

Request for Proposals:
Glens Falls School District Access and Circulation Assessment
09/04/2025

The Glens Falls City School District (GFSD) and the Glens Falls Common School District (GFCSD), 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 transportation access and safety at and around the four public elementary schools located within the City (Abraham Wing, Big Cross Street, Jackson Heights, and Kensington Road). This RFP seeks responses from interested and qualified professional transportation planning and engineering firms to develop plans for each elementary school that identify improvement opportunities, capital project candidates, recommendations for changes to on-street circulation patterns, operational and policy-based modifications, associated conceptual costs, and realistic funding opportunities. The selected consultant team will work closely with A/GFTC staff, the GFSD and GFCSD administrations, City officials, and community stakeholders to complete these analyses.

A/GFTC and Resource Systems Group, Inc. (RSG) has previously completed access plans for [Abraham Wing \(2009\)](#), [Big Cross Street \(2010\)](#), and [Jackson Heights \(2014\)](#). As all public elementary schools within Glens Falls provide buses only for those students with special needs or circumstances, those prior studies emphasized improvements to enhance the shares of students and families that elected to utilize non-motorized transportation modes to and from school. Vulnerable road users (those traveling outside of motorized vehicles) will continue to be a priority of these updated studies, but measures to improve accommodations for motorists will also be considered.

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

- Introductory meetings with the district administrators to confirm issues and priorities. Follow-up discussions with school staffs may follow at the direction of the Superintendent.
- Requisite traffic data collection and field observations including pedestrian and vehicle counts and observations to inform evaluation of current traffic circulation patterns and identification of improvement candidates.
- Conceptual plans for alternative / improved traffic circulation and access recommendations and associated infrastructure upgrades.
- Recommendations for any beneficial modifications to parking and drop-off areas.
- Conceptual cost estimates for all recommended improvements.
- Identification of applicable funding sources.
- Draft reports or technical memos.
- 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, GFCSD, and the City of Glens Falls, in addition to A/GFTC 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, either virtually or in-person as determined by the

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.

- Task 1 - Kick-off Meeting: The consultant will meet with the Advisory Committee to review and confirm the scope and objectives of the requested analyses, initial issues and concerns, and anticipated project schedule (requested completion date is 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 associated with school - related traffic, vehicular circulation and traffic volume characteristics, observable conflicts, and recurring congestion points. Stakeholder outreach is recommended during this task. Surveys of district families may be required; assistance from district staffs is anticipated and beneficial.
- 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 for each school will be developed by the consultant and presented to the Advisory Committee for evaluation and prioritization.
- Task 4 – Draft Report(s): Following formulation of draft reports or technical memos that include these recommendations and associated conceptual cost estimates, public outreach is anticipated to share those recommendations and solicit comments.
- Task 5 – Final Report(s): 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 12% 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 (10 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 preferred 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 \$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 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 Tuesday, September 30, 2025 (electronic copies may be transmitted via email or ftp download):

Aaron Frankenfeld, Director
Adirondack / Glens Falls Transportation Council
11 South Street, Suite 203
Glens Falls, NY 12801
Direct: (518) 681-3310
Email: aaron@agftc.org

Selection Timeframe and Contract Term

Consultant selection is anticipated by mid-to late October 2025. 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 twelve (12) months barring extension.