

REQUEST FOR PROPOSALS FOR PROFESSIONAL TRAFFIC ENGINEERING PEER REVIEW SERVICES

PROJECT OVERVIEW

The Town of Westford through the Planning Board and Zoning Board of Appeals (ZBA) is seeking proposals for Professional Traffic Engineering peer review (“review”) services. The peer reviews will be needed on select projects that are submitted to the Planning Board. These include, but are not limited to, subdivisions, special permits and site plans. The Town anticipates contracting with multiple firms to provide services on an as needed basis.

This contract will run through one calendar year with an option to extend for up to two (2) additional years if agreeable by both parties. The Town of Westford also reserves the right to terminate the contract at any time and for any reason.

The main peer reviewer (“reviewer”) for the project shall be a Professional Engineer registered in the Commonwealth of Massachusetts with a minimum of 5 years of experience in traffic engineering or other related fields. Special consideration will be given to a Professional Traffic Operations Engineer (PTOE).

PROJECT LOCATIONS

The traffic peer reviews will be for projects throughout the Town of Westford.

PROJECT DESCRIPTIONS

The reviewer will be required to perform a thorough traffic engineering analysis of all the applications and plans. These reviews shall be submitted in a professional report to the Planning Board or ZBA. The reports shall provide a thorough traffic engineering analysis and include recommendations and a summary.

The reviewer is expected to attend any and all night meetings as requested by the Planning Board. Attendance at these meetings may entail answering questions from the Board, residents, project proponent, and staff. The reviewer shall be available for meetings as requested by staff and available via phone and e-mail for the staff as well as the project proponent. The reviewer shall also be available upon request of the Town Engineer in reviewing and developing a proponent’s traffic analysis scope.

Tasks required for the review will be detailed for each individual project. These tasks will vary depending on the size, complexity, and location of the projects. The following scope of services attempts to explain the more common items needed for review although it is not an attempt to be all-inclusive due to the intricacies of each individual project.

The peer reviewer is expected to have thorough knowledge of all items listed under Pertinent Data as well as any and all State and Federal regulations standards and codes.

PROPOSAL PROCEDURE

Proposals must be returned in a sealed envelope to the Engineering Department with attention to Paul Starratt, Town Engineer located at 28 North Street, Westford, MA **on or before 1:30 PM on Thursday March 31, 2011**. There shall be five copies of the proposal submitted with the pricing in a separate sealed envelope clearly labeled.

Questions pertaining to the proposal must be in writing and sent to the above mailing address, or by fax to 978-399-2739.

PERTINENT DATA

The Town of Westford has available the following pertinent data for review:

- Town of Westford Planning Board Subdivision Rules and Regulations: October 2004
- Guidelines for Preparation of a Transportation Impact Assessment (TIAS): January 2006
- Planning Board Use of Consultants Regulations, April 2007
- General By-laws : August 1, 2010
- Zoning By-laws : August 2010
- Route 110 Corridor Study : January 20, 2006
- Route 110 Master Plan : November 15, 1999
- Sidewalk Master Plan : July 11, 2000
- Westford Comprehensive Master Plan : April 2009
- Westford Standard General Contract for Professional Services

SCOPE OF SERVICES

1. Conduct a site visit to verify existing conditions as well as gain an understanding of the subject site's traffic operations, posted speeds, travel speeds, geometry, pedestrian and vehicle movements, curb cuts, sight lines, land uses and any other pertinent data.
2. Review submitted traffic impact study and plans. Review shall include full conformance to the TIAS guidelines.
3. Review historical data, past studies, accident reports and crash rates, and record plans.
4. Review trip generation rates and distribution assumptions. The latest edition of the ITE manual shall be a key reference in determining these rates.
5. Review seasonal adjustments, historic traffic growth rates, traffic generated from other existing and proposed projects in effected area.
6. Review capacity analysis and queuing analysis.
7. Review future traffic impacts, with and without, the proposed development.

8. Review the Level of Service (LOS) analysis for Build and No-Build conditions. Other proposed projects in effected areas may be part of this review.
9. Review site development plans for proposed access and egress to public roadways. Public safety access/egress, emergency access, and ability to safely and effectively navigate the site shall be reviewed and this shall include an AUTOTURN analysis of the entire site using the Town of Westford Fire Department's preferred design vehicle.
10. Review traffic counts, spot speed studies, signs and pavement markings, and accident data analysis.
11. Review sight distance measurements for conformance with State and Federal standards. This may include SSD and ISD. Review of PSD may also be needed in certain instances.
12. Thoroughly assess the need for traffic mitigation. This shall include the review of proposed mitigation as well as making recommendations for additional mitigations if necessary.
13. Review of Traffic Signal Warrant analysis and provide recommendations as the need for a signal based on the data.
14. Prepare memorandum after initial review as well as throughout the planning process as necessary. This may include responses to the applicant's traffic consultant over the course of the Board's review.

FEE STRUCTURE

Consultant shall provide the fee structure as a per hour figure for the Project Manager as well as any personnel anticipated to be used for the reviews. The cost for travel and other direct expenses shall be specifically detailed in the fee structure. Additionally, detail shall be provided as to the cost for attendance at meetings, including those during the day, and evening meetings/hearings.

ADDITIONAL REQUIRED ELEMENTS

Consultant shall provide the following in the proposal in as concise a manner as possible;

1. A plan for managing and performing the required services.
2. Project Manager and qualifications.
3. Key personnel to be assigned to the project and their qualifications. This shall include key sub-consultant(s) as well.
4. Experience with similar projects. This shall specifically list other municipal peer review projects of varying magnitude. Provide samples of prior peer review reports (minimum of three).
5. Office location where services are to be performed.
6. Present workload of Project Manager and key personnel.
7. References (minimum of three, at least one for similar services).\

SELECTION CRITERIA

The Town upon review of the proposals may request the consultant to meet for an interview.

The final selection of the consultant will be based on, at a minimum, the following criteria;

1. Firm's history and resource capability to perform required services.
2. Relevant experience.
3. Project Manager's relevant and overall experience.
4. Qualifications of assigned personnel and sub-consultant(s).
5. Demonstrated ability to complete reviews in a timely manner.
6. Reference checks.

The Town of Westford will choose up to three consultant teams to provide these services. The Town shall determine which consultant to use based on possible conflict of interest, work load, or any other reason as decided by the Town of Westford.

OWNERSHIP OF INFORMATION

All information provided by the Town and all material developed for this project shall be returned or delivered to the Town before final payment and will not be used by the Consultant for other purposes or released to others without written permission of the Town. All materials created by the consultant shall be the property of the Town.