

Request for Proposals:
Glens Falls School District Access and Circulation Assessment
03/06/2023

The Glens Falls City School District (GFSD), in conjunction with the City of Glens Falls, New York, has requested assistance from the Adirondack / Glens Falls Transportation Council (A/GFTC) to identify concepts to improve pedestrian/bicycle safety and vehicular circulation during arrival and dismissal periods at its high school and middle school campus, located at the intersection of Quade Street and Sherman Avenue in Glens Falls. This RFP seeks responses from interested and qualified professional transportation planning and engineering firms to develop a plan that identifies improvement opportunities, possible changes to on-street circulation patterns, associated conceptual costs, and realistic funding opportunities. The selected consultant team will work closely with A/GFTC staff, the GFSD administration and School Board, City officials, and community stakeholders to complete this analysis.

A/GFTC and Resource Systems Group, Inc. (RSG) completed an initial Technical Report for A/GFTC and GFSD in 2012 to propose mitigations to the anticipated traffic increases that would accompany the alignment of the arrival and departure times of the high school and middle school. At that time, GFSD had begun experimenting with temporary traffic barriers between its administration and high school buildings that effectively closed off one block of Quade Street to vehicular traffic during peak arrival and dismissal times, with the aim of improving circulation patterns and pedestrian safety. The RSG report confirmed the temporary barrier strategy as a viable one, and that practice continues to the present. However, as the demarcation of the temporary barrier is currently limited to the manual placement of small traffic cones, GFSD staff has witnessed instances of non-compliance that could potentially compromise safe and efficient student access. Additionally, continued vehicular traffic pressures at other intersections adjacent to the campus and its access points have resulted in congestion and access conflicts.

GFSD is a walking school district: no busing or transportation services are provided to students without special needs or outside of school-sponsored events that require group travel, such as athletic competitions. Preserving and enhancing safe, non-motorized access to the schools is the top priority of this analysis. And while the previous RSG report included a number of conceptual physical changes to access that would have implemented new access drives at the expense of existing greenspace, the focus of this effort will be on optimizing the existing surface transportation components for enhanced safety and conflict reduction.

The scope of work, while not formally set and open to suggestion via consultant responses, is anticipated to include:

- Public engagement with the School Board / Advisory Committee at a regular meeting or workshop to initiate the study, confirm the proposed scope, and identify concerns and opportunities.
- Formulation and administration of a public outreach strategy (including a website presence and survey mechanism) to collect feedback from GFSD students, staff, parents, and neighbors.
- Evaluation of non-motorized access safety and recommendations for improvements, with a focus on the following intersections and locations:
 - Quade Street / Sherman Avenue
 - Quade Street / Grant Avenue
 - Grant Avenue / Austin Street

- Grant Avenue / Clayton Avenue
- Grant Avenue / South Western Avenue
- Sherman Avenue / South Western Avenue
- Completion of gaps in the adjacent pedestrian network
- Alternative or newly emphasized access route based upon existing access points.
- Requisite traffic data collection including pedestrian and vehicle counts and observations to inform evaluation of current traffic circulation patterns. If found to be sufficient, recommendations to ‘harden’ the delineation of those patterns so that they are less subject to abuse / non-compliance are anticipated.
- Identification of alternative / improved traffic circulation and access recommendations and associated infrastructure upgrades; one-way traffic treatments will be considered.
- Recommendations for any beneficial modifications to parking and drop-off areas.
- Conceptual cost estimates for all recommended improvements.
- Identification of applicable funding sources.
- Draft report or technical memo.
- Re-engagement w/ School Board in a public forum to review draft report and solicit comments.
- Revised draft report available for 30-day public comment period prior to finalization.

Approach and Management

Study Advisory Committee

Staff from A/GFTC (the project sponsor) will establish and lead a study Steering Committee to provide guidance to the consultant during the progression of this study. That committee will include representatives from GFSD and the City of Glens Falls, in addition to A/GFTC and host agency staff. 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.

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. A/GFTC staff will take an active role in refining the draft and final reports to allow consultant expertise to be focused on the preparation of technical analyses, facilitation of public outreach , concept plan graphics, and cost estimates.

- Task 1 - Kick-off Meeting: The consultant will meet with the School Board / Advisory Committee to review and confirm the scope and objectives of the requested analysis, anticipated project schedule (Requested completion prior to the beginning of the next school year), 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 and quantify existing conditions related to pedestrian and non-motorized infrastructure and access, vehicular circulation and traffic volume characteristics, transit operations, observable conflicts, and recurring congestion points. Stakeholder outreach is recommended during this task.
- Task 3 - Concept Plans: Based upon the existing conditions analysis, the consultant will formulate, evaluate, articulate 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 Advisory Committee for evaluation and prioritization.
- Task 4 – Draft Report: Following formulation of a draft report or technical memo that includes these recommendations and associated conceptual cost estimates, public outreach is

anticipated to share those recommendations and solicit comments.

- Task 5 – Final Report: Following staff / steering committee review and a 30-day public comment period, consultant will prepare a final report that will encapsulate the results of Tasks 2, 3 and 4. In addition, recommendations for implementation and/or project phasing will be developed. The final report will be presented to the School Board by the consultant and 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:

- quality of the proposal, including 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 (5 months);
- the applicable 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. Interviews are not guaranteed, and no more than three firms will be interviewed. Previous experience has shown that,

in cases where interviews were required to separate competitive proposals, presentation and interview performances 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 only and to designated A/GFTC staff only. No contacts to A/GFTC committee members, City staff, or GFSD staff regarding this RFP are allowed during the solicitation and selection period. A/GFTC staff will not engage in private discussions or communications regarding this RFP. All contacts to A/GFTC staff regarding this RFP may be made only to the following designated staff member, and only in writing:

Aaron Frankenfeld, Director

aaron@agftc.org

Those questions that generate the need for technical clarifications to the RFP will be published in an updated RFP. Prospective proposers must contact A/GFTC staff to confirm their 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 \$35,000 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 in excess of this target, and to re-solicit for this project in the event that no acceptable proposals are received. A/GFTC is under no obligation to award this project based upon the lowest bid.

Proposal Due Date and Schedule of Work

Please submit one (1) electronic copy of your proposal to the following office by 3:00 p.m. by Wednesday, March 29, 2023. Electronic copies may be transmitted via email or ftp download.

Aaron Frankenfeld, Director

Adirondack / Glens Falls Transportation Council

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Glens Falls, NY 12801

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Selection Timeframe and Contract Term

Consultant selection is anticipated by mid-to late April 2023. 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 5 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 eight (8) months barring extension.