REQUEST FOR PROPOSALS
Strategic Planning and Organizational Assessment for Traffic Calming and Traffic Requests within the Department of Public Works

Date of Issuance: March 3, 2017

Due date for Questions: 2:00 pm on March 10, 2017
Answers to questions will be posted on the City’s website (http://burlingtonvt.gov/RFP) by 4:00 pm on March 14, 2017

Due date for Proposals: via email / electronic submission by 2:00 pm on March 22, 2017
Applicants will receive an email confirmation once their proposal is received.

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Burlington VT 05401

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 March 10, 2017, and responses will be provided no later than 4:00 pm on March 14, 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 strategic planning and organizational assessment related to the current Traffic Calming Traffic Request Programs.

Scope of Work
DPW’s Traffic Calming Program was established in the 1990s. The program is currently neighborhood-initiated and considers roadway engineering strategies to calm traffic and/or enhance neighborhoods to reduce the
impacts of traffic. DPW’s Traffic Request Program is also community-initiated and considers regulatory and/or roadway engineering strategies to remedy the impacts of traffic. Traffic calming requests and requests for traffic regulations are often interrelated, but the programs are not currently structured to facilitate coordination.

The consultant should develop an understanding of the existing programs, recommend the structure for a merged program, recommend procedures for managing the program, and make recommendations for internal management tools and external materials.

DPW’s goals for this merger are to:

- Evaluate requests thoroughly, in a timely manner, and with consistency
- Advance projects that improve efficiency, safety, and community
- Streamline and simplify the process for residents, including one clear path for requests initiated by the community
- Improve internal coordination
- Clarify roles and responsibilities
- Follow a clear decision making process with the Public Works Commission, aiming for resolution at one meeting
- Update our “toolbox” of solutions and have information accessible
- Fund the program to meet these goals
- Advance the City’s vision of the transportation system
- Ensure the process allows for better understanding of the underlying issues or problems that initiate requests for traffic calming or traffic regulations
- Ensure flexibility in design and regulations to address concerns
- Plan for project triage before assignment

**Tasks and Deliverables**

1. Produce a report that summarizes:
   a. Existing programs
      i. Describe the scope of responsibilities and where they overlap, how they integrate into the Engineering Division, and how they contribute to the goals of the DPW
      ii. Describe the existing process for resident(s) to initiate requests for each program
      iii. Identify existing program documents, procedures, forms, organization charts, website information, and current staffing levels
      iv. Assess program successes and areas to improve
   b. A strategy to merge the programs
      i. Develop a mission statement and goals
      ii. Identify where the merged program should reside within the DPW
      iii. Identify the team structure and staffing needs required to maintain the program and to reduce the current backlog of requests
      iv. Describe how the program would balance city goals when compared to individual goals
   c. Procedures to manage the new program
      i. Develop a flow chart or process map showing the process from initial request to final closure for both staff and the community
      ii. Outline the request initiation process
      iii. Outline the request prioritization process
      iv. Outline how the program would be coordinated with other city projects
v. Outline the civic engagement process
d. Program materials
   i. Synthesize and update the toolbox of policies and design options that will be used to advance projects in this program, which may include:
      1. 1996 Traffic Calming and Neighborhood Enhancement Program Description
      2. 2011 Transportation Plan (Street Design Guidelines and Traffic Calming components)
      3. 2015 Residential Parking Management Plan
      4. 2016 Community Demonstration Project Policy and Guide
      5. 2017 planBTV Walk Bike (draft)
      6. 2017 Great Streets Design Standards (draft)

2. Interview DPW staff, Commissioners, and residents who have submitted requests
3. Prepare new forms, applications, public notification templates, and/or program guides

Proposal Requirements
Brevity is appreciated and encouraged.

- Include a statement of understanding
- Identify the project team, including sub-consultants or partners, their roles, and their relevant experience
- Demonstrate experience with similar projects, emphasizing team members and their relevant experience
- Include three references for similar work
- Describe any insights into the project and explain the recommended work
- Include a cost estimate, itemizing direct expenses and projected labor hours for each team member

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 31, 2017.

Evaluation Criteria

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<th>Points</th>
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<tr>
<td>15</td>
<td>Project understanding</td>
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<td>10</td>
<td>Capability, qualifications, and past experience</td>
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<td>10</td>
<td>Budget and value</td>
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<td>Ability to meet schedule</td>
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<td>Quality, clarity, and completeness of the proposal</td>
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REJECTION OF PROPOSALS
Notwithstanding the above selection process, 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.
Limitations of Liability
The City of Burlington, Vermont assumes no responsibility and liability for costs incurred by parties responding to this Invitation to Bid or responding to any 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 1 of the Vermont Statutes Annotated.

Non-Discrimination
The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 865-7145.

CONTRACT REQUIREMENTS
Consultants are advised to review the City’s Livable Wage and Union Deterrence Ordinances in advance of submitting a proposal.

INDEMNIFICATION
The Consultant will act in an independent capacity and not as officers or employees of the Municipality. The Consultant shall indemnify, defend and hold harmless the Municipality 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 Municipality is responsible for its own actions. The Consultant is not obligated to indemnify the Municipality or its officers, agents and employees for any liability of the Municipality, its officers, agents and employees attributable to its, or their own, negligent acts, errors or omissions.