

## **REQUEST FOR PROPOSALS**

Lyndonville Route 5 Corridor Master Plan

Consulting Services

Lyndon, Vermont

Issued: June 21, 2021

Due: July 12, 2021

### **PROJECT DESCRIPTION**

#### **Project Summary**

This project will engage the community in a master planning process for the Route 5 Corridor in the Village of Lyndonville for the purpose of guiding future economic development, land use, and transportation infrastructure decisions along Main, Depot, and Broad Streets (Route 5). The Master Plan will create a blueprint for undertaking future projects along the Route 5 Corridor including: multimodal transportation improvements (streetscaping, wayfinding, bicycle and pedestrian infrastructure, parking, and access management), revised land use regulations and design standards, redevelopment and infill projects, marketing initiatives, etc. The project will address the current lack of connectivity between northern Main St. and the Designated Village Center, transportation safety issues, land use issues, storefront vacancies, and redevelopment opportunities. The Master Plan will provide specific strategies to guide capital planning decisions and requests for future grant funding, based on demonstrated community interest and need. In addition to guiding municipal investment, the Master Plan will guide private investment along the Route 5 Corridor.

The Master Plan will specifically address connectivity and stormwater issues in the Route 5/114/122 intersection to improve water quality in the Passumpsic River, access to the Village from the north (East Burke Village, I-91), and establish better linkages to local trail networks and bicycle and pedestrian routes (Kingdom Trail Association, VAST, Paths Around Lyndon -PAL, and NEK Gravel Rides routes). There are a multitude of community groups, local businesses, non-profits, etc. in Lyndon that could better coordinate efforts with the Town and a greater community vision. This process will bring these various stakeholders together to begin implementation of the community vision established through the [2020 Envision Lyndon Planning Process](#) and build partnerships and capacity for future initiatives.

Expected project outcomes include a Master Plan report and map, which will include:

- 1) conceptual drawings and cost estimates for new multimodal transportation infrastructure, streetscaping, and preferred parking alternatives throughout the downtown area;
- 2) a land use analysis providing recommendations for zoning changes that support a vibrant, walkable, and livable Village; and,
- 3) a downtown market analysis providing baseline economic data and strategies for prioritizing infrastructure investments and attracting future investment.
- 4) Additionally, the project will identify opportunities to integrate green stormwater infrastructure into downtown streetscaping and address key stormwater runoff issues at the intersection of US RT5 and VT RTS 114 and 122.

The project will make recommendations for a Village capital plan and necessary updates of the Town Zoning Bylaws in the near-term, which will have significant long-term impacts, specifically, improved safety and transportation connectivity and economic vitality in the downtown.

### **Context and Background**

[Envision Lyndon 2020](#), the newly adopted Municipal Plan, specifically calls for the development of a "master plan for the designated village center that includes strategies for complete streets streetscape enhancements, economic development, and village revitalization" (Action 2.2, Envision Lyndon 2020). Additionally, Action 3.1 highlights the need to work with VTrans to improve traffic flow along VT Route 5 in and around the Village Center and specifically calls for the study of a roundabout at the Route 5/114/122 intersection. Actions 3.2 and 3.5 identify specific circulation and parking management improvements to be studied while Actions 3.6 and 3.12 call for coordination with Rural Community Transportation, Inc., Kingdom Trails Association (KTA), Northern Vermont University (NVU), and the Lyndon Area Chamber of Commerce to evaluate the need and feasibility for additional public transportation options and/or improvements to existing options.

Two key priorities identified through Lyndon's 2017 VRDC Community Visit were downtown revitalization and support for business growth and economic development. The [Community Visit Report and Action Plan](#) specifically calls for the development of a master plan for the downtown that includes a comprehensive strategy to boost economic development and implement redevelopment of vacant properties. The Action Plan also mentions the re-envisioning of the Route 5 Corridor. The Lyndon Economic Development Task Force and the Lyndon Downtown Revitalization Corporation (LDRC), now a 501(c)(3), were formed to implement the priorities identified in Lyndon's Community Visit Report and will both be active partners in this project!

Both the Town and the Village have participated in numerous other planning efforts that the Master Plan will build upon. The Lyndon Planning Commission worked with VHB in 2018/19 to develop an [Existing Conditions Report for Lyndon Design Guidelines](#), which highlighted examples of desirable aesthetic elements along the Town's commercial corridors in addition to calling out access management and parking issues and noting the need for human scale streetscaping and wayfinding elements.

The Master Plan will build on this work to create more specific design guidelines for properties along Lyndonville's Route 5 Corridor. The Town worked with Local Motion and other consultants in 2015/16 to develop the [Lyndon Walk-Bike Safety Action Plan](#) (2016). The Plan identifies priority infrastructure and non-infrastructure improvements and outlines a series of next steps, many of which the Town has implemented such as applying for Vermont Bike-Ped Program grants (2018, 2019), establishing a Bicycle and Pedestrian Advisory Committee (2017), and amending the [Municipal Plan](#) to include Walk-Bike goals and policies (2020). The identification of pilot demonstration projects is the next identified step, which can be implemented through this process (see Project Work Plan in Section 3). The Village of Lyndonville worked with the Vermont Urban and Community Forestry Program in 2015/16 to inventory all municipally owned street trees and develop the [Village of Lyndonville Community Forest Strategic Action Plan](#), which outlines goals and actions for ongoing maintenance and improvements to Lyndonville's community forest. The Village continues to use this plan to guide street tree maintenance and utilized a Caring for Canopies grant in 2017 to replace several unhealthy trees in Bandstand Park and on Depot Street.

The Master Plan will synthesize many of the Municipality's past planning efforts in a coordinated strategy for redevelopment along the Village Route 5 Corridor. This project is the critical link to tie these past efforts together and to move the Town beyond the planning phase to focus on more sustainable and structured implementation, i.e., capital budgeting, fundraising, private investment, etc.

### **Detailed Project Work Plan**

*See attached Work Plan.*

### **Project Funding**

A total of \$97,500 is available for consultant services from the Better Connection Grant Program administered by Vermont Agency of Transportation and Vermont Agency of Commerce and Community Development. \$30,000 of the total must be used exclusively for the clean water element of the project.

# PROPOSAL REQUIREMENTS

## Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** - A cover letter of interest and general description of recommended approaches, scope of work, processes, and deliverables for the project.
2. **Scope of Work** – Provide a detailed scope of work based on the work plan provided in the RFP for the project broken down by task. Describe the project approach and overview of engagement. The consultant may also propose additional supplemental items to the scope of work. While the work plan in the RFP serves to illustrate a general process and structure for creating the plan, we are very much open to and interested in hearing any new/creative approaches to this type of plan and our approach.
3. **Proposed Schedule** – Provide a schedule that includes completion of work task and deliverables, as well as key meetings, and complies with timeline given in the RFP.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved. Also, provide an estimated budget with staff hours for completing each phase of the proposed scope of work.
5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including the name of the firm, year established, including a description of relevant experience on similar projects for each firm and detailed resume listing of their individual work experience in this role on similar projects;
6. **References** - A minimum of three (3) professional references for whom a similar project has been completed within the last five (5) years.
7. **Page Limit** - The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including cover letter, table of contents and resumes.

All information submitted becomes property of the Town of Lyndon upon submission. The Town of Lyndon reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not

be changed without written notice to and consent of Town of Lyndon. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The Town of Lyndon reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the Town of Lyndon. This solicitation of proposals in no way obligates the Town of Lyndon to award a contract.

**Submission Requirements:**

Respondents should submit one (1) digital copy (PDF) of the submittal via email by July 12, 2021 to:

*Annie McLean*  
*Northeastern Vermont Development Association (NVDA)*  
[amclean@nvda.net](mailto:amclean@nvda.net)

Please expect a confirmation email upon the Town of Lyndon's receipt of your proposal. If you have any questions about this project or the RFP, please address them via email to Annie McLean. We will respond to all questions in writing within 3 days. Both the question and response will be shared with the other consultants.

**RFP Schedule Summary:**

Requests for Proposals due: July 12, 2021.  
Interviews: July 12, 2021-July 22, 2021 (*if needed*).  
Consultant selection: Week of July 26, 2021.  
Project Work to begin: August 1, 2021.  
Complete project on or by: December 1, 2022.

**Proposal Selection**

Proposals will be reviewed by a selection committee comprised of representatives from the municipality, RPC, VTrans, and ACCD. A short-list of consultants may be selected for interviews.

**Proposal Evaluation**

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications with Similar Projects and the Project Area - 25%
2. Scope of work, methodology, public engagement, and scheduling - 35%
3. Overall Quality, Completeness and Clarity in the Proposal - 25%
4. Consultant Costs and Fee Schedule – 15%

### **Interview Framework**

The Town of Lyndon reserves the right to select the top two to three highly scored consultants and invite them for an interview prior to awarding the contract. In this process, the selection committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal. The interview and presentation is merely to present facts and explanation to the review committee and allow the selection committee to ask targeted questions of the consultant team. The interview and presentation, if deemed necessary by the review committee, will be held at the Municipal Offices in Lyndon, Vermont or remotely. The day and time will be notified to the respondents at least 1 week prior to the meeting. Each interview will last between 30 and 45 minutes, and will be comprised of a presentation and Q&A. The interviews will be conducted by a selection committee comprised of representatives from the municipality, RPC, VTrans, and ACCD representatives. All costs and expenses incurred in traveling for the purpose of interview and presentation shall be the responsibility of the consultant.

### **Final Consultant Selection**

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

### **Contract Requirements**

The Town of Lyndon will negotiate contract terms upon selection. All contracts are subject to review by the municipality's legal counsel. The contract shall not start until the successful applicant enters into a written contract with the municipality. The Town of Lyndon is not liable for any cost incurred by consultant prior to issuance of a contract. The consultant and subcontractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all the municipality's subcontracts including, but not limited to the following provisions:

- Insurance Coverage
- Indemnification
- Workers Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act
- Disadvantage Business Enterprise (DBE) Obligation

- Audit and Record Retention
- Lobbying restrictions

### **Mapping and Graphic Standards**

The planning project may have mapping to inventory, assess, and communicate geographic concepts. Consultants will develop data layers in GIS. Data should be in Vermont State Plane coordinates, meters NAD 1983. These data layers can be developed from existing data layers and/or augmented with additional engineering work. Any artistic renderings or other graphical illustrations should be provided in pdf or jpeg file format along with native editable file formats in Adobe Illustrator/Photoshop and InDesign format. Upon completion, the data will be transmitted in ESRI shapefiles format and associated mapping in Adobe Acrobat formats to the municipality.

Lyndonville Route 5 Corridor Master Plan

2021 Better Connections Program Work Plan

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## Work Plan and Schedule

Task Name	Description of Task	Deliverables	Schedule
1. Kick-off Meeting	Consultant group meets with Project Steering Committee to review project activities, outcomes, and timelines.	<ul style="list-style-type: none"> <li>✓ Project outline and timeline</li> <li>✓ Branding and outreach strategy</li> </ul>	Jun-21
2. State Agency Project Initiation Meeting	Steering Committee, BC Program Managers, and Consultant(s) meet with State agency staff to discuss impacts to State Highway Right-of-Way and other State concerns.	<ul style="list-style-type: none"> <li>✓ Identification of potential State Agency concerns</li> </ul>	Jun-21
3. Existing Conditions Analysis	Review background documents, solicit input from relevant State agencies, prepare base map, collect baseline transportation, land use, and economic data.	<ul style="list-style-type: none"> <li>✓ Base mapping</li> <li>✓ Baseline data</li> <li>✓ Descriptive report, maps, and illustrations of existing conditions</li> <li>✓ Site visit with State agencies (VTrans, ACCD, DEC)</li> </ul>	Jun-Aug-21
4. Initial Public Engagement	Develop project website to be updated with latest progress and project deliverables, create print marketing materials; host initial small group stakeholder meetings.	<ul style="list-style-type: none"> <li>✓ Project website</li> <li>✓ Project poster/flier</li> <li>✓ Project Kickoff @ annual Stars and Stripes Parade</li> </ul>	Jul-Sep-21
5. Ongoing Public Outreach	Display reports, maps, and progress plans on project website and at mini "open studios" located at key local businesses, utilize email listservs and social media (Front Porch Forum, Facebook, etc.) to publicize project milestones and events, advertise at Farmer's Market and other public events, etc.	<ul style="list-style-type: none"> <li>✓ Update project website</li> <li>✓ Social media posts</li> <li>✓ Project team presence at community events (<i>host online community focus groups as a COVID-19 alternative</i>).</li> </ul>	Aug-21-Sep-22
6. Community Workshop #1	Steering Committee and Consultant group present results of Task 3 to solicit comments and community input ( <i>at existing community event if</i>	<ul style="list-style-type: none"> <li>✓ One (1) facilitated meeting</li> <li>✓ Descriptive report of findings</li> </ul>	Sep-21

Task Name	Description of Task	Deliverables	Schedule
	<i>possible, other innovative methods will be used to solicit additional and diverse feedback – see Tasks 3 and 4).</i>		
7. Proposed Improvements and schematics	Propose and evaluate desired improvements based on existing constraints, standards, costs, State agency technical review, community input ( <i>including feedback from website and outreach materials at local businesses</i> ), develop maps and graphics to illustrate desired improvements	<ul style="list-style-type: none"> <li>✓ Summary Report/Matrix</li> <li>✓ Master Plan maps and graphics</li> </ul>	Oct-Jan-22
8. Market Analysis	Qualitative data collection, develop baseline economic data and strategies for prioritizing infrastructure investments and attracting future investment that integrates with proposed corridor improvements.	<ul style="list-style-type: none"> <li>✓ Focus groups, interviews, intercept surveys, etc.</li> <li>✓ Market Analysis</li> </ul>	Feb-22
9. Community Workshop #2	Steering Committee and Consultant group present findings of Tasks 5, 6, and 7 to solicit community input on proposed improvements, including the prioritization of plan strategies.	<ul style="list-style-type: none"> <li>✓ One (1) facilitated meeting (<i>could include demonstration project(s) to test potential design alternatives</i>)</li> <li>✓ Descriptive report of findings</li> </ul>	Mar-22
10. Implementation Plan	Develop an implementation plan, include cost estimates, identify funding resources and partners to help implement recommendations for proposed improvement strategies and marketing initiatives.	<ul style="list-style-type: none"> <li>✓ Implementation Plan</li> <li>✓ Formal review by State agencies (VTrans, ACCD, DEC)</li> </ul>	Mar-May-22
11. Final Presentations	Meet with Steering Committee and BC Program Managers to review implementation plan (including the prioritization of strategies) and findings from Task 8. Present	<ul style="list-style-type: none"> <li>✓ Two (2) facilitated meetings</li> <li>✓ Descriptive report of findings</li> </ul>	Jun-22

Task Name	Description of Task	Deliverables	Schedule
	prioritized strategies at to Selectboard for approval and share with relevant local decision makers and State agencies for review.		
12. Master Plan Report	Prepare a final Master Plan. Review a draft with the Steering Committee. Finalize report based on input from 14.0. Provide hard copies and digital files.	✓ Final Master Plan Document(s)	Jul-Sep-22
13. Submit Final Report	Submit Completed Report Package to VTrans Better Connections Program Manager.	✓ Final Master Plan Document(s)	Sep-22
14. Master Plan Implementation	Regularly revisit the Plan and designate local parties responsible for implementation, including funding opportunities and local match requirements.	<ul style="list-style-type: none"> <li>✓ Vermont Department of Health “Quick Build” grant for implementation</li> <li>✓ Post-project “funders” meeting</li> <li>✓ Develop regular budget item the Municipal Budget for planning project implementation</li> </ul>	ONGOING

## Clean Water Project Work Plan and Schedule

Task Name	Deliverables	Responsible Party	Schedule
1. Project Initiation	<ul style="list-style-type: none"> <li>✓ Create project team (subcommittee of BC Steering Committee plus DEC Basin Planner and others)</li> <li>✓ Hire consultant(s)</li> </ul>	Project Team (PT); Consultant(s)	May-Jun-21
2. Stormwater Planning Analysis	<ul style="list-style-type: none"> <li>✓ Summary report of potential stormwater problem areas</li> <li>✓ 30% design of at least 3 priority sites and cost estimates for construction or improve designs to 60% with cost estimates if landowner and permitting approval granted.</li> </ul>	Consultant(s)	July -Dec-21
3. Development of Project Stormwater Plan	<ul style="list-style-type: none"> <li>✓ Proposals for moving viable projects into final design or implementation</li> <li>✓ Complete and present project stormwater plan</li> </ul>	PT; Consultant(s)	Jan-Jul-22

## Proposed Schedule

	2021										2022								
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Award Decision																			
Steering Committee Selection																			
Develop RFP																			
RFP Selection																			
Project Kickoff Meeting																			
VTrans Project Initiation Meeting																			
Existing Conditions Analysis																			
Initial Public Engagement																			
Ongoing Public Outreach																			
Community Workshop #1																			
Proposed Corridor Improvements																			
Market Analysis																			
Community Workshop #2																			
Implementation Plan																			
Final Presentations																			
Master Plan Report																			
Submit Final Report																			
RPC Project Management																			
Master Plan Implementation																			
<b>Clean Water Project</b>																			
Project Initiation																			
Need Assessment & Evaluation																			
Development of Stormwater Plan																			