

REQUEST FOR PROPOSALS

Hyde Park Main Street Action Plan

Transportation & Community Development Consultant Services

Project Schedule:

RFP Issued: May 4, 2018

RFP Responses Due Before: Friday, May 25, 2018 at 3:00 p.m.

Contract Execution: June 11, 2018

Project Completion Date: September 1, 2019

Questions must be submitted via email only to the Local Project Manager Ron Rodjenski at ron@hydeparkvt.com.

PROJECT DESCRIPTION

Create an “Activity Center Plan” -- the Main Street Action Plan

Project Summary

The Main Street Action Plan, or “Action Plan”, will evaluate and prioritize physical improvements within the Village of Hyde Park and connections to surrounding areas. A component of the Action Plan is a “Market Analysis and Redevelopment Plan” to develop and assess alternative scenarios regarding the Village’s current and potential future niche in the regional economy. Using qualitative and quantitative data, existing plans and engineering studies, and a high-level of community input, the Hyde Park Better Connections Steering Committee and the Consultant will reach agreement on the most desirable scenario(s) to then prioritize capital investments and revitalization efforts.

The Action Plan would focus on the chosen scenario(s); linking those scenario(s) to the evaluation and prioritization of physical improvements to:

- (a) Main Street, including East Main, West Main, and side streets within the Designated Village Center,
- (b) the six intersecting streets that connect Main Street to Rt. 15,
- (c) Depot Street, which connects Main Street to the Lamoille Valley Rail Trail (LVRT). Depot Street then the LVRT connect the village to Morristown for bikes and pedestrians while Depot Street continues south into Morristown and Cady's Falls as an alternative motorized vehicle route to the Morrisville Bypass/truck route,
- (d) the LVRT, which provides a multi-modal connection to the Lamoille Union High School and neighboring towns of Johnson and Morrisville,
- (e) East Main Street between the Village Center and the semi-industrial "Triangle" area along the Morristown town line and east of Centerville Brook, and
- (f) Connections to North Hyde Park, the Town of Morristown and the Town of Johnson. Also, the overall connection of Hyde Park to the county to a complete the evaluation of future development opportunities.

The chosen scenario(s) would include an illustrative implementation time line describing how activities, such as, conversion of existing housing stock to retail storefronts, open land areas to streetscapes – and similar conversions – would occur and how the projected time line would insure that the Village would achieve critical mass within a reasonable time frame, acknowledging permitting and funding constraints.

The Action Plan will provide quantitative and objective data from local sources, in addition to regional data that is more commonly available to consultants. The project will result in a thorough understanding of the Village's current and potential future niche in the regional economy and identify opportunities for community and economic development. In addition, the Action Plan will inform and guide the capital budget for the Town highway, and Village sewer, water and electric utilities while identifying areas for private and public partnerships.

The deliverables are expected to include, at a minimum, evaluations & recommendations on the following topics:

- A safe crossing of Route 15 to connect community services and existing trail networks;
- Main Street revitalization with new commerce and utilizing existing and enhanced cultural & recreational amenities;
- Improved water & sewer capacity and improved streetscapes, public spaces, sidewalk & bike lane networks; and
- Methods for connecting North Hyde Park, Green River Reservoir and adjoining towns to the Village of Hyde Park.

Context and Background

The Town and the Village of Hyde Park are facing a pressing need to become the vibrant, diverse community that it once was. Many small towns have faded and now are struggling with how to become vibrant & resilient. Hyde Park finds itself in the same situation. Over the years, the Village has lost its market, bank, hotel and its café. At the same time, Hyde Park has a strong base of civic institutions with the Court House, State offices, and the Sheriff's Department, with various service businesses connected to those facilities. Main Street also provides educational and cultural destinations including a wonderful library, the Hyde Park Opera House, a newly renovated elementary school, expanded and renovated courthouse and an elegant B&B. A large area of underutilized land exists in the Village Gateway Commercial District (approximately 20 acres) and needs sewer services and pedestrian and bicycle access for residents to access Ten Bends Brewery, ReSOURCE and McMahon's Chevrolet. Hyde Park was recently designated as eligible for the federal New Markets Tax Credit program, but no significant projects have yet been identified to access those resources or to identify private investors partners. This program, along with other state and federal funding programs, incentivizes community development and economic growth using tax credits, grants and loans to attract private investment to distressed communities. New Markets presents many exciting possibilities IF we have a comprehensive plan or Action Plan in place. We need help now to develop that comprehensive plan to move the Town and Village into a sustainable and vibrant community while addressing the process of converting existing spaces, including the impact on single-family home stock, to achieve redevelopment goals. Hyde Park is facing near-term, pressing needs to address infrastructure limitations. The Village is undergoing extensive evaluation of their antiquated water and sewer systems and plans to ask the residents to pass a bond for repair of existing system deficiencies no later than 2019. At the same time, the Hyde Park Electric Department has recently built a large solar array that will insure stable electric rates for many years. The Town is facing the new clean water/storm water management regulations that will likely mandate upgrades to subsurface infrastructure. Both Village and Town are looking for ways to expand the economic base to alleviate the property tax burden with a Grandlist that is growing at an average rate of only 0.5% over the past many years.

Detailed Project Work Plan

Task	Timeline
Reconvene Joint Village Roads Working Group	Completed April 2018
Develop RFP and select consultant team	To Be Completed May 2018
Meet with Village of Hyde Park engineers on their current water and sewer planning efforts	June 2018
Coordinate public engagement strategies	June 2018
Review past studies, capital plans, & similar documents	July 2018
Focus Group Meetings (Up to five); include structured random sample on specific topics	September 2018
Engage Hyde Park Elementary School and work alongside Watershed Consulting on stormwater master planning effort	September – December 2018
Market Analysis and Redevelopment Planning	October 2018
Implement Soft Strategies - Intercept Survey and Business Roundtable; Public Outreach on Project	October 2018
Market Study Public Presentation	November 2018
MID-Project Report; with concise summary of prior planning and improvement projects in Village & existing conditions summary	January 26, 2019
Alternatives Analysis: Streetscape improvements; Intersection Reconfiguration; LVRT -- Main Street Integration/Connectivity; Regional Connectivity	March 2019
Illustrations, "Before & After's", or 3D sketch-up models	March 2019
Alternative Demonstrations	March 2019
Alternative Analysis Public Workshop/Presentation	May 2019
Final Report; Recommendations for Implementation with preliminary budgets & list of possible funding sources	August 2019
Public Meeting on Final Report	August 2019
Project Completion and All Funds Spent	September 1, 2019
Grant Close-Out and Reports Due to State	September 30, 2019

Throughout the above Work Plan: The consultant will be expected to develop and implement a method to regularly communicate project progress to the public and to the Steering Committee. This may include emails, social media, project website, monthly meetings and combinations thereof that are deemed acceptable by the Steering Committee.

Project Funding

\$63,000 – Better Connection Grant Program administered by Vermont Agency of Transportation and Vermont Agency of Commerce and Community Development.

\$7,000 – Town of Hyde Park Cash Match.

\$15,000 – Anticipated supplemental funding support through Lamoille Economic Development Corporation or other funding sources prior to contract signing or as an amendment to the contract.

Total Project Funding Estimate - \$85,000

IMPORTANT

To assist all potential consultants in best preparing their response, the Better Connections grant application, award letter, Steering Committee minutes and prior transportation and community development studies & plans are posted here:

<https://hydeparkvt.com/highway-department/>

PROPOSAL REQUIREMENTS

Submission Requirements

The responses to the RFP shall include the following information:

1. **Cover Letter** - A cover letter of interest and general description of recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – Provide a detailed scope of work based on the work plan provided in the RFP for the project broken down by task. Including:
 - a. Describe the project approach and overview of engagement, including a detailed scope of work with associated list of tasks broken down by task and team member with organizational chart.
 - b. Describe the schedule and proposed deliverables.

The consultant may also propose additional supplemental items to the scope of work. While the work plan in the RFP serves to illustrate a general process and structure for creating the plan, we are very much open to and interested in hearing any new/creative approaches to this type of plan and our approach.

3. **Proposed Schedule** – Provide a schedule that includes completion of work task and deliverables, as well as key meetings and comply with timeline given in the RFP.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved. Also, provide an estimated budget with staff hours for completing each phase of the proposed scope of work.
5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including the name of the firm, year established, including a description of relevant experience on similar projects for each firm and detailed resume listing of their individual work experience in this role on similar projects;
6. **References** - A minimum of three (3) professional references for whom a similar project has been completed within the last five (5) years.

Page Limit - The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including cover letter, table of contents & references. Responses may include one attached document describing completed and related projects, also with a limit of 20 double-sided pages (40 total pages).

Additional Requirements - All information submitted becomes property of the Town of Hyde Park, VT (“municipality”) upon submission. The municipality reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of the municipality. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The Town of Hyde Park reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the municipality. This solicitation of proposals in no way obligates the Town of Hyde Park to award a contract.

Submission Requirements

Respondents must submit one (1) digital copy (PDF) and seven (7) printed copies of the submittal by 3:00 p.m. May 25, 2018 to:

Local Project Manager Contact Information:

Town of Hyde Park, VT
Ron Rodjenski, Local Project Manager
344 Route 15 West, PO Box 98, Hyde Park, VT 05655
802-888-2300 ext 2; ron@hydeparkvt.com

Please expect a confirmation email upon the Town of Hyde Park’s receipt of your proposal.

If you have any questions about this project or the RFP, please address them in writing either via U.S. mail or email to Ron Rodjenski, Hyde Park Town Administrator. We will respond to all questions in writing within two days. Both the question and response will be shared with the other consultants. No questions will be answered after Monday, May 21, 2018.

Proposal Selection

Proposals will be reviewed by a selection committee comprised of representatives from the Village of Hyde Park, the Town of Hyde Park, Lamoille County Planning Commission, community members and VTrans & ACCD representatives. A short-list of consultants may be selected for interviews.

Proposal Evaluation

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications with Similar Projects and the Project Area - 25%
2. Scope of work, methodology, public engagement, and scheduling - 35%
3. Overall Quality, Completeness and Clarity in the Proposal - 25%
4. Consultant Costs and Fee Schedule – 15%

Interview Framework

The Town of Hyde Park reserves the right to select the top two to three highly scored consultants and invite them for an interview prior to awarding the contract. 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 certain 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 explanation 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 Hyde Park Municipal Offices at 344 Route 15 West, Hyde Park, Vermont. The day and time will be notified to the respondents at least one week prior to the meeting. Each interview will last 45 minutes, and will be comprised of a presentation and Q&A. The interviews will be conducted by the Hyde Park Better Connections Steering Committee and others invited by the Steering Committee. All costs and expenses incurred in traveling for 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. The final project team may also 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.

Contract Requirements

The Town of Hyde Park will negotiate contract terms upon selection. All contracts are subject to review by the municipality's legal counsel. The contract shall not start until the successful applicant enters into a written contract with the municipality. The Town of Hyde Park is not liable for any cost incurred by consultant prior to issuance of a contract. The consultant and subcontractors must comply with all State and Federal covenants required by the funding source or contained or referenced in all the municipality's subcontracts including, but not limited to the following provisions:

- Insurance Coverage
- Indemnification
- Workers Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act
- Disadvantage Business Enterprise (DBE) Obligation
- Audit and Record Retention
- Lobbying restrictions

Mapping and Graphic Standards

This planning project may have mapping to inventory, assess, and communicate geographic concepts. Consultants will develop data layers in GIS. Data should be in Vermont State Plane coordinates, meters NAD 1983. These data layers can be developed from existing data layers and/or augmented with additional engineering work. Any artistic renderings or other graphical illustrations should be provided in pdf or jpeg file format along with native editable file formats in Adobe Illustrator/Photoshop and InDesign format. Upon completion, the data will be transmitted in ESRI shapefiles format and associated mapping in Adobe Acrobat formats to the municipality.
