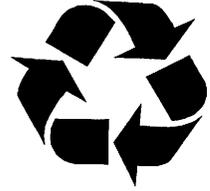




TOWN OF GREENBURGH
DEPARTMENT OF PUBLIC WORKS
177 Hillside Avenue, White Plains, NY 10607
Office: (914) 989-1575 Fax: (914) 993-1639
<http://www.greenburghny.com>



Greenburgh Recycles

VICTOR G. CAROSI, P.E.
Commissioner

RICHARD C. FON
Superintendent of Public Works

REQUEST FOR PROFESSIONAL SERVICES

TRAFFIC ENGINEERING

Date: October 31, 2016

Dear Engineering Professional;

The Town of Greenburgh aims to improve the safety of our roadway network. In support of such actions, roadway sections and intersections are periodically reviewed to determine if changes or modifications may improve observed or perceived level of services operations and/or safety of drivers and pedestrians. To achieve this goal, the Town desires to retain a Professional Engineering or Traffic Consultant with demonstrated experienced performing the study and analysis of roadways and intersections to ascertain vehicular travel patterns to investigate the feasibility of improving level of service operating characteristics through implementation of signalization and or geometric modifications of the roadway and intersections. Additional areas of study shall also include measures to calm traffic towards the goal of improving pedestrian crossing and safety in the vicinity of certain parks and high-use pedestrian areas

Specifically, the Town has identified two separate and unique areas for study and analysis by a qualified consultant: (1) The intersection of Ardsley Road at Sprain Road, and (2) Old Tarrytown Road between Maple Street and the Town Park, approximately 500 feet easterly of Maple Street. The Town requests study and analysis of the Ardsley Road/Sprain Road intersection for possible signalization, and on Old Tarrytown Road, possible installation of a pedestrian crosswalk and/or traffic calming measures to promote pedestrian crossing safety. For both the above, the goal of the study is to determine (1) what, if any action is justified and practical based upon current use, safety observations, and projected future use; (2) based upon conclusions in (1) for the Consultant to provide a discussion of construction feasibility, impediments and order of magnitude budgetary costs.

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This RFP is intended to help the Town select a qualified and experienced Consultant to achieve the objectives outlined above. Within this RFP, the Consultant shall provide demonstrable experience in performing studies and analysis to achieve the goals stated above and also experience with obtaining Grants for projects of similar nature and size.

The content of the proposal should respond to information presented in the enclosed Request for Proposals, and must adhere to the format outlined therein. Respondents are required to submit one (1) original and six (6) copies of their proposal. Proposals and attachments must be received no later than 1:00 p.m. on Thursday, December 1, 2016, and should be addressed to:

Town of Greenburgh
Office of the Town Clerk
177 Hillside Avenue
Greenburgh, New York 10607

The full RFP may be obtained at the Office of the Commissioner, 177 Hillside Avenue, or at www.greenburghny.com. If you have any questions, please call at (914) 989-1573.

Sincerely,



Victor G. Carosi, P.E.
Commissioner of Public Works

REQUEST FOR PROFESSIONAL SERVICES TRAFFIC ENGINEERING

Project Overview

The Town of Greenburgh interested in retaining a Consultant to perform Professional Traffic Engineering services related to the preferred study area of (1) Ardsley Road/Sprain Road intersection and (2) Old Tarrytown Road between Maple Street and the Town Park, approximately 500 feet easterly of Maple Street. This Request for Proposals (RFP) is intended to help the Town select a qualified and experienced Consultant.

The Consultant shall perform traffic counts, impact studies, and other data gathering that they feel appropriate and justified for the study locations defined on the enclosed project maps. The Consultant shall choose, based upon their professional knowledge and judgement the specific areas to include in any such study or data gathering and not be limited by the tasks outlined and methods as suggested by this RFP. For items (1) it is expected the Consultant shall investigate the feasibility of developing and installing a signalized traffic regulation system, or other means of regulation to improve the level of service and safety at the intersection, while on item (2) the Consultant shall report on such measures as a pedestrian crosswalks, to be coupled with other traffic safety approaches. In both (1) and (2) the Consultant shall advise and report other means and methods to achieve the desired safety and not be limited by only examining a signal or crosswalk. The selected Consultant will interface with the Town through the Engineering Bureau. All proposals shall be based on a period of performance commencing on award of the agreement to the selected Consultant. The Consultant shall provide a timetable for the project from start to final report. For further information contact Mr. James Meehan with the Engineering Bureau at (914) 989-1583.

Award Basis

Based upon the qualifications presented within the RFP, the Town will select a Consultant whose proposal, in the opinion of the Town, best responds to the Requests and meets our needs. Experience, presentation, and problem solving approach as well as costs will all be weighed in the decision making process.

Throughout this project, cost factors for any resultant conclusion, must be addressed. The Town understands Grant Funding may be available through New York State or Federal programs for safe travel routes, improvements, multi-mode path usage, etc. The Consultant should include in the report any Grant opportunities that are available to the Town to help fund the costs of any recommended projects.

The Consultant should include a discussion on safety as well as ADA compliance with any conclusions. Should crosswalks be provided in locations? If so, would they meet safety standards? What improvements are recommended? However, this study is not solely for

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crosswalk purposes, but also and more broadly for traffic and traffic safety.

Specifically, the Consultant will be required to perform the following services at a minimum, and as may be required, to adequately perform the work:

Professional Services Required

The Consultant shall clearly provide a schedule of fees applicable to each Phase services listed below. For the sketch development phase, the Consultant shall anticipate developing at least two sketch scenarios for each study area. The above shall not limit the Consultant to develop additional sketches should new ideas present themselves to solving this problem.

Investigation/Analysis

- Research, collect and copy existing data and files from existing municipal files, as well as from any other sources that can be identified – may include use of Town GIS;
- Perform field work to study and count both pedestrian and vehicular traffic patterns, speed, and population demographics.
- Perform traffic counts and speed analysis.
- Use all data obtained to provide a discussion on future trends.
- Consider alternative routes and patterns.
- Offer alternative layouts, configurations, phased implementation, budgets.
- Discuss impediments (right-of-way, significant trees, site features, topography) as they relate to implementation of any suggested improvement. Actual Survey of property lines is not anticipated in this project. The Consultant may use existing data obtained above to make educated assumptions of property lines and available ROW.
- Attend meetings (assume 4 – may include two staff meetings, a Town Board Work Session, and a Town Board public meeting), and provide seven (7) copies of the draft report and seven (7) copies of the final report, as required for review.

Engineering level detail is not expected at this time. However, any conclusion should be provided in context of feasibility of such a solution.

(Continued on next page)

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Phase 1

A-Develop sketch plans and order of magnitude costs

The consultant retained pursuant to this request shall:

1. Perform traffic impact studies for both study areas with the breadth of such study to be determined by the Consultant and fully explained in the proposal.
2. Develop at least two (2) sketch plans for various suggested solutions at each study area.
3. Sketch plans shall include all required signage, new structures (sidewalks, etc.) and utility relocations with order of magnitude costs for review by the Commissioner and Town Board.

B- Present findings

The Consultant shall anticipate two staff meetings with the Commissioner and Engineer, one workday public meeting with the Town Board in a “work-session” format and one night meeting with the Town Board to present the ideas and project sketches and project narrative under a more formal public meeting to include sketch boards or other means to convey the project conclusions, such as power point presentation.

Phase 2 - FUTURE ACTION

The Consultant, at the discretion of the Town Board, may be asked to continue the project to design, bidding, (Phase 2) and construction (Phase 3). However, such action is unknown and dependent upon (a) completion of Phase 1, (b) the acceptability of such work under Phase 1, (c) the willingness and ability of the Town to move to Phase 2 with respect to procurement and policy. The Town may choose to solicit proposals from other design professional and / or may request a proposal from the Consultant for design, bidding and construction services.

Fees

An additional hourly fee schedule shall also be presented.

Reimbursable Expenses

Please state any other reimbursable fees that may be incurred on written proposal.

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Proposal Evaluation

An evaluation committee of the Town will review all proposals received. Proposers who submit a proposal in response to this RFP may be required to give an oral presentation to explain the proposal to the evaluation committee.

Proposals will be reviewed and considered on the basis of the following criteria, not necessarily listed in order of importance. The Town reserves the right to weigh its evaluation criteria in any manner it deems appropriate and shall not base award specifically on price alone.

1. Total cost to Town.
2. Responsiveness to the scope of services and procedures requested in RFP.
3. Specific experience of the proposer in similar projects.
4. Evaluation of professional qualifications and experience of the principal and key personnel.
5. Relevant factors deemed to be in the best interests of the Town.

General Provisions

The Town of Greenburgh reserves the right, and at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

1. To reject any and all proposals;
2. To issue additional solicitations for proposals and/or amendments to this Request for Proposals;
3. To waive any irregularities in proposals received after notification to proposers affected;
4. To select any proposal as the basis for negotiations of a contract, and to negotiate with proposers for amendments or modifications to their proposals;
5. To conduct investigations with respect to the qualifications of each proposer;
6. To exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals, and the negotiation and award of any contract;

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7. To enter into an agreement for only portions, or not to enter into an agreement for any, of the services contemplated by the proposals;
8. To select the proposal that best satisfies the interests of the Town and not necessarily on the basis of price or any other single factor.

If the Town selects a proposal, a formal written contract shall be entered into between the Town and the successful proposer. The proposal or any part thereof, submitted by the successful proposer, may be attached or become part of the contract. The contract shall not become binding until signed by both parties and approved by the Town attorney.

Proposal Requirements

This request for proposals is intended to provide interested consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this Request for Proposals. The proposal should contain the following information, and adhere to the following format:

1. A brief understanding of project objectives and the scope of work;
2. Anticipated project schedule, with estimated work element duration noted for each phase, should the Consultant feel it is most efficient to the Town to proceed in phases;
3. A list of recent and relevant experience in similar-type projects. Please include information such as project cost, size, etc. Also provide reference information including a project contact name, telephone number and address;
4. Resumes of key individuals that will be assigned to the project. Resumes should indicate how long the employee has been with the firm, as well as proposed project responsibilities.
5. Compensation for Consultant services shall be given in a lump sum, not-to-exceed format. These prices shall include all direct and indirect costs, including overhead, travel, expenses, etc. Schedule of payments shall be made in the form of invoices, payable on a monthly basis, based on the approximate percent of project completion. A fee schedule should also be included, which outlines hourly pay rates for consultant personnel.
6. All proposals should include a statement by the proposer concerning professional liability for negligent acts, errors and omissions and any other

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insurance coverage that would protect the Town from loss or harm should the proposal be accepted.

7. A duly authorized official of the proposer should sign each proposal. The proposal should also state that it is valid for at least 180 calendar days from the date of submission.

Respondents are required to submit 1 original and 6 copies of their proposal and quote sheet. Proposals and attachments must be received no later than 1:00 p.m. on Thursday, December 1, 2016, and should be addressed to:

Town of Greenburgh
Office of the Town Clerk
177 Hillside Avenue
Greenburgh, New York 10607

Please complete quote sheet on following page.

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Quote Sheet

Phase 1:

Study Area (1) Ardsley Road/Sprain Road intersection:

<u>Work Description</u>	<u>Unit</u>	<u>Unit Price</u>	
		<u>In numbers</u>	<u>In words</u>
Traffic impact study	Lump Sum		
Development of Sketch Plans	Lump Sum		
Preparation of Report	Lump Sum		

Phase 1:

Study Area (2) Old Tarrytown Road between Maple Avenue and Park:

<u>Work Description</u>	<u>Unit</u>	<u>Unit Price</u>	
		<u>In numbers</u>	<u>In words</u>
Traffic impact study	Lump Sum		
Development of Sketch Plans	Lump Sum		
Preparation of Report	Lump Sum		

Fill out details about Consultant on following page

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Quote Submitted By:

(Name)

(Address)

(Telephone No.)

(Legal Name of Authorized Representative) Date:

(Authorized Signature)

Date:

Note: Consultant is encouraged to submit documentation, examples and other information they feel beneficial to support their proposal beyond the specific information requested above.