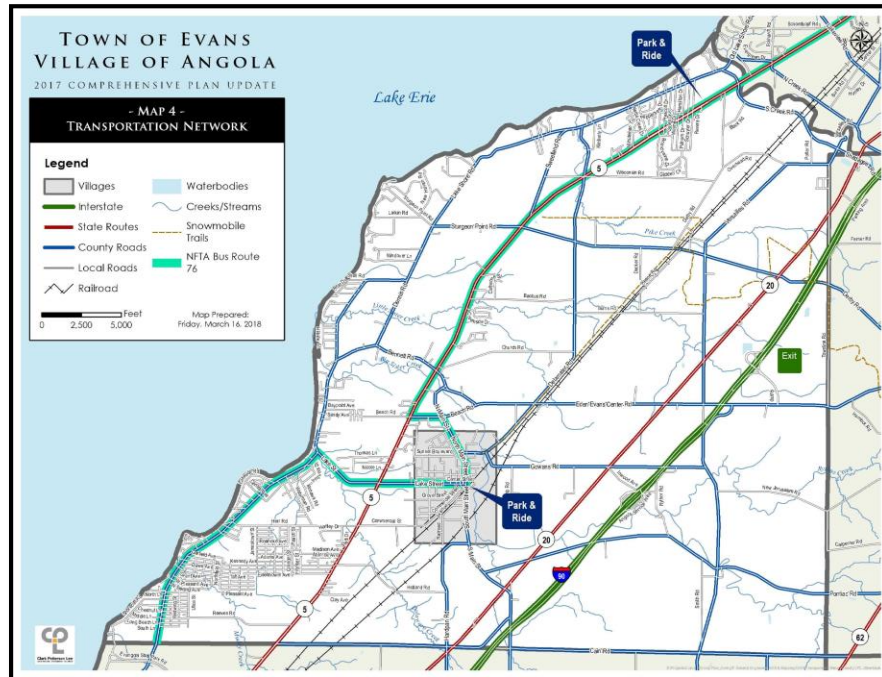


REQUEST FOR PROPOSALS

TRANSPORTATION MASTER PLAN

Town of Evans, NY



Response Due:

No later than 2:00 PM on Monday, January 15, 2024

Submit Responses and Direct Questions to:

William Smith
Director of Planning and Development
8787 Erie Road
Angola, NY 14006
716-549-0945
wsmith@townofevans.org



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Attachment A. Evans Transportation Network Map

Attachment B. 2019 Evans Comp Plan Circulation and Wayfinding Map

1. NOTICE OF INVITATION

Notice is hereby given that the Town of Evans, NY is seeking to retain a professional planning, engineering and design firm and/or teams (the “Consultant”) to provide planning services for the development of a Transportation Master Plan.

Sealed proposals will be received by the Office of Planning and Community Development located at 8787 Erie Road, Angola, NY 14006 by **Monday, January 15, 2024 at 2:00 PM.**

The Town hereby notifies all Proposers that it is the policy of the Town to ensure nondiscrimination on the basis of race, color, national origin, religion, or sex in the award and administration of contracts.

Requests for modifications or clarifications of any requirement must be submitted in writing by email to: wsmith@townofevans.org or by U.S. Mail to the U.S. Postal Service address above. All such requests must be received by.

Proposals will be examined by the designated Transportation Advisory Committee and reported to the Evans Town Board within thirty (30) calendar days after the proposals have been opened. The Town reserves the right to reject any and all proposals; to waive any irregularities or informalities in any proposal or in the proposal procedure; or, to postpone the proposal opening for good cause. Each Proposer will be notified of award of contract, if an award is made.

The RFP document is attached to this email and also available for download on the Town's website: <https://www.townofevans.org/>

Ultimately, it is the responsibility of the Proposer to check the Town's website for any addenda that may be issued relative to this RFP.

2. PROJECT BACKGROUND

The Town of Evans, New York is accepting proposals from qualified professional planning, engineering and design consultants to develop a Transportation Master Plan. The purpose of the plan is to identify policies, programs, strategies, projects, schedules, responsibilities, costs and funding sources needed to assure that the Evans transportation system adequately serves the travel needs in the short (5 years), intermediate (10 years) and long-range timeframes.

The Town of Evans is located on the eastern shore of Lake Erie, in the southwest portion of Erie County, New York. The Town encompasses approximately 47 square miles and is situated south of the Town of Hamburg, west of the Town of Eden and north of the Town of Brant. Evans is also situated approximately 30 miles south of the Buffalo metropolitan area. According to the 2020 American Community Survey's 5-year estimates, the Town's population is about 16,121 people.

Over 160 miles of roadway traverse the Town of Evans and Village of Angola with approximately 70 miles of local roads maintained by the Evans Highway Department. The remaining roadways are under the jurisdiction of Erie County (59 miles), New York State (16 miles), and NYS Thruway (6 miles). An illustration of the Town's transportation network can be seen in Attachment A.

In addition, there are many undedicated and privately maintained roads primarily found within the waterfront communities of Lake Erie Beach and Angola-on-the-Lake. Many of these roads were constructed before current standards were put in place, resulting in mostly dirt/gravel surfaces and very narrow right-of-ways, often times limiting access for modern-day paving or maintenance equipment. In recent years, the deteriorating condition of these roadways has led to concerns regarding public health and safety, and has limited the Town's ability to permit new construction in certain areas.

The most heavily-trafficked roadway is the NYS Thruway (I-90) with over 23,000 average daily trips through Evans, which is easily accessible via the NYS Thruway via Exit/Interchange 57A at Eden-Evans Center Road. NYS Routes 5 & 20 are also major commuter corridors through the Town with a combined approximately 25,000 average daily trips. Transit services in the Town include Niagara Frontier Transportation Authority (NFTA) bus service via Route 76. Two park and ride lots are available in the Village of Angola and the hamlet of Derby.

In terms of public trails, a small section of the Shoreline Trail runs along Lake Shore Road between Wendt and Bennett Beaches. The County and Town are currently working on the design of the next phases of the Trail connecting Lake Erie Beach Park, Town Park and Bennett Beach County Park. These expansions are slated for construction in 2024. Additional sections are proposed which will connect to Evangola State Park to the south and the Town of Hamburg/Eighteen Mile Creek to the north.

In 2019, the Town completed the updated Evans-Angola Comprehensive Plan which included the following transportation-related goals, objections and recommendations:

- Promote transportation strategies and physical design that consider the complete spectrum of users including motor vehicles, bicyclists and pedestrians.
- Ensure that an adequate capital improvement strategy and program is developed and maintained for roadway maintenance to address immediate safety concerns as well as long-term repairs.

- Develop a streetscape plan for key corridors in the Town, including bike lanes, landscaping, road diets, speed reductions, utilities, and signage, among others. Engage with the County and NYS DOT for implementation or long-range planning.
- Support the upgrades of undedicated roads and other non-standard roadways in the Town where feasible, seeking to balance their historical character with the need to provide safe travel and maintenance.
- Establish a sidewalk plan and public outreach/education program for both the Town and Village and incorporate it into a capital improvement program, and ensure that all new developments or redevelopments provide sidewalk connections internally as well as to existing networks.
- Develop a mechanism for residents to report maintenance concerns and a system to address these concerns/make repairs in a timely manner.

A proposed Circulation and Wayfinding Map from the Evans-Angola Comprehensive Plan can be viewed in Attachment B.

The Town recently established a Transportation Advisory Committee with the primary goal of developing a well-connected, multi-modal, safe, efficient, sustainable and enjoyable transportation network of quality roads, sidewalks, trails and services across the Town of Evans. It is anticipated that the selected consultant will work closely with the Committee in developing the Master Plan.

3. SCOPE OF WORK

The Town recognizes the expertise of the consultants responding to the RFP and wishes to rely on that expertise to develop a plan that meets the specific needs identified by the Town. The following scope of work presents the minimum activity that the Town envisions as being needed to complete this project:

Task 1 – Transportation Needs Assessment

Compile the data necessary to perform the analysis and evaluation of the current and future transportation system and identify the current and future needs, including the preparation of a transportation system database with GIS map. At a minimum, existing conditions data to be collected will include, but not be limited to:

- Inventory of all local, County and State roads, including all dedicated and undedicated public right-of-ways.
- Physical roadway conditions including, but not limited to:
 - Pavement/surface conditions
 - Roadway and ROW width
 - Utilities and drainage infrastructure
- Traffic volumes and traffic flow patterns
- Speed limits
- Origin-destination information
- Accident data from the past 5 years

- Pedestrian and bicycle facilities/sidewalks and trails
- On-street parking
- Transit routes, services and ridership
- Traffic signage and signals

Review and evaluate the Town's existing planning documents (and any other related regional and State-wide transportation plans) with regards to future development, land use and transportation.

Review and evaluate current roadway management practices and standards, including:

- Resurfacing programs
- Sidewalk and trail development and maintenance
- Bridge and culvert maintenance and inspections
- Roadway dedication and permitting standards

Identify future and relevant transportation trends, including electrification and charging needs, ridesharing and any new innovations in transportation.

Task 2 – Public Involvement

Develop a public outreach plan that includes working with the Transportation Advisory Committee, holding multiple meetings and interviews with multiple interest groups, using multiple communication methods and ways to ensure the greatest public outreach and participation possible including the use of social media, surveys and attending community events.

Task 3 – Transportation Recommendations

Provide evaluation criteria that will be used in the assessment of the existing and future transportation system, the identification of the deficiencies, and recommendations for future improvements.

Provide specific recommendations for the adoption, improvement, abandonment or sale of all undedicated and unimproved roads as well as undeveloped right-of-ways (a.k.a. "paper roads") throughout the Town, with particular focus on the Lake Erie Beach and Angola-on-the-Lake districts.

Develop a well-connected multi-modal transportation system that will enhance access and mobility within the Town, address future land use, and promote economic and community development.

Prepare a phased improvement program for the short (5 years), intermediate (10-years) and long (15-20 years) term, including:

- New road paving and resurfacing schedules
- Bridge and culvert repairs and replacements
- Storm drain repairs and maintenance
- Sidewalks, crossings and trail installation and maintenance
- Bicycle facilities and accommodations
- Traffic safety enhancements
- On-street parking program adjustments
- ADA and universal design improvements

- New or modified transit services
- “Paper road” improvements and abandonments
- Electric vehicle charging infrastructure installations
- Added mobility services, such as shuttle, bike-sharing and car-sharing.
- Cost estimates for any proposed capital projects

Identify key transportation corridors in the Town and provide conceptual streetscape designs, including opportunities for bike/ped accommodations, landscaping, placemaking, road diets, speed reductions, utilities, and signage, among others.

Include recommendations to modify, add, or remove regulations, codes, ordinances, standards, practices, programs and policies that will enable better implementation of town-wide multi-modal access and circulation.

Recommend a funding strategy based on Federal, State and local sources.

4. RFP SCHEDULE

The major projected milestones of the consultant selection schedule are as follows:

1. RFP Advertised:	Monday, November 20, 2023
2. Pre-Proposal Conference:	Tuesday, December 5, 2023 (12:00 PM EST)
3. RFP Questions Due:	Tuesday, December 12, 2023 (4:00 PM EST)
4. RFP Responses Posted:	Tuesday, December 19, 2023
5. Proposals Due:	Monday, January 15, 2024 (2:00 PM EST)
6. Interviews (up to 3 firms):	Thursday, January 25, 2024
7. Award Contract:	Wednesday, February 7, 2024 (at Town Board meeting)

The Contract Term is expected to begin in February 2024 with Master Plan deliverables completed by January 31, 2025.

5. PRE-PROPOSAL CONFERENCE

The Town of Evans will be made available at a non-mandatory, virtual, pre-proposal conference on Tuesday, December 5, 2023 at 12:00 Noon Eastern Standard Time (EST). The meeting will take place via Zoom through the following link: [Evans Transportation Master Plan Pre-Proposal Conference](#). An invitation to the meeting can also be emailed to you by request. During this time, respondents will have the opportunity to ask questions about the Project and/or submittal requirements of the RFP.

6. SUBMITTAL REQUIREMENTS

Respondents are required to submit one (1) signed original, seven (7) printed copies and one electronic copy of their submittal prior to 2:00 PM local time on Monday, January 15, 2024. Responses shall be firmly sealed in an envelope or box and contain the Respondent's name and return address.

The Proposal shall be limited to no more than 50 single-sided or 25 double-sided pages. Three-ring binders will not be accepted. Required Forms do NOT count against the page limit.

The Proposal shall be prepared in the order presented herein and contain the following information:

A. Executive Summary

Provide a brief overview of the Team and all proposed sub-consultants, the Team's experience and qualifications, and the overall approach to the scope of work.

B. Team Background

Each respondent shall submit materials that highlight its unique strengths, qualifications, breadth of knowledge and experience to conduct the Transportation Master Plan. Include the following:

- A history of the Consultant's experience providing transportation planning services to other municipalities and governmental entities.
- A description of the Consultant's organizational structure noting the principals, project manager(s), and professional staff performing the work.
- Resumes of key staff (principals, project manager(s) and senior professional staff).
- An overall description of the Consultant's relevant work experience. Include examples of up to five (5) transportation planning projects that the Consultant has completed, including references for the projects worked on and the client names and contact persons.

C. Approach to Scope

A description of how the Consultant would work with the Town of Evans and the various project partners, as well as the regulatory agencies in the design of the project. This shall include:

- A statement explaining the Consultant's unique approach.
- A description of how the Consultant intends to address the scope of work set forth in Section 3 of this RFP
- A description of how the Consultant intends to maintain a timely and efficient schedule, including specific methods that would be employed
- A list of sub-consultants by respective their respective discipline

D. Fee Proposal

Provide a proposed fee for tasks outlined above in Section 3. Scope of Work. The proposal must include a detailed staffing plan, including the hourly rate of each principal and staff member whose resume is provided or whose job category may be required, as well as a list of anticipated reimbursable expenses.

8. SELECTION PROCESS

Final selection will be based on the Proposal score (100 points total) and the interview performance score (100 points total). The Town of Evans reserves the right to:

- Seek clarification and revisions of proposals
- Seek a final and best offer from those firms short-listed.
- Make an award under the RFP in whole or in part.

It is expected that a maximum of three (3) applicants will be selected, or 'short-listed' for interviews. Interviews will tentatively be held on Thursday January 25, 2024, at the Town of Evans Municipal Center. 'Short-Listed' applicants will be notified two weeks prior to the Interview. Selection for interviews will be based on an independent evaluation of the submitted proposals using the factors listed below. Selection for interviews shall be based on "best value", made in accordance with the following evaluation criteria and weights as follows:

- | | |
|--|--------|
| 1. <u>Team Background (40%)</u> | |
| a. Experience of team on similar projects: | 25 pts |
| b. Experience of project manager: | 15 pts |
| 2. <u>Approach to Scope of Work (40%)</u> | |
| a. Understanding of project intent and goals: | 20 pts |
| b. Understanding tasks, deliverables and schedule: | 20 pts |
| 3. <u>Fee Proposal (20%)</u> | |
| a. Hourly rates of principals and personnel: | 10 pts |
| b. Overall project cost proposal: | 10 pts |

Town of Evans is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Town of Evans prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Town of Evans conforms to the spirit as well as to the letter of all applicable laws and regulations.

9. INSURANCE REQUIREMENTS

A. GENERAL PROVISIONS

As to all required insurance:

- a) The Vendor shall provide current Certificates of Insurance and accompanying documents as described herein for the Town's approval prior to Town's signing of contract(s).
- b) "Certificate Holder" shall be Town of Evans at the address of 8787 Erie Road, Angola, NY 14006.
- c) Coverage must comply with all specifications set forth herein.
- d) All insurance documents must be executed with authorized signatures.
- e) The Vendor's required liability policies must be endorsed to provide that any Notice of Cancellation or Notice of Non-Renewal given to the First Named Insured shall also be given to the Additional Insureds for this project. A copy of such endorsement(s) must be furnished to the Certificate Holder.
- f) Failure of the Town to object to the Vendor's failure to furnish a Certificate or other evidence of the required insurance coverages, object to any defect in such Certificate or other evidence of coverage, or demand receipt of such Certificate or other evidence of coverage shall not be deemed a waiver of Vendor's obligation to furnish the required insurance coverages described herein. Nothing contained herein imposes on the Town a duty or obligation to review any evidence of insurance coverages or issue any formal approval or acceptance of such evidence.
- g) The Vendor's liability and indemnification of the Town shall not be relieved or diminished by the Vendor securing insurance coverage in accordance with the Town's requirements. Any approval by the Town of such insurance coverage shall not be construed as accepting in any way the deficiencies in the Vendor's insurance coverage.
- h) In addition to Certificates of Insurance and other documents, the Vendor shall provide to the Town and other Certificate Holders, on a timely basis, copies of any subsequently issued endorsement(s) that amend applicable coverages or limits.
- i) When any required insurance shall expire, due to the attainment of a normal expiration or renewal date, the Vendor shall supply, no later than ten (10) days prior to such expiration, the Town with Certificates of Insurance and accompanying documents evidencing continuation of coverage in the same manner, limits of protection and scope as provided by the previous policy.
- j) The Vendor will assure that any and all subcontractors retained by the Vendor carry and maintain insurance with reasonably prudent limits and coverage satisfactory to the Town in light of the work to be performed, written by companies meeting the same criteria as required in Section 2. LIABILITY INSURANCE, and that the Town is named additional insured on the subcontractor's liability policies according to the same requirements as described in Section 2.1(b).
- k) The Vendor shall disclose to the Owner any deductible or self-insured retentions applicable to any of the coverages required herein of the Vendor.

- l) The Town reserves the right to modify the requirements herein, including limits, based on circumstances involved, including but not limited to the nature of the risk involved, prior experience, insurer, or coverage

B. LIABILITY INSURANCE

The Vendor agrees to secure and maintain, at the Vendor's own expense, all insurance coverage required herein from one or more insurance companies that are licensed to write such insurance in New York State or are eligible non-admitted insurers, per the current Excess Line Association of New York's (ELANY) official list. Insurers must carry an A.M. Best "Secure" rating of B+ or better. The Vendor's insurance shall include the following, and shall be written with limits no less than hereinafter specified:

I. COMMERCIAL GENERAL LIABILITY

- (a) Occurrence based Commercial General Liability coverage to include bodily injury, personal injury, and property damage applicable to ongoing operations and contractual liability. The coverage limits applicable shall be the greater of the amounts indicated below or the amounts carried by the VENDOR:

General Aggregate	\$2,000,000
Products & Comp/Op. Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (any one fire)	\$ 50,000
Med. Expense (any one person)	\$ 5,000

- (b) **Additional Insured:** Coverage in Commercial General Liability, Automobile Liability, and Excess Liability and/or Umbrella Liability policies or coverage sections shall be written or endorsed so as to apply to the following as **additional insured on a primary and non-contributory basis**:

"Town of Evans and its employees, authorized volunteers and board members."

The Certificate of Insurance must clearly state how Additional Insured coverage is achieved in the General Liability, Automobile Liability, and Umbrella/Excess Liability policies. Certificates of Insurance must show the form numbers that are used to achieve all of the Additional Insured coverage. A copy of the actual policy language that effects this coverage in each policy must be provided to the Town with the Certificate of Insurance.

- (c) **Waiver of Subrogation:** To the fullest extent permitted by applicable state law, a Waiver of Subrogation Clause shall be added to the General Liability, Automobile, Umbrella/Excess Liability, and Workers Compensation policies in favor of the Town.
- (d) If the Vendor's work on this project in any way involves the use of **unmanned aircraft**, the Vendor's General Liability policy must include form CG 24 50 06 15 or equivalent providing coverage for this project.²

II. AUTOMOBILE LIABILITY INSURANCE

Bodily Injury and Property Damage, coverage for the Vendor as the owner or the lessee of automobiles, trucks, trailers, self-propelled Vendor's equipment and all other owned, hired and non-owned vehicles registered for use on the public highway and/or used in operations relating to work under contract. The coverage limit applicable shall be the greater of the amounts indicated below or the amount(s) carried by the Vendor:

Combined Single Limit	\$1,000,000
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See Section 2.1(b) above for *additional insured* requirements applicable to Automobile Liability insurance.

- III. EXCESS LIABILITY AND/OR UMBRELLA LIABILITY** applicable to Commercial General and Automobile Liability policies. The Excess Liability and/or Umbrella Liability coverage limits applicable shall be the greater of the amounts indicated below or the amounts carried by the Vendor:

Each Occurrence	\$1,000,000
Aggregate	\$1,000,000

See Section 2.1(b) above for *additional insured* requirements applicable to the Excess Liability and/or Umbrella Liability insurance.

- IV. PROFESSIONAL LIABILITY:** *IF* the Vendor's work involves rendering professional services, the Vendor shall provide Professional Liability coverage for the Vendor's errors, omissions, and negligent acts arising from the performance of the Vendor's services under this contract. Coverage limits shall be the greater of the amounts indicated below or the amounts carried by the Vendor:

Each Occurrence/Claim	\$1,000,000
Aggregate	\$3,000,000

V. DATA BREACH/CYBER LIABILITY

Each Occurrence/Claim	\$ 250,000
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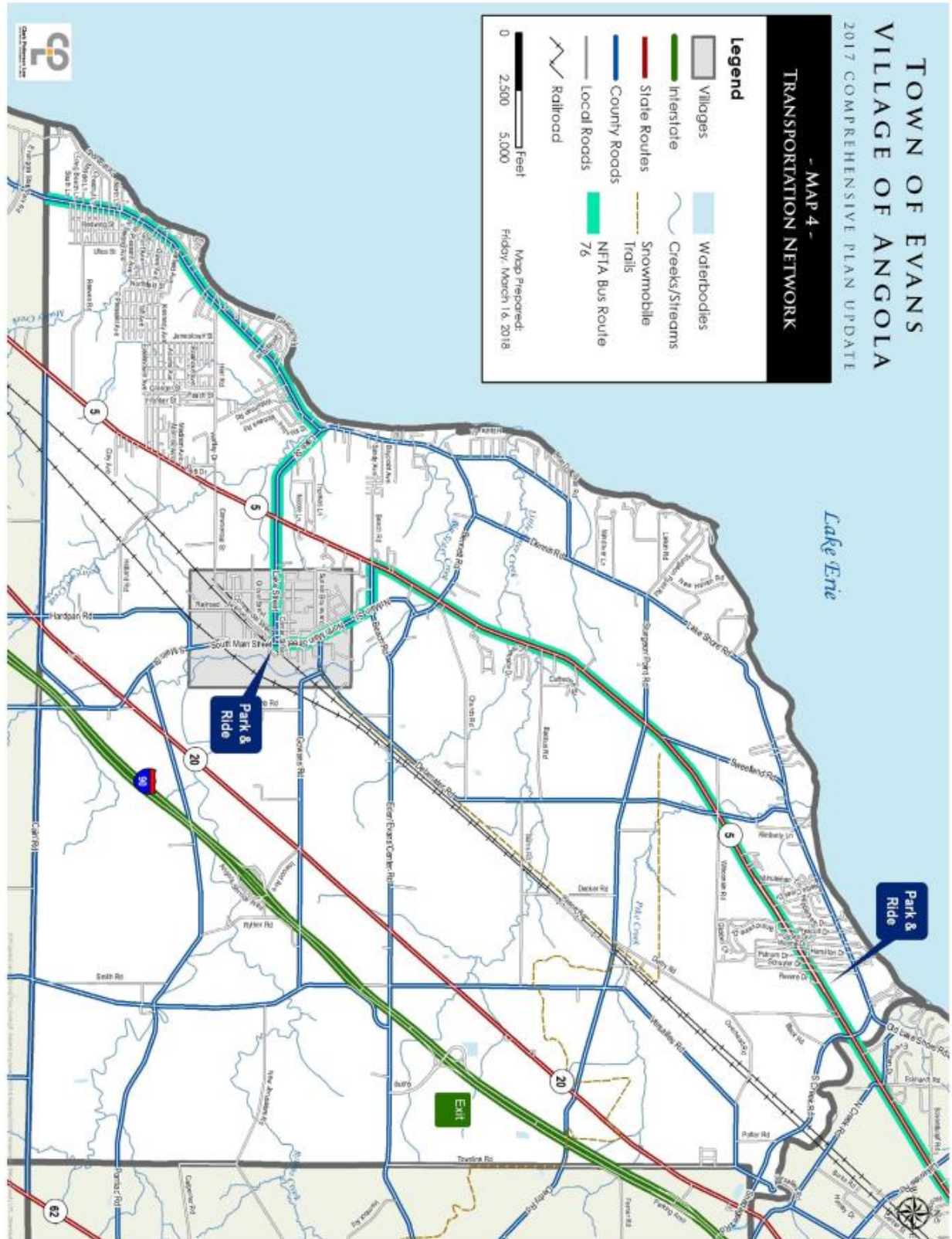
C. WORKERS COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

Coverage as required by New York State statutory limits.

D. NEW YORK DISABILITY (NYDBL)

Coverage as required by New York State statutory limits.

Attachment A



Attachment B

