



PLANNING DIVISION

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*Planning
Zoning Administration
Development Review
Economic Development
Conservation
Public Health Hazards
Rental Code Enforcement
E-911 Addressing*

REQUEST FOR QUALIFICATIONS (RFQ)

Planning and Engineering Services to Draft Private/Public Transportation Infrastructure Standards

Issued: March (24), 2017

Deadline for Submission: May (03), 2017

PROJECT DESCRIPTION

Overview

The Town of Milton requests qualifications from planning/engineering/environmental consultants to draft amendments to the Town's Development Regulations and Public Works Specifications that cure inconsistencies among the ordinances, and with the Town Plan, by establishing coordinated, clear, and context-specific standards for private and public transportation infrastructure to ensure that new infrastructure:

- Is economically scaled and built according to its use and context;
- Calms traffic by aligning design with intended speed limits and modes;
- Expands transportation choice;
- Protects water quality; and
- Mitigates costs associated with Milton's Municipal Roads Permit/ MS4 Permit.

The consultant will work with a project steering committee charged with taking into consideration prior planning and existing regulations to: identify local issues and values, select preferred alternatives prepared by the consultant (which advance Plan goals), and review draft language prepared by the consultant. (The committee will meet no more than twice a month.) To achieve the aims above, the project must:

1. Create clear standards and processes that are consistently and efficiently administered;
2. Develop hierarchical development standards and design specifications for:
 - Streets and roads;
 - Sidewalks, pathways and trails;
 - Driveways and highway accesses;
 - Internal circulation and parking;
 - Streetscape features, such as signage, lighting, and plantings; and
 - Related, low-impact development/green stormwater infrastructure.
3. The standards developed above should factor in the infrastructure's:
 - Land-use/zoning context: (village/downtown/transitional/suburban/rural);
 - Traffic volume/congestion/safety; and
 - Modality: transit, vehicular, bike, pedestrian.

Public outreach is an important part of this project. In addition to committee facilitation, the consultant will develop an online survey and host an open house (inviting public rankings of preferred alternatives) and host a public forum on the final report. The consultant will collaborate with staff to coordinate outreach content, such as periodic e-mail updates to interested parties, project webpage updates, press releases at project milestones, and periodic updates through existing Town communication channels: social media, newsletters, message boards, etc.

Context and Background

- Incremental regulatory creep has, over time, made Milton’s Zoning Regulations, Subdivision Regulations and Public Works Specifications inconsistent with each other and the goals of the Comprehensive Plan.
- The current standards are difficult for staff, developers and designers to interpret and apply. This results in confusion, conflict, inconsistent application and discordant outcomes.
- Milton’s Town Plan prioritizes compact, connected and walkable urban development in its “Town Core” surrounded by low-impact development in rural areas. Today’s infrastructure standards tend to favor a one-size-fits-all approach for Milton. This results in infrastructure that can be out of scale with its setting.
- The status quo is a regulatory program that diminishes the confidence of both participants and observers.
- Prior to on-boarding the consultant, the Town will constitute a diverse stakeholder steering committee charged with reviewing resource documents identified below to prepare summary findings of local issues for the consultant. This committee platforms aims to build consensus, trust and buy-in among a broad set of participants that results in a deliverable with strong regulatory coherence.

Resources

Competitive consultants (or consultant teams) will be very familiar with State guidance documents and standards, as well as be able to quickly synthesize relevant goals from local planning and studies.

Local Regulations

- Milton Zoning (2015) & Subdivision (2010) Regulations/Draft Unified Development Regulations
- Milton Public Works Specifications (2010)
- Milton Street Naming, Addressing, and Street Signs Ordinance (2013)
- Milton Motor Vehicle and Traffic Regulation Ordinance (2011)
- Milton Maintenance Plans: Sidewalks, Winter Operations, Etc.
- Milton Water and Wastewater Ordinances
- Milton Illicit Discharge and Stormwater Connection Ordinance (2007)
- Milton Landscape Bonds Policy (1998)

Plans and Studies

- Town of Milton Comprehensive Plan (2013)
- Milton Town Core Traffic Circulation Plan (2008)
- Route 7 Land Use and Transportation Study (2008)
- Milton Town Core Master Plan (2000)
- Milton Long Range Access and Mobility Committee Final Report (2001)

- Town Core Streetscape and Accessibility Design Study (2007)
- Milton US Route 7 Health Impact Assessment (2015)
- The US Route 7 Corridor Study (2015)
- Northern Lake Champlain Basin Management Plan (2015)
- Lamoille River Tactical Basin Management Plan (2016 draft)
- Region's Active Transportation Plan (2016)
- Milton Urban Community Forestry Inventory and Urban Tree Planting Guide & Street Tree Manual (2015)
- Prior Town of Milton Corridor/Scoping Studies
- Available Traffic Studies and Count Data

Guidance Reports and State Standards

- SmartCode Manual
- United States Postal Service Mailbox Guidelines
- VTRANS Class 1 Town Highways: Costs and Issues for Vermont Communities Considering Reclassification of State Highways (2016)
- VTRANS Report on Shared-use Path and Sidewalk Unit Costs (2010)
- VTRANS Access Management Program Guidelines (2005)
- VTRANS Complete Streets Guidance Document (2012)
- VTRANS Corridor Management Handbook (2005)
- VTRANS Orange Book for Local Officials (2016)
- Chittenden County's Bicycle Design Facility Toolkit (2015)
- USDA Trail Construction and Maintenance Notebook (2007)
- Revised Vermont Stormwater Management Manual (2016)
- Vermont's Model Stormwater Management Bylaw, VLCT (2015)

Funding

A total of \$26,000 is available for consultant services from the Municipal Planning Grant program administered by the Vermont Agency of Commerce and Community Development and the Town of Milton. The MPG Grant application will be provided upon request.

Work Plan

1. Review Project Plan & Develop Summary Findings | *Town Staff & Committee*
2. Review Summary Findings | *Committee & Consultant*
3. Technical Review and Survey Preparation | *Consultant*
4. Survey Ranking of Preferred Alternatives | *Consultant, Committee & Public*
5. Open House on Rankings | *Consultant, Committee & Public*
6. Committee Finalizes Preferred Alternatives | *Consultant & Committee*
7. Consultant Drafts Amendments | *Consultant*
8. Committee Reviews Amendments | *Consultant & Committee*
9. Committee Hosts Public Forum | *Consultant & Committee*
10. Committee Reviews & Consultant Finalizes Draft Amendments | *Committee & Consultant*

Deliverables

Final draft text and figures in MS Word format.

Tables and data references and sources in MS Excel

SUBMISSION REQUIREMENTS

All responses to the RFQ shall include the following information:

1. Cover Letter
2. Statement of Qualifications and Staffing
Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the proposed role of each consultant on the team. Also provide details information on each consultant, including the name of the firm, year established, and contact information.
3. Summary of Relevant Projects and References
Describe relevant experience on similar projects for each firm and list the work experience of the individuals expected to be involved in the project. Include a minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
4. Page Limit
The proposal, encompassing items 1-3 above, shall not exceed 10 double-side pages (20 total pages) including cover letter, project lists and contacts.

All information becomes the property of the Town of Milton upon submission. The municipality, Town of Milton, reserves the right to issue supplemental information or guidelines relating to the RFQ as well as make modifications to the RFQ or withdraw the RFQ.

Submission Requirements

Respondents should submit one (1) digital copy by PDF and one (1) printed copy of the proposal by the deadline above to:

Town of Milton
Jacob Hemmerick, Planning Director
43 Bombardier Rd.
Milton, VT 05468
802.893.1186
jhemmerick@town.milton.vt.us

Please expect a confirmation email upon receipt of qualifications by Town of Milton.

If you have any questions about this project or the RFQ, please address them in writing either via US mail or e-mail to Jacob Hemmerick. The Town will respond to all questions in writing within five (5) business days. Both the questions and the response will be shared with the other consultants.

Selection Process

Qualifications will be reviewed by a selection committee comprised of representatives from the Town of Milton. A short-list of consultants will be selected to submit detailed proposals for the project with a project approach, scope of services, schedule and budget with details on staffing, hourly costs, and overhead. Finalists may be requested to present the proposals in-person at interviews.

RFQ Schedule Summary

Qualifications due:	May 3
Consultants selected for short list:	May 17
Proposals due:	May 24
Possible Interviews on:	June 7
Consultant selection by:	June 19
Project work to begin:	July 1, 2017
Complete project on or by:	February 1, 2018

Evaluation of Qualifications

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) – 85%
 - a. Experience doing similar regulatory work.
 - b. Ability to approachably communicate complex transportation planning, land use planning and engineering concepts and consequences to stakeholders and build consensus.
 - c. Ability to draft clear, functional regulatory language.
 - d. Knowledge of land use planning, transportation planning, and engineering.
 - e. Understanding of regulatory interplay at local and state levels.
 - f. Proven ability to work with committees and conduct public meetings.
 - g. Availability to begin work on project start date.
2. Quality, completeness and clarity of submission - 15%

Interview Framework

The Town of Milton reserves the right to select the top two to three highly scored consultants and invite them for an interview. 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 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 explain 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 Building in Milton, Vermont. The day and time will be notified to the respondents at least one (1) week prior to the meeting. All costs and expenses incurred in traveling for the purpose of the 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. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

Contracting Requirements

Town of Milton | Request for Qualifications | Infrastructure Standards Project

The consultant contract will be subject to the terms of Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements). A sample contract meeting these requirements is available upon request.