



REQUEST FOR PROPOSALS

Downtown Waterville Transportation Study

I. Introduction

The City of Waterville is soliciting proposals for a consultant team to coordinate a Downtown Traffic Analysis, to prepare a long term Parking Plan, and to provide recommendations for obtaining Traffic Movement Permit(s) for proposed developments in the Downtown area. The City is collaborating with Colby College and other developers to revitalize the Downtown. Colby will be constructing a new residence hall on Main Street and will promote redevelopment of a number of underutilized or vacant buildings in the center of the City. The continuing redevelopment of the historic Lockwood Mill complex and need to improve pedestrian access is also to be included in this study project.

The City of Waterville, Colby College and the MaineDOT are jointly funding this project. The City and Colby College created a **Downtown Vision Report** that defines the elements desired in the Downtown, but this report does not specifically address the necessary roadway improvements critical to the redevelopment. In addition to this report, the City has completed other transportation/pedestrian access studies in the project area. Listed below are those prior studies.

- [Hathaway Pedestrian Connector Study](#) (2009)
- [Spring Street Intersection Study](#) (2015)
- [Colby Downtown Vision Report](#) (2015)
- Recent MDOT traffic counts (Fall, 2015)

The selected consultant will review prior studies and combine all previous efforts into a final action plan to define the action steps required to implement the Downtown Vision.

II. Scope of Work — See Attachment A

III. Project Schedule

- A. December 31, 2015: Issue Request for Proposals
- B. January 14, 2016: Deadline for RFP Submittal
- C. Week of January 18th: Interviews Conducted
- D. January 22nd: Final Selection
- E. July 1, 2016: Final Analysis and Deliverables Due

IV. Submission of Proposals

Bidders are asked to submit six (6) hard copies of their proposals, without cost information, in a sealed envelope plainly marked, "Downtown Feasibility Study." Pricing must be provided in a separate, sealed envelope. One (1) digital file shall also be included to allow distribution of the complete document to reviewers. Proposals are due by 4:30 p.m. on January 14, 2016, at the Office of Administration, City Hall, One Common Street, Waterville, ME 04901, at which time they will be opened.

The City of Waterville reserves the right to accept or reject any or all proposals. Should there be further questions, please feel free to contact Greg Brown, City Engineer, at 680-4232.

V. Scoring Criteria

Proposals will be scored based on the following criteria:

- **20% Understanding the needs of the project** – How well does the consultant understand all aspects of this project? Who will be performing the key elements of the project? What elements of the process require extraordinary focus to meet the schedule?
- **30% Quality of proposal** –How strong is the project team; are key personnel on staff or if subcontracted, are relationships well established? How will information be presented or published during the process to enhance public understanding of the issues? Has the consultant adequately defined the human resources necessary to complete the project?

- **25% Prior experience** – Has the consultant presented a proven history of Downtown Revitalization planning, traffic analysis and design. Has the consultant demonstrated an ability to translate concepts into final design and implementation? Does the consultant have MaineDOT Local Project Administration experience?
- **10% References** – Respondents should include contact information for all similar projects completed within the last two years. Respondents should focus on projects that have progressed beyond planning to implementation.
- **15% Time** – The Proposal should demonstrate that the team has the availability and necessary human resources to respond to and deliver this project on or before July 1, 2016. The proposal should lay out timelines for the various elements and identify responsibilities of all parties as they relate to schedule deadlines. Has the consultant fully discussed the strategy to define critical constraints early in the process?

VI. Final Selection

Consultant selection will result from use of the scoring system described above. Once all proposals have been scored, the review team will open the sealed pricing envelope of the most qualified respondent.

The review team will then proceed to negotiate the final cost with the highest ranked respondent. Should the review team be unable to negotiate an acceptable cost, negotiation will then proceed with the next highest respondent.

Attachment A: SCOPE OF WORK

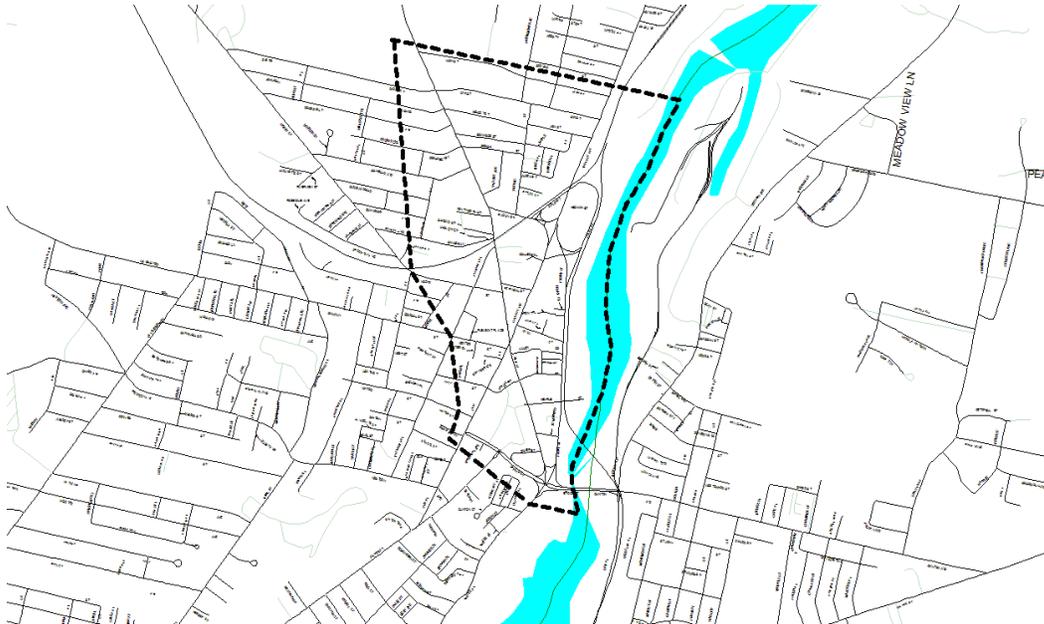
Waterville, ME Downtown Feasibility Study

Colby/Waterville Transportation Study

The following summarizes the proposed scope of work as follows:

- Forecast land use changes and identify economic development efforts under way and account for regulatory requirements (Traffic Movement Permits) under an equitable and streamlined process
- Evaluate impacts associated with changes impacting parking
- Evaluate opportunities to increase sidewalk width on Main Street
- Evaluate potential safety improvements associated with high crash locations in the study area
- Evaluate the feasibility of converting traffic from one-way to two-way in downtown Waterville
- Project future parking needs – 2-year, 5-year and 10-year.
- Identify bicycle and pedestrian deficiencies and potential solutions within the study area and between downtown Waterville and Colby College.
- Identify transit opportunities within the study area and between downtown Waterville and Colby College
- Identify constraints and potential solutions to commercial loading and unloading for downtown businesses as a result of a conversion to two-way traffic and study the conversion of traffic patterns in such a way so as to enhance the economic development, urban design and pedestrian characteristics of Downtown Waterville, in close coordination with ongoing Downtown planning efforts
 - This includes an evaluation of the feasibility of redesigning the Main Street and Spring Street Intersection to enhance pedestrian connectivity and economic development, building on prior work including urban design considerations for Downtown Waterville.
- Reconcile and coordinate between traffic engineering requirements and the downtown master plan effort prepared by Beyer Blinder Belle, to the extent practical.

Study Area for Traffic Modeling: Study Area for Transit & Bicycle and Pedestrian Analysis extends to Colby College.



Task 1 – Project Kick-Off

The consultant team will meet with the study team including representatives from Colby College, City of Waterville and MaineDOT under a collaborative planning process as follows:

- With Colby College and the City of Waterville to identify and understand local issues
- Finalize scope of work
- Develop Purpose and Need
- Identify previous, related study efforts and available data
- Identify traffic data that will need to be collected

Task 2 – Review Available Data

The consultant team will review available information provided by Colby College, City of Waterville and MaineDOT.

- Known studies include the 2015 Spring Street Study, 2015 Planning Decisions Downtown Development Study, and 2009 Wilbur Smith Pedestrian Connector Study. The consultant team will also review available meeting minutes, newspaper articles and other readily available information associated with public involvement activities related to efforts to improve downtown Waterville in calendar year 2015.

- Available transportation information will include, but not be limited to, volume counts, vehicle classification counts, turning movement counts, roadway inventory data, crash history, and available right-of-way information.
- Colby College and the City of Waterville will provide the consultant team information related to pending and proposed development so the study team may anticipate changes in land use for future conditions and identify potential impacts as necessary for the Traffic Movement Permits process.
- Available urban planning and design concepts and other applicable information associated with the City's vision for downtown Waterville provided by Beyer Blinder Belle.

Task 3 – Assessment of Current Conditions

The consultant team will evaluate the existing and recent historic performance of traffic in the study area for both existing (no-build) and two-way traffic, based on traditional forecasting and growth models, if traffic was reconfigured from one-lane to two-lane traffic on Main Street and Front Street. The assessment will include:

- Analysis of any applicable constraints related to the turning radius of large vehicles associated with the reconfiguration from one-way to two-way traffic.
- Analysis of current traffic volume conditions of the study area. The analysis will include turning movement patterns, capacity, and crash data.
- Analysis of impacts to commercial vehicle deliveries associated with a conversion to two-way traffic.
- Analysis of alternatives to prevent or minimize loss of service with the conversion to two-way traffic. The analysis will include predicted change in mobility and crash rates.
- Analysis of impacts to existing parking supply.
- Review analyses with team members and discuss possible recommendations.
- Review feedback from Beyer Blinder Belle regarding potential adjustments or alternatives to meet the goals and vision associated with prior downtown master planning.
- Incorporate existing utilities (power, natural gas lines, water, storm drain and sewer into the existing conditions plan. Request each utility to define proposed improvements resulting from both normal infrastructure upgrades and project-specific upgrades.

Alternatives to be analyzed include improvements (such as intersection improvements) to enable two-way traffic to function consistent with anticipated Level of Service with the no-build alternatives. All mobility analyses will be done in accordance with the 2010 Highway Capacity Manual. Mobility levels of service will be modeled in Synchro/SimTraffic. Traffic signal warrants will be reviewed. Safety analyses will be evaluated in expected crashes per year and injury crashes per year. Alternatives will also include local policy changes associated with commercial vehicle delivery within the study area based on input from the City of Waterville.

Task 4 Assessment of Future Scenarios

The consultant team will evaluate future traffic volume based on traditional growth forecasts taking into account known development and land use changes under way, enabling an expedited and equitable traffic movement permit process in the study area. This assessment will be done for both existing (no-build) and two-way traffic. It will include:

- Analysis of future traffic volume conditions of the study area. Analysis of alternatives under future conditions to prevent or minimize loss of service under future conditions. The analysis will include predicted change in mobility and crash rates
- Analysis of impacts to parking
- Identify costs associated with impacts under the Traffic Movement Permit process and assign the costs to properties by an equitable fashion such as percentage of daily trips.
- Analysis of alternatives under existing conditions to prevent or minimize loss of service. The analysis will include predicted change in mobility and crash rates.
- Develop conceptual renderings of recommended concepts for the public.
- Review analyses with team members and discuss possible recommendations.
- Review feedback from Beyer Blinder Belle regarding potential adjustments or alternatives to meet the goals and vision associated with prior downtown master planning

Alternatives to be analyzed include improvements (such as intersection improvements) to enable two-way traffic to work consistent with anticipated Level of Service with the no-build alternatives. All mobility analyses will be done in accordance with the 2010 Highway Capacity Manual. Mobility levels of service will be modeled in Synchro/SimTraffic. Traffic signal warrants will be reviewed for current signals. Safety analyses will be evaluated in expected crashes per year and injury crashes per year. Alternatives will also include local policy changes associated with commercial vehicle delivery during the study area based on input from the City of Waterville.

Task 5 Bicycle/ Pedestrian Deficiency

The consultant team will evaluate the study area for both bicycle and pedestrian deficiencies and opportunities associated with enhanced connectivity to support economic development opportunities. The assessment will include, but not necessarily be limited to, the following:

- Identification of opportunities to increase bicycle and pedestrian safety at priority crossings within the study area.
- Identification of applicable safety concerns or deficiencies with particular attention to areas between downtown Waterville and Colby College.
- Identify opportunities to expand sidewalks along Main Street in Waterville to accommodate additional uses such as outdoor seating, trees, etc. This effort should identify opportunities for maximizing expansion while minimizing impacts to parking and maintaining lane widths supported by MaineDOT.

Task 5 Transit Analysis

The consultant will evaluate opportunities for changes in existing transit services and potential new services with particular attention between Colby College and downtown Waterville based upon reasonable available funding as provided by Colby College, City of Waterville and MaineDOT.

Task 6 Develop Preliminary Recommendations

Based on the analysis of alternatives determined in Task 3, the consultants will develop recommendations based on effectiveness of meeting the study area transportation needs with consideration also given to the effectiveness of meeting the economic development, urban design, and pedestrian circulation goals established in coordination with the downtown planning efforts.

- Develop recommendations based on effectiveness. Measurements for effectiveness will include benefits to mobility and safety, cost of implementation, and ability to meet the purpose and need.
- All recommendations will also take into account effectiveness at meeting related Downtown planning goals. These goals include benefits of the recommendations to the economic development, urban design, and pedestrian connectivity of Downtown and will relate to factors such as sidewalk widths, development sites, pedestrian safety and wayfinding.
- Develop an analysis that shows the impact of each alternative to existing parking.
- Develop cost estimates for recommendations (including construction and potential right-of-way costs).
- Develop an impact assignment whereby fees that would be required associated with proposed development under the state Traffic Movement Permit (TMP) process are equitably assigned to appropriate parties.
- Develop a schedule for recommended improvements.
- Develop conceptual renderings of recommended concepts for the public.
- Develop a draft report containing the analysis of existing and future conditions, alternatives analysis, and recommendations, along with an appendix of traffic and crash data.

Task 7 Public Feedback

The consultant team will meet up to three times after project kickoff with the study team including representatives from Colby College, City of Waterville and MaineDOT to review the findings of the draft report, prepare for and attend up to three public meetings.

Task 8 – Final Report

The Tasks discussed above will be combined into a final narrative report documenting the project. At a minimum the report will include a narrative of the study process, a description of the various alternatives considered, documentation of the evaluation criteria, and illustrations of conceptual designs and cross sections for the preferred alternative. The final report will incorporate all applicable technical memorandums.

Attachment B:

Waterville Standards to be used in Proposals for Alternatives in Downtown Study Area

Any redesign of Main Street in Waterville would need to meet the following conditions:

- 1) Template for Main Street shall generally be 12 foot lanes and 8 foot wide.
- 2) All capacity, queuing, and level-of-service analyses will be done in accordance with the 2010 Highway Capacity Manual (HCM) methodologies. Signalized and stop sign controlled intersections will be modeled using the latest version of Synchro/SimTraffic. Roundabout capacity analysis will be performed using FHWA and MaineDOT approved software. Computer modeling showing impacts of queuing and level of service will be provided to MaineDOT. If required, microsimulation for any proposed roundabout concept will be provided using VISSIM.
- 3) All movements must be a minimum of LOS D for a 20- year design life. The design year will be 20 years after the scheduled year of completion of the intersection project, currently assumed to be 2037.
- 4) The design hour volumes will be based on estimated 30th highest hourly volumes for the design year.
- 5) Design year traffic estimates will be 2037.
- 6) Design speed – match existing posted speed, 25 mph.
- 7) Clear zone – per corridor priority 3 standards.
- 8) Side slopes 4:1 or flatter or as approved by MaineDOT.
- 9) Safety analysis of any proposed intersection design will include an inventory of existing crashes, a prediction of crashes with the proposed intersection design, and a comparative evaluation. Crash analysis will be based on the most recent five years of data available from MaineDOT.
- 10) If a roundabout is a potential solution, need peer review and further analysis using 2010 HCM Roundabout analysis with FHWA and MaineDOT- approved software used for HCM level-of-service analysis and VISSIM used for the visual presentation. MaineDOT would choose GHD out of Wisconsin to be the peer reviewer.
- 11) Drainage – needs to match into surrounding drainage structures.

- 12) Signing shall be in accordance with MUTCD and FHWA Roundabout guide (including potential changes to existing overhead signage in the area)
- 13) Lighting for a roundabout and all associated entrances and islands shall meet minimum AASHTO light levels
- 14) All striping and stenciling in a roundabout and within 300 feet on all legs shall have recessed preformed thermoplastic markings.
- 15) Study needs to establish a Town-supported landscape plan to be submitted with the proposal.
- 16) The Design Vehicle for the major intersections shall be a WB-67; all other intersection shall be for a bus/fire truck. [MaineDOT wants Colby/ Waterville's input on which intersections are major/ minor based on future vision.]
- 17) Any requests for a break in the control of access shall meet the standards shown in MaineDOT's Control of Access (COA) Process Change.
- 18) Double parking in two-way traffic is not an acceptable solution to commercial loading/ unloading.