

**CDTA Bus Stops  
Improvements Concept Plans  
Request for Proposals – April 15, 2026**



**Introduction and Overview**

The Capital District Transportation Authority (CDTA) has requested professional transportation planning and engineering expertise through the Adirondack / Glens Falls Transportation Council (A/GFTC) to formulate conceptual plans for access and operational improvements to several existing public transit stops along CDTA's established service routes in the Glens Falls urban area. A/GFTC and CDTA staffs have developed an initial listing of eight (8) candidate sites / locations for stop improvements based upon ridership, opportunities for improvement, and need.

Depending upon the existing characteristics of the stops, focus areas of the concept plans will include:

1. Access improvements to the stop sites, including pedestrian, bicycle, and ADAAG accommodations and traffic control considerations
2. Stop location optimization and consolidation, including recommendations to better align stop locations with existing infrastructure and traffic control
3. Passenger amenities and accommodation upgrades
4. Conceptual cost estimates

The initial candidate sites identified include:

- East Washington Street (near Ridge Street intersection), Glens Falls
- Glen Street (near Goodwin Avenue intersection), Glens Falls
- Broadway stop locations cluster, Fort Edward
- Main Street stop locations cluster, Hudson Falls
- Warren County Municipal Center
- Glen Street near YMCA, Glens Falls
- Northway Plaza, Route 9, Queensbury
- Upper Glen Street at Market 32, Queensbury

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. Participating organizations are anticipated to include CDTA, NYSDOT, and the municipalities where the candidate stops sites are located, including the City of Glens Falls, the Villages of Fort Edward and Hudson Falls, the Town of Queensbury, and Warren County.

**Study Content, Scope & Deliverables**

At a minimum, the Consultant shall be responsible for the following tasks and deliverables in accordance with a typical A/GFTC- led project. 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 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, stop locations or should be included in the study)
- Discuss data needs and determine data sources
- Confirm public outreach strategy (see Task 5)
- 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 at the stop locations. 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:

- Applicable ridership data from CDTA
- All pedestrian and bicycle accommodations at the stop locations, noting any deficiencies according to the design guidelines of the Americans with Disabilities Act, NYS Pedestrian Safety Action Plan, and other relevant design criteria
- Any notable improvement opportunities

#### Task 3 Deliverable:

- Existing conditions technical memo and summaries
- Meeting to present existing conditions and opportunities
- Meeting minutes

#### TASK 4: IMPROVEMENT CONCEPTS

The Consultant shall prepare concept designs for each of the selected stop locations at appropriate scale to depict the scope of the recommendations, including improvements to facilitate safe and convenient access to the stops, and new traffic control or physical improvements, optimization with existing traffic control, stop consolidation, and optimization with existing traffic control.

#### Task 4 Deliverables:

- Conceptual improvements technical memo
- PSC presentation materials
- Meeting to present draft concepts
- Meeting minutes

#### TASK 5: 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 5 shall include an in-person presentation of the draft final report to the PSC. As there are multiple municipalities involved, methods to facilitate targeted outreach to each of those will be determined through discussion in Task 2. Additional in-person events, such as a workshop or open house, and online opportunities, such as an interactive online map with comment module are also encouraged. All comments received shall be summarized in an appropriate format by the Consultant.

Task 5 Deliverables:

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

## TASK 6: FINAL DELIVERABLE

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:

- Existing Conditions and Opportunities
- Conceptual plans and recommendations
- Concept-level cost estimates
- Permitting and coordination considerations for each site
- 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, A/GFTC staff will aggregate all comments for the Consultant's consideration for inclusion into the report; substantive comments shall be addressed through additional revisions to the report, as needed.

Task 6 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 Federal Transit Administration (FTA) 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, and demonstrated project management skills.

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:

Aaron Frankenfeld, Director

[aaron@agftc.org](mailto:aaron@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 \$55,000 has been established for this project. 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 12:00 p.m. on May 15, 2026**. Electronic copies may be transmitted via email or download link.

Aaron Frankenfeld, Director  
Adirondack / Glens Falls Transportation Council  
11 South Street, Suite 203  
Glens Falls, NY 12801  
Email: [aaron@agftc.org](mailto:aaron@agftc.org)

### Selection Timeframe and Contract Term

Consultant selection is anticipated by June 15, 2026. 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 6 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.