town of Bristol
townadmin@bristolvt.org

Final Submission must be received no later than 4:00 pm, Wednesday, June 4, 2025.

Send by email with “West Street Sidewalk Improvement Scoping Study” in the subject line to:

Ian Albinson, Interim Town Administrator
Town of Bristol
townadmin@bristolvt.org

Consultant Selection

All proposals will be evaluated using the criteria listed below by a selection committee. The selection committee will consist of Town of Bristol officials. 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 Town of Bristol 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 Town of Bristol upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The Town of Bristol 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 the Town. This solicitation of proposals does not obligate the Town of Bristol to award a contract.

Contract Requirements

The project shall not start until a written contract with the Town of Bristol to perform the work is executed as outlined in this Request for Proposal. Subcontractors 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
- Federal and State Standards and Design Criteria

Ownership

All proposals submitted in response to this RFP become the property of the Town of Bristol. The town will also treat all reports, documents, maps, data, and materials developed by the consultant for this project as public information.

Further Information

If you have any questions about this project, please contact Ian Albinson, Interim Town Administrator, Town of Bristol, at (802) 453-2410 ext. 1 or townadmin@bristolvt.org.

The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, gender identity, sexual orientation, income, or familial status.

Bristol- West St. Scoping

May 9, 2025

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Location Photos





