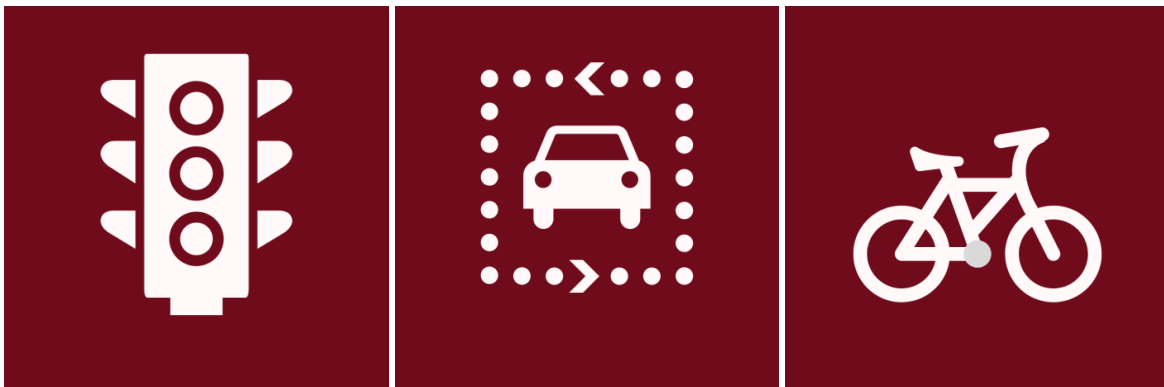
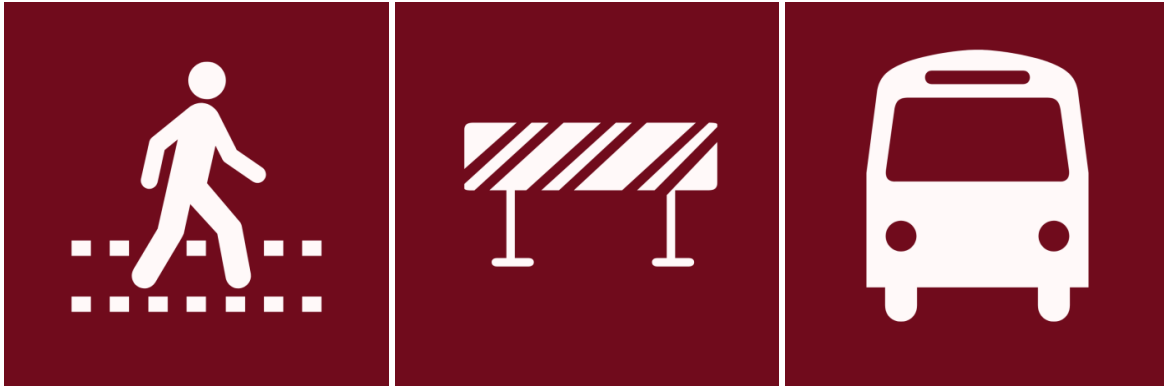


# CDTC Community Planning Support

## 2023-2024 Planning Study Administration & Procedures



April 2023

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## 1. Introduction

The Capital District Transportation Committee (CDTC) is the metropolitan planning organization (MPO) for Albany, Rensselaer, Saratoga and Schenectady Counties (except the Village of South Glens Falls and the Town of Moreau which are in a neighboring MPO). CDTC provides community planning assistance to municipalities, regional planning, and transportation organizations through its Unified Planning Work Program (UPWP). The UPWP lists all federally funded transportation planning work to be undertaken through CDTC. Studies are selected for inclusion in the UPWP because they support and implement the federally required metropolitan transportation plan (MTP), *New Visions 2050*. A summary of New Visions is available on CDTC's website at [www.cdtcmpo.org/nv2050sum](http://www.cdtcmpo.org/nv2050sum).

This document describes the administration procedures for community planning studies utilizing consultants in the UPWP. It is meant to inform both CDTC staff and study sponsors of their roles and responsibilities. Sponsors should review these procedures and contact Jen Ceponis, Director of Regional Planning at 518-458-2161 or [jceponis@cdtcmpo.org](mailto:jceponis@cdtcmpo.org) with any questions as they will serve as the basis for a Memorandum of Understanding between study sponsor(s) and CDTC.

CDTC views its community planning initiatives as collaborative conceptual planning and technical efforts. They do not allow for detailed engineering work, environmental review, or offer capital project funding guarantees. CDTC expects study sponsors to comply with these procedures to the best of their ability. Failure to do so could negatively impact sponsor access to future UPWP funds.

## 2. Award Notification

Upon adoption of the 2023-2024 UPWP, sponsors will receive an award letter from CDTC staff. These letters are expected to be released in March 2023 confirming the dollar value of the study and identifying CDTC's Project Manager. Included with that letter will be the Planning Study Administration & Procedures (this document) and a draft Memorandum of Understanding (MOU) to be executed between CDTC and the sponsor(s). Work may begin on the study as soon as the 2023-2024 UPWP goes into effect, on or after April 1, 2023.

## 3. Memorandum of Understanding (MOU)

The required MOU describes the administrative roles and responsibilities of CDTC and all study sponsors. CDTC will provide the draft MOU to study sponsors in Adobe PDF format. Proposed changes must be provided to CDTC in writing. For studies with multiple sponsors and/or

multiple local match sources, each party will sign the same MOU. The signed MOU must be returned to CDTC before a consultant can be selected to undertake the study. Study initiation will be dependent on the availability of CDTC's staff. Failure to execute the MOU by September 30, 2023, will result in forfeiture of the funding award.

#### 4. Progress Requirements

Consultant led planning studies are expected to be completed within 18 months of the date of contract execution. The following recommended schedule has been established:

1. By September 30, 2023 – Return the signed MOU to CDTC
2. Within 3 months of contract execution – have a kick-off meeting.
3. Within 12 months – consultant completes 50% of the scope of work.
4. Within 18 months – consultant completes 100% of the scope of work.

If the above milestones are not met, the sponsor must submit a request for an extension to CDTC's Planning Committee and the sponsor will not be eligible to request additional CDTC planning funds until the delayed project is complete.

#### 5. NYSDOT and County Coordination

CDTC and its partners are committed to coordination, collaboration and communication whenever possible during the planning process. The New York State Department of Transportation (NYSDOT) Region 1 and the relevant County may have existing conditions data, previous transportation studies or additional awareness of issues in the study area. CDTC's Project Manager will collect background information on transportation assets owned and maintained by NYSDOT and/or the relevant County within the study area prior to the preparation of the scope of work.

#### 6. Scope of Work Development

CDTC's Project Manager and the study sponsor(s) will jointly develop a scope of work that is suitable for the study and realistic for its budget (study budgets are fixed). NYSDOT Region 1, the Capital District Transportation Authority (CDTA), the Capital District Regional Planning Commission (CDRPC) and the relevant County will be consulted on the scope of work. Others may be consulted as needed. A Request for Expressions of Interest (REI) is the preferred procurement document. Other procurement documents, such as a Request for Proposals (RFP),

will be considered on a case-by-case basis. If a consultant prepared the study proposal application or the sponsor would like to use a consultant to prepare the scope of work, that consultant will be disqualified from the procurement process for the contract.

A detailed scope of work will be included in the REI including a task list with deliverables as well as specifics on the desired approach to public participation, the number of study advisory committee meetings, format of products, etc. The scope of work will be the minimum required of the consultant and any tasks to be undertaken by CDTC should be noted. Other procurement documents will incorporate these elements as appropriate. Specific considerations for the REI scope of work include:

### [CDTC Scope of Work Library](#)

The library will include the detailed scope of work from CDTC's completed Linkage Program studies, regional planning studies and other consultant led planning studies as appropriate along with study budgets. The library is available to CDTC Staff for reference. Each study is different and requires a scope to be developed through the context of the budget and project team capacity, previously completed and ongoing related initiatives, and other community characteristics.

### [Environmental Justice / Equity Scan](#)

CDTC's Project Manager will coordinate with the project sponsor to determine an initial study area boundary. The study area boundary will be used to identify environmental justice areas, populations with limited English proficiency, and sensitive environmental features. The scan is a Title VI requirement and the information discovered in the scan is essential for developing a project scope that meets the project sponsor objectives and advances equity in the region, especially related to resources needed to conduct a thorough and inclusive public outreach process.

### [CDTC Existing Conditions Data](#)

CDTC's Project Manager should consult with the Director of GIS/Data services on available existing conditions data for the study, particularly in the Geographic Information System (GIS), as the scope of work is being developed. A GIS map of the study area boundary will be created for the initial Environmental Justice, Limited English Proficiency and Environmental Mitigation Scans prior to scope of work development. Data to be collected or analyzed by the consultant should be outlined in the scope of work.

Additional data available through CDTC includes pavement condition ratings, roadway attributes from NYSDOT's Roadway Information System, crash data and the locations of sidewalks, trails, crosswalks, on-road bike routes and on-road bicycle infrastructure (i.e.,

sharrows, bike lanes), and trail counts. Data provided by NYSDOT Region 1, the County or local government will be reviewed and cataloged for use in the study.

### Study Advisory Committee

CDTC's Project Manager and the study sponsor(s) will be jointly responsible for study oversight through a Study Advisory Committee (SAC). CDTC's Project Manager and the study sponsor(s) will identify the members of the SAC. The SAC will be responsible for guiding the study and reviewing interim and final products. CDTC considers SAC's to be advisory, its members are volunteers and SAC's make no official decisions on behalf of a local municipality. Local government sponsors should be aware of local laws and policies regarding formal appointment of study advisory committee members. A smaller technical advisory committee (TAC) may be used in addition to the SAC. The number of SAC and/or TAC meetings shall be included in the REI scope of work.

CDTC requires the direct participation of CDTC's Project Manager on the SAC. Additional participants may include NYSDOT (if the study involves a state-owned facility), CDTA (if the study is directly related to public transportation), CDRPC and the County in which the study is located. Study sponsors are encouraged to suggest other individuals from the community that may add value to the study process. It is suggested that the committee be kept to no more than 15 individuals. SAC meetings are open to the public.

Study sponsors and CDTC's Project Manager will coordinate the activities of the Study Advisory Committee and notification of its meetings. Sponsors will be responsible for providing meeting rooms. Decisions regarding meeting times and study related issues should be made with the Study Advisory Committee. At minimum, these decisions must be made jointly between the consultant, sponsor(s) and CDTC's Project Manager.

### Public Participation Plan

The scope of work should include a task related to the development of a public participation plan. Public participation will vary depending on the type of study and its scale, study area demographics, local knowledge, local public health policies, and what is compatible with the community structure and style. CDTC's 2021 Public Participation Plan and its Public Participation Toolkit will guide the development of the Public Participation Plan. It is expected that electronic documents and web applications will conform to the AA level of the Web Content Accessibility Guidelines to the greatest possible extent. The following should be considered in the scope of work:

- Communication with Elected Officials: The public participation plan should describe how the status and concepts of planning studies are to be shared with the sponsor's elected officials/governing body throughout the planning process.

- Underrepresented Populations in the Planning Process: The EJ and LEP scans should be completed by CDTC staff as the scope of work is developed (See CDTC Existing Conditions Data, page 2) and updated if study area boundaries are adjusted or new information becomes available. A description of the impacted population(s) should be included in the scope of work to ensure equitable public participation throughout the planning process. Desired translation services, if applicable, should also be outlined in the scope of work in accordance with CDTC's Limited English Proficiency Plan.

Additional underrepresented populations may include gender, youth, older adults, people with a disability, etc. The Project Manager should refer to the Capital Region Community Indicators ([www.capitalregionindicators.org](http://www.capitalregionindicators.org)) dashboard for demographic data and describe any additional underrepresented populations in the scope of work.

Consultation with federally recognized Native Nations with interests in the Capital Region will be coordinated through CDTC and managed by the Executive Director. The approach for consulting with the Native Nations is expected to evolve. The goal is to provide the opportunity for government-to-government dialogue on plans and proposed transportation project concepts early in the planning process.

- Engagement Strategy: An outreach and engagement strategy based around the most vulnerable and underrepresented communities in the study area should be developed. The Project Manager must conduct an Environmental Justice and equity scan for use in developing the public engagement requirements. There are a variety of options regarding who develops the engagement strategy and when. The options include CDTC staff and the sponsor developing the detailed strategy and including it in the scope of work, requiring consultants to develop and submit a detailed strategy in the proposal, or requiring the consultant to develop an initial approach in their proposal and a detailed strategy after project initiation. The approach to developing the engagement strategy should be agreed to by CDTC's Project Manager and the sponsor and included in the REI or other procurement document as appropriate. CDTC's Project Manager should refer to CDTC's Public Participation Toolkit for guidance.

The scope of work should also note meeting "advertisement", accessible location, and other public notice requirements. If the consultant is expected to create meeting flyers and/or social media content related to the project status, meetings, and events, it should be included in the scope of work. Social media policies of CDTC and the project sponsor will apply. Press releases announcing public meetings, events, or released study documents will be created by the Project Manager in coordination with the project sponsor. The Project Manager should refer to the CDTC press release workflow and template.



Consultants should expect to present to a CDTC advisory committee, the Planning Committee, or the Policy Board, at least once during the project timeline.

- Sponsor Requirements: As Community Planning studies are joint efforts between CDTC and the study sponsor(s), the sponsor may have their own requirements regarding public participation, meeting announcements, access to interim products, etc. It is the sponsor(s) responsibility to ensure all local requirements are incorporated into the scope of work.
- Deliverables: The scope of work should define public participation deliverables from the consultant, community partners (if applicable), and the project sponsor. Deliverables should include public participation documentation. All public participation materials, including PowerPoint slideshows, will be made available to the public via the CDTC, sponsor(s), or a project specific website and incorporated into Draft and Final reports. All materials will be reviewed and approved by the SAC prior to public release.

### Metropolitan Planning Process Requirements

Per federal regulations (23 CFR 450.306(b)), CDTC should consider the following planning factors in the regional transportation planning process:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and nonmotorized users.
- Increase the security of the transportation system for motorized and nonmotorized users.
- Increase the accessibility and mobility of people and for freight.
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
- Enhance travel and tourism.

## State Owned Facilities

NYSDOT Region 1 specifically requests the following be included in the scope of work for studies involving state owned facilities, depending on the study context. CDTC should request NYSDOT Region 1 staff respond to requests for information in a timely manner.

- Existing conditions data: The existing conditions assessment should incorporate information available through NYSDOT Region 1, particularly the operations file for the roadway(s) of interest. This information may include traffic/crash data, traffic safety reviews, as-built drawings, record plans, aerial photos, etc. This information should be requested prior to scope of work development.
- NYSDOT meeting: A meeting with key NYSDOT Region 1 staff should be included in the scope of work at the time transportation and land use concepts are first being developed. This will provide NYSDOT the opportunity to review and comment on the concepts before the plan reaches the draft stage.
- The NYS Highway Design Manual should serve as a reference document (see [Chapter 1: Purpose, Revision 78, March 28, 2014](#)). Chapter 1 states that “Variations from this manual will be necessary for special or unusual conditions, or between the issuances of new or revised source documents and any corresponding updates of the HDM. Consequently, instructions in this document are not intended to preclude the exercise of individual initiative and engineering judgment in reaction to site specific conditions or application of current state of the art practices. Rather, such initiative and judgment is encouraged when it is appropriate and there is a rational basis for deviation.” All renderings, illustrations or other mapping/imagery created to visualize design concepts are conceptual in nature. Any visualizations used in the study process must be qualified and should avoid excessive detail so as not to give the impression that an engineering level of analysis has been undertaken.

## Reference Documents

CDTC’s support for local community planning is essential to implementing the Metropolitan Transportation Plan (MTP). Planning studies should refer to CDTC regional plans, including but not limited to:

- New Visions 2050 (MTP)
- Local Road Safety Action Plan
- Capital District Trails Plan
- Regional Freight and Goods Movement Plan
- Smart Mobility Toolbox
- Bus Lane Feasibility Study

Other potentially relevant regional plans and information can be found on [the CDTC website](#).

FHWA encourages design flexibility (FAST Act Section 1404(s)) and the use of a broad range of reference guides and resources. Available design guides should be used to “go beyond the minimum requirements, and proactively provide convenient, safe, and context-sensitive facilities that foster increased use by bicyclists and pedestrians of all ages and abilities and utilize universal design characteristics when appropriate.” CDTC’s [Capital District Complete Streets Design Guide](#) should be referenced in the development of CDTC community planning studies. Additional reference guides may include, but are not limited to:

- [Capital Trails Brand Book & Design Guidelines](#)
- [NYSDOT Empire State Trail Design Guide](#)
- [NACTO Urban Bikeway Design Guide](#)
- [NACTO Urban Street Design Guide](#)
- [NACTO Transit Street Design Guide](#)
- [CDRPC Green Infrastructure Toolbox](#)
- [ITE Designing Urban Walkable Thoroughfares](#)
- [AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities](#)
- [AASHTO Guide for the Development of Bicycle Facilities](#)

#### Additional Project Requirements

The [Mineta Institute’s Level of Traffic Stress \(LTS\) methodology](#) is CDTC’s preferred methodology for measuring bike-friendliness. Planning studies that include evaluating and assessing multiple corridor design concepts, should use the Bicycle Level of Service (BLOS) methodology in the Highway Capacity Manual. The BLOS provides more detailed and precise information for decision-making.

The scope of work should note that consultant created GIS products are to be compatible with ESRI’s ArcMap or ArcGIS Pro software and must be provided to CDTC upon completion of the study.

Studies that include zoning changes, construction of new transportation infrastructure, and/or add capacity to the transportation system may require review under SEQR and/or NEPA. These environmental review processes are outside the scope of CDTC-supported studies.

#### Draft and Final Report Content Requirements

CDTC’s Project Manager and the study sponsor(s) are ultimately responsible for reviewing draft reports and ensuring the Final report is complete. The Study Advisory Committee and other key stakeholders will also provide comments. Electronic documents will conform to the AA level of the Web Content Accessibility Guidelines to the greatest possible extent. Required topics in Draft and Final Reports that should be referenced in the scope of work include:

- Public Participation Summary

- Title VI/Nondiscrimination and Americans with Disabilities Act initiatives (Appendix A)
- The Final Environmental Justice and Limited English Proficiency findings
- Environmental features scan per CDTC’s environmental mitigation process
- If the final report proposes the construction of new infrastructure or the addition of new capacity on existing transportation infrastructure, complete a Planning and Environmental Linkage Questionnaire.
- Confirm draft and final documents refer to recommendations as “preferred concepts” or “publicly preferred concept(s).” Do not use “preferred alternative,” or “alternatives” language to describe recommended routes and/or improvements.
- An implementation plan that lists next step strategies to move the project forward, including potential private and public fund sources, a phase-in plan, etc.
- Credit and Disclaimer Statements. The Federal Highway Administration (FHWA) requires a credit reference and disclaimer statement in CDTC’s work products. The following statement must be included at the beginning of all planning study Draft and Final products:
  - *“This report was funded in part through grant[s] from the Federal Highway Administration [and Federal Transit Administration], U.S. Department of Transportation. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.”*
- The following information should also be incorporated into the disclaimer statement and on all visualizations:
  - *The recommendations in this study are conceptual in nature and do not commit NYSDOT [or other entities] to the proposed project(s).*
  - *The concepts presented in this report (or in an illustration) may need to be investigated in more detail before any funding commitment is made.*
  - *Additional engineering or follow-up work will be based upon funding availability.*
- If New York State Planning and Research Program funds are used on the study, the following alternative statement must be used.
  - *“The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Title 23, Section 505 of the US Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.”*

### Draft Report Revisions and Final Report Definition

The scope of work should define what CDTC considers a Final report. The scope of work should also include a minimum number of revision rounds required to meet the definition of a Final report. Sample language:

*The consultant will complete up to two (2) revisions to the draft report in a timely manner and in the format requested by the Study Advisory Committee. Draft and final reports will include documentation on public participation, environmental justice, limited English proficiency, environmental features, and credit and disclaimer statements as provided by CDTC staff. Note that the final report is not final until it is complete: without placeholders, without grammatical errors; with a table of contents and page numbers; with labels where necessary, including for all charts, graphs, images, and quotes; with citations for all data sources, and with labels on axes on graphs. Changes to correct such deficiencies are not to be considered extra work for the Consultant. Note that all suggested revisions are to be provided to the CDTC Project Manager and coordinated by CDTC with the consultant.*

At least two, color hardcopies of the Final Report will be provided to both CDTC and the sponsor(s). CDTC and the study sponsor(s) will also receive an electronic version of the Final Report (in PDF format) for posting on web sites (files must be compressed to not exceed 40 MB) and for reproduction purposes. CDTC and the study sponsor(s) will jointly assume ownership of all materials, data, graphics and reports, etc. related to the study. Final payment to the consultant will not be made until such time that their contractual obligation has been satisfactorily completed and the Final Report has been delivered.

## 7. Procurement Documents

CDTC's preferred method of procurement is a Request for Expressions of Interest (REI) to allow for a more streamlined approach to proposals and consultant selection. Other procurement documents, such as a Request for Proposals (RFP), will be considered on a case-by-case basis. A sample project scope typically included in an REI can be found in Appendix B. All procurement documents should be reviewed by the Executive Director before advertisement. The following sections must be included in REIs:

- Introduction
- Study Purpose (including background information)
- Study Area (with Map)
- Scope of Work (broken down by task with a rough allocation of effort)
- Available budget
- Deliverables
- Administrative Responsibilities
- Study Advisory Committee
- Submission Instructions
- Submission Deadline
- Submission Evaluation
- Federal Requirements and Compensation

A sample CDTA contract (Agreement for Professional Services) will also be included with the procurement document, as appropriate. CDTA is CDTC's host agency and executes consultant contracts on CDTC's behalf. Changes to the sample CDTA contract must be articulated by the consultant in the proposal. REI's will also clearly identify the allotted budget and the consultant selection criteria.

## 8. Advertisement and Full Package Requests

A one-page summary of the procurement document (prepared by CDTC's Project Manager) will be advertised for four weeks prior to the submission deadline. All studies will be advertised in the New York State Contract Reporter, on the CDTC web site ([www.cdtcmpo.org/about/doing-business-with-cdtc](http://www.cdtcmpo.org/about/doing-business-with-cdtc)) and on the New York State Association of Metropolitan Planning Organizations web site ([www.nysmpos.org/rfps-jobs](http://www.nysmpos.org/rfps-jobs)).

CDTC's Project Managers will field any technical questions that arise during the advertisement of the planning study from interested consultants. **Sponsors should not discuss the advertised study including its goals, purpose, or scope of work, directly with consultants. However, sponsors can provide consultants with any material that is public information such as community comprehensive plans, zoning codes, etc.**

The full procurement document package (i.e., the complete REI and the sample contract) may be requested by interested consultants by calling or e-mailing CDTC. The full package may be e-mailed or made available for pick up by CDTC for tracking purposes. CDTC will also e-mail the full REI package directly to consultants at the request of the study sponsor(s).

## 9. Letter of Interest Submissions

Consultant(s) will have four weeks to respond to the REI. Submissions sent to CDTC will include a letter of interest limited to no more than three pages, supplemented by relevant experience and project examples, identification of key personnel and a price proposal including the hours of key personnel by task. Letter of interest preparation instructions are included in the REI. A minimum of one electronic copy and one hard copy of the submission is required (the actual number of requested hard copies will vary by study). The consultant(s) will use the letter of interest to indicate any unique perspective they may have on the study and should identify any proposed changes to the scope of work. One set of submissions must remain in CDTC's files for a minimum of three years. All submissions are considered proprietary, except for the winning submission once a selection is made.

Consultant(s) should also provide any proposed changes to the sample contract in their letter of interest. Consultant(s) will not be penalized in the evaluation process for suggesting contract language changes. Consultant(s) should contact CDTC's Executive Director and Project Manager regarding the terms of the contract, not the sponsor(s). The sponsor(s) will be advised as to any changes in the contract language that could impact the study process.

## 10. Consultant Selection Guidelines

Contracted services to CDTC of any kind, in the actual or estimated amount of \$15,000 or more, shall be awarded on a competitive basis in accordance with the laws of the United States, the State of New York and the rules and regulations of the Federal Transit Administration, Federal Highway Administration, the New York State Department of Transportation and other federal and state agencies. Unless such federal or state laws, rules or regulations require other specific procedures, CDTC shall follow the process as set forth below. As host agency to the CDTC, the Capital District Transportation Authority (CDTA) will be the contracting agency on behalf of CDTC and the study sponsor.

Linkage study sponsors are required to follow CDTC's guidelines during consultant selection:

- Consultants already under contract with a community/or sponsor are not guaranteed a Linkage study contract. However, they are eligible to respond to the REI if they have not assisted in the development of the scope of work, either as part of the application for funding or as part of the development of the REI.
- The selection process should not be biased toward any one consultant/contractor.
- Sponsors should not discuss the advertised study directly with consultants. Publicly available documents may be provided.

CDTC will actively seek participation in all procurements from [DBE \(Disadvantaged Business Enterprise\)](#) firms. The presence of a DBE firm as the lead or as a sub consultant will be considered in the consultant selection process for each study. A DBE directory is available at: [nysucp.newnycontracts.com/](https://nysucp.newnycontracts.com/) and a WBE directory is available at: [ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp](https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp).

**If CDTC's Project Manager determines that the sponsor(s) is not fairly evaluating submissions because of a pre-determined bias or any other violation of federal or state procurement guidelines, funds will be withdrawn.**

## 11. Consultant Selection Process

CDTC and the study sponsor(s) will establish a consultant selection committee. The committee must include at least one CDTC staff member and should be limited to five individuals. Typical committee members include NYSDOT Region 1 staff (if the study area has state roads), local government/sponsor staff (discretion is given to the local government(s) to identify participants), CDTA staff (if the study area has transit), and Capital District Regional Planning Commission (CDRPC) staff. Participants in the consultant selection process should be reminded that **all submission material is considered proprietary until a selection is made**. Once a selection is made, the winning submission is considered public information. CDTC's Project Manager will collect all non-winning submissions (if paper copies are utilized) from the committee at the conclusion of the consultant selection process.

Consultant Selection Committee members will be given no less than one week to review the submissions. A meeting will be held to discuss the evaluations and select a consultant. For some studies, additional time may be needed to verify consultant references. Consultant interviews are to be avoided for studies under \$65,000, if possible. For larger studies, interviews are discouraged but may be considered if a selection cannot otherwise be made.

CDTC's Project Manager will document the consultant selection process. The documentation must include the number of requests for the full REI package, a list of the consultants submitting expressions of interest, and the compelling argument for making the selection. Documentation must also note if any of the firms interested in the study were DBE or WBE firms. Evaluation forms should be collected by CDTC's Project Manager and incorporated into the documentation for the selection process.

## 12. Notification of Award

Once a consultant is chosen, CDTC's Project Manager will notify the consultant of their selection via telephone. A letter will then be sent for confirmation along with the contract for signature (the contract will include the agreed to scope of work including any negotiated changes and the study cost). Consultants that were not selected for the contract will be notified by CDTC in writing.

## 13. Consultant Contract

The consultant contract is known as the Agreement for Professional Services. The contract contains standard CDTA language which must be utilized as CDTA is the host agency of CDTC. Any proposed changes to the consultant contract must be articulated by the consultant in its letter of interest and negotiated with CDTC and CDTA. This will be the responsibility of CDTC's



Executive Director and Project Manager. The agreed to scope of work and the study cost will be referenced in the contract and CDTC will be responsible for consultant payment. Project Managers should review the completed consultant contract before it is sent out for signature. Once the consultant, CDTC and CDTA sign the contract (this can take anywhere from two to six weeks), the study can begin.

#### 14. Cash Match/Consultant Payment

**CDTC will invoice the study sponsor(s) for the cash match following execution of the consultant contract due no later than December 1, 2023. Failure to provide the cash match to CDTC in a timely manner will negatively impact sponsor(s) access to future funding opportunities and could bring the study to a standstill until the cash match is paid.** Federal funds will be used to pay the consultant first and local cash will be used last.

Consultants shall provide invoices by mail or email to CDTC's Project Manager documenting the number of hours worked, salary rate, expenses by individual by task. The invoice will also provide an accounting by task of the budgeted amount in the contract, the amount invoiced to date and the amount remaining. Any direct expenses such as meeting expenses, employee per diem, etc. should also be identified and receipts provided for all expenses, except mileage. With each invoice, the Contractor must submit a brief progress report describing the progress on each task. The invoice and progress report will serve as the basis for payment. Invoices may be submitted as frequently as monthly. CDTC's Project Manager will review and approve the invoice before authorizing payment. A final payment to close the consultant contract will not be made until the study sponsor(s) and CDTC are satisfied with the study product.

#### 15. Sponsor In-Kind/CDTC Staff Assistance

Sponsors providing in-kind support on the study per the MOU must submit documentation throughout the study process to CDTC. All other study sponsors are encouraged to do the same (see Appendix C). In-kind support is a non-cash contribution of value provided by the municipality, organizations, or individuals participating in the project. In-kind is typically the calculated value of personnel or volunteer hours (number of hours and hourly rate including overhead). Volunteer hours must be calculated at the standard value for New York State ([www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)) unless a justifiable professional rate applies. In-kind hours may be provided on project tasks including scope of work development, study advisory committee meeting participation, public participation event preparation and attendance, document review and data collection. Hours should be documented beginning April 1, 2023 through March 31, 2024. If the study continues beyond April 1, 2024, the same documentation should be provided until the study is complete.

The Final report will not be released by CDTC to the sponsor until the in-kind match documentation is provided. Failure to provide the documentation to CDTC in a timely manner will negatively impact sponsor(s) access to future funding opportunities. CDTC's Office Manager will assist study sponsors in meeting this requirement.

CDTC's Office Manager will also track CDTC staff hours on each Linkage study. Project Managers should treat staff time, in terms of dollar value, assigned to the study as a target for all CDTC work on the study. Staff hours related to the study, including study administration, technical assistance, etc. should be documented by study name on CDTC timesheets.

## 16. Study Completion and Adoption

CDTC considers the study complete upon receipt of the final report hardcopies. Formal adoption of the study recommendations by the affected municipality is highly encouraged and is a local responsibility. Adoption may occur by resolution, as an amendment to a municipal comprehensive plan, or through other means as appropriate. Sponsors may also consider formally endorsing or accepting the study recommendations. Although these studies are not municipal wide comprehensive plans, they are considered comprehensive in nature and are subject to SEQR if the municipality is considering formal action. Such actions indicate the sponsors' support of the study which benefits future grant applications and implementation activities such as zoning code updates or capital projects. SEQR/NEPA procedures are outside the scope of CDTC's Community Planning Program.

The study sponsor(s) will be responsible for presenting the final findings of the study to one or more of the following: CDTC's Planning Committee, Community Planner Forum, or one of CDTC's Advisory Committees. Arrangements for the presentation(s) will be made by CDTC's Project Manager. CDTC may consider adopting the results of a regionally significant study by resolution as a refinement to the Metropolitan Transportation Plan (New Visions 2050).

## 17. Local Action and State Environmental Quality Review (SEQR)

As noted by the NYS Department of Environmental Conservation "SEQR is triggered if an agency (i.e., a unit of local government) has a discretionary decision to approve, fund, or directly undertake an action that might have an effect on the environment." Zoning changes are one example of a discretionary decision (an agency can say yes, only if, or no to making a change). An action may include planning or policy making activities that may affect the environment and commit the agency to a definite course of future decisions, such as adoption or significant amendment of Comprehensive Plans. Actions also include the adoption of rules, regulations, and procedures, including local laws, codes, ordinances, executive orders and resolutions that

may affect the environment. Once a discretionary action triggers SEQR, a sequential review process unfolds. Classifying actions that may evolve from CDTC Community Planning studies as Type I, Type II or Unlisted is the responsibility of the lead agency, in most instances the unit of local government.

**The SEQR sequential review process is outside of the scope of CDTC Community Planning studies.** This includes the SEQR public hearing and comment period, changes to the draft documents in response to comments, etc. Planning study products may be used to inform the SEQR review process and support the preparation of Environmental Assessment Forms (short or long as determined by the lead agency) or other SEQR related documentation required by local governments. Under no circumstances will CDTC be viewed in any way as a lead agency for SEQR related actions originating from CDTC Community Planning studies. In addition, Study Advisory Committees are advisory and cannot be considered as lead agencies for SEQR review.

## 18. National Environmental Protection Act (NEPA)

Final study documents that recommend constructing new transportation infrastructure or add capacity to existing transportation infrastructure may require the completion of a Planning and Environmental Linkage (PEL) Questionnaire under NEPA. It is uncommon for studies supported through CDTC's Community Planning Program to meet NEPA requirements, but the Project Manager and sponsor may include a screen for potential environmental issues and mitigation procedures in the scope of work to be completed by the consultant.

## 19. Linkage Program Follow-Up

After the study has been completed for at least one year, CDTC staff will follow-up with the sponsor to learn what progress has been made on implementing the plan, the degree to which CDTC can further assist the sponsor in implementing the plan and if there is a need to modify the CDTC's Community Planning Program based on planning study lessons learned. The intention is to provide CDTC with feedback on the study process, the Program itself and on consultant performance so that procedures and assistance opportunities can be improved.

The Project Manager will develop a study summary to be uploaded to CDTC's Final Reports Archive and Interactive Map, if applicable. The study summary will include a list of the key study recommendations. The objective of the summary is to assist CDTC staff in tracking implementation and program performance. Additionally, the study summaries can assist NYSDOT in completing the [Capital Projects Complete Streets Checklist](#) and Smart Growth Screening Tool and create opportunities for study implementation.

## Appendix A: CDTC Title VI Plan and Americans with Disabilities Act

Title VI of the Civil Rights Act of 1964 prohibits discrimination based upon race, color, and national origin. In addition to Title VI, there are other Nondiscrimination statutes that afford legal protection based on sex, age, and disabilities. Taken together, these requirements define an overarching Title VI/Nondiscrimination Program. Complete details regarding CDTC's Title VI/Nondiscrimination Program are available at [www.cdtcmpo.org/about/nondiscrimination](http://www.cdtcmpo.org/about/nondiscrimination).

### Planning Study Applicability

Title VI Assurances are included in the consultant contract for CDTC Community Planning studies. Under Title VI, people cannot be denied participation based on race, color, or national origin. In addition, the public participation program for planning studies should target underserved populations including individuals who are low income, seniors, youth, female heads-of-household with children, persons with limited English proficiency, disabilities or without access to a car.

CDTC's Public Participation Policy follows the "reasonable access" procedure. The Policy clearly states and explains that CDTC's planning process must adhere to the provisions of Title VI. When possible, meeting locations are selected along public bus routes. To make the public aware of their rights under Title VI program authorities, CDTC publishes its nondiscrimination policy statement to its website, with Policy Board and Planning Committee press releases, and in studies and plans.

"Reasonable access" consists of:

- Utilizing the World Wide Web to display and advertise any study related materials for public access.
- Providing information and input opportunities via social media outlets.
- Use of Geographic Information Systems to add visualization and graphic content to documents;
- Mailing and/or e-mailing to a full list of known interested parties of the availability of documents and processes including a deadline for public comment;
- Press releases or public service announcements in the major media to the general public of the availability of the document or plans;
- The deadlines being far enough in the future (at least 30 days) to allow for reasonable time for thorough public review of the draft report;
- Placement of materials in public libraries in the affected geographic area at the very beginning of the review period. The preferred format for each library may vary.
- Designation of an informed and available CDTC staff person to answer inquiries;
- When available, a summary document in accessible formats will be provided (free of charge) to anyone that requests it; and

- Provision of the Final Report (printing and/or postage charges may apply) to anyone requesting it.

#### Americans with Disabilities Act

CDTC's Self-Evaluation and Transition Plan evaluates its services, policies, and practices and details all necessary changes along with their costs and anticipated completion dates. For public meetings, CDTC will provide or coordinate the provision of auxiliary aids or services and reasonable accommodations upon request by a person with a disability. The request must be made at least 48 hours prior to the meeting at which the aids, services, or accommodations are requested. Electronic documents and web applications will conform to the Web Content Accessibility Guidelines 2.x at the AA level to the greatest possible extent.

## Appendix B: Sample Project Scope

The following template shall be used to construct the Request for Expressions of Interest (REI) for 2023-24 Community Planning studies. CDTC's standard language MUST be included as well as the federal requirements and compensation sections. All other text should be tailored to the specific study. The content of the study background, purpose, scope of work and other sections are flexible so long as CDTC's administration procedures are followed and required elements are incorporated.

### Template

#### REQUEST FOR EXPRESSIONS OF INTEREST

**Village of Ballston Spa Pedestrian and Bicycle Master Plan  
issued by**

**Capital District Transportation Committee  
Albany, N.Y.**

**August 7, 2020**

#### **Introduction**

The Capital District Transportation Committee (CDTC) is the designated Metropolitan Planning Organization (MPO) carrying out federal requirements for cooperative transportation planning and programming in Albany, Rensselaer, Saratoga and Schenectady Counties (with the exception of the Town of Moreau and the Village of South Glens Falls) in New York State. The Pedestrian and Bicycle Master Plan was proposed by the Village of Ballston Spa.

The study is being funded by the Village of Ballston Spa and CDTC through its 2021-2022 Community and Transportation Linkage Planning Program, an implementation program of CDTC's New Visions regional transportation plan. The study has a fixed budget of \$60,000 for consultant services. CDTC, on behalf of the Village of Ballston Spa, will administer the consultant contract and will jointly manage the study with the Village. CDTC is issuing this Request for Expressions of Interest (REI) to qualified firms or individuals to undertake the Pedestrian and Bicycle Master Plan.

#### **Study Background**

The Village of Ballston Spa was settled in 1771 and remains a unique Victorian destination with a pedestrian oriented street layout. It has always been a walkable village, but neglect has led to broken and heaved sidewalks and gaps that make it difficult for pedestrians – especially the elderly, those with disabilities, and children – to traverse the Village. Traffic volumes and speeds are of concern to the Village, and there is a desire to increase pedestrian and bicycle friendliness, comfort, and safety. To date, there have been a minimal number of interventions dedicated to pedestrian infrastructure and travel needs village wide. Additionally, the Zim Smith Trail ends just outside the village in the Town of Ballston – a key regional trail with over 50,000 annual users – and other regional trails are expected to connect to Ballston Spa as shown in CDTC’s Capital District Trails Plan (<https://www.cdtcmpo.org/trails>).

### **Study Purpose**

The intent of this study is to create a new Pedestrian and Bicycle Master Plan for the Village of Ballston Spa, including alternatives for connecting to the Zim Smith Trail. The Plan will help the Village continue to pursue its goals of enhancing the Route 50 corridor, promoting economic development, improving safety, and creating a connected and integrated multi-modal transportation network for users of all ages and abilities, including pedestrians, bicyclists, motorists, transit users, freight, children, elderly, and people with disabilities. The intended outcome is to give clear direction on priority locations and desired design treatments for inclusion in street restriping, signing, modification, repaving, or reconstruction projects, based on a representative public input process. The Village of Ballston Spa intends to include the findings of the Plan in their Master Plan update.

One of the primary considerations of this plan is transportation-related needs of people who traditionally experience transportation disadvantages. People who traditionally experience transportation disadvantages may include, but are not limited to:

- People who walk or bicycle as their primary mode of transport,
- People of color,
- Lower wage earners,
- People who live in a household without a personal vehicle,
- People with one or more disabilities,
- People over 65 or under 16 years of age, and
- People whose primary language is not English.

Transportation-related needs include but are not limited to:

- Clean air,
- Access to schools, parks, business districts, and employment locations, etc.,

- Traffic crash avoidance,
- Increased physical activity,
- Real and perceived safety and security, and
- Access to available and affordable housing.

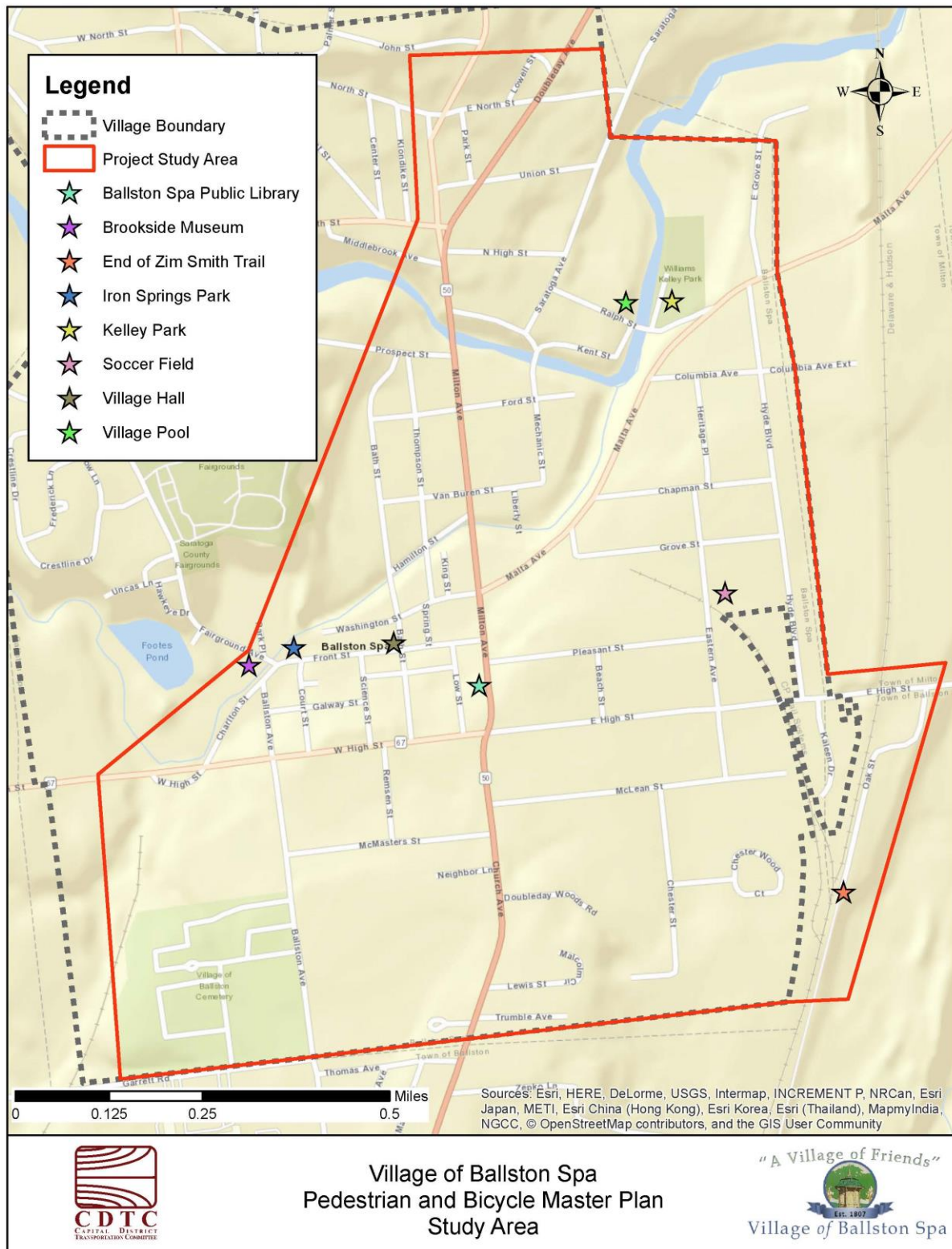
Ballston Spa is home to many low-income individuals as well as other vulnerable populations such as seniors, homeless veterans, and disabled adults most of whom do not drive. According to 2018 Census data, 16% of village residents are living below the poverty line (compared to 7% for Saratoga County) and 11% of village households have annual incomes under \$15,000. The focus area includes neighborhoods (Malta Avenue, Ford Street, Mechanic Street) that have a high concentration of low-income renters and homeowners. The project will be widely advertised on the Village and other websites, social media, and on notices posted in the Village to encourage all residents to participate in the public input process.

### **Study Area**

The study area is shown in Figure 1. The study area was defined to include the Village of Ballston Spa Central Business District and the surrounding neighborhoods. The study area also extends slightly outside the Village boundaries to the east toward the Zim Smith Trail. Specific project recommendations shall be made for areas within the study area; however, some recommended treatments may be applied elsewhere in the Village.



Figure 1 – Project Study Area



Map Will Be inserted as a full page PDF

## **Scope of Work**

The Consultant is required to complete the scope of work as outlined below. If, based on consultant knowledge or experience, the consultant believes the required scope of work should be modified in any way, the modifications should be outlined in the letter of interest (as described in the Submission Instructions section of this REI). Consultants will not be required to reproduce or recreate this scope of work in their letters of interest. Only modifications to what is requested will be required and considered in consultant evaluations.

Of note is that federal policies require documentation of certain subjects within Linkage Study plans including Environmental Justice, Title VI of the Civil Rights Act of 1964, and environmental mitigation during the planning process at a scan level of detail. These elements must be addressed in the study. CDTC staff will work with the Village and the selected consultant to ensure that these factors are integrated into the study and final report. Consideration throughout the document should be given to the Americans with Disabilities Act. In addition, the final report must include a Planning and Environmental Linkages Questionnaire. All visualizations must include a disclaimer statement, available from CDTC staff.

The consultant agrees to distribute all deliverables (except meeting summaries) to the Study Advisory Committee (SAC) no later than two weeks prior to SAC meetings, to allow sufficient time for review and informed discussion. The consultant agrees to distribute meeting summaries and public outreach summaries to the SAC no later than two weeks after the meetings and outreach events.

All deliverables must be complete, without grammatical errors, and provide labels where necessary, including for all maps, charts, graphs, images, and quotes. All maps, charts, graphs, images, renderings, photographs, and deliverables must be high resolution without blurring, bleeding, or pixelation, and all print materials should have a minimum of 300 PPI/DPI. All data sources will be cited, and axes on graphs will be labeled. Changes to correct such deficiencies are not to be considered extra work for the consultant. All deliverables, both print and digital, must comply with the Americans with Disabilities Act and the Web Content Accessibility Guidelines 2.0.

### **Task 1: Project Initiation/Coordination (approximately 5% of effort)**

#### **A.) Project Team Meeting #1**

The Project Team will be comprised of CDTC Staff, Representatives and/or Staff from the Village of Ballston Spa, representatives from Saratoga County and NYSDOT and other relevant organizations as needed. If needed, the Project Team will meet up to four (4) times at key points throughout the project. The Consultant will hold an initial coordination meeting with the Project Team to:

- Review and clarify the scope of work and public participation methods
- Discuss key pedestrian and bicycling issues
- Identify any existing conditions data needs not listed in Task 2
- Finalize the Study Advisory Committee membership

#### B.) Initial Data Collection

The consultant will provide a summary of relevant portions of previous and existing planning documents and how they relate to the study area. The consultant will also provide a preliminary Purpose and Need Statement for an improved bicycle and pedestrian network for review and discussion.

The consultant will consider past and present planning documents including but not limited to:

- Route 67 Corridor Study, Towns of Ballston and Malta (2006)
- CDTC's Capital District Trails Plan (2018)
- Saratoga County Regional Traffic Study (2016)
- Saratoga Prosperity Partnership Economic Development Plan (In development)
- Saratoga County Plans regarding the extension of the Zim Smith Trail
- Proposed nearby development and redevelopment plans
- CDTA's bus routes and the CDPHP Cycle! bikeshare system
- Other completed and planned changes in the Village's transportation and built infrastructure
- Industry best practices and contemporary thought concerning pedestrian and bicycle travel and infrastructure

The Village of Ballston Spa has also applied for funding to conduct a Complete Streets Workshop to educate municipal representatives on the basic concepts of complete streets and assist them with developing and implementing a complete streets policy. If the Village is awarded this funding the consultant is expected to share information with the Complete Streets Workshop consultant and work to incorporate comments and ideas gathered from this workshop into the initial data collection and existing conditions report.

#### C.) Study Advisory Committee Meeting #1

The Study Advisory Committee (SAC) will, at a minimum, be comprised of representatives from CDTC, Village of Ballston Spa, CDTA, CDRPC, NYSDOT, Saratoga County, and local citizens as needed, to guide the study and meet with the Consultant on a regular basis. The citizen

representation on the Study Advisory Committee should be representative of, but not exclusively comprised of vulnerable populations, such as:

- People who walk or cycle as their primary mode of transportation,
- People of Color,
- Lower-wage earners,
- People who live in a household without a personal vehicle,
- People with one or more disabilities,
- People over 65 or under 16 years of age, and
- People whose primary language is not English.

The SAC is expected to participate in at least one (1) public input session, six (6) SAC meetings, and the final public workshop. Members are expected to suggest any recommended changes to deliverables within one week of receipt for those changes to be considered and implemented in a timely manner.

The consultant will hold Study Advisory Committee Meeting #1 to identify key issues, facilitate a discussion on the purpose and need of the Plan and the summary of previous planning work, review the scope of work as needed, review Task 3 public participation methods, view and comment on a draft version of the project website or webpage, identify additional existing condition needs, and confirm roles and responsibilities of the Consultant, Village of Ballston Spa Representatives and Staff, CDTC Staff, and members of the Study Advisory Committee.

At each meeting, the methods to be used to ensure broad and representative participation from residents, interest groups and the business community in the public outreach tasks will be reviewed, refined as necessary, and confirmed.

#### D.) Project Website Development and Release

Prior to Study Advisory Committee Meeting #1, the Consultant must create a draft version of the Project Website for SAC members to review.

Following Study Advisory Committee Meeting #1, the Consultant must release and subsequently maintain, for the duration of the contract, an interactive Project Website or webpage for ongoing input and communication. The interactive project website or webpage must include, but is not limited to:

- A plain language summary of relevant portions of previous planning documents/efforts related to bicyclists and pedestrians as identified in 1.B. *Initial Data Collection*,
- A preliminary vision and goals for the project,

- An interactive map of the project area, where users can geotag comments and suggestions, and
- The Consultant will provide reasonable accommodations to enable people with limited English proficiency and disabilities to participate, including people who are blind or have low vision.
- All website material, must comply with the Americans with Disabilities Act and the Web Content Accessibility Guidelines 2.0.

**Task 1 Deliverables (except where noted, to be completed and distributed to the Study Advisory Committee 2 weeks prior to its first meeting):**

- 1A - Project Team Meeting #1 summary of discussion (completed and distributed to participants no later than one week after the meeting)
- 1B - Summary of relevant portions of previous planning documents/efforts related to bicyclists and pedestrians and Draft Purpose and Need Statement for an improved bicycle and pedestrian network
- 1C - Study Advisory Committee Meeting #1 summary (completed and distributed to the SAC no later than one week after the meeting)
- 1D - Interactive project website or webpage, to be maintained throughout the entirety of the contract

**Task 2: Existing Conditions Assessment (approximately 20% of effort)**

A.) Existing Conditions Assessment

An assessment of existing conditions will be undertaken. Data will be provided by the Village of Ballston Spa or CDTC, or will be collected by the consultant, and will include the following:

To be provided by		
Village of Ballston Spa	CDTC	Consultant
<ul style="list-style-type: none"> <li>• Information on relevant planned land use and/or transportation projects</li> <li>• Volunteer Sidewalk-condition survey (condition rubric provided by CDTC)</li> <li>• Relevant Demographic data and analysis</li> <li>• Elected official contact information</li> </ul>	<ul style="list-style-type: none"> <li>• Crash data</li> <li>• Roadway ownership</li> <li>• Curb-to-curb road widths</li> <li>• Through-lane width for roads</li> <li>• Roadway pavement conditions</li> <li>• Roadway functional classification</li> <li>• Shoulder widths on adjacent state roads</li> <li>• Signalized intersections, including standard vs. multiple phasing</li> <li>• Intersections and control type</li> </ul>	<ul style="list-style-type: none"> <li>• Topography</li> <li>• Traffic volumes and speeds, as provided in the NYS Traffic Data Viewer</li> <li>• One supplemental traffic count including class and speed data at a location to be determined by the SAC</li> </ul>

To be provided by		
Village of Ballston Spa	CDTC	Consultant
<ul style="list-style-type: none"> <li>• Right of way locations and adjacent easements, as available</li> <li>• Current land use and zoning</li> <li>• Existing on-street bicycle facilities and treatments, including signs</li> <li>• Existing multi-use trails</li> <li>• Locations of parks and Village green space, schools, and libraries</li> <li>• Street and trail maintenance policies, the paving program/schedule, and winter snow removal</li> <li>• On-street parking locations</li> <li>• Bike rack locations</li> </ul>	<ul style="list-style-type: none"> <li>• Location and surface material of sidewalks</li> <li>• Sidewalk condition assessment rubric (Condition Assessment to be completed by Village volunteers)</li> <li>• Bus route, stop locations and stop amenities</li> <li>• Transit boardings and alightings by stop</li> </ul>	<ul style="list-style-type: none"> <li>• Up to six pedestrian and bicycle volume and movement counts – Assisted by Village volunteers</li> <li>• Utility and railroad right of ways/locations</li> <li>• Photographs depicting existing land uses, existing bicycle and pedestrian facilities, and street and traffic conditions, with relevant descriptions</li> <li>• Widths of existing multi-use paths</li> </ul>

Based on data listed in the table above, the Consultant will document existing transportation conditions within the study area including pedestrian and bicycle infrastructure assets, needs, barriers to use, and system gaps. This documentation will include maps in ArcGIS (file formats compatible with ESRI's ArcMap 10.6.1 or ArcGIS Pro), high resolution images, PDFs, and paper formats, in addition to a narrative analysis and supporting high-resolution graphics.

To further inform bicycle and pedestrian recommendations, the Consultant shall conduct one supplemental traffic count (including vehicle class and speed data), at a location determined by the Village and the SAC. The Consultant shall also work with Village of Ballston Spa volunteers to conduct up to six pedestrian and bicycle peak-hour counts at locations determined by the Village of Ballston Spa and SAC.

The consultant will prepare an initial level of service (LOS) analysis for bicycles and pedestrians using Level of Traffic Stress (LTS) developed by the Mineta Transportation Institute. This will be used in the bicycling component of the draft plan, and at intersections in the pedestrian component of the draft plan. At this stage in the project, the Consultant will prepare an analysis of the existing LOS-LTS for all roads in the study area shown on the NYS Traffic Data Viewer (roughly twelve segments) plus any additional streets or intersections requested by the Village (including but not limited to Hyde Blvd and Front St).

#### B.) Study Advisory Committee Meeting #2

The Consultant will hold Study Advisory Committee meeting #2 after the completion of the Draft Existing Conditions Report for the review of the products developed. The consultant will organize and lead a study area field walk and/or bike ride with the SAC in conjunction with SAC meeting #2. At the meeting the consultant will lead the discussion and summarize the existing conditions in the study area based on data collected in Task #2A.

Task 2 Deliverables (to be completed and distributed to the SAC two weeks prior to its second meeting:

- 2A - Existing conditions report
  - The report shall include a descriptive summary of existing transportation conditions, current land uses, pedestrian and bicycle counts vehicle counts, transit stops, routes and ridership, right-of-way and other significant constraints throughout the study area.
- 2A - ArcGIS, high resolution image, and PDF files of all maps related to:
  - Existing bicycle and pedestrian neighborhood routes, and important destinations
  - Collision Analysis/es and locations for possible safety enhancements
  - Equity Analysis/es documenting the distribution of existing pedestrian and bicycle infrastructure assets and infrastructure
  - Land Use Gaps/Opportunity Analysis/es
  - Current Zoning and Land use maps
- 2A - High resolution maps, narrative analysis, and supporting high resolution graphics and photographs of existing pedestrian and bicycle infrastructure assets and infrastructure needs, barriers, and system gaps.
- 2A - Peak-Hour Traffic Counts and Pedestrian and Bicycle Peak-Hour Counts, as needed or required
- 2A - LOS-LTS methodology and analysis of the study area
- 2B - Study Advisory Committee Meeting #2 and field walk summary (completed and distributed to the SAC no later than one week after the meeting)

**Task 3: Broad Public Input** (approximately 25% of effort)

A.) Public Input Session Planning & Outreach

**Due to the COVID-19 pandemic, at least one of the initial public input sessions shall be held virtually. However, the Consultant may be required to develop a completely virtual public involvement approach depending on state and federal guidance regarding in-person meeting limitations. Outdoor meeting events may also be incorporated into the public involvement process throughout the study if necessary.**

The Consultant will work with CDTC Staff, Village of Ballston Spa Representatives and Staff, and members of the Study Advisory Committee to identify locations and/or existing events to gather input that is representative of Village residents and reaches residents/groups that experience transportation disadvantages. Examples include, but are not limited to tenants' association meetings, churches, neighborhood organization meetings, school meetings, festivals, and cultural celebrations. The Consultant will develop a public meeting schedule and draft outreach materials (e.g., flyers, social media posts, emails) for all meetings/events. With CDTC and Village of Ballston Spa guidance, the Consultant will also develop draft meeting materials (project boards, facts sheets, citizen surveys, etc.) that can be tailored to particular locations, meetings/events, discussion topics (e.g., real and perceived safety, accessibility), and populations, if needed. Input session schedule, outreach materials, and meeting materials will be reviewed by the SAC before being made final.

#### B.) Study Advisory Committee Meeting #3

The Consultant will hold Study Advisory Committee meeting #3 to review public input session schedule and outreach materials locations and events for the input to be collected as part of this Task. At this third meeting, the Consultant will provide draft outreach materials (e.g., flyers, presentations, social media posts, emails) to be used to publicize and to be presented at the public input sessions.

#### C.) Public Input Sessions and Engagement

Based on the initial input provided up to this point in the study, the Consultant will work in Task 3 to gain representative feedback from community members, elected officials, and local organizations through a series of four (4) input sessions.

The goal of these input sessions is to:

- Seek input on the preliminary vision and goals of the Pedestrian and Bicycle Plan
- Hear from attendees about their experience as pedestrians and bicyclists in the Village of Ballston Spa
- Understand attendees' walking and bicycling needs, barriers to use, and gaps they experience in the system
- Assess existing bicycling/pedestrian trends, primary bicycle usage, trip purpose, travel time and understanding the reasons for preferred travel routes
- Collect suggestions for capital and programmatic improvements
- Use an interactive activity to help attendees visualize and prioritize how roads/paths should be designed for different users



The input sessions must include:

- Three (3) meetings with members of the community and/or focus groups
- One (1) **wrap-up public meeting** about the findings of the prior public meetings.

**At least one of these public input sessions shall be held virtually, however, all may be held virtually, depending on state and federal guidance regarding in-person meeting limitations. Outdoor meeting events may also be incorporated into the public involvement process throughout the study if necessary.**

The input sessions may include Interactive components, such as:

- Pop-up Bicycling & Pedestrian Improvements
- Indoor/Outdoor Road Design Demonstrations
- CDTC's Bicycle Visual Preference Survey  
(<https://www.surveymonkey.com/r/CDTCBikeSurvey>)

After all sessions/meetings have been held, the Consultant will draft a brief summary of each sessions/meeting held, major themes/feedback obtained, and how this feedback should inform changes to the vision and goals of the Plan. The Consultant will post the summary to the project website following Advisory Committee review.

Task 3 Deliverables (except where noted, to be completed and distributed to the Study Advisory Committee two weeks prior to use):

- 3A – Draft input session schedule including the name of each input session, the location, the time, for Advisory Committee review
- 3A - Draft input session outreach materials to be used to promote public input sessions, for Advisory Committee review
  - flyers,
  - emails
  - social media posts
- 3A – Draft input session meeting materials, for Advisory Committee Review
  - Meeting Presentations
  - Comment Forms
  - Project fact sheets
  - Project Map Boards
- 3B - Study Advisory Committee Meeting #3 Summary (completed and distributed to the Advisory Committee within one week after the meeting)
- 3C - Final outreach materials for each input session
- 3C – Final meeting materials for each input session
- 3C - Summary of all input sessions held

- Summary shall include major themes and feedback obtained from the input sessions and how the meetings have informed the vision of the plan. Summary shall include high resolution photographs of the sessions and supporting graphics or maps (completed and distributed to the Study Advisory Committee two weeks prior to its fourth meeting)

#### **Task 4: Draft Pedestrian and Bicycle Master Plan (approximately 25% of effort)**

Using the results of Tasks 1-3 and industry best practices<sup>1</sup>, the Consultant will develop a Draft Pedestrian and Bicycle Master Plan. All recommendations in the draft Pedestrian and Bicycle Master Plan must comply with MUTCD standards and the US Access Board Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way. In addition, all recommendations should have provisions for accommodating future modes of transportation such as e-bikes or e-scooters.

The Final Plan will also document, per federal policies, considerations made for Environmental Justice, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act and environmental mitigation requirements during the planning process. Environmental considerations will be limited to a review of mapping at a scan-level to identify any potential issues. CDTC Staff will provide the required information to the Consultant to be included in the Final Plan.

##### **A.) Develop Draft Bicycle and Pedestrian Master Plan**

The Draft Pedestrian and Bicycle Master Plan will be divided into the following seven sections:

##### **1. Existing Conditions and Public Input**

Section 1 will include, but is not limited to:

- a. A Brief Summary of Past Planning Documents
- b. The Purpose and Need, Vision and Goals of the Plan
- c. Existing Conditions Information Collected During Task 2
- d. A Summary of Public Input Received
- e. Themes and Issues Identified from Public Input Sessions and the Online Interactive Map

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<sup>1</sup> Examples of promising/best practices include, but are not limited to: FHWA's Bikeway Selection Guide, Guide for Measuring Multimodal Network Connectivity, and Bike Network Mapping Idea Book, the AASHTO Guide for the Development of Bicycle Facilities 2012, NACTO's Urban Street Design Guide and Bikeway Design Guide, and the ITE Designing Walkable Urban Thoroughfares: A Context Sensitive Approach.

## 2. **Pedestrian Recommendations**

Section 2 will include, but is not limited to:

- a. A List of Major Themes/ Issues Identified through Public Feedback
- b. Maps of Existing and Proposed Pedestrian Infrastructure, Traffic-Calming Measures, and Transit Improvements
- c. Maps of Existing and Proposed Level of Service at Intersections
- d. Typical and Specific Sections and Narrative Descriptions of Each Specific and Type of Recommended Treatment that Identifies Constraints, Anticipated Users, Benefits of the Treatment, and Drawbacks of the Treatment, including to public transportation, local deliveries, and accessible parking
- e. Proposed Additions of Pedestrian Infrastructure and Amenities
- f. A List of Recommended Pedestrian Improvements by location
  - o Recommendations shall include cost estimates and be differentiated between short-term, lower cost projects, and long-term, higher cost projects.

## 3. **Bicycle Recommendations**

Section 3 will include, but is not limited to:

- a. A List of Major Themes/ Issues Identified through Public Feedback
- b. Maps of the Existing and Proposed Bicycle Network, Existing and Proposed Level of Service, and Recommended Treatments
- c. Description of Existing and Proposed Level of Service, and Recommended Treatments by Specific Street Segment, Specific Corridor, Specific Intersection, Type of Street Segment, and/or Type of Intersection
- d. Typical and Specific Sections and Narrative Descriptions of Each Specific and Type of Recommended Treatment that Identifies Necessary Right-of-Way and Curb-to-Curb Width, Anticipated Users, Benefits of the Treatment, and Drawbacks of the Treatment, including to pedestrian amenities, public transportation, local deliveries, and accessible parking
- e. A Description of All Proposed Complementary Bicycling Amenities and How They Relate to Proposed Treatments
- f. A List of Recommended Bicycle Improvements by locations
  - o Recommendations shall include cost estimates and be differentiated between short-term, lower cost projects, and long-term, higher cost projects.

#### **4. Intersection Recommendations**

Section 4 will include, but is not limited to:

- a. A List of Major Themes/ Issues Identified through Public Feedback
- b. Maps of Existing and Proposed Bicycle and Pedestrian Intersection Treatments and Traffic-Calming Measures
- c. Bicycle and Pedestrian Level of Service by Location and Proposed Intersection Treatment
- d. Typical Sections and Narrative Descriptions of Each Type of Recommended Treatment that Identifies Constraints, Anticipated Users, Benefits of the Treatment, and Drawbacks of the Treatment, including to public transportation, local deliveries, and accessible parking
- e. A List of Recommended Intersection Improvements by location
  - Recommendations shall include cost estimates and be differentiated between short-term, lower cost projects, and long-term, higher cost projects.

#### **5. Connection to Zim Smith Trail Recommendations**

Section 5 will include, but is not limited to:

- a. A List of Major Themes/ Issues Identified through coordination with Saratoga County, the Town of Ballston, and Public Feedback, including potential plans for future trail extensions
- b. Description of Recommendations for Alternatives for a Connection to the Zim Smith Trail, including utilizing the former Delaware & Hudson Railroad corridor and/or the Schenectady Electric Railway corridor
- c. A List of recommended Zim Smith Trail connections by location
  - Recommendations shall include cost estimates and be differentiated between short-term, lower cost projects, and long-term, higher cost projects.

#### **6. Maintenance, Policy, and Practice Recommendations**

Section 6 will include, but is not limited to:

- d. Recommendations for Village Complete Street Policy and Practice Updates Related to Maintenance, Wayfinding, Signage, Safety Enforcement, Outreach/Trainings/Programmatic Alternatives and Multimodal Connections
  - If the Village is awarded funding to hold a Complete Streets Workshop as noted in Task 1B, the Consultant shall use information gathered during the Workshop as the basis for these recommendations

## 7. **Implementation and Funding**

Section 7 will include, but is not limited to:

- a. A Ranking of All Proposed Bicycle and Pedestrian Treatments by Priority and Anticipated or Estimated Construction and Maintenance Costs, including but not limited to trail paving, sidewalk construction and reconstruction, traffic calming construction, and roadway repaving, striping, and signing
- b. A List of Funding Opportunities that Include Public Funding, Private Funding, and Public-Private Partnerships

The Draft Pedestrian and Bicycle Master Plan shall be printed on matte paper and typed in 12 pt. Arial font (or similar sans serif font) with limited use of italics and other script type fonts.

If concepts for treatments are on NYSDOT- or County-owned or operated roadways or signals, a concept review meeting will be held with the consultant, staff, and representatives from the Village of Ballston Spa, CDTC, and Saratoga County and/or NYSDOT Region 1, as appropriate, before the final public workshop in Task 6.

### B.) **Study Advisory Committee Meeting #4**

The Consultant will hold Study Advisory Committee meeting #4 to review and discuss the products being developed, and to determine a date and location for the final public workshop. The Consultant will incorporate changes discussed at the fourth meeting into the Draft Bicycle and Pedestrian Master Plan released for the public workshop. The Draft Plan will be placed on the project webpage prior to the public workshop.

### **Task 4 Deliverables (except where noted, to be completed and distributed to each Advisory Committee 2 weeks prior to its fourth meeting):**

- 4A - GIS data and maps of proposed bicycle and pedestrian improvements
- 4A - High Resolution Graphics of Typical Sections for proposed bicycle and pedestrian treatments
- 4A - Draft Bicycle and Pedestrian Infrastructure Master Plan (to be completed and distributed to the SAC at least 2 weeks prior SAC meeting #4)
  - Draft plan must be complete, without grammatical errors, and provide labels where necessary, including for all maps, charts, graphs, images, and quotes. All maps, charts, graphs, images, renderings, photographs, and deliverables must be high resolution without blurring, bleeding, or pixelation, and all print materials should have a minimum of 300 PPI/DPI. All data sources will be cited, and axes on graphs will be labeled. Changes to correct such deficiencies are not to be considered extra work for the consultant.

- 4B - Study Advisory Committee Meeting #4 Summary, including a list of any proposed changes to the Draft Plan (completed and distributed to the Study Advisory Committee one week after the meeting)

**Task 5: Public Workshop** (approximately 10% of effort)

A.) Final Public Workshop Planning and Outreach

**Due to the COVID-19 pandemic, the Consultant may be required to develop a completely virtual public involvement approach for the final public workshop, depending on state and federal guidance regarding in-person meeting limitations. Outdoor meeting events may also be incorporated into the public involvement process if necessary.**

The Consultant will work with CDTC Staff, Village of Ballston Spa Representatives and Staff, and members of the Study Advisory Committee to plan and prepare for the final public workshop. The Consultant will work with staff from the Village of Ballston Spa to secure appropriate meeting space and the Consultant and Village will advertise the workshop, including with social media posts, direct outreach to contacts over the course of the project, and a one-page flyer to advertise the meeting. To maximize public interaction and comment for use in finalizing the plan, the Consultant will develop and implement virtual and interactive opportunities to gain feedback on the draft plan. Community partnerships created throughout the study should be considered as a method to secure substantive input.

The consultant will draft outreach materials (e.g., flyers, social media posts, emails) for the final public meeting. With CDTC and Village of Ballston Spa guidance, the Consultant will also develop draft meeting materials including but not limited to the following, in high resolution:

- High Quality meeting presentation
- Comment Forms
- Project Fact Sheets
- Multiple poster-size maps of the study area
- Posters that detail major themes, barriers, and suggestions received over the course of the project
- Posters that show the existing and proposed bicycle network, including prioritized recommendations for capital improvements
- Posters that show the existing and proposed pedestrian network, including prioritized recommendations for capital improvements
- Posters that show renderings of each of the proposed bicycle treatments
- Posters that show renderings of each of the proposed pedestrian treatments

- Posters that show the ranking and cost of all proposed bicycle and pedestrian treatments by priority
- Education on usage of the proposed improvements, safety guidelines/traffic rule adherence and maintenance.

Public Workshop schedule, outreach materials, and meeting materials will be reviewed by the SAC before being made final.

#### B.) Study Advisory Committee Meeting #5

The Consultant will hold Study Advisory Committee meeting #5 to review and discuss the status of the Draft Bicycle and Pedestrian Infrastructure Master Plan and finalize the draft public workshop meeting materials.

#### C.) Final Public Workshop

The Consultant will conduct a public workshop to review the material included the draft Bicycle and Pedestrian Infrastructure Master Plan with the community. The Consultant will be responsible for facilitating the discussion and engaging the public at the workshop and will prepare all materials to be used at the workshop. After the workshop, the Consultant will prepare a summary of public comments, along with the number of attendees.

#### Task 5 Deliverables:

- 5A - Draft Final Public Workshop outreach materials, for Advisory Committee review
  - flyers,
  - emails
  - social media posts
- 5A – Draft Final Workshop meeting materials outlined in task 5A, for Advisory Committee Review
- 5B - Study Advisory Committee Meeting #5 Summary (completed and distributed to the Study Advisory Committee 1 week after the meeting)
- 5C - Conduct Final Public Workshop
- 5C - Summary of workshop public comments (completed and distributed to the Study Advisory Committee two weeks prior to Study Advisory Committee Meeting #6)

#### **Task 6: Final Bicycle and Pedestrian Infrastructure Master Plan** (approximately 15% of effort)

##### A.) Final Bicycle and Pedestrian Infrastructure Master Plan

The Final Bicycle and Pedestrian Master Plan will incorporate revisions to the Draft Plan based on the public workshop and additional recommendations made by the public and Study Advisory Committee. The Final Plan will include specific recommendations for improvements throughout the study area. Input from the public workshop will be added to all appropriate sections based on public feedback.

The Final Plan will also document, per federal policies, considerations made for Environmental Justice, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act and environmental mitigation requirements during the planning process. Environmental considerations will be limited to a review of mapping at a scan-level to identify any potential issues. CDTC Staff will provide the required information to the Consultant to be included in the Final Plan.

The Final Pedestrian and Bicycle Master Plan shall be printed on matte paper and typed in 12 pt. Arial font (or similar sans serif font) with limited use of italics and other script type fonts.

#### B.) Study Advisory Committee Meeting #6

The Consultant will hold Study Advisory Committee meeting #6 to discuss the Final Draft Bicycle and Pedestrian Master Plan. The meeting shall be scheduled after the completion of Task 6A for final review and discussion of next steps.

#### C.) Final Draft and Revisions

After SAC Meeting #6, the Consultant will complete up to two necessary Revisions to the Final Draft Master Plan in a timely manner and in the format requested by the Study Advisory Committee. Once finalized, the Consultant will upload the Final Bicycle and Pedestrian Master Plan on the project website.

Task 6 Deliverables (to be completed and distributed to each Advisory Committee 2 weeks prior to its sixth meeting:

- 6A - Final Draft Pedestrian and Bicycle Master Plan (completed and distributed to the Study Advisory Committee 2 weeks before SAC meeting#6)
- 6B - Study Advisory Committee Meeting #6 Summary (completed and distributed to the Study Advisory Committee 1 week after the meeting)
- 6C – Up to 2 necessary final revisions to the Final Draft Master Plan
- 6C - Native format files of all graphics, renderings, and GIS mapping (file formats compatible with ESRI's ArcMap 10.6.1 or ArcGIS Pro)



- 6C - Two (2) digital copies and four (5) color hard copies of the Final Report with all necessary figures, photos and renderings

### **Administrative Responsibilities**

The consultant contract will be administered and managed by CDTC on behalf of the Village. CDTC and the Village of Ballston Spa will jointly manage the study.

### **Project Team**

The Project Team will work with the Consultant throughout the project, and will be comprised of CDTC Staff, Representatives and/or Staff from the Village of Ballston Spa, and representatives from other relevant organizations as needed. The Project Team will meet up to four (4) times during the course of the project. The Project Team is expected to provide direct consultant oversight and project management.

### **Study Advisory Committee**

The Study Advisory Committee (SAC) will, at a minimum, be comprised of representatives from CDTC, Village of Ballston Spa, Town of Milton, Town of Ballston, CDTA, CDRPC, NYSDOT, Saratoga County, and local citizens as needed, to guide the study and meet with the Consultant on a regular basis. The citizen representation on the Study Advisory Committee should be representative of, but not exclusively comprised of vulnerable populations, such as:

- People who walk or cycle as their primary mode of transportation,
- People of Color,
- Lower-wage earners,
- People who live in a household without a personal vehicle,
- People with one or more disabilities,
- People over 65 or under 16 years of age, and
- People whose primary language is not English.

The SAC is expected to participate in at least one (1) public input session, six (6) SAC meetings, and the final public workshop. SAC members are expected to guide the study process, review project materials and suggest any recommended changes to deliverables within one week of receipt for those changes to be considered and implemented in a timely manner.

### **Deliverables**

The selected consultant is responsible for providing the following deliverables as outlined in the scope of work. Deliverables must be posted by the Consultant to the project website following

approval from the Study Advisory Committee. All deliverables, both print and digital, must comply with the Americans with Disabilities Act and the Web Content Accessibility Guidelines 2.0.

#### Task 1 Deliverables:

- 1A - Project Team Meeting #1 summary of discussion (completed and distributed to participants no later than one week after the meeting)
- 1B - Summary of relevant portions of previous planning documents/efforts related to bicyclists and pedestrians and Draft Purpose and Need Statement for an improved bicycle and pedestrian network
- 1C - Study Advisory Committee Meeting #1 summary (completed and distributed to the SAC no later than one week after the meeting)
- 1D - Interactive project website or webpage, to be maintained throughout the entirety of the contract

#### Task 2 Deliverables:

- 2A - Existing conditions report
  - The report shall include a descriptive summary of existing transportation conditions, current land uses, pedestrian and bicycle counts vehicle counts, transit stops, routes and ridership, right-of-way and other significant constraints throughout the study area.
- 2A - Arc GIS, high resolution image, and PDF files of all maps related to:
  - Existing bicycle and pedestrian neighborhood routes, and important destinations
  - Collision Analysis/es and locations for possible safety enhancements
  - Equity Analysis/es documenting the distribution of existing pedestrian and bicycle infrastructure assets and infrastructure
  - Land Use Gaps/Opportunity Analysis/es
  - Current Zoning and Land use maps
- 2A - High resolution maps, narrative analysis, and supporting high resolution graphics and photographs of existing pedestrian and bicycle infrastructure assets and infrastructure needs, barriers, and system gaps.
- 2A - Peak-Hour Traffic Counts and Pedestrian and Bicycle Peak-Hour Counts, as needed or required
- 2A - LOS-LTS methodology and analysis of the study area
- 2B - Study Advisory Committee Meeting #2 and field walk summary (completed and distributed to the SAC no later than one week after the meeting)

#### Task 3 Deliverables:

- 3A – Draft input session schedule including the name of each input session, the location, the time, for Advisory Committee review

- 3A - Draft input session outreach materials to be used to promote public input sessions, for Advisory Committee review
  - flyers,
  - emails
  - social media posts
- 3A – Draft input session meeting materials, for Advisory Committee Review
  - Meeting Presentations
  - Comment Forms
  - Project fact sheets
  - Project Map Boards
- 3B - Study Advisory Committee Meeting #3 Summary (completed and distributed to the Advisory Committee within one week after the meeting)
- 3C - Final outreach materials for each input session
- 3C – Final meeting materials for each input session
- 3C - Summary of all input sessions held
  - Summary shall include major themes and feedback obtained from the input sessions and how the meetings have informed the vision of the plan. Summary shall include high resolution photographs of the sessions and supporting graphics or maps (completed and distributed to the Study Advisory Committee two weeks prior to its fourth meeting)

#### Task 4 Deliverables:

- 4A - GIS data and maps of proposed bicycle and pedestrian improvements
- 4A - High Resolution Graphics of Typical Sections for proposed bicycle and pedestrian treatments
- 4A - Draft Bicycle and Pedestrian Infrastructure Master Plan (to be completed and distributed to the SAC at least 2 weeks prior SAC meeting #4)
  - Draft plan must be complete, without grammatical errors, and provide labels where necessary, including for all maps, charts, graphs, images, and quotes. All maps, charts, graphs, images, renderings, photographs, and deliverables must be high resolution without blurring, bleeding, or pixelation, and all print materials should have a minimum of 300 PPI/DPI. All data sources will be cited, and axes on graphs will be labeled. Changes to correct such deficiencies are not to be considered extra work for the consultant.
- 4B - Study Advisory Committee Meeting #4 Summary, including a list of any proposed changes to the Draft Plan (completed and distributed to the Study Advisory Committee one week after the meeting)

#### Task 5 Deliverables:

- 5A - Draft Final Public Workshop outreach materials, for Advisory Committee review

- flyers,
- emails
- social media posts
- 5A – Draft Final Workshop meeting materials outlined in task 5A, for Advisory Committee Review
- 5B - Study Advisory Committee Meeting #5 Summary (completed and distributed to the Study Advisory Committee 1 week after the meeting)
- 5C - Conduct Final Public Workshop
- 5C - Summary of workshop public comments (completed and distributed to the Study Advisory Committee two weeks prior to Study Advisory Committee Meeting #6)

#### Task 6 Deliverables:

- 6A - Final Draft Pedestrian and Bicycle Master Plan (completed and distributed to the Study Advisory Committee 2 weeks before SAC meeting#6)
- 6B - Study Advisory Committee Meeting #6 Summary (completed and distributed to the Study Advisory Committee 1 week after the meeting)
- 6C – Up to 2 necessary final revisions to the Final Draft Master Plan
- 6C - Native format files of all graphics, renderings, and GIS mapping (file formats compatible with ESRI's ArcMap 10.6.1 or ArcGIS Pro)
- 6C - Two (2) digital copies and four (5) color hard copies of the Final Report with all necessary figures, photos and renderings

The consultant is required to provide the final report in digital and paper formats. The consultant must provide a total of five high resolution full-color copies to CDTC for distribution. Each agency must also receive digital copies of the report. CDTC and the Village of Ballston Spa will assume ownership of all materials, studies, surveys, mapping, illustrations, etc. which are part of the document and planning process.

Questions can be directed to CDTC either by phone at 518-458-2161 or e-mail at [cdtc@cdtcmpo.org](mailto:cdtc@cdtcmpo.org). All questions related to the REI should be submitted no later than one week prior to the submission deadline. All questions and answers will be shared with all consultants who request a copy of the full REI.

#### **Submission Instructions**

Offerors may be firms or qualified individuals. Responses to this REI must include all of the following elements (the letter of interest is supplemented by the additional material). Please note that materials submitted to CDTC are subject to the Freedom of Information Law (FOIL). If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the

provisions of FOIL and any other applicable laws, CDTC may agree to maintain confidentiality of such material(s) if requested. CDTC assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.

1. ***A letter of interest*** (no more than three pages) that demonstrates the offeror has a clear understanding of the issues associated with this study and communicates the offeror's ability to complete the scope of work as required. The offeror may propose adjustments to the required scope of work in this letter if the offeror believes that those adjustments would add value to the study or would be more appropriate for the allotted budget. There is no need to repeat the required scope of work in the letter of interest. Attached is a proposed contract form for this agreement containing standard CDTA language for a federally assisted contract. Any exceptions to this agreement must be clearly identified in the offeror's letter of interest. The offeror will not be penalized in the selection process for suggesting changes to the scope of work or the contract language.
2. ***Examples of relevant previous work*** that demonstrate the offeror has the experience, and inter-personal skills to perform the required tasks. Examples of completed work assignments and successful plan implementation projects that demonstrate the experience and ability of the personnel assigned to the study should also be included. ***Extensive experience with public outreach, bicycle master plans and facility design, pedestrian master plans and facility design, and Complete Streets plans and facility design is required.*** Stressing experience in unrelated activities is not encouraged and may leave the impression that the offeror does not correctly grasp the project's scope. Reference contact information is required, and examples should include project/study budget/costs when available.
3. ***A management plan identifying the contractor's personnel*** who will be working on the study ***including resumes***. The project manager should be clearly identified, and reflect a professional experienced in conducting challenging community conversations. If a team of firms is responding to this REI, include the resumes of all personnel working on the study for the lead firm as well as all sub-consultant firms. Please ensure that the titles of the identified personnel match those on the resumes and in the price proposal described below in number 4. Failure to properly identify personnel significantly reduces the credibility of the proposal.
4. ***A price proposal including all costs anticipated.*** Hours and hourly wages by task and by personnel should be included. This should be completed for both the lead consultant and any sub-consultants, if they are utilized for the study. CDTC has budgeted \$60,000 for consultant services. This figure should be considered the upset amount of the contract.

5. ***A project schedule by task*** should be included (CDTC and the Village of Ballston Spa would like to see this study completed within **twelve (12) calendar months** from the date of contract execution).

### **Submission Deadline**

**Letters of interest are due at the close of business (5:00 PM eastern time) on Wednesday, September X, 20XX** at the Capital District Transportation Committee offices, One Park Place, Main Floor, Albany, NY 12205. Five hard copies of the submission and one electronic copy are required.

### **Submission Evaluation**

CDTC reserves the right to reject any or all submissions associated with this work. Based on the mix of qualified offerors responding to this REI, CDTC may request qualified offerors consider contracting for only certain elements of the study, or partnering with other qualified offerors. CDTC may also require offerors to clarify aspects of their understanding of and approach to the study in person or by telephone.

A qualified offeror will be selected based on the following criteria (50 points maximum; negative scoring is allowed):

1. *Relevant experience of the personnel assigned to the project. The experience of the Project Manager will be heavily weighed, as will the number of hours by key personnel (+/- 15 points)*
2. *Past performance of the offeror on similar community and transportation planning projects (in terms of scope and product). References will be considered. (+/- 10 points)*
3. *Responsiveness to the REI (or similar procurement document) and understanding of the scope of products. (+/- 10 points)*
4. *Amount of work indicated to be accomplished within the budgeted amount for the study (if the offeror proposes adjustments to the scope of work). (+/- 10 points)*
5. *Disadvantaged Business Enterprise (DBE) certification. DBE offerors are strongly encouraged. (+/- 5 points)*

### **Federal Requirements and Compensation**

This study will be financed through the United States Department of Transportation. Federal contracting requirements will govern the solicitation. The contract will be executed by the Capital District Transportation Authority (CDTA) on behalf of CDTC.

CDTC will pay the Contractor on a reimbursement basis using invoices. Invoices shall document the number of hours worked, salary rate, and expenses by individual summarized by project task *(tasks one to [INSERT NUMBER OF TASKS] in this REI)*. Any other direct expenses such as meeting expenses, employee per diem, etc. should also be identified and receipts provided for all expenses with the exception of mileage. With each invoice, the Contractor must submit a brief progress report describing the progress on each task. The progress report will serve as the basis for payment.

Contractors are requested to send invoices directly to the project manager by email and mail to the CDTC offices located at: 1 Park Place, Albany NY 12205

## Appendix C: In-Kind Match Documentation Worksheet

All In-Kind match or additional contributions related to sponsor staff or volunteers should be recorded using the following form for all 2023-2024 CDTC Community Planning Program projects. In-kind support is a non-cash contribution of value provided by the municipality, organizations, or individuals participating in the project. In-kind is typically the calculated value of personnel or volunteer hours (number of hours and hourly rate). Volunteer hours must be calculated at the standardized current rate for New York State [www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time) unless a justifiable professional rate applies. A fillable form will be made available to project sponsors from CDTC, similar to the form shown below.





\*Hours entered must be .50 or whole numbers only

Verified By: