



**HOUSATONIC VALLEY
COUNCIL OF ELECTED OFFICIALS**
OLD BROOKFIELD TOWN HALL
162 WHISCONIER ROAD, BROOKFIELD, CT 06804
203-775-6256 FAX 203-740-9167 HVCEO.ORG

LEGAL NOTICE

TRANSPORTATION PLAN RFP. The Housatonic Valley Council of Elected Officials is seeking a consulting engineering and/or planning firm for the preparation of a Transportation Management Plan for the Newtown Road (Unmarked CT DOT Route 806) Corridor in Danbury, CT. A request for proposals is available from the HVCEO office at 162 Whisconier Road, Brookfield, CT, 203-775-6256, email jchew@hvceo.org or access hvceo.org/transport/transport.php.

**REQUEST FOR PROPOSALS
FOR PREPARATION OF A
TRANSPORTATION MANAGEMENT PLAN
FOR 1.54 MILE ROUTE 806 (NEWTOWN ROAD)
IN DANBURY, CONNECTICUT
7/1/2010**

1. OVERVIEW

The Housatonic Valley Council of Elected Officials (HVCEO) invites proposals from consultants and/or firms having expertise in transportation planning, transportation engineering, transit, land use and public involvement.

HVCEO has received approval from the Connecticut Department of Transportation and the U.S. Department of Transportation Federal Highway Administration to prepare a Transportation Management Plan for Route 806 (Newtown Road) in Danbury, CT. The length of this heavily utilized commercial artery is 1.54 miles.

HVCEO will accept complete proposals, by mail or in person, until 3:00 p.m. on **Wednesday, August 11, 2010**. Respondents must submit 5 paper copies of their proposal, and a digital copy by email or on CD to: Jonathan Chew, Director, at the letterhead address above. Proposals that are incomplete will not be accepted.

2. FORMAT FOR PROPOSAL

2A. Letter of interest.

2B. Information on the firm including description of current workload.

2C. Brochures for both the firm and proposed sub-consultants.

2D. Statement summarizing the experience of the firm and proposed sub-consultants, including at least three references and summaries of comparable projects (type, scale and scope) demonstrating knowledge and expertise in transportation planning, transportation engineering, transit, land use and public involvement.

2E. Detailed statement describing the organizational framework for this project, including clear identification of the lead firm, project manager and sub-consultants, the roles and responsibilities of each sub-consultant, identification of disadvantaged business enterprise (DBE) contractor, and disclosure of any shared interests among the firm and proposed sub-consultants, e.g. parent-subsidiary, joint ventures, formal affiliations, etc.

2F. Narrative that describes the suggested study approach and addresses the goals and objectives stated in the scope of work.

2G. Resumes of key personnel to be assigned to this project and the amount of time they will devote to project activities.

2H. A proposed work schedule.

2I. Proof of Connecticut DBE certification.

2J. Current Federal Form SF-330.

3. SELECTION PROCEDURES

Responses to this RFP will be evaluated by a consultant selection team in accordance with the following criteria:

- Technical competence of the consultant and subcontractors.
- Qualifications of key personnel assigned to this project.
- Demonstration of understanding of study objectives.
- Thoroughness, creativity, and clarity of suggested approach.
- Experience and success with comparable projects.
- Knowledge of relevant federal and state procedures.

HVCEO will notify firms selected for interview by the consultant selection team within 60 days of the closing date. The selection team reserves the right to rank firms based upon their proposals only without an interview phase.

The consultant selection team will rank firms according to the criteria identified in this RFP and submit its ranked recommendations to HVCEO with a request for approval.

HVCEO will negotiate with the highest ranked firm to refine the scope of services and reach agreement on terms and fees for professional services. In the event that an agreement cannot be reached, HVCEO reserves the right to terminate negotiations and commence negotiations with the next most qualified firm.

Note that selection of any firm is also subject to the approval of CT DOT.

4. SCOPE OF WORK FOR STUDY

State Route 806 in Danbury is known as Newtown Road locally. It has a total length of 1.54 miles.

This CT DOT designated minor arterial roadway extends from its intersection with White Street on the west easterly to I-84 Exit 8 on the east. It plays a key role in City of Danbury traffic circulation.

Traffic volumes on Route 806 range from 19,900 on the western end to 35,700 on the eastern end, where it terminates at I-84 Exit 8. The roadway serves major employment concentrations nearby and major retail facilities adjacent.

This state roadway has a two lane cross section from White Street .87 miles easterly to Plumtrees Road. From there the remaining .67 miles easterly to I-84 Exit 8 has a four lane cross section with turning lanes as appropriate.

This important roadway corridor has received significant public investment in upgrading its traffic volume capacity in the past. As of 2010 two key intersection improvements are planned by CT DOT.

Long term, the HVCEO Regional Transportation Plan recommends widening to four lanes for the western two thirds of a mile segment that is still two lanes. This study is free to either endorse or propose revision to that regional policy.

The roadway has never received a fully coordinated transportation planning review of its related elements. This review should be accomplished now, before additional federal and state investments are made.

Plan elements include development projection, safety, capacity, driveway management, pedestrian access, transit stops and beautification.

The purpose of this corridor study is to prepare an integrated Route 806 corridor plan from these elements. The result will be that future traffic investments have a higher cost-benefit ratio and Danbury planning and zoning approvals for roadside developments may include conditions coordinated with the corridor plan.

Note also that in recent years both the nation and Connecticut have been gripped by the pedestrian and Smart Growth oriented "Complete Streets Movement." From this new perspective, roadway corridors such as Route 806 can be improved by retrofitting with full provision for pedestrians and transit passengers. Curbs and access points can also be rethought to maximize safety and reduce travel.

In 2009 Governor Rell signed Senate Bill 735, Connecticut's Complete Streets law. The new law mandates that "accommodations for all users shall be a routine part of the planning, design, construction and operating activities of all state highways" and sets aside funds for those activities, funds that should be requested for future Route 806 improvements.

A major sub-purpose of this HVCEO Route 806 transportation planning study will be to qualify the roadway for Connecticut Complete Streets funding and FHWA Enhancement Program funding.

It should be understood that this effort is a planning level study only, and does not represent the more complex and costly preliminary engineering stage of project development activity.

The study elements to be completed by the consultant selected by HVCEO are as follows:

4A) PROJECTION OF FUTURE DEVELOPMENT TYPE AND INTENSITY

This step is first in order of consultant activities in order to properly plan the remaining roadway features. It is expected that the experienced Danbury planning staff can largely guide the policy direction of this element.

Vacant and underutilized land will be mapped by the consultant, and Danbury staff will lead the vision of future changes to land use and intensity. Resulting trip generation is to be added to the overall 2025 corridor traffic forecasts.

4B) ROADWAY SAFETY CONCERNS

CT DOT safety data will be reviewed by the consultant. Areas of accident concentration will be mapped. The relationship of this data to proposed traffic and pedestrian improvements will be specified in the report text.

4C) ROADWAY CAPACITY UPGRADES

CT DOT's existing and projected volume to capacity ratio data will be obtained and analyzed. While a separate volume to capacity ratio data computation by the consultant is not anticipated, the CT DOT data will be supplemented by field observations and professional evaluation such that the mapping is made more useful.

This data will be utilized to address a key question for this 1.54 corridor; to what extent, if any, should the four lane cross section of the .67 of roadway nearest to I-84 be extended westerly the remaining .87 miles past Plumtrees Road to White Street? {note: a conceptual widening plan is available from CT DOT}.

The need for intersection redesigns and other safety improvements will also be determined. The consultant will incorporate into the corridor policy current CT DOT plans for intersection upgrading at Newtown Road with Old Newtown Road and then further westerly at Newtown Road with Old Shelter Rock Road.

An important result of the study will be the consultant's evaluation and refinement of the City of Danbury's 2005 policy for Route 806 capacity upgrading, which is to

"(1) widen with additional lanes as feasible from Plumtrees Road to Old Newtown Road, then from Old Newtown Road to Triangle Street,

(2) reconfigure the intersection at Triangle Street/Beaver Brook Road,

(3) add turning lanes and geometric improvements at Old Newtown Road, Old Shelter Rock Road and at other intersections as warranted {note: the consultant will obtain preliminary plans for improvements at Old Newtown Road and Old Shelter Rock which is available from CT DOT}, and

(4) add a traffic signal at the Old Shelter Rock Road intersection."

4D) DRIVEWAY MANAGEMENT PLAN

The consultant will prepare a driveway management plan map by using a similar methodology to that employed by HVCEO in its recent curb cut management plan for state roadways in Newtown. Those maps are viewable under "Publications" at hvceo.org.

As part of that plan, the consultant will identify any potential new access ways that if mutually approved by adjacent property owners would enable retail and business traffic to proceed from parcel to parcel without the use of Newtown Road.

4E) PEDESTRIAN ACCESS PLAN

The consultant will prepare a pedestrian access plan and map. This will identify areas where sidewalks or more limited walkways that facilitate pedestrian movements are feasible.

Coordinate a bus shelter plan with the pedestrian plan. Identify desired pedestrian facilities on both public and private properties. Include in the evaluation of CT DOT accident data a determination if any accident patterns relate to pedestrians.

Summarize CT DOT funding policy towards sidewalk construction as improvement project components.

Identify models used elsewhere in Connecticut for sidewalk construction within state and federally funded projects.

Regarding sidewalk maintenance, identify models used elsewhere in Connecticut for agreements as to maintenance of new sidewalks.

Regarding bus shelter maintenance, identify models used elsewhere in Connecticut for agreements as to bus shelter maintenance.

4F) DESIGNATION OF TRANSIT STOPS AND SHELTERS

A HART bus shelter plan will be prepared. The consultant will identify sites for bus shelters and pedestrian access to them. HART staff will assist with this process.

4G) ENHANCEMENT AND BEAUTIFICATION

Preparation of a roadway beautification concept map in a format appropriate for an FHWA Enhancement Program grant application.

4H) IMPROVEMENT COST ESTIMATES

Prepare generalized and preliminary cost estimates for recommended corridor improvements by improvement type and location.

4I) TECHNICAL PARTICIPATION

The Route 806 Study Technical Committee will consist of CT DOT, Danbury, HVCEO and HART staffs. A total of four meetings of the Technical Committee are planned.

Prior to the production of a draft final report the consultant will communicate with 1) various CT DOT staff persons (the name of a primary contact person will be provided to the consultant, and it is anticipated that staff from the CT DOT Trip Analysis, Traffic and Project Development Units will be reviewing draft study materials), 2) Danbury Police Department staff concerning draft safety recommendations, and 3) Housatonic Area Regional Transit District staff concerning bus shelter and access recommendations.

4J) CITIZEN PARTICIPATION

A single meeting of all boards, groups and commissions concerned will be arranged by Danbury staff if deemed warranted by Danbury staff. At this session the draft final report will be presented by the consultant. Input from this meeting will be included by the consultant into the final report.

After completion of the report with a depth and format acceptable to the Technical Committee, a fifteen minute oral and PowerPoint summary of the Plan may be provided at up to two meetings in Danbury.

4K) PRINTING COSTS

All hard copy printing costs shall be the responsibility of HVCEO and not the study consultant.

4L) RESOURCE REPORTS, TRAFFIC COUNTS AND MAPPING

In conducting this analysis, the consultant will compile available data and past traffic reports from the City of Danbury, CT DOT, State Traffic Commission and the HART regional bus service.

The following information will be collected: existing traffic counts, signal plans, accident data, land use and zoning data including right of way plans, subdivision and driveway regulations, wetlands and floodplain maps, and roadway characteristics such as sight distance problems, width, location of permitted on-street parking, etc.

As this is a low budget 1.54 mile corridor effort, to reduce costs current and future traffic volume and turning movement counts will be estimated from existing data or the consultant's visual peak hour field estimates only, no new direct traffic volume data collection will be required of the consultant. City staff will provide whatever recent traffic counts it has available.

The estimated traffic volume and turning movement count base will be projected from 2010 to 2025. Projected volumes will be forwarded for review and comment to the Trips Analysis Unit in the CT DOT Bureau of Policy and Planning.

The City will provide its planimetric and assessors maps in digital format at no cost to the consultant. The mapping of the study area will on several sheets with match lines, these to be formatted at 8.5 X 11 inches for inclusion in the spiral bound final report.

5. OTHER INSTRUCTIONS AND REQUIREMENTS

5A. Inquiries: Questions regarding this Request for Proposals (RFP) should be directed in writing to Jonathan Chew at the address noted above, or via email to jchew@hvceo.org. Please check <http://www.hvceo/transport/transport.php> for cumulative publicly available responses to all inquiries received.

5B. Signature Requirements. Proposals must be signed by a representative of the firm having legal authority to contract on behalf of the firm. Proposals will be treated as bona fide offers and must remain open for a period of 90 days from the closing date for submissions.

5C. Statements of Qualifications from Consortia, Joint Ventures and Teams: Qualifications statements from consortia, joint ventures or teams will be accepted. In such cases, a lead firm must be identified for contracting purposes. A qualifications statement must be prepared for each member of the consortia, joint venture or team, and each qualifications statement should clearly identify the lead firm.

The lead firm should have sufficient experience and expertise to conduct or supervise all facets of the proposed project, and the lead firm will be legally responsible to HVCEO for performance of the total contract.

Also, the lead firm must have sufficient resources to carry out the contractual responsibilities of the consortium, joint venture or team; and the lead firm must conduct at least fifty one percent (51%) of the total work awarded under any contract issued as a result of this RFP. Please note that firms that are subsidiaries or affiliates of another may not rely on the experience, expertise or resources of its parent firm to meet these requirements.

5D. Equal Employment and Nondiscrimination: All contracts awarded as a result of this RFP are subject to Section 4a-60 of the Connecticut General Statutes, Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities. Contracts also are subject to all other applicable state and federal laws concerning civil rights, nondiscrimination and equal opportunities for employment.

2E. Addenda and Supplements: In the event that revisions or additions to this RFP are necessary, a copy of such revisions or additions will provided to each firm by mail.

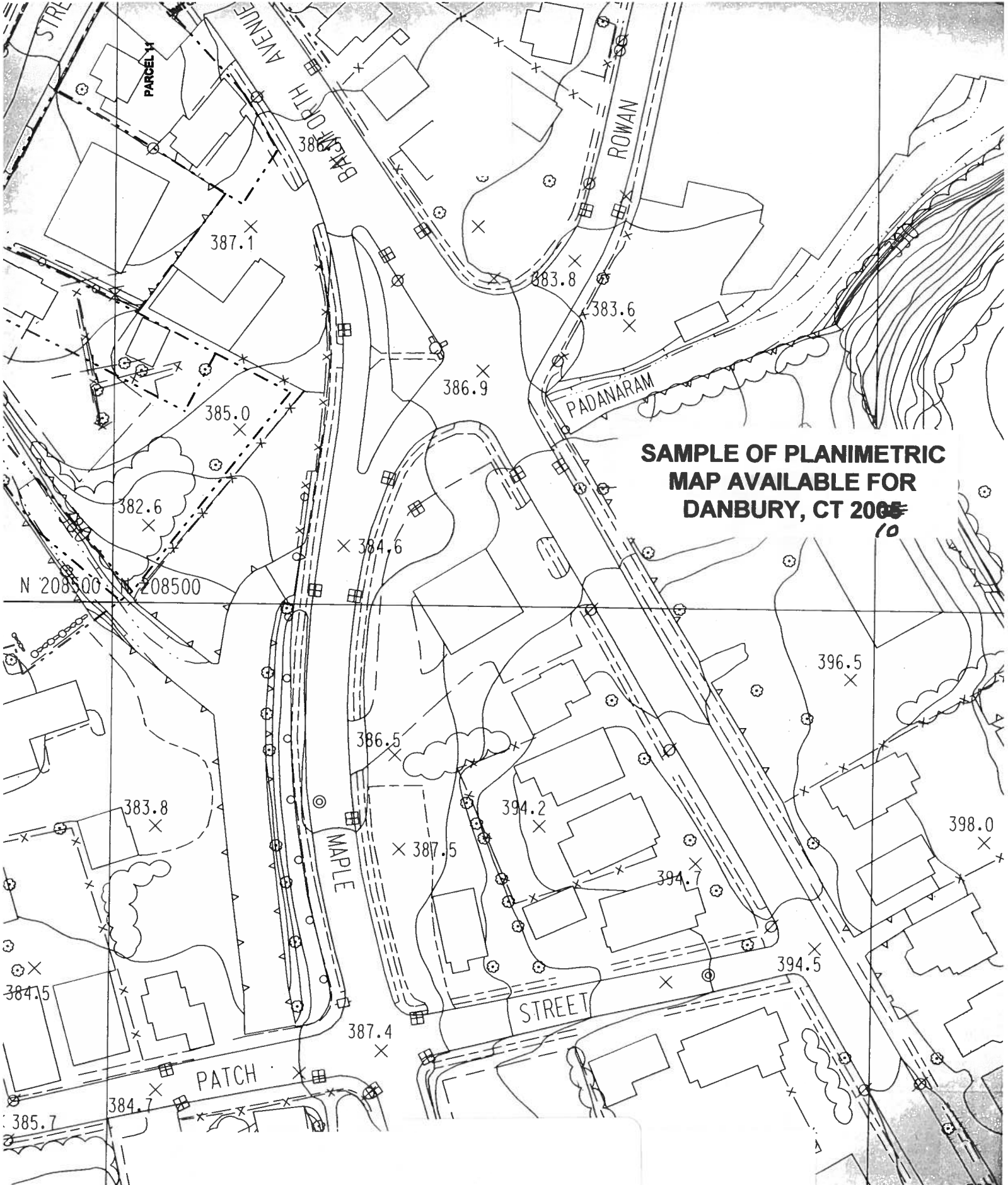
5F. Rejection Rights: HVCEO reserves the right to reject any and all proposals received in response to this RFP. HVCEO also reserves the right to cancel this RFP at any time and to reissue this or a substitute RFP at a later date.

5G. Cost of Proposal Preparation: All costs associated with any response to this RFP, including the development of qualifications statements and participation in the selection process, are the sole responsibility of the respondent firms. HVCEO will not reimburse any firms for such costs nor will any successful firms be permitted to negotiate such costs as part of any contract or agreement with HVCEO.

5H. Interest of Members or Delegates to Congress: No member of or delegate to the Congress of the United States shall be permitted to share or have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFP.

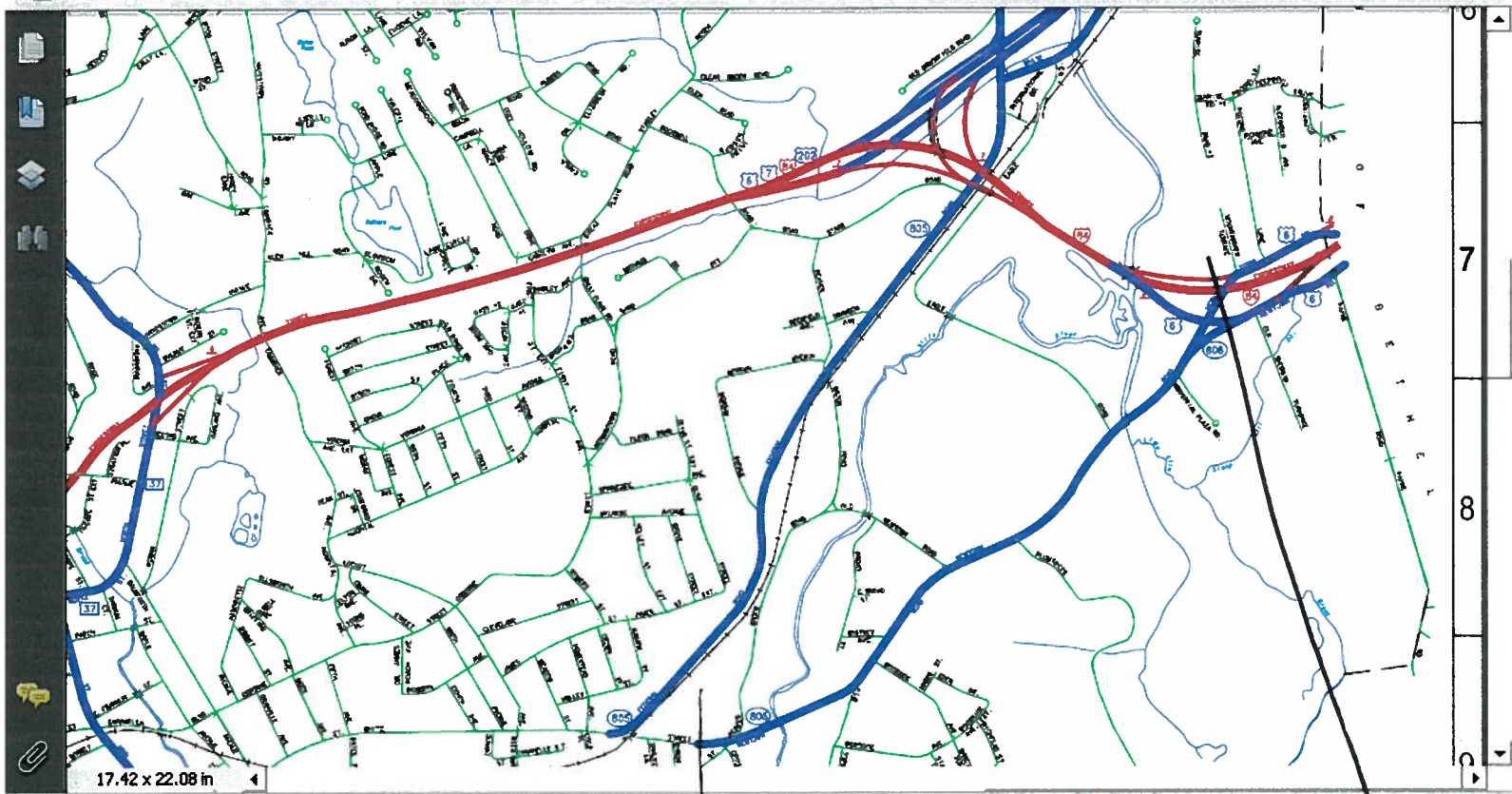
5I. Prohibited Interest: No member, officer or employee of the HVCEO, or member of a local public body having jurisdiction within the HVCEO service area, during his or her tenure or one year thereafter, shall be permitted to share in, have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFP.

5J. Other: Any firm selected to perform any or all work associated with this RFP will be required to execute an agreement with HVCEO and meet any conditions on use of funds imposed by the State of Connecticut or the FHWA.



**SAMPLE OF PLANIMETRIC
MAP AVAILABLE FOR
DANBURY, CT 2005
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SAMPLE OF PLANIMETRIC MAP



LIMITS OF
ROUTE 806
STUDY AREA
IN DANBURY