

# **Salem Pedestrian Connections Study**

## **Request for Proposals**

### **3/19/2021**

The Town of Salem in central Washington County, New York, has requested assistance from the Adirondack/Glens Falls Transportation Council to identify conceptual pedestrian/bicycle and streetscape improvements in and around the former Village. This RFP seeks responses from interested and qualified professional transportation planning and engineering firms to develop this conceptual plan. The selected consultant team will work closely with A/GFTC staff, Town and County officials, community stakeholders, and NYSDOT Region 1 to complete this analysis.

This proposed project is intended to complement and build upon several recent planning efforts. These include the Salem Main Street Renaissance Plan (<https://bit.ly/2OEg4uv>) completed in 2017, which included recommendations for streetscape and pedestrian infrastructure improvements. In addition, the Slate Valley Rail Trail Feasibility Study (<https://bit.ly/3bxYLnz>), completed in 2018, called for improvements to the proposed trail terminus on North Main Street, as well as the establishment of a new “Community Loop” trail around the Salem Central School campus. The Town has also established several walking routes throughout the project area through a collaborative effort with Salem Central School District (<https://bit.ly/3vcJjVW>), which also provide access to the nearby Salem Art Works. The proposed project will examine pedestrian access to these community amenities as well as services such as the Fire Department and Dollar General store south of the hamlet. (See Feasibility Study Overview Map for details.)

Although the exact project scope has not been determined, it is anticipated to include:

- An inventory of existing pedestrian infrastructure condition with regards to the standards of the Americans with Disabilities Act, to include sidewalks, crosswalks, and curb ramps. An existing GIS inventory and rating methodology will be provided by A/GFTC.
- Identification of new pedestrian infrastructure and/or recommended upgrades to existing features required to facilitate connections to the walking loops and the Dollar General, such as sidewalk extensions, new crosswalks, or curb ramps.
- Concept-level designs for streetscape improvements in and around the intersection of Main Street and Broadway, based upon the recommendations of the Salem Main Street Renaissance Plan.
- Concept-level cost estimates for all proposed recommendations at a level of detail sufficient to allow the Town to pursue future funding for capital improvements.

## **Approach and Management**

### Study Advisory Committee

Staff from A/GFTC (the project sponsor) will establish and lead a study advisory committee to provide guidance to the consultant during the progression of this study. The committee will include representatives from the Town of Salem, relevant community stakeholder(s), A/GFTC staff, Washington County, and NYSDOT. A/GFTC staff will chair the committee and direct the project overall. The

consultant will attend any necessary meetings with the study advisory committee. Additionally, the consultant will communicate with A/GFTC staff every other week or as needed to report on progress and clarify other issues that may occur. Public outreach is also anticipated.

### Sample Approach

The following outlined approach is provided as an illustration of the potential range of services that could be necessary for the successful execution of the requested analysis. Responding consultants are encouraged to provide alternatives to this outline as warranted or beneficial to the overall work effort. It is anticipated that A/GFTC staff will take an active role in developing the draft and final report to allow consultant proposals to focus on the preparation of technical analyses, public outreach, concept plan graphics, and cost estimates.

- Task 1 - Kick-off Meeting: The consultant will meet with the Steering Committee to review and confirm the scope and objectives of the requested analysis, anticipated project schedule, public outreach methods, and data collection strategies.
- Task 2 – Existing Conditions Analysis: The consultant will assemble existing information and collect field data as necessary to identify existing conditions related to pedestrian infrastructure, streetscape amenities, and any issues related to the creation of new pedestrian connections (such as right-of-way, sightlines for road crossings, environmental conditions, etc). Stakeholder outreach is recommended during this task. These findings will be documented in a technical memo for distribution to the steering committee.
  - Task 2A – ADA Inventory: Using GIS data and methodology developed by A/GFTC and Warren County GIS, the consultant will complete an evaluation of sidewalks, curb ramps, and crosswalks within the former Village (see attached Pedestrian Infrastructure map for extent). This data will be transmitted to the Town for future use in a potential ADA Transition Plan.
- Task 3 - Concept Plans: Based upon the existing conditions analysis, the consultant will formulate, evaluate, and map recommended improvements including alternatives (if applicable). Conceptual graphics and planning level cost estimates associated with each of the recommended improvements will be developed by the consultant and presented to the Steering Committee for evaluation and prioritization. Public outreach is anticipated during this phase to share the recommendations. Consultants are encouraged to identify innovative public outreach methods, taking into consideration the anticipated need for continued social distancing. The final concept plans will be documented in a technical memo for distribution to the steering committee.
- Task 4 - Prepare Report: The final report will encapsulate the results of tasks 2 and 3; in addition, recommendations for implementation and/or project phasing will be developed. It is anticipated that A/GFTC staff will take an active role in developing the draft and final report to allow consultants to focus resources on the preparation of technical analyses, concept plan graphics, and cost estimates. The draft report will be presented to the Steering Committee for review prior to finalization. The final report will be presented to the Town Board by the consultant and/or A/GFTC staff.

## **Proposal Content and Selection Procedures**

### **Proposal Content**

Proposals should demonstrate a thorough grasp of the study's intent and include detailed descriptions of the approach that the firm will use to complete the project.

A summary of similar or related work completed by the firm over the previous three years should be included, as well as a summary of any projects that the proposing firm(s) will be managing concurrently with this project if selected. This summary should also contain the names and numbers of contact persons for each contract. In addition to the firm's background, the resumes of any staff to be assigned to the project should be included. Proposals should also provide the estimated amount of time that each assigned staff person (by name, not just job position) is likely to devote to the project, as well as a detailed project schedule that includes key milestones toward project completion. The proposed project manager should be clearly identified.

Firms should provide a detailed summary of their cost to complete the project. All costs that can be identified should be listed. Fee and final scope of work will be negotiated with the selected consultant. Proposing firms should be aware that completion of this study is funded by the Federal Highway Administration (FHWA) and that the awarded contractor will be required to fully comply with all requirements and certifications that are imposed by federal funding sponsorship.

### **Pre-Screening and Evaluation**

Proposals will be screened by a consultant selection committee and a preliminary assessment will be made based upon the overall project approach, technical applications, relevant experience, past performance with locally administered studies, assigned staff capacity/availability, demonstrated project management skills, and meaningful Disadvantaged/Women Business Enterprise (DBE/WBE) participation.

Proposals that demonstrate meaningful and substantial participation of DBE/WBE of at least 10% or greater share of the overall proposal cost will have a competitive advantage in the evaluation process. The following evaluation criteria will be used to score the proposals:

- the firm's demonstrated understanding of the study goals and overall approach to the project;
- the relevant experience of the firm and ability to commit resources within the desired timeframe of the proposal;
- the background and qualifications of staff to be assigned to complete the majority of the project tasks.

### **Presentation and Consultant Selection**

After pre-screening and evaluation by the Selection Committee, a firm may be selected. If a firm is not selected based upon the results of the pre-screening and evaluation, the firms submitting proposals that demonstrate the best study approach and experience will be interviewed by the Selection Committee. The Committee will then complete its final evaluation and selection recommendation. No more than three firms will be interviewed. Previous experience has shown that the presentation and interview performance have strongly influenced the eventual selection.

A/GFTC reserves the right to reject any and all proposals. If a low number of proposals are submitted, A/GFTC reserves the right to extend the deadline for proposal submittal. It also reserves the right to reject all proposals if determined to be in the best interest of involved parties.

#### Standards of Conduct and Conflicts of Interest

Questions regarding this RFP are to be directed in writing to designated A/GFTC staff only. A/GFTC staff will not engage in private communications regarding this RFP. No contacts to A/GFTC committee members regarding this RFP are allowed during the solicitation and selection period. All contacts to A/GFTC staff regarding this RFP may be made only to the following designated staff member, and only in writing:

Jack Mance, Senior Transportation Planner

[jack@agftc.org](mailto:jack@agftc.org)

Those questions that generate the need for technical clarifications to the RFP will be published in an updated RFP. Proposers must contact A/GFTC staff to confirm the intent to respond in order to be included on any correspondence associated with addenda to the RFP. Written questions to A/GFTC regarding this RFP will only be accepted up until ten days prior to the proposal deadline.

Potential respondents shall screen their proposed personnel teams and subconsultants carefully to ensure that no individual proposed to be assigned to this project has any potential personal or financial interest in its outcome, or any other source of external motivation that could compromise the objectivity of this analysis. A/GFTC reserves the right to terminate the contract should a conflict of interest be discovered.

#### Target Budget

A target budget of \$25,000 has been established for this project based upon the costs associated with the administration of previous consultant studies by A/GFTC. As this is a planning study and not an engineering or design study, A/GFTC reserves the right to eliminate from consideration any proposals that entail costs that are well in excess of this target, and to re-solicit for this project in the event that no acceptable proposals are received. It is anticipated that the approach for this project (including greater reliance on MPO staff for writing and final report development) will in turn yield a potential time savings as well as enhanced concentration of consultant effort towards technical analysis.

#### Proposal Due Date and Schedule of Work

Please submit one (1) electronic copy of your proposal to the following office by 5:00 p.m. by April 16, 2021. Electronic copies may be transmitted via email or ftp download.

Jack Mance, Senior Transportation Planner  
Adirondack / Glens Falls Transportation Council  
11 South Street, Suite 203  
Glens Falls, NY 12801  
Telephone: (518) 223-0086  
Cell: (518) 832-9034  
Fax: (518) 223-0584  
Email: [jack@agftc.org](mailto:jack@agftc.org)

#### Selection Timeframe and Contract Term

Consultant selection is anticipated by May 14, 2021. The final contract between the selected consultant and the Lake Champlain/Lake George Regional Planning Board (A/GFTC's host agency) will be drawn up at that time. Completion of the final document is expected within 8 months of contract signature. The term of the contract will expire upon the successful and mutually agreed-upon completion of the study and will not exceed twelve (12) months barring extension.





