



City of Burlington

Department of Public Works

Technical Services Engineering Division

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www.burlingtonvt.gov/DPW

REQUEST FOR PROPOSALS

NORTH AVENUE PILOT PROJECT PUBLIC OPINION SURVEY

Date of Issuance: February 8, 2017

Due date for Questions: 2:00 pm on February 15, 2017

Answers will be posted at <http://burlingtonvt.gov/RFP> by 4:00 pm on February 17, 2017

Due date for Proposals: via email / electronic submission by 2:00 pm on February 23, 2017

Proposers will receive an email confirmation once their proposal is received.

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ANSWERS TO QUESTIONS AND REVISIONS TO REQUEST FOR PROPOSAL

Any revisions, addendums and answers to questions received by the due date for questions will be sent to proposers who directly received this proposal via email. In addition, revisions will be posted on the City's RFP web page <http://burlingtonvt.gov/RFP/>. It is advised that proposers sign up for the GovDelivery notification so that they will be notified of any changes to the RFP page. The due date for questions is 2:00 pm on February 15, 2017, and responses will be provided no later than 4:00 pm on February 17, 2017.

PARTNERSHIPS

Contractors may team up with other firms, local or otherwise, in order to provide whatever diversity is deemed necessary for completing the project tasks.

INTRODUCTION AND GENERAL SCOPE OF WORK

This Request for Proposals invites responses from qualified firms to assist the Department of Public Works (DPW) with a public opinion survey related to the North Avenue Pilot Project. The North Avenue Pilot was installed in June 2016. The pilot project reconfigured the travel lanes and the intersections on North Avenue (details below). While other parties will measure traffic impacts, the City is soliciting proposals to measure public opinions for the various pilot project components. The public opinion survey can occur between March – June 2017, ensuring results will be available to present to City Council in June 2017.

For this RFP:

- “Survey” will be used to describe the method of collecting public opinions but need not be assumed to be the only method available; and
- “Pilot” will be used to describe the various modifications made through the pilot project.

Survey Components

Required:

1. Opportunities to provide input must be available to all Burlington residents
2. Public opinions from the New North End (NNE) must be distinguished from other public opinions
3. Results must be available for the consultant, with City staff, to present to City Council in June 2017
4. Surveys will be accessible to residents without internet access
5. Surveys will indicate how residents can access the survey in another language or with ADA accommodations

To the extent feasible, this survey should be directly accessible to every resident in the NNE and also maintain the integrity of data that is collected. If feasible:

1. Survey methodology should limit an individual’s ability to submit multiple surveys
2. Members of the same household should all have the opportunity to complete the survey
3. Every resident of the NNE should receive the survey

The City distributed an online-based survey for the North Avenue Pilot in fall 2016. The survey questions may be reused for this survey; modified by the City and/or the consultants.

There are many ways to distribute public opinion surveys. To understand the opportunities, constraints, and costs of some options, the City requests proposals on up to three possibilities; these can be proposed as individual options or combined, as you recommend:

1. Paper surveys mailed to every NNE household and business
2. Online surveys with or without unique passcodes to all Burlington households and NNE businesses
3. Notices mailed to every NNE household and business with a link to an online survey and an option to receive a paper survey
4. Other options are welcome

Proposal Requirements

Brevity is appreciated and encouraged.

Statement of Qualifications

- Include a statement of understanding and approach to this project
- Identify the project team, including sub-consultants or partners, their roles, and their relevant experience
- Demonstrate experience with similar projects, emphasizing team members recommended for this project
- Include three references for similar work

Technical Proposal and Cost Proposal

- Describe any insights into the project and explain the recommended work
- For each survey option offered:
 - Describe the work to be completed and the methods to be used
 - Identify deliverables, milestones, deadlines, and an overall project timeline
 - Describe expectations for the City's team
 - Identify direct labor hours
 - Itemize labor and direct expenses, identifying project team members' and partners' estimated hours on each task and the overall project
 - Indicate the maximum budget amount, inclusive of all fees and expenses and specifying fixed costs and time and materials

PROPOSAL EVALUATION

Proposals will be reviewed and evaluated by Department staff based on the information provided in the proposal. Additional information may be requested prior to final selection. It is anticipated that a decision will be made by March 3, 2017.

Evaluation Criteria

15 Points	Project understanding
10 Points	Experience and qualifications
10 Points	Budget and value
5 Points	Ability to meet schedule
5 Points	Quality, clarity, and completeness of the proposal

REJECTION OF PROPOSALS

The City of Burlington reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract in the City's best interests, including proposed contractor's schedule. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals.

CONTRACT REQUIREMENTS

Contractors are advised to review the Livable Wage and Union Deterrence Ordinances in advance of submitting a proposal.

INDEMNIFICATION

The Contractor will act in an independent capacity and not as officers or employees of the City. The Contractor shall indemnify, defend and hold harmless the city and its officers and employees from liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the Contractor's acts and/or omissions in the performance of this contract.

The City is responsible for its own actions. The Contractor is not obligated to indemnify the Municipality or its officers, agents and employees for any liability of the City, its officers, agents and employees attributable to its, or their own, negligent acts, errors or omissions.

LIMITATIONS OF LIABILITY

The City assumes no responsibility and liability for costs incurred by parties responding to this RFP or responding to further requests for interviews, additional data, etc., prior to the issuance of the contract.

OWNERSHIP OF DOCUMENTS

Proposals, plans, specifications, basis of designs, electronic data, designs and reports prepared under any agreement between the selected contractor or consultant and the City shall become the property of the City. Records shall be furnished to the City by the Contractor upon request at any time, however the Contractor or Consultant may retain copies of the original documents.

PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records considered to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, shall be identified, as shall all other records considered to be exempt under the Act. It is not sufficient to merely state generally that the proposal is proprietary or a trade secret or is otherwise exempt. Particular records, pages or section which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title I of the Vermont Statutes Annotated.

Resources

City Council Resolution regarding the North Avenue Pilot Project
Fall 2016 survey report