



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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CHAPIN SPENCER
DIRECTOR OF PUBLIC WORKS

Responses to Questions
Bicycle and Pedestrian Master Plan and Action Plan Request for Proposals

Will covers, cover letters and dividers be counted toward the page limit?

No, we will not count covers, cover letters or dividers toward the page limit.

Is it acceptable to submit electronic links for representative work samples?

Yes, electronic links for the work samples are acceptable.

Does the City have an expectation or preference for the number of scoping studies to be conducted in Phase 2?

We do not have a definitive number of scoping studies to be completed but anticipate 1 to 3 projects may be scoped, depending on their complexity and size. We do expect the projects being scoped to improve both walking and biking; these may be separate projects or within the same project. Our preference is to scope projects that will have the biggest impact to increase the numbers of people walking and biking and improve the safety of these activities.

Can you describe the extent of any walk/bike count data that will be available to the consultant team? Also, have counts only been done in warm weather, or is there data on winter walking and bicycling as well?

Please see the attached document with a list of 2012 – 2014 data that is available (including the collection date) from the Chittenden County Regional Planning Commission. In addition, we have limited data collection from University of Vermont class partnerships studying North Street / Elmwood Avenue.

For dates prior to 2012, we have bicycle count data at various locations from the 2002 North / South Bicycle & Pedestrian Route Study, 2011 Colchester Avenue Corridor Study, 2011 North Winooski Avenue / Archibald Street Intersection Evaluation, and limited other locations. (Studies are available here, data is available from the CCRPC: <https://ccrpcvt-public.sharepoint.com/studies-and-reports>)

In Report Production, the RFP mentions the need for six hard copies of the draft and final reports, but also mentions the need for one hard copy to 3 different agencies' PMs. Can you clarify if we are indeed to make only six (6) hard copies, or should be assume nine (9) for final deliverables?

Only 6 hard copies will be needed for the final deliverables, which will include the hard copies for the different agencies' project managers.

In the list of source of funding in Appendix B, the total adds up to \$120, 500 as the maximum limiting authority. In Contract Period and Amount, the RFP lists maximum limiting amount is to be \$120,000. Can you clarify which is the correct number?

The total amount available for this contract is \$120,000.

The RFP mentions in Phase I - Master Plan Planning that the project will address education, encouragement, enforcement and evaluation strategies. The primary goals, the scope of work, and most of the rest of the services to be provided by the consulting team for the Master Plan described in the RFP appear to be oriented towards the creation of physical projects. Could you clarify how much of the project you anticipate should be devoted to projects and strategies other than future physical improvement of bicycling and walking facilities (engineering).

We are not expecting non-engineering projects to be developed through this planning effort but do expect recommendations to be included for future education, encouragement, enforcement and evaluation strategies and activities.

In Task b.2 in Alternatives Presentation the RFP appears to indicate that per foot or lump sum costs will not be acceptable for the presentation of alternatives. Does the City want the development of preliminary bid item quantity cost estimates for every alternative or would per foot costs be acceptable for the alternatives under initial consideration with a more detailed bid item quantity cost estimate for each of the recommended actions that emerge from the alternatives discussion?

The alternatives to be presented for initial consideration can indicate per foot or lump sum costs. The preferred alternative that emerges from that presentation should then be developed with more detailed estimates.

The Project Administration to be performed by the consulting team lists an option to create a website OR provide project materials ready to be posted on a project website to be maintained by the City. The Public Involvement section appears to indicate that the website will definitely be created by the consulting team. Could you clarify what the City anticipates in regards to responsibilities for the creation and maintenance of a project specific website?

A project website will be created but if the consulting team cannot facilitate website development that is acceptable. If the consultant does create the website, the posted materials or site should be maintainable by the City after this project ends. If the website is created by the City, materials should be formatted to be easily uploaded and maintained.

Is there a maximum attachment size (in megabytes) for the submission?

There is a 40 Mbs limitation on attachments to the City's email messages. Zipped files will be accepted. Files will also be accepted through City's FTP. Please contact nlosch@burlingtonvt.gov by 4:00 PM on Thursday, March 12, 2015 for login information to that FTP.