

REQUEST FOR PROPOSALS

Transit Planning Services
Alice Peck Day Hospital/Slayton Hill Road- Lebanon, NH

Upper Valley Lake Sunapee Regional Planning Commission

Background

The Upper Valley Lake Sunapee Regional Planning Commission is seeking a consultant to provide transit planning services in an effort to determine the most feasible and cost effective way to provide public transportation to Alice Peck Day Hospital in Lebanon, NH. Historically, public transit access to Alice Peck Day Hospital has been limited by two factors: 1) The Slayton Hill Road railroad bridge, which does not provide the clearance for transit buses; and 2) The intersection of Mascoma/High/Mechanic Street, which is prohibitively difficult for transit buses to maneuver through. Recently, UVLSRPC and the NHDOT Bureau of Highway Design convened a 40-member Stakeholder Group to review methods of mitigating the aforementioned infrastructure issues and evaluate alternatives to improve public transportation access to Alice Peck Day Hospital. This scope of work will inform that effort.

The transit planning scope of work is detailed on Page 2 of this Request for Proposals. While cost alone will not be the main basis for selection, comparative costs of the qualified proposals will be a consideration.

All questions related to this Request for Proposals may be presented in writing, sent by FAX or E-mailed to:

Nathan Miller, Planner or
Christine Walker, Executive Director
Upper Valley Lake Sunapee Regional Planning Commission
30 Bank Street, Lebanon, NH 03766
Fax: 603-448-0170
E-mail: nmiller@uvlsrpc.org or cwalker@uvlsrpc.org

Deadline for Submitting Proposals

Three (3) copies of the proposal **must be received by 4:00 p.m. January 13, 2010** clearly marked "Transit Planning Services" to:

Nathan Miller, Planner or
Christine Walker, Executive Director
Upper Valley Lake Sunapee Regional Planning Commission
30 Bank Street, Lebanon, NH 03766

Proposals or amendments received after this deadline will not be considered. Faxed or E-mailed proposals will not be considered.

Transit Planning Scope of Services

The Commission is seeking proposals for transit planning services in the vicinity of Slayton Hill Road/Alice Peck Day Hospital in Lebanon, NH. Responses to this proposal should include a scope of work that:

- Provides an estimate of transit demand to Alice Peck Day (APD) Hospital for both patients and employees. Include, as separate categories, both potential new Advance Transit ridership as well as current riders of Advance Transit's Red and Blue Routes who now walk the last ¼- ¾ mile to APD, but would ride if bus service completed the journey.
- Determines the cost and feasibility (if any) of providing a connection to Alice Peck Day Hospital from Advance Transit's existing fixed-route network (Red, Blue, Green, or Orange Routes).
 - Include, for identified alternatives, the pros and cons of each.
 - Include an assessment of an alternating Red Route design – every other Red Route bus connects with Alice Peck Day Hospital via route diversion.
 - Determine whether the feasibility of connecting to the existing fixed route network changes if the Mascoma/Mechanic/High Street intersection is improved (e.g. is converted to a roundabout).
 - Determine whether the feasibility of connecting to the existing fixed route network changes if the Slayton Hill Road underpass could provide the clearance necessary for Advance Transit buses.
- Determines the cost and feasibility (if any) of providing a new fixed-route providing service to Alice Peck Day Hospital.
 - Determine whether the Mascoma Street-Centerra Park Route outlined in Advance Transit's recent Transit Development Plan (available at <http://www.advancetransit.com/planning.htm>) remains the preferred conceptual design given current road/intersection/underpass conditions, or identify another approach that would be preferable.
 - Determine whether the Mascoma Street-Centerra Park Route remains the preferred conceptual design if the Mascoma/Mechanic/High Street intersection is improved and the Slayton Hill Road underpass could provide clearance for an Advance Transit bus.
 - Identify any other fixed-route alternatives that may become feasible (or preferred) given the aforementioned improvements.
- Determines the cost and feasibility (if any) of providing a new shuttle service between Alice Peck Day Hospital and downtown Lebanon, NH.
 - Determine whether the feasibility of such a shuttle service changes if additional destinations were added to a potential shuttle route (e.g. Lebanon Senior Center, Rogers House, etc).
 - Determine whether a shuttle service would be preferable to fixed-route service to provide public transportation access to Alice Peck Day Hospital.
- Considers the cost and feasibility (if any) of service designs other than those listed above, including but not limited to flex routes, deviated routes, or demand-response.

Given the estimate of transit demand and review of existing fixed-route services, potential new fixed-route services and potential shuttle services, provide a recommendation for the most feasible and cost effective way of providing transit service to Alice Peck Day Hospital, both in the short-term and the long-term.

The maximum amount that may be awarded for this work is **\$4,750**.

Submittal Requirements

Three (3) copies of the proposal, to include technical and cost proposals as separate documents, shall be submitted to:

Nathan Miller, Planner or
Christine Walker, Executive Director
Upper Valley Lake Sunapee Regional Planning Commission
30 Bank Street, Lebanon, NH 03766

Faxed or E-mailed proposals will not be considered. The cost proposals must be in a sealed envelope and clearly labeled with the firm's name, project name and the title "COST PROPOSAL." Proposals should be concise, and must include:

1. The Technical Proposal must include:

a) Summary

The Summary shall include a brief description of the consultant's understanding of the project, and examples of relevant knowledge/experience. Provide information on all collaborators if more than one firm is involved.

b) Work Plan

The Work Plan shall include an outline of the approach proposed to accomplish the scope of services, and the manner in which the consultant will work with the Project Manager in coordinating the project. Suggestions for additional work, which may be beneficial to the project, may be considered. Creative approaches to completing the study are encouraged.

c) Qualifications

The Qualifications shall include a description of the consultant's capabilities, and organizational structure. Identification of the project team including experience, and specific responsibilities of the project manager and staff that will be assigned to the project (include a resume for each person).

d) Relevant Work Experience and References

Include three (3) examples of projects similar in scope and scale completed by the consultant (by the staff that would be assigned to this project if possible). Provide a brief description including completion date, type and scope of project, and contact person with telephone number for reference.

e) Work Schedule

The work shall begin in January 2010, and the project must be complete by March 31, 2010.

2. Cost Proposal

The consultant's proposed budget and cost for completing the feasibility study must be in a **separate** sealed envelope clearly labeled with the firm's name, project name and the title "COST PROPOSAL." The cost proposal **must** include a task breakdown of project cost by each staff/team member and hours assigned to each staff/team member.

Modification of Proposals

Modifications to proposals received prior to the submission deadline will be accepted, and must be submitted in a sealed envelope identifying the name and address of the consultant and clearly marked "Modification to Proposal – Transit Planning Services, Alice Peck Day Hospital"

Three (3) copies of modifications to the proposal shall be submitted. Modifications shall include insertion pages or replacement pages and a transmittal letter explaining and indexing the modifications.

Selection Process

Upon release of this RFP, the Project Manager will form a Consultant Selection Committee who will be responsible for the review of project proposals and the selection of a qualified project consultant. All Proposals will be opened after the "Deadline for Submitting Proposals", in the presence of one or more witnesses, and a register of all applications will be prepared. The proposal opening shall not be open to the public.

Proposals will be evaluated based on technical merit and on the criteria listed below. Finalists may be interviewed as part of the evaluation process. After the evaluation and interviews are completed, the Consultant Selection Committee will rank the finalists and a contract will be awarded to the consultant submitting the proposal most favorable to the Project Manager and the NHDOT. **The consultant should be prepared to begin work in January 2010, and must complete the project by March 31, 2010.**

Evaluation Criteria

1. Submission of a complete proposal with the consultant's approach to the project, which contains all information, services, and requirements in this RFP.
2. Thoroughness and comprehensiveness of services consultant proposes to provide.
3. Stated ability to execute a contract within 4 weeks of selection, and to perform and complete all work as indicated in the Scope of Services by **March 31, 2010**.
4. Overall firm experience and past performance on similar projects.
5. Stated ability to appear for an interview, if requested.
6. Adequate assigned resources and staffing to do the work.
7. Concept and process creativity.
8. Comparative costs of the proposals may be considered, but will not be the main basis for selection.

Project Manager's responsibilities during the Project

1. Facilitate the formation and activities of the Consultant Selection Committee responsible for reviewing and selecting a project consultant for this study.
2. Coordinate administrative tasks with the consultant and NHDOT regarding meetings, agendas, and related tasks.
3. On behalf of the NHDOT, enter into an agreement with the selected consultant; manage and administer project activities with the consultant and NHDOT officials as necessary.
4. Help coordinate public participation throughout the duration of project.
5. Review draft documents and provide recommendations.

Miscellaneous

1. Claims and Insurance Requirements – The consultant shall, at its sole expense, obtain and maintain in force liability insurance and shall be solely responsible for all claims of whatever nature arising out of the rendering of services during the term of the contract. The following insurance shall be required:
 - a. Commercial or comprehensive general liability insurance including contractual coverage, for all claims of bodily injury, death, or property damage, in policy amounts of not less than \$250,000 per occurrence and \$2,000,000 in aggregate (The consultant shall indemnify and hold harmless the Commission and the NHDOT against the same to the extent permitted by law); and
 - b. Comprehensive automobile liability insurance covering all motor vehicles, including owned, hired, borrowed, and non-owned vehicles, for all claims of bodily injury, death, or property damage, in policy amounts of not less than \$500,000 combined single limit; and
 - c. Professional liability (errors and omissions) insurance coverage of not less than \$2,000,000 in the aggregate. If coverage is “claims-made”, the period to report claims shall extend for not less than three years from the date of substantial completion of the contract. No retention (deductible) shall be more than \$25,000; and
 - d. Workers’ compensation and employer’s liability insurance as required by law.
2. Equal Opportunity – The Commission and NHDOT are Equal Opportunity Employers. The selection of a consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The Commission and NHDOT encourage proposals from qualified Disadvantaged Business Enterprises (DBE). The DBE goal for this project is 8%.
3. The Commission reserves the right to withdraw this Request for Proposals, to accept or reject any or all proposals, to advertise for new proposals if it is in the best interest of the NHDOT and the Commission to do so, and to award a contract as deemed to be in the best interest of the NHDOT and the Commission.
4. Compliance with Law – The selected consultant shall comply with all applicable federal, state, and local laws and regulations in the performance of service. The selected consultant must be certified to conduct business legally in the State of New Hampshire.
5. All proposals submitted in response to this RFP become the property of the Commission. The Commission has the right to disclose information contained in the proposals after an award has been made. All reports, documents and materials developed by the consultant for this project shall be considered public information and shall be the property of the Commission and NHDOT. All products, both paper and digital, and borrowed materials shall be delivered to the Project Manager prior to final payment.
6. Consultant will be required to utilize all applicable previous studies, including but not limited to Advance Transit’s Transit Development Plan, to the extent in executing this work. The consultant will conduct the study with consideration to the greater community goals and vision identified in previous public involvement and planning efforts.
7. Each bidder, by making its bid, understands, represents, and acknowledges that:
 - a. The bidder has read and understands the terms and conditions of the bid/contract form, and the bid is made in accordance with those terms and conditions.
 - b. The services offered in the bid will be in conformance with the specifications referenced on the bid/contract form without exceptions.
 - c. The price and amount of the bid have been arrived at independently and without consultation, communication, or agreement with any other bidder, or potential bidder.
 - d. Neither the price nor the amount of the bid, and neither the approximate price nor the approximate amount of the bid, have been disclosed to any other bidder, or potential bidder.

- e. No attempt has been made or will be made to induce any potential bidder to refrain from bidding on the contract, or to submit a bid higher than that of another bidder, or to submit any intentionally high or noncompetitive bid or other form of bid that would support the bid of another bidder.
- f. The bid is made in good faith and not pursuant to any agreement, discussion with, or inducement from, any bidder or potential bidder to submit noncompetitive bids.
- g. If an award is made to the bidder, the bidder agrees that it intends to be legally bound to a contract that is made between the Commission and the bidder.