

**Introduction and Overview**

The Village of South Glens Falls has requested assistance from the Adirondack / Glens Falls Transportation Council (A/GFTC) to analyze the Route 9 corridor for the purposes of identifying opportunities to improve traffic congestion, safety, and multimodal access.

The Route 9 Corridor study area includes portions of Main Street and Saratoga Avenue – see Figure 1. This corridor experiences high levels of congestion, particularly in the PM peak hour. From a multimodal perspective, NYSDOT Region 1 is reviewing if Rapid Rectangular Flashing Beacons (RRFBs) are warranted at 1st Street, 2<sup>nd</sup> Street, and Massie’s Restaurant; however, additional opportunities to improve pedestrian conditions remain. For example, there are insufficient pedestrian crosswalks south of the intersection with Main Street/5<sup>th</sup> Street and no meaningful bicycle accommodations.

Specific emphasis areas of this study are to include:

1. Analysis of signal timing, including a comparison of traditional coordination techniques versus Adaptive Signal Control Technology (ASCT) principles, to determine whether congestion can be improved<sup>1</sup>
2. Concept-level design recommendations for pedestrian improvements at key intersections
3. Identification of additional opportunities for pedestrian crossings, especially along Saratoga Avenue
4. Identification of opportunities for bicycle accommodations

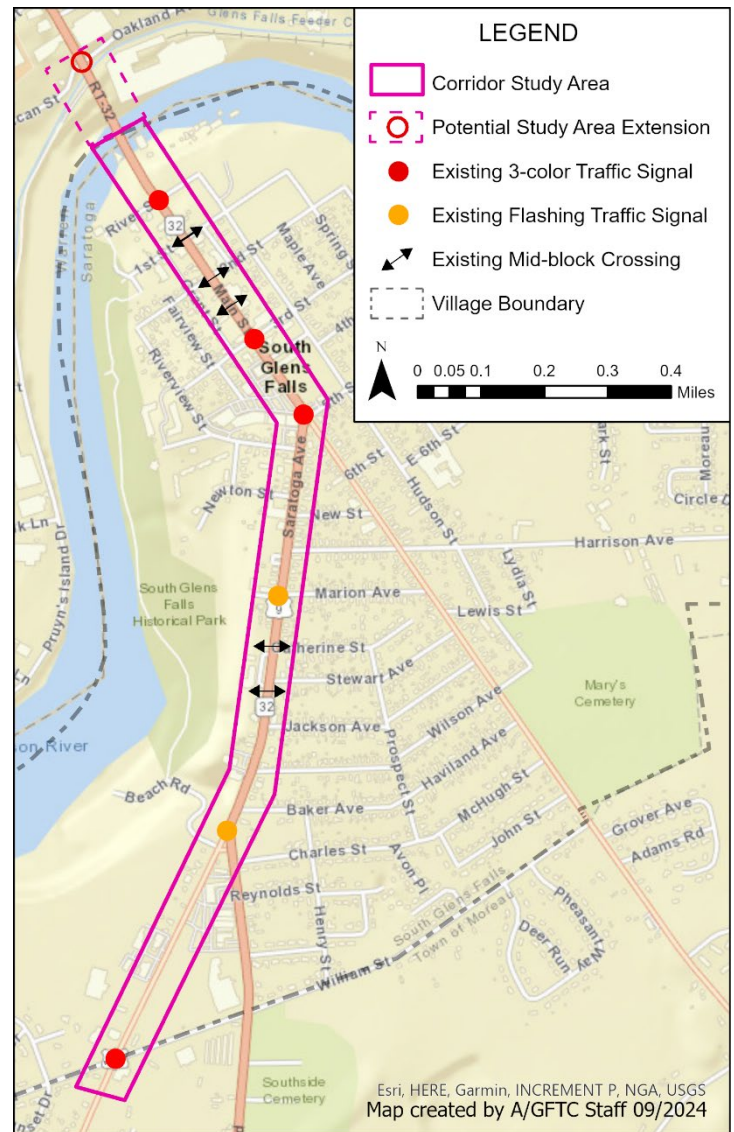


Figure 1 - Study Area

**Approach and Management**

**Project Steering Committee**

Staff from A/GFTC (the project sponsor) will establish and lead a project steering committee (PSC) to provide guidance to the consultant during the progression of this study. The committee will include representatives from

<sup>1</sup> Consultants should use engineering judgement to determine whether the traffic signal at Glen Street (Route 9)/Mohican Street/Oakland Avenue within the City of Glens Falls should be included in the analysis of signal timing. This project does not include a pedestrian/bicycle analysis of this intersection.

the Village of South Glens Falls, NYSDOT, A/GFTC staff, and other community stakeholders. 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 as needed to report on progress and clarify other issues that may occur.

### **Study Content, Scope & Deliverables**

At a minimum, the Consultant shall be responsible for the following tasks and deliverables. Additional components may be proposed by the Consultant if relevant and feasible.

#### **TASK 1: PROJECT MANAGEMENT**

Project Meetings. The Consultant shall attend interim review meetings with the Project Steering Committee (PSC) as outlined in the project scope. The Consultant shall be responsible for scheduling, hosting virtual meetings, and coordinating with the Village and/or A/GFTC to arrange for in-person meeting facilities. Agendas shall be supplied one week in advance of meetings. The Consultant shall provide meeting summaries within 2 weeks of each meeting.

Progress Reporting. The Consultant shall provide periodic updates to A/GFTC to track project progress. The frequency of progress reports should be no less than two per month unless otherwise specified. Progress reporting is anticipated to include emails, phone calls, or virtual meetings, as appropriate.

Task 1 Deliverables:

- Project Meeting agendas and minutes
- Project Report emails

#### **TASK 2: CONSULTANT KICK-OFF MEETING**

A study kick-off meeting shall be held, including A/GFTC, the Consultant, and PSC members. The purpose of this meeting shall be to:

- Confirm project scope and schedule, including tentative dates for subsequent meetings
- Confirm geographic boundaries of the research study (i.e., determine which, if any, additional signals or intersections should be included in the study area)
- Discuss data needs and determine data sources
- Confirm public outreach strategy (see Task 6)
- Confirm communication protocols among PSC members and Consultant

Task 2 Deliverable:

- Agenda and meeting minutes

#### **TASK 3: EXISTING CONDITIONS INVENTORY**

The Consultant will prepare an inventory of existing conditions within the Route 9 corridor. The Consultant shall include activities outlined below at a minimum; additional data and analysis may be included as appropriate and relevant. The Consultant shall prepare a summary of this information and present it to the PSC for discussion. This shall include:

- All pedestrian and bicycle accommodations at the study area, noting any deficiencies according to the design guidelines of the Americans with Disabilities Act, NYS Pedestrian Safety Action Plan, and other relevant design criteria
- All data necessary to prepare a microsimulation model of the corridor, anticipated to include traffic and turning movement counts
- Technical specifications of all signal hardware including actuation (if applicable)
- The preparation of a microsimulation model of the corridor
- Current Level-of-Service (LOS) for all signalized intersections within the study area
- Current Measures of Effectiveness, which may include travel time, reliability, number of stops, delay, or

other relevant metrics

#### Task 3 Deliverables:

- Existing conditions technical memo
- Presentation materials as provided to the PSC
- Meeting minutes

#### TASK 4: PEDESTRIAN AND BICYCLE IMPROVEMENTS

The Consultant shall prepare concept designs for pedestrian improvements at select signalized intersections, anticipated to include Main Street/River Street, Main Street/5<sup>th</sup> Avenue/Saratoga Avenue, Saratoga Ave/NYS Route 32, and Saratoga Avenue/Hannaford Driveway. In addition, the Consultant shall determine appropriate locations for 3-4 mid-block crossings of Saratoga Ave between Main St and NYS Route 32, taking into account factors such as (but not limited to) pedestrian generators and destinations, sight lines, transit stops, and traffic volumes.

The pedestrian/bicycle improvement considerations shall also include safety for multi-modal operations throughout the corridor, in addition to specific recommendations at intersections. Pedestrian accommodations shall include features as recommended in the *NYS Pedestrian Safety Action Plan*, such as pedestrian count-down timers, high-visibility crosswalks, rapid rectangular flashing beacons (RRFBs), refuge islands and/or bump-outs, and any other facilities deemed relevant.

Bicycle improvements may include concepts such as bike lanes, improved detection systems, "bike boxes," and/or lane markings. Concept-level cost estimates for all improvements shall be provided as part of this task.

#### Task 4 Deliverables:

- Pedestrian/bicycle improvements technical memo
- PSC presentation materials
- Meeting minutes

#### TASK 5: SIGNAL COORDINATION COMPARISON

The Consultant to use the microsimulation model from Task 3 to prepare at least two (2) signal coordination alternatives. The first shall be a traditional, optimized signal coordination system (such as Time-of-Day or other traditional coordination system) and at least one other should be based on Adaptive Signal Control Technology (ASCT) principles. A summary of current and projected LOS for both/all alternatives shall be provided and presented to the PSC. A summary of relevant Measures of Effectiveness shall also be provided, including:

- Changes in travel time, reliability, number of stops, delay, or other relevant means to quantify the travel experience
- Changes in greenhouse gas emissions
- Changes in fuel consumption
- Changes in crash rate (if feasible)

The Consultant shall prepare a summary of upgrades needed to the signal hardware for both/all systems and provide an order-of-magnitude cost estimate for installation. For ASCT examples, the potential cost of ongoing operations should also be included.

#### Task 5 Deliverables:

- Signal coordination comparison technical memo
- PSC presentation materials
- Meeting minutes

#### TASK 5A (OPTIONAL): COST-BENEFIT ANALYSIS AND OPERATIONS AND MAINTENANCE ALTERNATIVES

The Consultant shall prepare a cost/benefit analysis for the alternatives proposed in Task 5, prepared using the latest available guidance from U.S. DOT, anticipated to include:

- U.S. DOT. "A Guide for Leveraging ITS Evaluation Tools for Benefit-Cost Analysis (BCA) and Return-on-

Investment (ROI).” July 2022.

- U.S. DOT. “Use Case: Adaptive Signal Control Benefit-Cost Analysis.” July 2022.
- U.S. DOT. “Benefit-Cost Analysis Guidance for Discretionary Grant Programs.” January 2023.

Data inputs to arrive at the cost/benefit analysis shall be derived by the Consultant. The Consultant shall also research and document alternatives for the operation and maintenance (O&M) of the proposed signal coordination and ASCT systems, including issues such as responsible entity, training needs, software/hardware/IT requirements, shared staffing initiatives, and/or vendor contracts. The Consultant shall identify how a new system would be properly maintained to mitigate O&M issues that have been experienced with the current system.

Task 5A Deliverable:

- Cost-benefit analysis and O&M technical memo

#### TASK 6: PUBLIC OUTREACH STRATEGY

The Consultant shall prepare a Public Outreach Strategy to define the proposed methods and formats of any public outreach for the project.

At a minimum, Task 6 shall include an in-person presentation of the draft final report to the Village Board. Additional in-person events, such as a workshop or open house, and online opportunities, such as an interactive online map and/or survey, are also encouraged. All comments received shall be summarized in an appropriate format by the Consultant.

Task 6 Deliverables:

- Public Outreach Strategy (presented during Task 2)
- Draft presentation materials
- Public comment summary memo

#### TASK 7: FINAL DELIVERABLE

Upon completion of the contract period, the Consultant shall prepare a draft Final Report, integrating all aspects of the work performed for the project. In addition, the draft Final Report shall include:

- Recommendations for project phasing and implementation
- Overview of relevant environmental, economic, mobility, and/or other benefits to the community
- Concept-level cost estimates
- Funding strategies and next steps

The draft Final Report shall be provided to the PSC for one round of revisions. Subsequently, the revised Final Report shall be made available for public comment according to A/GFTC’s [Public Involvement Policy](#). After the comment period ends, the Consultant shall summarize all comments for inclusion into the report; substantive comments shall be addressed through additional revisions to the report, as needed.

Task 7 Deliverables:

- Draft Final Report
- Revised Final Report

### **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, including anticipated deliverables.

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 name and email of the contact person 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 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. Demonstrated participation of senior-level staff with applicable experience will be considered.

Firms should provide a detailed summary of the cost to complete the project. All costs that can be identified should be listed. The 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 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 assigned to the project tasks.

#### Presentation and Consultant Selection

A firm may be selected after pre-screening and evaluation by the Selection Committee if there is clear consensus on a preferred response. 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 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 \$60,000 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 conceptual planning study and not an engineering study, A/GFTC reserves the right to eliminate from consideration any proposals that entail costs that are more than this target and to re-solicit for this project if no acceptable proposals are received.

### 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. on November 8, 2024**. Electronic copies may be transmitted via email or download link.

Jack Mance, Senior Transportation Planner  
Adirondack / Glens Falls Transportation Council  
11 South Street, Suite 203  
Glens Falls, NY 12801  
Email: [jack@agftc.org](mailto:jack@agftc.org)

### Selection Timeframe and Contract Term

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 subsequent to consultant selection. Completion of the final document is expected within 12 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 eighteen (18) months barring extension.