

Request for Proposals
for
Traffic Planning Services
for the
Town of Yorktown



Town of Yorktown
363 Underhill Avenue
Yorktown Heights, New York 10598

Michael Grace, Supervisor

Greg Bernard, Councilperson
Tom Diana, Councilperson

Ed Lachterman, Councilperson
Vishnu Patel, Councilperson

Submission Date
December 26, 2017

Project Contact
John Tegeder
Town of Yorktown Planning Department
1974 Commerce Street
Yorktown Heights, New York 10598
(914) 962-6565 ext 326

December 1, 2017

I. PURPOSE

The Town Board of the Town of Yorktown is seeking to obtain professional consulting services from qualified Traffic Engineering firms to provide traffic planning services. The Town is committed to providing safe efficient traffic infrastructure, and has a long history of sound traffic planning. Yorktown is dedicated to striking a balance between development and the and the provision of adequate infrastructure. To that end, the Town desires that its governmental responsibilities and decisions surrounding land use and infrastructure are imbued with professional knowledge and advice of the highest order, so that sustainability of the Town’s built and natural environments is ensured.

II. BACKGROUND

The Town of Yorktown encompasses approximately 40 square miles in northwestern Westchester County and has approximately 37,000 residents. The Town is rectangular in shape, is about ten miles north to south and is four miles east to west. It is bordered by the Town of Cortlandt to the west, the Town of New Castle to the south, the Town of Somers to the east, and the Towns of Putnam Valley and Carmel in Putnam County to the north. In June 2017, the Town Planning Board approved an amended site plan for the former Loyola Seminary building on Stoney Street (*a.k.a.* Stony Street) as a private school for individuals with special needs. As part of that approval, traffic mitigation in the form of providing a traffic study of the East Main Street corridor and Stoney Street/East Main Street intersection was required.

III. SCOPE OF SERVICES

The traffic planning services Yorktown is seeking are a comprehensive review of the East main Street corridor’s existing conditions and a detailed evaluation of the Stoney Street/East Main Street. The Town Board has directed that these services be organized into groupings or tasks, and that prospective consultants offer proposals with individualized costs for each task identified in the proposal. The Town Board will select one or more consultants, as it deems appropriate, to effect the most efficient execution and fulfillment of the required services. Successful consultants must gain thorough understanding of the Town’s laws and regulations, its policies and procedures, and the existing and historical traffic conditions in the study area. The tasks are as follows:

Task I

REVIEW OF EXISTING CONDITIONS INFORMATION

All available information from the Town of Yorktown regarding traffic volume, vehicle speeds, and accident data will be reviewed to identify any patterns and to be used as a basis in detailed evaluations of pedestrian and traffic conditions in subsequent tasks. This will include the review of data and information contained in the Traffic Impact Analysis for the proposed Shrub Oak International School relative to base operating conditions along the East Main Street Corridor. Additionally, any available historical information from previous studies regarding traffic volumes and speeds.

Task II

FIELD SURVEY/SUPPLEMENTED DATA COLLECTION

Information will also be collected on existing roadway conditions including roadway geometry, posted speeds, signing, roadway conditions, and other existing conditions information. This information will be summarized in tabular form or graphic form.

The consultant will complete observations of peak hour pedestrian activity crossing East Main Street in the vicinity of Lakeland High School and the Shrub Oak Shopping Center.

Task III

DETAILED SURVEY FOR EAST MAIN STREET AND STONEY STREET INTERSECTION

Perform boundary and topographic survey (performed by a New York State Licensed Professional Land Surveyor) at the intersection of East Main Street and Stoney Street. Survey of the intersection area shall provide sufficient detail for the purposes of traffic signal design. This survey shall encompass the intersection proper and approximately 125 feet along each approach.

Features shall include:

- Elevations, 1' contours, NAVD 88 datum
- Trees 8" in caliper and above
- Pavement

- Curb
- Utilities (manholes, catch basins, etc.) Town will call for mark-out of any underground utilities
- In addition to the above referenced underground utility mark-out, proponent shall include ground penetrating radar mark-out and overhead utility location.
- Driveways
- Any visible evidence of site easements
- Swales, if any
- Structures (fences, buildings, etc.)
- Property lines
- Signs
- Poles (utility, light, etc.)
- Mailboxes
- Locations of all adjoining tax lots

This survey will be used for the preparation of the Traffic Signal/Intersection Design Plan described below.

Task IV

SIGNAL DESIGN FOR EAST MAIN STREET AND STONEY STREET

The signal will be designed in accordance with the New York State Department of Transportation (NYSDOT) Standard Specifications and Details.

Included on the plan will be identification of the location and size of traffic signal support structures (span wire or mast arm), loop detectors, conduit types and sizes, location of pull boxes, signal head sizes and assemblies, overhead signs, wiring (signal head and loop lead-in) and pedestrian indication/push buttons and support poles.

The plan will contain the necessary tables and notes to accomplish the work. It will also identify the suggested phasing operation and crosswalk and sidewalk ramp work. Existing and proposed pavement markings will also be identified.

As part of the design process, the consultant shall review and analyze the road/Right-of-Way geometric alignment.

Final design is to be provided and shall be paper, scale of 1" = 50' or less, five (5) prints, as well as digital design (AutoCAD 2000 or higher including as PDF). These drawings shall be compiled for the preparation of Traffic Signal Installation Contact documents.

Once final design is completed, the following shall be provided:

- A prepared estimate identifying items to be installed.
- A quantity of each item with unit costs.
- Only quantities will be identified.

The consultant will prepare a complete package of bid-ready contract documents. The package will include:

- Special Notes
- Construction Specifications
- Contract/Construction Drawings
- Traffic Control Plans

Task V

IDENTIFICATION OF POTENTIAL IMPROVEMENTS FOR THE EAST MAIN CORRIDOR

This phase of work will review existing conditions along the corridor including intersection and roadway alignments and presence of facilities including available sidewalk systems. Based on a review of this information, together with the traffic volumes, speed, and accident data from Phases 1.0 and 2.0, various levels of improvements will be identified including the following categories.

- Identification of additional signing including installations, and/or upgrades of existing signs to conform with current MUTCD standards.
- Identify identification of striping modifications, geometric and/or sight distance improvements, which will improve the safety of operations along the corridor.
- Identify locations of potential traffic calming measures, which could include such items as raised crosswalks and other speed reduction measures in compliance with the NYSDOT Design Manual Chapter 20.
- Utilizing available County GIS information and information from the Town, identify the Right-of-Ways along the corridor to determine the ability to make improvements, including sight distance improvements.

Task VI

PREPARATION OF CONCEPTUAL IMPROVEMENT PLANS

Based on the results of Phase 5.0, conceptual improvement plans will be prepared to show the location and types of improvements. An aerial will be used as the base for this drawing. Typical details of specific measures will be provided. These will include details from NYSDOT, ITE, or other available resources for use in constructing improvements. No detailed design plans will be part of this work.

Task VII

BUDGET ESTIMATES FOR IDENTIFIED IMPROVEMENTS

Using recent cost data, including NYSDOT weighted bid prices, budget estimates for the implementation of identified improvements will be provided for use by the Town of Yorktown.

Task VIII

MEETINGS

Attendance at agency and project coordination (including with client and other consultants) meetings will be billed hourly in accordance with the Schedule of Hourly Rates in effect at the time the meeting is held. Time spent preparing for meetings will be billed hourly in accordance with the Schedule of Hourly Rates in effect at the time the service is completed.

IV. Submission Requirements

Please send Proposals and Curriculum Vitae to the Town Clerk's office, 363 Underhill Avenue, Yorktown Heights, New York 10598. **Proposals must be submitted before 4:00 p.m. on December 26, 2017.** Provide ten copies of the proposals at the time of submission.

Proposals submitted after the above date and time may be accepted for review at the sole discretion of the Town Board. Facsimiles, E-mail or other electronic means will not be accepted.

A. Proposals

It is requested that Proposal packages include the following:

1. Curriculum Vitae

Provide a complete description of the firm, its principals and staff, and its qualifications related to the preparation of comprehensive plans, including the firm's experience, if any, in similar projects.

2. Qualifications

Demonstrate that the firm possesses the appropriate resources and experience necessary to perform the requirements of the project, adequate skills & facilities, and a satisfactory record of experience related to similar projects.

3. Scope of Services

The consultant should list individually the tasks with a complete description of those tasks in the consultants own words and any detail as to how the consultant anticipates they will perform those tasks. This may include an estimate of time needed to fulfill each task, personnel assigned to each task, and products delivered in their fulfillment.

4. Time of Performance

Indicate when the firm will be available to begin work.

5. Fee Schedule

- Indicate required fees, individually by task, to complete all work in each task, listed in the Scope of Services.
- Indicate the required fee structure for each of the tasks listed in the Scope of Services.
- Indicate hourly fees for additional work not listed in the Scope of Services.

6. Project Employees

- Provide a brief description of the professional experience of those employees who will be directly working on each task and what their role will be.
- Provide the name and telephone number of the project contact person.

B. Interviews

Preselected candidates may be required to be personally interviewed by the Town Board.

C. Other Requirements

GENERAL AND PROFESSIONAL LIABILITY

The consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the consultant, their agents, representatives, employees, or sub-engineering consultants.

Minimum Scope of Insurance

Coverage will include the following:

- o Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001).
- o Insurance Services Office from Number CA 0001 covering Automobile Liability, Code 1 (any Auto).
- o Workers' Compensation insurance as required by the State of New York and Employer's Liability Insurance.
- o Course of Construction insurance covering all risks of loss less policy exclusions.
- o Performance and Payment Bonds for the full amount of the contract.

Minimum Limits of Insurance

The consultant shall maintain limits no less than:

General Liability (including operations, products, and completed operations).

\$2,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other forms with a

general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

- Automobile Liability- \$1,000,000 per accident for bodily injury and property damage.

- Employer Liability- \$1,000,000 per accident for bodily injury or disease.

- Course of Construction- Completed value of the project with no coinsurance penalty provisions.

- Professional Liability- \$2,000,000 per occurrence. For Architect/Engineering consultants, subconsultants, or other entities providing services on behalf of the consultant.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Town of Yorktown. The Town of Yorktown may require the consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

V. LIMITATIONS

The Town Board reserves the right to accept or not accept any or all proposals received in response to this RFP, or to cancel in whole or in part this RFP, if determined by the Town of Yorktown Town Board to be in the Town’s best interest. Further, the Board reserves the right to award any portion of the work described herein, to any one or multiple consultants as it deems appropriate. The issuance of this RFP does not bind the Town of Yorktown to award any contract, or to pay any costs incurred by prospective consultants in the preparation of proposals responding to this RFP.