

REQUEST FOR PROPOSAL



Contract for Services for the Design and Plan for Bike/Pedestrian Improvements in the Town of South Hero, VT



March 10, 2023	RFP Released
April 20, 2023	Deadline for submission for proposals
May 2023	Contract Execution
May 2023	Work to begin by chose Consultant/Planner

PROJECT DESCRIPTION

A. Introduction

The Lake Champlain Islands Economic Development Corporation (hereinafter “LCIEDC”) seeks a Recreation Consultant/Planner for consulting and design services for the S.H.O.R.E. (South Hero Overland Route Exploration) Project to Create a Cyclist & Pedestrian Friendly South Hero, a Model for Vermont Communities funded by a Vermont Outdoor Recreation Economic Collaboration (VOREC) Grant. An essential part of this Project is ensuring that local recreation assets are accessible to residents and improving the bike/walkability of the community for everyday use.

B. Project Background

The Town of South Hero, Vermont, located in Grand Isle County in Northwestern Vermont, lies on the southern half of South Hero Island in Lake Champlain. Early economic development centered around agriculture, dairying, and apple orchards. The island is a very attractive place which offers resorts and camping, a variety of restaurants and shops, the Champlain Byways, the Champlain Bikeways, the Island Line Trail and thus attracts many summer tourists.

The Town of South Hero, Vermont is a unique community with growing village centers and an increasing number of outdoor recreational resources, including hiking trails, bike routes, parks, and beaches. South Hero has become a destination for visitors who want to spend time exploring by bike, amplified by the Local Motion Bike Ferry, which brings 250+ cyclists into South hero on weekend days and approximately 200 on weekdays in the summer. Additionally, South Hero Land Trust and the South Hero Recreation Commission have developed several public trails and are now working on a linked network of pedestrian and cycling trails that will connect local parks and beaches to the village centers.

Cyclists and other outdoor recreation tourists are visiting South Hero in ever increasing numbers, contributing significantly to the economy of South Hero. Developing a clear vision and plan for outdoor recreation economy of South Hero will allow the community to build appropriate infrastructure for tourists and residents, and growth of recreation assets.

This Project will serve as a model for the neighboring Lake Champlain Islands towns of Grand isle, North Hero, Alburgh and Isle La Motte.

C. Contact

All communications regarding this Request for Proposal for Services are to be addressed in writing or email to the attention of:

S.H.O.R.E. Project Coordinator
Donna Boumil
LCIEDC
PO Box 213, North Hero, Vt 05474
Phone: (802) 372-8400
Email: donna@champlainislands.com

D. Funding:

The total State funding (VOREC Grant) anticipated for the requested services is equal to or less than \$20,000. LCIEDC intends to sign a contract that begins with the date of acceptance and runs through October 2023.

E. General Specifications:

Project Location: Town of South Hero, Vermont
Deadline: On or before October 31, 2023

The Lake Champlain Islands Economic Development Corporation (LCIEDC) is seeking services of a qualified recreation consultant/planner to assist the S.H.O.R.E. Project Coordinator in designing and planning bike/pedestrian improvements based on feedback and recommendations.

The recreation consultant/planner will develop pedestrian and bike routes that best fit the needs of South Hero residents, businesses, and tourists. The recreation consultant/planner will be responsible for developing an initial pedestrian and bike route assessment map that highlights existing bike/pedestrian routes, important points of connection in town, and possible future routes, and will help focus project attention on a set of the most important assets and opportunities.

F. Scope of Services:

The work to be performed will begin immediately upon contract award and may continue through October 2023. A **Statement of Work** (Attachment B) will be mutually agreed upon after a consultant/planner is selected. **The Statement of Work** may include the following:

- Conduct an analysis of the feasibility of the existing bike/pedestrian routes which may include safety, and accessibility.
- Conduct an analysis of existing bike/pedestrian routes in conjunction with proximity to amenities.
- Conduct an analysis of signage on or near bike/pedestrian routes.
- Analyze existing bike/pedestrian routes to determine if they are the best for community wants and needs.
- Provide and develop a written assessment of the findings of the analyses of the bike/pedestrian routes.
- Develop an initial pedestrian and bike route assessment map that highlights existing bike/pedestrian routes, important points of connection in town, and possible future routes.
- Design wayfinding & signage, as needed, to emphasize amenities, bike routes, historic sites, etc.

G. Performance Requirements

The selected recreation consultant/planner shall perform all services and provide all deliverables as specified in each applicable Statement of Work in a timely, professional manner consistent with industry standards. The recreation consultant/planner shall: (a) observe and abide by all applicable laws, rules, and regulations, and (b) comply with all policies and procedures and the terms of any applicable third-party agreements communicated by LCIEDC to the recreation consultant/planner.

The contract form will be the State of Vermont Standard Contract for Personal Services, with attachments. Attachment A contains the STATE OF VERMONT-FEEDAL TERMS SUPPLEMENT (Non-Construction). Please refrain from responding if the contract and provisions are not acceptable to your organization. The State will not negotiate changes to its standard contract terms in Attachment A or to other standard requirements.

H. Submission Requirements:

All responses to the RFP shall include the following elements:

1. **Cover Letter** – A Letter of Interest and a summary of qualifications, recommended approaches, scope of work, processes, and deliverables for the project.
2. **Qualifications of the Project Team:** Identify qualifications of the person(s) who will be available for work under this contract (“project team”) and who will be the single point of contact. Confirm that your firm provides services as an independent consultant. Please disclose, in detail, any potential conflicts of interest that are currently or would be created if your firm provided the services requested in this arrangement. On occasion, various legislative committees may ask a contractor to testify before the committee and/or submit written testimony. The selected contractor must have a level of comfort and demonstrated experience testifying before a legislative body.
3. **Stakeholder Experience:** Please describe experience working with a non-profit board, town government board, businesses, and residents of a town.
4. **Proposed Schedule:** Provide a schedule that includes completion of work tasks stated under Section F: Scope of Services.
5. **Fee Proposal:** The bidder must provide an hourly billing rate for each consultant named in the proposal (or blended rate), including any discounts the firm is willing to offer from its standard rates and/or flat fee estimate for each type of service incorporating all expenses, exclusive of travel expenses, for the consultant services outlined above. The preference is for a flat fee arrangement. Reasonable travel expenses, subject to negotiation/approval, will be reimbursed separately.
6. **Geographic Availability:** Indicate any geographic limitations on availability, i.e., will availability to provide the described scope of services be limited by internet connectivity, distance from home, office, or base of operations?
7. **Certificate of Compliance (APPENDIX B):** A complete proposal shall include a signed Certificate of Compliance. This form must be completed in its entirety and submitted as part of the response for the proposal to be considered valid and indicates that the applicant agrees to the State’s required contract terms including tax, insurance, and all other applicable contract terms.
8. **References:** A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.

All information submitted becomes property of LCIEDC upon submission:

- The LCIEDC 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 LCIEDC.
- The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant/planner.
- LCIEDC 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 LCIEDC.
- The solicitation of proposals in no way obligates LCIEDC to award a contract.

I. Candidate Selection Criteria:

All proposals shall be evaluated for completeness. All proposal elements identified in Section H above must be included. Incomplete proposals will not be evaluated. In the event an insufficient number of proposals are considered complete, bidders may be given extra time to submit addendums.

Once proposals are considered complete and ready for evaluation, all proposals will be judged by the following criteria in descending order of importance.

- Experience in recreation consulting/planning (specifically bike/pedestrian routes)
- Capacity to timely and capably accomplish the work and deliverables.
- Qualifications of the project team
- Cost

The Project Coordinator and any other LCIEDC employees may conduct interviews with the finalists at its discretion, and any interviews may contribute to LCIEDC's assessment of the described criteria.

J. Submitting Proposal:

- Proposals may be electronically submitted to Lake Champlain Islands Economic Development Corporation, email: donna@champlainislands.com, subject: S.H.O.R.E. BID PROPOSAL and be received by 4:00PM on April 20, 2023

OR

mailed to: Lake Champlain Islands Economic Development Corporation, PO Box 213, North Hero, VT 05474. ATTN: S.H.O.R.E. BID. Mailed bids MUST be received by 4:00PM on April 20, 2023.

- Expect a confirmation email upon receipt of the proposal by LCIEDC.
- If you have any questions about this project or the RFP, please address them in writing either by U.S. Mail or email to Donna Boumil, Project Coordinator. All questions will be responded to in writing via U.S. Mail or email.

The contract award will be issued on or about May 2, 2023, and the selected consultant/planner will formalize a State of Work based on a received proposal. Bidders no longer being considered will be notified by mail or email.

K. RFP Schedule Summary:

- Proposals due 4:00PM April 20, 2023
- Award decision May 2, 2023
- Project Work Plan to begin May 2023
- Target completion date is October 21, 2023, with a contingency period of November 30, 2023 if additional time is needed due to unforeseen circumstances.

L. Contracting:

The Consultant/Planner, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; website: www.sec.state.vt.us. The contract will not be executed until the Consultant/Planner is registered with the Secretary of State's Office. Prior to beginning any work, the Consultant/Planner shall obtain insurance coverage. (Attachment D, 8). If the award of the contract aggrieves any firms, they must appeal in writing to LCIEDC post-marked withing seven (7) calendar days following the date of written notice to award the contract.

M. Agreement Requirements:

The selected consultant/planner will be required to execute a contract with LCIEDC on the terms and conditions required by LCIEDC. (Attachment D & E)

N. Limitation of Liability:

LCIEDC assumes no responsibility or liability for costs incurred by parties responding to this Request for Proposals, or responding to any further request, additional data, etc., prior to the issuance of the contract.

O. Indemnification:

Any party responding to this Request for Proposals is acting in an independent capacity and not as an officer or employee of LCIEDC. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless LCIEDC, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising because of the responding party's acts and/or omissions in or related to the submission of the response.

P. Ownership of documents:

Any materials submitted to LCIEDC in response to this Request for Proposals shall become the property of LCIEDC unless another arrangement is made by written agreement between LCIEDC and the responding party. The responding party may retain copies of the original documents.