

# **REQUEST FOR EXPRESSIONS OF INTEREST**

## **CITY OF SARATOGA SPRINGS BICYCLE, PEDESTRIAN AND PUBLIC TRANSIT PLAN**

**issued by**

**Capital District Transportation Committee  
Albany, N.Y.**

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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 and Saratoga Springs urbanized areas. The study was proposed by the City of Saratoga Springs (Saratoga Springs) to create a plan for the specific accommodation of all users of the transportation and trails system within the City through development of a Bicycle, Pedestrian and Public Transit Plan for the City. It is funded through CDTC's 2013-14 Community and Transportation Linkage Planning Program and Saratoga Springs. The project has a budget of \$60,000 for consultant services.

CDTC, on behalf of Saratoga Springs, will administer the consultant contract for the study and will assist Saratoga Springs as project manager. CDTC seeks Expressions of Interest from qualified firms or individuals to develop a City of Saratoga Springs Bicycle, Pedestrian and Public Transit Plan.

### **Project Objective**

The proposed project is related to CDTC's New Visions' commitment to linking transportation and land use planning to meet the Plan's goals for urban investment, concentrated development patterns, infrastructure that promotes health, and smart growth; and planning and building for all modes of transportation including pedestrian, bicycle, public transit, cars and trucks. The purpose of the plan is to comprehensively examine existing and desired conditions and networks for bicyclists, pedestrians and transit users across the City consistent with the City's adopted Complete Streets Policy and sustainability goals. Creation of a Bicycle, Pedestrian, and Transit Plan will continue to expand and strengthen mobility choices to residents and visitors and provide a framework for decision making and a clear path for implementation of projects and policies to specifically accommodate bicyclists, pedestrians and transit users throughout the City of Saratoga Springs.

## **Background on the Project and Study Purpose**

### **Study Area**

The study area includes the City of Saratoga Springs existing local City streets, and designated State and County Routes.

### **Background and Overview**

In 2011, the City of Saratoga Springs adopted the Climate Smart Communities Pledge. In May of 2012 the City adopted a Complete Streets Policy to ensure that new and updated public and private projects are planned, designed, maintained and operated to enable safe, comfortable and convenient travel to the greatest extent possible for users of all abilities including pedestrians, bicyclists, motorists and transit riders.

The Complete Streets Policy provides a series of immediate, medium and longer term goals to develop Complete Streets in a comprehensive manner. A Complete Streets Advisory Board has been formed to assist with the City's implementation efforts. A Complete Streets Checklist has been developed and is utilized to review the extent of a proposed project's integration of Complete Streets accommodations. The Geysers Elementary Safe Routes to School project, Spring Run Trail, Saratoga Spa State Park trails and their connections, and infrastructure provided with private development are examples of important segments of pedestrian and bicyclist infrastructure that are being created within the City. How the connections become part of a seamless, interconnected network within the City is of paramount importance and practical use for City residents and visitors.

The City of Saratoga Springs Pedestrian, Bicycle, and Transit Plan was established as an important goal within the Complete Streets Policy and is intended to serve as the guiding document for the development of a network of pedestrian, bicycle and transit routes linking activity centers and neighborhoods within the City, as well as to the larger regional network. The network will not only make walking, bicycling and riding transit more viable modes of transportation helping the City meet sustainability goals, but will also contribute to an enhanced quality of life in the City and its resultant benefits to existing residents and visitors.

The plan will identify priority routes and typologies for various streets based on the location of pedestrian/bicycle generators, especially land uses such as schools, the YMCA, downtown and other mixed use areas, among others. Preferred treatments corresponding to street typologies will be identified and will serve as an important reference document that can ensure that multi-modal facilities are considered during road maintenance and reconstruction, as well as when important land use decisions are made.

To provide a sense of relevance and context to the current Bicyclist, Pedestrian and Transit Plan, consultants should review relevant plans and studies such as:

- Complete Streets Policy and Checklist
- Open Space Plan (1996) and Open Space Plan Update (2002)
- Greenbelt Trail Feasibility Study (2013)
- Geysers Elementary Safe Routes to School project
- Geysers Trail Preliminary and Final Design plans
- City Comprehensive Plan Update (DRAFT)
- NYSERDA Grant Scope – Unified Development Code
- CDTA’s 2014 Transit Development Plan (2014)
- Route 50 Southern Gateway Study
- Saratoga Springs Downtown Transportation Plan

The specific objectives of this study are:

- Identify elements of the existing bicycle and pedestrian network including trails, sidewalks and any on-street facilities, and develop a range of recommendations for needed improvements or expansions. Identify priority routes for implementation.
- Establish and expand the bicycle and pedestrian linkages between neighborhoods and primary destinations with the creation of a non-motorized network plan.
- Based on information on the existing bicycle and pedestrian network, identify needed additional steps, including identification of additional future inventory needs, required for a future update to the City’s ADA (Americans with Disabilities Act) transition plan. It should be noted that the definition of a pedestrian includes not only a person traveling by foot, whether sighted or vision impaired, but also "any mobility impaired person using a wheelchair." *23 USC Section 217 (j)(1)*.
- Consider regional connections incorporating already existing initiatives such as the Zim Smith Trail, or new opportunities such as the Greenbelt Trail initiative.
- CDTA will be undertaking a Saratoga Route Restructuring effort that will be synchronized with this Linkage Study to ensure that plans for pedestrian and bicycle infrastructure are coordinated with transit routes and stop locations. Creating more efficient bus routes and increasing ridership is a key element of a route restructuring effort. The pedestrian, bicycle transit master plan should include recommendations and implementation actions that encourage transit use and create greater demand for bicycling, pedestrian and transit trips. Enhancing the existing seasonal trolley service within the City is of special emphasis.
- Provide a hierarchy of City streets according to typology and provide context sensitive design standards and treatments necessary to ensure accommodation

for all modes and users. It is anticipated that currently available resources such as the New York State Highway Design Manual, AASHTO Guide for the Development of Bicycle Facilities 2012, the NACTO Urban Street Design Guide and Bikeway Design Guide will be utilized. Recommended design treatments corresponding to street typologies will be coordinated with the City's Unified Development Code project to revise the City's Standard Details as required to include necessary Complete Streets elements.

- Develop a methodology to prioritize future bicycle, pedestrian and public transit projects and identify potential funding sources to assist in funding these projects. Include a range of improvements from lower cost upgrades (i.e. pavement markings, signage, traffic control devices) to larger capital projects.
- Include targeted stakeholder outreach and broader public input in identifying key locations to assist in prioritizing improvements and to help shape the plan. Outreach will consist of meetings and other means such as a project website or webpages via either the City of Saratoga Springs or CDTC's website.
- Further the recommendations of the City's Comprehensive Plan (currently in draft form) and address action items identified in the City's Complete Streets Policy. Develop draft policy recommendations related to bicycle, pedestrian and transit complete streets elements to be incorporated as appropriate into the City's Unified Development Code Zoning Update.
- Provide recommendations related to pedestrian and bicyclist focused wayfinding. Recommendations should take into account the work completed with the wayfinding study provided by the Downtown Business Association and consider any replacement or revision of the existing bicycle signage denoting A-D suggested paths throughout town.
- Review City policies and processes needed to assure consideration of Complete Streets implementation within City, State and privately funded projects that take place on City streets using a high-level scan approach. Recommendations for revisions will feed into the City's Unified Development Code project.
- Conduct 3 (three) public meetings at key points during the course of the project using interactive techniques; subsequent plan materials should be responsive and reflective of information learned through public outreach.
- Develop maps and/or graphics to convey draft and final plan information.
- Complete Draft City-wide Bicycle, Pedestrian and Transit Plan for public review.
- Complete Final City-wide Bicycle, Pedestrian and Transit Plan.

The final product will be a City of Saratoga Springs Pedestrian, Bicycle and Transit Plan including narrative discussing plan methodology, recommendations for new connections, and improvements to existing facilities and associated treatments; a series of maps and/or graphics showing natural and built features that would have impact on facilities; and an implementation strategy. The implementation strategy would identify network connections to destinations within the City and surrounding municipalities, priority routes and classifications, propose a process for integrating pedestrian, bicycle and transit improvements into the city's capital improvement program and street maintenance activities, and develop an implementation schedule. The Master Plan will also identify outside funding sources.

### **Scope of Work**

Consultants will be required to complete the scope of work as outlined below. If, based on consultant knowledge or experience, the consultant believes the required scope of work should be changed in any way or is too ambitious, the suggested changes should be outlined in the letter of interest [as described in the instructions for letter of interest preparation section of this Request for Expressions of Interest (REI)]. Consultants will not be required to reproduce or recreate this scope of work in their letters of interest. Only modifications to what is requested will be required and considered in consultant evaluations.

The consultant will take a lead role in all public forums, workshops, meetings, and hearings. The consultant will conduct periodic review meetings (either in person, via telephone, or via email) with the Study Advisory Committee for review.

### **Task One: Project Coordination/Initiation Meeting (approximately 5% of effort)**

The initial meeting will set the stage for the development of the project. At this meeting, key issues regarding the Bicycle, Pedestrian and Transit Master Plan will be identified and discussed. The project scope and schedule will be reviewed and refined, project tasks will be delineated, and the planning process will be reviewed. The methods to be used to ensure broad participation from residents, key stakeholder groups and the business community in the public outreach tasks will be reviewed and refined, including project website or webpages development. The existing conditions inventory work (Task 2) will be discussed in detail including any outstanding data collection needs.

The draft study vision statement and principles will be developed at this meeting to help guide the study based on the City's adopted Complete Streets Policy and recent Comprehensive Plan update work.

**Deliverables:** *SAC meeting #1 minutes and Draft vision statement and planning principles.* This information will subsequently be distributed to all Study Advisory Committee members. Using free web-based software such as WordPress, the consultant will develop and maintain a project website to be used for information sharing and as a means of public outreach.

## **Task Two: Existing Conditions Inventory and Analysis (approximately 10% of effort)**

The consultant will review and analyze an inventory of existing and proposed pedestrian, bicycle and transit facilities within the Study Area. City, CDTC and CDTA staffs have collected various data related to existing bicycle, pedestrian and transit facilities in the City; this information will be input into Arc GIS and will be made available to the selected consultant. The existing conditions inventory includes locations of facilities listed below but *not* necessarily condition information:

- Sidewalks
- Crosswalks
- Bicycle Trails
- Multi-use Trails
- On street bicycle facilities
- Bus routes
- Bus stops
- Bus shelters
- Various roadway data (i.e. functional class, number of lanes, and where available: ROW, lane width, on street parking, traffic volumes, speed limit, etc.)
- Crashes

For major roadways (i.e. functional class collectors and above) planning level Bicycle Level of Service (BLOS) and Intersection Pedestrian Friendliness measures will be calculated and reported where appropriate. CDTC has most of the information needed to accomplish this.

The selected consultant may have to do a small amount of data collection, as determined by review of existing data, and through discussions with the City, CDTC, CDTA, the public, or other stakeholders.

Information on projects that are under construction, are funded but not yet built and those that have been proposed/planned will also be made available to the selected consultant.

The consultant will use this inventory along with other information, including a visual survey of Saratoga Springs to document the natural and built environment and review any relevant planning and zoning documents, land use regulations and street design standards.

The consultant will prepare a map(s), other graphics and a narrative analysis of the existing pedestrian, bicycle and transit networks and facilities in the City.

Mapping will include a base map(s) of City streets based upon tax parcel data and other data provided by CDTC/Saratoga Springs. The map(s) should include inventories of land uses, transportation features, recreational facilities, parks and open space, as well as other local destinations and land uses conducive to existing or future pedestrian use, bicycling and transit access.

The mapping products should be presentation quality for use during meetings with the Study Advisory Committee (SAC). Paper (color) copies of these map(s) should be made available to the SAC. Also, digital photographs should be taken and given detailed descriptive captions to include examples of existing land uses, current pedestrian, bicycle and/or facilities, street and traffic conditions and other important elements of the City infrastructure.

A SAC meeting will be scheduled after the completion of Task 2 for review/discussion of the products developed. The first public meeting is expected to be scheduled at this meeting.

**Deliverables:** Base map(s), digital photographs with captions, and existing conditions analysis and narrative. After SAC review, the maps, photographs, etc. will be posted to the project website/webpages. The selected consultant will prepare meeting notes and distribute to all Study Advisory Committee members. *SAC meeting #2 minutes.*

### **Task Three: Public Workshop #1 (approximately 10% of effort)**

The Consultant will conduct two public workshops and a final public presentation (a total of 3 public meetings) that will involve residents, targeted stakeholders and business/property owners within the study area.

Involvement of the public in this planning effort is critical to its success. The consultant will participate in two (2) public workshops to receive input as well as to inform citizens, staff, stakeholders, and other agencies about the Plan. The first meeting will be an opportunity for citizens to share their walking, bicycling and transit riding experiences, opinions and advice and also have a chance to learn about the planning process, including the City's need to develop an updated ADA Transition Plan based on recently revised federal guidance and standards.

It is anticipated that this meeting will be an interactive workshop in which participants can mark-up maps indicating such items as the destinations they want to go to by walking, bicycle or riding the bus/trolley, the routes they prefer to use for recreation and transportation, the streets they avoid, the types of bicycle and pedestrian facilities they like, safety issues, and where bicycle parking or other amenities, such as way finding signage, are needed. CDTA will provide information and materials on the route restructuring as appropriate for this workshop.

The consultant will use the draft products developed in Task 2 as a basis for initial ideas on filling in gaps in the respective pedestrian, bicycle and transit networks and to help identify opportunities and challenges related to each network, potential methods for prioritizing routes for improvements, and opportunities for connections to destinations within the City and surrounding municipalities, and economic benefits, for the public to discuss and provide comment.

Advertising for the public workshop and securing appropriate meeting space will be a collaborative effort between Saratoga Springs staff and the selected consultant. The consultant will be responsible for facilitating the discussion and engaging the public at the workshop and will prepare necessary meeting materials such as poster size visuals of the study area, maps and associated pertinent data/material.

**Deliverables:** The consultant will develop a one-page flier to advertise the meeting with a link to the project website/webpage as well as workshop materials, handouts and presentations. Notes and a summary of public comments from the workshop will be prepared by the consultant and distributed to the entire Study Advisory Committee. Once approved by the SAC, all meeting materials will be posted to the project website.

**Task Four: Develop Draft Pedestrian, Bicycle, and Transit Transportation Network and Pedestrian, Bicycle, and Transit Plan (approximately 25% of effort)**

Using the recommendations outlined in past planning efforts, the results of Task 2 and the public input received in Task 3 as a baseline, and information from CDTA on route restructuring, the consultant will develop a draft pedestrian, bicycle and transit transportation network and plan. The consultant will provide implementation recommendations and opportunities for funding. The Plan will identify and evaluate a full range of potential improvements that are appropriate for pedestrians, bicyclists and transit that at minimum meet the identified project objectives in this REI.

The consultant will compile and analyze all data collected to help develop the preliminary pedestrian, bicycle and transit network, including information provided by CDTA on the route restructuring effort and the seasonal trolley. The consultant will analyze relevant streets for potential addition of bicycle and pedestrian facilities using Geographic Information Systems (GIS) analysis and field evaluation. The streets will be determined by the existing data review and public input.

The criteria used to evaluate and screen the routes for selection into the draft network will include: suitability for bicycling and walking without improvement; potential to be improved, destinations served (parks, schools, shopping, downtown, library, recreation areas and transit access), public interest in the route, contribution to overall connectivity, coverage of Saratoga Springs, and other possible factors.

This network study will develop a comprehensive pedestrian and bicycle network, including a method to identify priority routes appropriately distributed throughout Saratoga Springs. The transit network and plan will be led by CDTA and based on CDTA criteria and standards for bus routes, etc.

The consultant will determine the most appropriate type of bicycle facility (i.e. on-street bike lanes, off-street bike paths, shared-use paths, marked shared lanes and signed bike routes) for each of the streets identified in the network. The type of facility will be based on: available pavement width, available right-of-way, community input, and site specific conditions.

The Draft Pedestrian, Bicycle and Transit Plan shall include at a minimum:

- A priority network for implementation of complete streets treatments. The network will include, a recommended street hierarchy based on street classification and desired means of accommodating various transportation modes and users. Recommendations will be based on the analysis of existing conditions (right-of-way, pavement width, utilities present, etc.) of City streets and public input as described above.
- Design recommendations for each street type including representative typical sections for roadways based on roadway classifications, making use of currently available resources as appropriate (i.e. New York State Highway Design Manual, AASHTO Guide for the Development of Bicycle Facilities 2012, the NACTO Urban Street Design Guide and Bikeway Design Guide, among others).
- Multi-Modal Connection recommendations
- Identification of lower cost treatments and guidelines for their incorporation into maintenance projects, site plan mitigation etc.
- Identification of steps needed to update the City's ADA Transition Plan
- Inclusion of CDTA's proposed route restructuring which will include recommendations for transit routes and facilities. The concept for a transfer station area downtown as referenced in the City's Comprehensive Plan Draft and CDTA's Transit Development Plan will be discussed. In addition, enhancing the current seasonal trolley service will be a specific focus for this draft plan.
- Methodology to prioritize routes/improvements to facilities
- Reference existing or needed education, encouragement and enforcement activities and resources available in the region and to be explored further by the City and partners. Recommendations regarding how to incorporate street typology and suggested typical sections and complete streets elements into the City's NYSERDA grant funded Unified Development Code project.

As concepts are first being developed, the consultant will be available to prepare for and attend a meeting with Saratoga Springs, CDTC, and NYSDOT Region 1 staff to provide NYSDOT the opportunity to review and comment on concepts related to State owned roads before the plan reaches the draft stage.

A SAC meeting will be scheduled after the completion of Task 4 for review/discussion of the products developed. Necessary revisions to draft products will then be made prior to Public Workshop #2.

**Deliverables:** Draft Pedestrian, Bicycle and Transit Plan Document and Draft Pedestrian, Bicycle and Transit Transportation Network Map in hard copy and electronic versions. SAC meeting #3 minutes.

Draft Pedestrian, Bicycle and Transit Plan. The draft document will be placed on the project website prior to Public Workshop #2.

### **Task Five: Public Workshop #2 (approximately 10% of effort)**

The consultant will conduct a second public workshop to review the material in the draft networks and plans with the community. The consultant will facilitate the workshop in a way to maximize public interaction and comment for use in finalizing the document.

Advertising for the public workshop and securing appropriate meeting space will be a collaborative effort between Saratoga Springs staff and the selected consultant. The consultant will be responsible for facilitating the discussion and engaging the public at the workshop and will prepare poster size visuals of the study area, maps and associated pertinent data/material.

SAC meeting #4 will be scheduled after the completion of Task 5 for review/discussion of the public workshop results.

**Deliverables:** Workshop materials, handouts and presentations. The consultant will develop a one-page flier to advertise the meeting with a link to the project website. Notes and a summary of public comments from the workshop will be prepared by the consultant and distributed to the entire Study Advisory Committee. All materials will be placed on the project website for public review. SAC meeting #4 minutes.

### **Task Six: Development of Final Plan (approximately 30% of effort) including Implementation Strategy**

The Final Saratoga Springs Pedestrian, Bicycle and Transit Plan will incorporate revisions to the Draft Plan (which includes the pedestrian, bicycle and transit network materials) resulting from the public outreach process and recommendations made by the SAC. The Final Plan will present concepts in narrative form, photos, maps, renderings, and detail graphics to clearly and logically present the plan/guidelines for the study area.

The consultant will identify implementation strategies and priorities for future pedestrian, bicycle and transit improvements. The consultant will also recommend changes to existing City Standards, Codes and/or Ordinances and review and approval processes to implement the plan and in coordination with the NYSERDA funded Unified Development Code project. Recommendations for an approach to updating the City's ADA Transition Plan will also be included. Recommendations for lower cost improvements that can be implemented during maintenance projects or other city activities will also be described.

The consultant will assist in prioritization of recommended improvements for local capital projects and will advise on possible appropriate state/federal grants. The recommendations will be based on a short term (5 year) and long term (20 year) implementation timeframe.

Of note is that Federal policies require documentation of certain subjects within Linkage study plans including Environmental Justice, Title VI of Civil Rights Act of 1964, the

Americans with Disabilities Act and environmental considerations (environmental mitigation requirements) during the planning process at a scan-level, not engineering-level of detail. These elements must be addressed in the final product. CDTC staff will provide the required information to the consultant to be included in the final plan report.

SAC meeting # 5 will be scheduled after the completion of Task 6 for final review and discussion of next steps toward adoption and implementation.

**Deliverables:** The consultant will complete any necessary revisions to drafts and a final plan in a timely manner and in the format requested by the Study Advisory Committee. Two (2) digital copies and **four (4)** color hardcopies of the final documents with all the necessary figures, photos and sketches. Digital copies of any and all PowerPoint presentations, and any and all hand drawn original renderings and maps are also required. Any GIS mapping that is developed by the consultant will be given to Saratoga Springs and CDTC in ArcView 10.x format for future use. SAC meeting #5 notes. Materials will be placed on the project website/webpages.

**Task Seven: Plan Maps (approximately 5% of effort)**

The Final Saratoga Springs Pedestrian, Bicycle and Transit Plan will include a series of maps. One map will be part of an informational brochure for the public, identifying existing and proposed connections. These maps will have the capability to be printed in a brochure and poster size and will serve as a guide to assist Saratoga Springs in prioritizing improvements. These maps are intended to be updated on a regular basis and the consultant will need to make sure any work completed by the consultant for the final product can be updated by the City of Saratoga Springs.

**Deliverables:** Two (2) digital copies and four (4) color hardcopies of the final maps with all the necessary figures, photos and sketches. One map will be part of an informational brochure for the public. Any GIS mapping that is developed by the consultant will be given to Saratoga Springs and CDTC in ArcView 10.x format for future use. )

**Task Eight: Final Public Presentation (approximately 5% of effort)**

At this final public meeting the consultant will present the final document to the Saratoga Springs City Council. This formal presentation will inform the public as to how a final plan was formulated based on the findings throughout the study. This plan and presentation are to include any recommendations that the consultant has formed as a result of the study.

**Deliverables:** The consultant will develop a one-page flier to advertise the meeting with a link to the project website.

## **Administrative Aspects**

Saratoga Springs and CDTC will be jointly responsible for study oversight. A Study Advisory Committee (SAC) with representatives from Saratoga Springs, CDTC, CDTA, Saratoga County, CDRPC, NYSDOT? and a limited number of other stakeholders selected by Saratoga Springs, will guide the study and meet with the consultant on a regular basis—five SAC meetings are planned as noted in individual tasks above.

Materials to be reviewed and discussed at SAC meetings will be available at least one (1) week prior to the scheduled meeting to allow adequate review time by members. Materials will be distributed to SAC members via email.

Regular correspondence between the consultant and the SAC via email and/or phone will be included. The public workshops are in addition to the SAC meetings and the consultant is expected to attend all meetings. Interim documents will be provided to Saratoga Springs and CDTC in MS Word or Adobe Acrobat (.pdf) format to enable Saratoga Springs and CDTC to place them on their web sites.

The final report will be provided in electronic and hardcopy formats. CDTC will receive two (2) color copies of the final report and Saratoga Springs will receive four (4) color copies of the final report. CDTC and Saratoga Springs will each receive two (2) copies of the final report on CD in MS Word (.doc/docx) and Adobe Acrobat (.pdf) format. The final report will also be posted on the project website, the City of Saratoga Springs and CDTC's web site. **CDTC and Saratoga Springs will assume ownership of all materials, studies, and graphics etc., which are part of the document and/or planning process.**

The consultant contract will be administered by CDTC on behalf of Saratoga Springs. Anne Benware from the CDTC staff will serve as the contact for expressions of interest and administrative questions. Her telephone number is 518-458-2161. Saratoga Springs and CDTC will be jointly responsible for study oversight.

### **Submission Instructions:**

**Offerors may be firms or qualified individuals. Responses to this REI must include all of the following elements (the letter of interest is supplemented by the additional material). Please note that materials submitted to CDTC are subject to the Freedom of Information Law (FOIL).** If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, CDTC may agree to maintain confidentiality of such material(s) if requested. CDTC assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.

1. ***A letter of interest*** (no more than two pages) that demonstrates the offeror has a clear understanding of the issues associated with this study and

communicates the offeror's ability to complete the scope of work as required. The offeror may propose adjustments to the required scope of work in this letter if the offeror believes that those adjustments would add value to the study or would be more appropriate for the allotted budget. Inclusion of a project schedule is essential and should be included as a one-page addendum to this letter of interest. There is no need to repeat the required scope of work in the letter of interest. Attached is a proposed contract form for this agreement, containing standard CDTA language for a federally assisted contract. Any exceptions to this agreement must be clearly identified in the offeror's letter of interest.

2. ***Examples of relevant previous work*** that demonstrate the offeror has the technical capabilities, experience, and inter-personal skills to perform the required tasks. Demonstrated experience of the personnel assigned to the study with innovative and creative bicycle and pedestrian network and facility planning and design should also be included.
3. A ***management plan identifying the contractor's personnel*** who will be working on the study ***including resumes***. The project manager should be clearly identified and reflect a professional experienced in conducting challenging community conversations. If a team of firms is responding to this REI, please include the resumes of the personnel working on the study for the lead firm as well as all sub-consultant firms. Please ensure that the titles of the identified personnel match those on the resumes and in the price proposal described below in number 4. Failure to properly identify personnel significantly reduces the credibility of the proposal. A project schedule should also be provided that demonstrates how the team will complete the work on time.
4. A ***price proposal including all costs anticipated***. Hours and hourly wages by task and by personnel should be included. This should be completed for both the lead consultant and any sub-consultants, if they are utilized for the study. In addition, a timeline for the study by task should be included.

CDTC and Saratoga Springs would like to have this study conducted in an expeditious manner. The time frame for the study is expected to run for ***no greater than*** 12 calendar months from the date of contract execution. **CDTC has budgeted \$60,000 for consultant services. This figure should be considered the upset amount of the contract.**

#### **Submission Deadline:**

Letters of interest will be due at **5:00 PM on Wednesday, February 4<sup>th</sup>, 2015** at the Capital District Transportation Committee offices (Attn: Anne Benware), One Park Place, Main Floor, Albany, NY 12205. **Six (6) hard copies of the submission and one (1) electronic copy on a CD are required.**

### **Submission Evaluation:**

CDTC reserves the right to reject any or all submissions associated with this work. Based on the mix of qualified offerors responding to this REI, CDTC may request qualified offerors to consider contracting for only certain elements of the study or to consider partnering with other qualified offerors. CDTC may also require offerors to clarify aspects of their understanding of and approach to the study in person, in writing, or by telephone.

A qualified offeror will be selected based on the following criteria:

1. *Relevant experience and the success of similar studies (in terms of scope and product) completed by the personnel assigned to the study. Extensive experience with pedestrian, bicycle and complete streets planning and design is required. Understanding of bus transit routing, facilities and universal access needs is also required.*
2. *Qualified personnel assigned to the study. The experience of the project manager will be heavily weighted in evaluation.*
3. *Responsiveness to the REI and understanding of the scope of products.*
4. *Ability to meet the desired schedule and willingness to be flexible if faced with unexpected delays.*
5. *Past performance of the offeror on Linkage Program studies or other relevant planning work.*
6. *Amount of work indicated to be accomplished within the budgeted amount for the study (if the offeror proposes adjustments to the scope of work outlined in this REI).*
7. *Demonstrated understanding of the context of the study area (knowledge of the Capital Region may be a plus).*
8. *CDTC considers Disadvantaged Business Enterprise (DBE). DBE offerors are strongly encouraged.*

### **Federal Requirements and Compensation:**

This study 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.

**CDTC will pay the Contractor on a reimbursement basis using invoices. Invoices shall document the number of hours worked, salary rate, and expenses by individual summarized by project task (tasks one to eight in this REI). Any other direct expenses should also be identified. With each invoice, the Contractor must submit a brief progress report describing the progress on each task. The progress report will serve as the basis for payment.**