



TOWN OF ANDOVER
17 School Road, Andover CT 06232

REQUEST FOR PROPOSALS: **TOWN CENTER MULTI-USE TRAIL MASTER PLAN**

The Town of Andover is issuing this Request for Proposals for the development of a master plan for a multi-use trail connecting several municipal and community facilities in Andover Center. This RFP is issued with the support of the Department of Economic and Community Development

Bid Proposal Data:

RFP#: AN-2023-24 #1

Title: **Town Center Multi-Use Trail Master Plan**

Category Planning and Engineering

Issue Date: September 26, 2023

Bid Proposals Timeframe:

RFP Issued: September 26, 2023

Optional Site Visit: Tuesday, October 10, 2023 10:00 a.m. – Convene at Andover Town Hall, 17 School Road, Andover CT 06232

RFP Responses Due: Thursday, October 24, 2023 1:00 p.m. Sealed Bids Required

Responses Sent to: Town Administrator's Office
17 School Road
Andover CT 06232

Questions Sent to: John Guskowski, Town Planner
via email: planner@andoverct.org

I. Introduction

The Town of Andover, acting through the Town Administrator's Office, is actively seeking proposals from qualified firms to develop a master plan and preliminary civil engineering drawings for a multi-use trail that will connect the Town's government campus on School Street with the Hop River Trail near State Route 6 as well as the Town's primary recreation facility at Long Hill Road and Riverside Drive. The plan will involve a review of existing facilities and properties, an analysis of alternative pathways, a public engagement process, the development of a conceptual master plan for the trail, and the development of engineering designs and specifications sufficient to allow the Town to pursue construction funding for implementation.

The Town of Andover does not have dedicated pedestrian or bicycle facilities to connect the Hop River State Park Trail (East Coast Greenway) south to the town municipal campus. The town would like to connect its Town Hall, Fire House, Elementary School, and planned Community/ Senior Center (construction now underway) on School Road with the Hop River State Park Trail (East Coast Greenway). This connection would also connect to the Percy Cook Trail (hiking and mountain biking). The town is seeking to assess several alignments/alternatives to develop a master plan to connect these important town facilities to the Hop River State Park Trail via a multi-use trail. The study would immediately serve town residents as well as the region in providing trail head parking as well as connections to trail side services. The connection will also complement investment in pedestrian and bicycle improvements that are under construction on the north side of the Hop River State Park Trail connecting the town's athletic fields, elderly housing, Andover Public Library and commercial area to the trail. Providing public access to the Hop River Trail for residents and for trail users is of critical importance to the town because connecting the town core with the Hop River State Park Trail is essential to the vitality of Andover and the appeal of the region itself. This master plan will build upon the previous efforts and determine how best to connect Andover's core to the trail. This will also enable the town to implement a Safe Routes to School Program.

This area has been identified as a priority in the Andover Complete Streets Plan which is part of the 2015 Plan of Conservation and Development. This area is also part of the CROCOG on-road bike map for Andover. Route 316 in this area is a narrow state road with poor site lines, narrow shoulders that most residents consider an impediment to non-motorized travel.

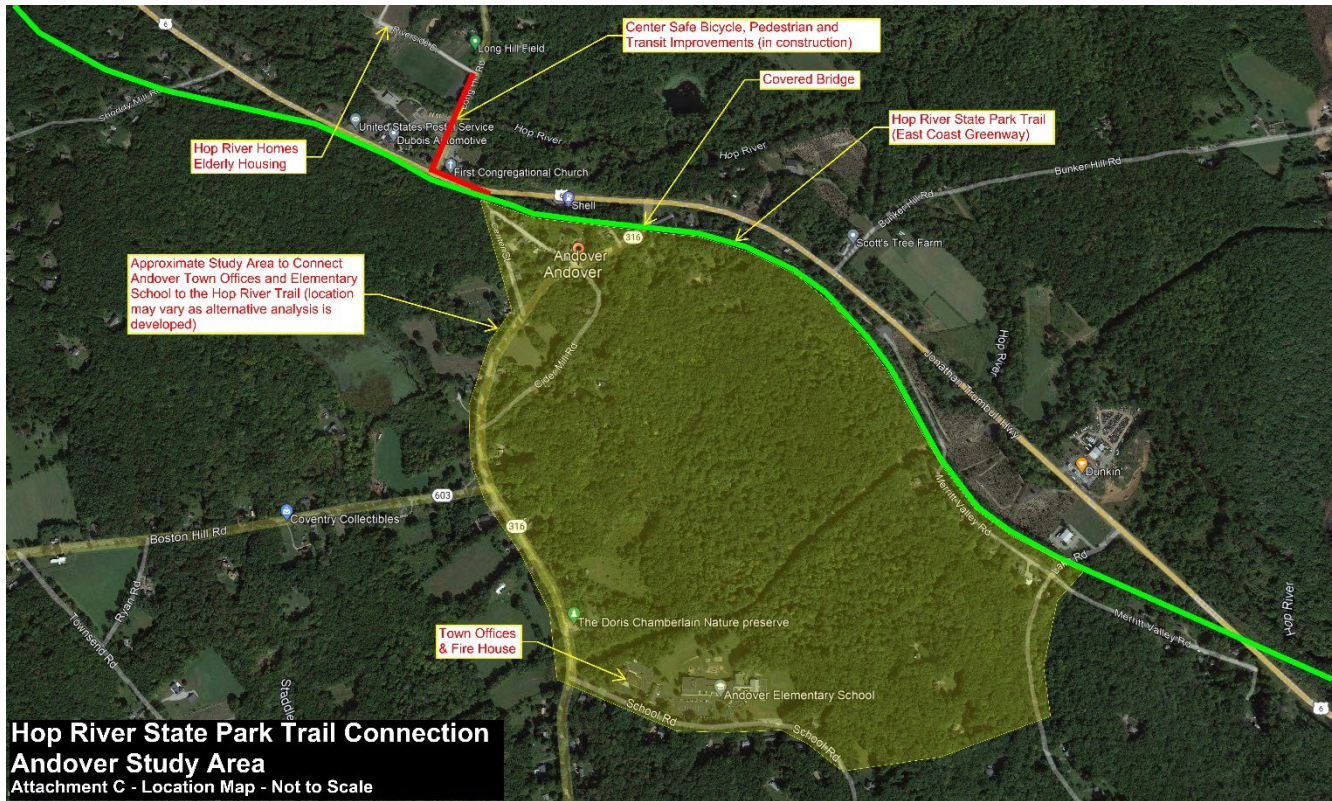
II. The Study Area

The Town of Andover is a small, suburban community of approximately 3,200 residents in eastern-central Connecticut. The Town has overwhelmingly characterized by single-family homes on larger, suburban or rural lots with a very limited commercial presence, largely along State Route 6 that bisects the town in a easterly-to-northwesterly direction. Route 6 also separates the two major areas of municipal facilities – with the Town Hall/School/Community/Senior Center/Fire Station on the north side of the State Road and the Library/Recreation Complex on the south side.

Andover was one of the first rural communities to adopt a Complete Streets Master Plan in 2016 and formally adopt it as part of its Plan of Conservation & Development. This requires the town to consider Complete Streets as part of any municipal improvement. As a small community, there are limited opportunities for mass transit, so rural sustainability is about alternative transportation and making the community more interconnected, walkable and bikeable. In 2018 the Long-Term Planning Committee

surveyed residents about what amenities they used and supported. 70% indicated they used the Hop River State Park Trail and wanted easy access to it.

The subject area for the trail master plan is shown below. The Town owns a significant portion of the land between the Town Hall complex and the Hop River Trail, and the on-road options are a combination of state and local roads.



III. Objectives

The purpose of this request for proposals is to develop a master plan for a multi-use trail to connect the two major areas of municipal facilities as well as to the Hop River State Park Trail and thereby to guide municipal investments and prepare the project for implementation via future grant funding. Specific outcomes include:

- 1) Develop an understanding of project objectives and the facilities to be connected, as well as the projected scope of trail utilization (volume and demographics);
- 2) Identification of 2-3 potential pathways for a multi-use trail to use on- or off-road connections to link the municipal and state facilities;
- 3) Reviewing, in consultation with Town staff and stakeholders, the various costs and benefits of alternative pathways, including preliminary consultation with State Department of Transportation staff where use of State right-of-way would be necessary;
- 4) Public engagement and presentation to ensure Andover residents and stakeholders are informed of this analysis and have opportunities to contribute to decision-making; and
- 5) Development of a consensus multi-use trail path and details, along with associated mapping, renderings, preliminary engineering plans and operation and maintenance details.

IV. Scope of Services

The selected firm will be responsible for the following:

- a. Developing an existing conditions understanding, reviewing the current resources, facilities, and property ownership between the municipal and state resources to be connected;
- b. Develop an understanding of the physical constraints of development of potential trail locations, including wetlands, floodplain, easements, environmental concerns, or right-of-way constraints;
- c. Identification of 2-3 multi-use trail alternatives, which may include on- and off-street components;
- d. Develop a draft Master Plan for the multi-use trail for review by the Town project team;
- e. Conduct one or more public information sessions intended to share existing conditions reporting and findings from initial Master Plan stages and to gather input on a final Master Plan;
- f. Develop final proposed Master Plan, including draft Operations & Maintenance Plan and cost estimates for implementation; and
- g. Prepare preliminary engineering drawings for physical improvements of the multi-use trail that would be suitable for use in grant or funding applications for “shovel ready” projects.

Deliverables:

- a. Multi-Use Trail Master Plan
- b. Operations & Maintenance Plan
- c. Preliminary construction drawings for physical improvements

V. Selection Criteria

Without limiting the ability of the Board of Selectmen to consider and evaluate all responses, the current criteria for selection of the successful proposer includes the following:

- a. The specialized experience of the individuals or firm and assigned personnel on similar projects, with specific attention drawn to landscape architecture and civil engineering;
- b. The firm’s understanding of and technical approach to the project;
- c. The firm’s ability to effectively coordinate public participation and market such efforts on behalf of the Town;
- d. The ability of the firm and its subconsultants and support staff to work effectively with the Town and its project team;
- e. The firm’s schedule, including milestones showing any public involvement and deliverables, as well as the firm’s demonstrated ability to perform the work in a timely manner;
- f. Clarity, organization, and effective presentation of the proposal;
- g. Review of listed references;
- h. Proposed fee schedule or fee schedule methodology.

The Town plans to invite a very short list of 2-3 responding firms for an interview based on a review of the written proposals. The responding firms should plan to make staff available to participate in an interview either in person or virtually.

VI. Submittal Requirements

Proposals submitted must include the following information:

1. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 90 days after the due date.
2. A concise and complete description of the work to be performed, including:
 - a. An explanation of the firm's understanding of the project, its approach to the work, the key issues to resolve, and the level of detail that can be accomplished for the master plan project for the proposed budget.
 - b. A detailed work program and time schedule for the project, including any milestones for review of the project status with the project advisory committee.
 - c. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person-hours on the project. Support staff contracted by the responding firm for this project should also be included for review and consideration.
 - d. A description of similar projects the firm has been involved with, including client references.
3. A fee schedule for the services, and/or a method for fee schedule development. Please note that evaluation and subsequent award of a resultant contract is not based solely or even primarily on fee. Rather, evaluation will be based primarily on the qualifications of the responding firm, with fee considerations as a secondary factor. If the selected firm, as a result of interviews and clarifications, needs to adjust proposed fee schedule, the Town will undertake that negotiation following selection.

There will be an optional pre-bid site visit held on Tuesday, September 26 at 10:00 a.m., with interested parties convening at Andover Town Hall.

Proposals shall be submitted no later than Thursday, October 12, 2023 at 1:00 p.m. and submitted to the Town Administrator's Office, Andover Town Hall, 17 School Road, Andover, CT 06232. One hard copy original and three (3) copies of the proposal shall be included in the submission.

VII. General Terms and Conditions

This Request for Proposals is believed to be accurate as of the date of release.

The Town of Andover reserves the right to reject any or all proposals, to negotiate with one or more respondents, and to modify or reissue the Request for Proposals as needed to serve the best interest of the Town.

The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract be set aside for award to subcontractors holding current certification from the Connecticut

Department of Administrative Services (“DAS”) under the provisions of CONN. GEN. STAT. § 4a-60g. (25% of the total state-funded value with DAS-certified Small Businesses and 6.25% of the total state-funded value with DAS-certified Minority-, Women-, and/or Disabled-owned Businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals

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