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REQUEST FOR PROPOSALS

McKownville Corridor Study issued by

Capital District Transportation Committee
Albany, N.Y.

October 2001

Description: The Capital District Transportation Committee (CDTC) is the designated Metropolitan Planning Organization (MPO) carrying out federal requirements for cooperative transportation planning and programming within the metropolitan area surrounding the Albany-Schenectady-Troy urbanized area.

The McKownville Corridor Study was proposed by the Town of Guilderland and funded through CDTC's Community and Transportation Linkage Planning Program. This \$40,000 study was included in the 2001-2002 Unified Planning Work Program as a planning activity. CDTC seeks proposals from qualified firms or individuals to conduct the McKownville Corridor Study in the Town of Guilderland, Albany County, New York.

The project objective is to study pedestrian, bicycle and transit facilities, streetscape and access management issues along and near Western Avenue (US Route 20) between the Albany city line and Church Road in the McKownville hamlet in the Town of Guilderland. The study would seek to develop planning level conceptual designs, cost estimates and feasibility assessments of desired improvements, such as rehabilitating and extending the sidewalk system in the hamlet. The ultimate objective is to help McKownville remain a vital, walkable inner suburban neighborhood.

The consultant will be required to coordinate the project with the Town of Guilderland, NYSDOT and Albany County DPW for their respective roadways and to comply with design standards currently employed by each. The study would seek to identify the needs of the community by means of public meetings and input from community organizations, local businesses, CDTA and other interests.

The consultant contract will be administered by CDTC on behalf of the Town of Guilderland. The Town of Guilderland will serve as the project manager throughout the contracted time period of the study. Christopher O'Neill from the CDTC staff will serve as the contact for proposals and administrative questions. A complete project proposal information package can be obtained by calling CDTC at 518-458-2161.

Proposals will be due at 5:00 PM on November 16, 2001 at the Capital District Transportation Committee offices, 5 Computer Drive West, Albany, NY 12205. Six copies of the proposal shall be furnished.

Proposal Due:
Contract Term:
Location:
Contact:

November 16, 2001
Nine months

Christopher O'Neill
Capital District Transportation Committee
5 Computer Drive West
Albany, NY 12205
(518) 458-2161

Submit to:

Same as above

Request for Proposals

Project:

McKownville Corridor Study

Owner/Sponsor:

Town of Guilderland
PO Box 339
Guilderland, NY 12084

Contact Person(s):

Chris O'Neill (518) 458-2161
Capital District Transportation Committee
5 Computer Drive West
Albany, NY 12205

RFP Submittal Date:

November 16, 2001



Project Objective

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Introduction

The Capital District Transportation Committee (CDTC) is the designated Metropolitan Planning Organization (MPO) carrying out federal requirements for cooperative transportation planning and programming within the metropolitan area surrounding the Albany-Schenectady-Troy urbanized area. The McKownville Corridor Study was proposed by the Town of Guilderland and funded through CDTC's Community and Transportation Linkage Planning Program. The study was included in the 2001-2002 Unified Planning Work Program as a planning activity. CDTC, on behalf of the Town of Guilderland, will administer the consultant contract for the study. The Town of Guilderland will serve as the project manager throughout the contracted time period of the study. CDTC seeks proposals from qualified firms or individuals to conduct the McKownville Corridor Study. A Steering Committee will be formed to evaluate proposals and select the consultant, and to review the progress of the study.

The total budget is \$40,000. The anticipated start date is October 2001.

Project Background

McKownville is a special part of the Town of Guilderland. One of Guilderland's oldest neighborhoods, McKownville is one of the only areas in Town whose residents are not almost totally dependent on the car to reach daily destinations. It is immediately adjacent to major employment centers, shopping, sports and cultural facilities. The area has a relatively high level of pedestrian traffic generated by thousands of University at Albany students residing on campus nearby and by residents of the comparatively densely settled hamlet. Two bus routes (#10 to Albany, and #63 to Schenectady) provide frequent CDTA service on Western Avenue.

While McKownville remains an attractive place to live, the quality of life is threatened by considerable increases in traffic congestion over the past two decades. Increased traffic on Western Avenue with associated road widening and inadequate pedestrian facilities has created a pedestrian unfriendly environment. Therefore, despite the close proximity of shopping, services, work, etc., neighborhood residents often feel that it's necessary to use their vehicles for trips to nearby destinations.

Western Avenue in this area was identified as #14 on the list of Year 2000 Critical Locations of Excess Delay by the CDTC in October 1993. Of the 1005 motor vehicle accidents along Western Avenue east of Church Road during the 1990's, 21 involved bicyclists or pedestrians.

In the face of this traffic, there is a need for maintenance and improvement of facilities for non-motorized movement in the Hamlet. For example:

- There is a sidewalk along almost the entire length of the north side of Western Avenue between Crossgates Mall and the city line, but east of Fuller Road it is below grade of the highway for much of its length, and is poorly drained and partially narrowed by vegetation.
- West of Fuller Road pedestrians and cyclists must deal with the ramps to and from the Fuller Road Alternate (leading to the Northway). This pedestrian crossing is very long with no median refuge. The crosswalk is typically blocked by cars waiting to turn right on red.
- Much of the south side of Western Avenue between Fuller Road and the city line has no sidewalk. There is a 12' wide shoulder marked with a bicycle symbol that serves as a turning lane and parking area.
- While CDTA has regular service along Western Avenue there are no bus shelters along Western Avenue and crossing Western Avenue is difficult. For example, at Norwood Street/McKown Road there is no sidewalk or paved pedestrian landing on the south side of Western Avenue, and no crosswalk. At the University entrance an acceleration lane on the north side of Western Avenue makes the crossing very long.
- There is neither sidewalk nor shoulder along McKown Road. McKown Road is the only access between the Woodscape and Three Hills Terrace neighborhoods and the CDTA on Western Avenue. McKown Road is also the only access between the neighborhoods on the north side of Western Avenue and Abele Park, the only Town Park east of Route 155.



- The east side of Fuller Road has no sidewalks. Crossing opportunities are difficult with no marked crosswalks between the SUNYA entrance and Western Avenue.

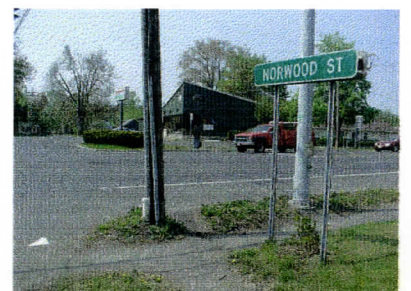
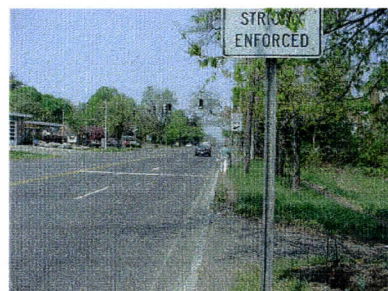


- Sidewalks along the dead end side streets off Western Avenue to the north are crumbling.

Through the Town's recent Comprehensive Plan update, many potential pedestrian improvements were discussed for the McKownville neighborhood. Depending upon design constraints, some opportunities may exist for reasonable improvements including:



- Median/island at the Fuller Road Alternate
- Median on Rt. 20 at Fuller road
- Bulb outs to reduce crossing lengths
- Curb cut relocation/consolidation
- Raised median on a portion of Fuller Road
- Sidewalk reconstruction/relocation



Scope of Services

The basic scope of work is for the consultant to analyze the project's intent and develop a corridor plan with appropriate conceptual designs (consistent with a planning level of detail) to meet the objective of maintaining a walkable inner suburban neighborhood. Pedestrian, bicycle and transit facilities, streetscape and access management issues will be considered. The consultant should also suggest an approach to involving the public in the development of the corridor plan. The approach should take into consideration the fact that considerable public dialogue has already taken place in the development of the Town Comprehensive Plan and through other forums. Comprehensive Plan public involvement included:

- a community survey distributed to every household in the town (12,007 mailings)
- Focus Group Workshops;
- Neighborhood meetings including one at the McKownville Fire House;
- Community Work Sessions at Town Hall.

Other forums for public input have included small group discussions organized by the Guilderland Study Circles, and the work of the Town Pathways Committee. Based on the considerable work that has already been done in the study area, the Steering Committee will be closely involved in the selection of improvement alternatives to be evaluated.

The consultant should evaluate pedestrian improvements and other improvements in enough detail to determine feasibility and estimate costs. It is expected that with respect to proposed pedestrian improvements in the study area, the consultant will evaluate road record plans, location of drainage facilities, cost and feasibility implications of moving the centerline to minimize right of way impacts to neighboring properties, NYSDOT policies for Route 20, and other related records and policies.

It is anticipated that traffic counts and traffic operations analysis will not be necessary for most proposed pedestrian improvements and will not be performed by the consultant. If traffic counts or analysis become necessary for some proposed improvements, it is anticipated that NYSDOT and CDTC will perform this work.

The following summarizes the elements of work involved. Additional work items may be required in order to achieve the project objectives. The selected firm will be required to prepare a complete scope of services as the basis for the contract.

1. Existing Conditions Inventory: Inventory the existing conditions for all transportation modes throughout the study area. Primary focus will be on Western Avenue and Fuller Road. The inventory should include all relevant information necessary to create reasonable design concepts. At a minimum, the inventory should look at location and placement of driveways, the pedestrian and bicycle environment, bus routes and stops, and current right-of-way boundaries. The inventory will incorporate previous inventories conducted in the corridor. Because this is a planning study, the inventory will

not be at the design level of detail, but at a sufficient level of detail for cost estimates and feasibility assessment.

2. **Cost and Feasibility Assessment of Alternatives:** Identify and evaluate alternatives to assure cost-effective and practical solutions for the work objectives identified. Analyze options for sidewalk widening/reconstruction, pedestrian crossings, streetscaping, access management and transit access along Western Avenue and Fuller Road. Determine cost estimates, feasibility, and potential impacts to adjacent properties. Present findings and alternatives to sponsor and public. The consultant should evaluate pedestrian improvements in enough detail to determine feasibility and estimate costs.
3. **Implementation Strategy:** The corridor plan should suggest an implementation strategy for identified projects based on costs and design considerations.

Instruction for Proposal Preparation

Respondents should prepare concise but thorough proposals that demonstrate a clear understanding of the issues associated with this project. Firms wishing to be considered should submit Six (6) copies of a proposal containing the following:

1. A declaration of the firm's interest in performing the work demonstrating an understanding of the project issues and desired project results.
2. A statement of the firm's technical qualifications to perform the services identified, including other comparable projects that would indicate relevant experience by the firm and assigned personnel.
3. A management plan indicating the firm's approach to the project, including an organizational chart indicating the duties of key personnel. A list of the firm's personnel proposed to be assigned to the project and an indication of their qualifications. The individuals assigned as project engineer/manager(s) must be specified. Indicate preliminary recommended schedule for each phase of the project.
4. Standard form 254 and 255 including the resumes of any sub-consultants. This should demonstrate the staff experience with the proposed work activities of the project. Indicate any assigned staff having worked at the firm less than one year or part-time. Indicate any proposed level of DBE participation.
5. An indication of the availability of the firm's personnel and resources to complete the work within the time period indicated.

Six (6) copies of this information should be submitted to the CDTC, at the address below, no later than 5:00 PM Friday, November 16, 2001:

Capital District Transportation Committee
5 Computer Drive West
Albany, NY 12205-1606

Review & Selection

The selection committee proposes to interview three of the firms deemed the most qualified to perform the work based on evaluation of proposals. Firms will be notified of the results of the evaluation and the requirements of any interview. The committee will select the most highly qualified firm according to the following criteria, listed in order of decreasing importance:

<u>Criteria</u>	<u>Points</u>
Overall approach to and understanding of the challenges associated with the project, the project objectives, key elements of the project, etc.	25
Experience of the firm with similar kinds of projects.	20
Qualifications and experience of staff designated to work on the project.	15
Familiarity with pertinent Federal and State requirements.	15
Organizational structure and financial responsibility.	15
Familiarity with the project work area.	<u>10</u>
	100

Although not included as an evaluation factor, the percentage DBE participation will be considered in ranking firms where two or more firms are closely ranked.

Firms will be given at least two weeks of notice of any scheduled interview. A six-member committee will perform the rating and evaluation. The committee consists of four representatives from the Town of Guilderland and one representative from the CDTC.

This is a local sponsored federal-aid project. There is a budget of \$40,000 to complete the project. Federal contracting requirements will govern the solicitation.

This project will be financed through the United States Department of Transportation. Federal contracting requirements will govern the solicitation. The contract will be executed by the Capital District Transportation Authority on behalf of CDTC.

Attached in Appendix 1 is a proposed contract form for this agreement, containing standard CDTA language for a federally assisted contract. Any exceptions to this agreement proposed by the offeror must be clearly disclosed in the offeror's proposal.

Proposals will be due at 5:00 PM on at the Capital District Transportation Committee offices, 5 Computer Drive West, Albany, NY 12205. Six copies of the proposal shall be furnished.

CDTC reserves the right to reject any or all proposals associated with this work. CDTC may also require a limited number of offerors to make oral presentations about their proposals in person or by telephone.

The selected firm or individual is responsible for supplying invoices to CDTC which contain federally required documentation of the work completed in conjunction with the project. For each invoice, the Contractor must submit a brief progress report showing the progress on each task, the number of hours by staff category and a listing of direct expenses. Such documentation shall include submission of salary rates for individuals working on the project (including hours, completed tasks, etc.) and other information as appropriate corresponding directly to completed project tasks and products. The requirements are described in the attached sample contract.



END RFP

Appendix:
Proposed Contract Form