

Villages of Tarrytown and Elmsford, Town of Greenburgh, City of White Plains  
**Request for Proposals**  
**Route 119 Complete Street Design Plan**  
July 11, 2017

## PROJECT OVERVIEW

The municipalities of Tarrytown, Elmsford, Greenburgh and White Plains (collectively, “the Consortium”) are proposing to study Route 119 from the intersection of Route 9 (South Broadway) in Tarrytown through the intersection of Route 22 (South Broadway) in White Plains. The Town of Greenburgh is acting as the lead entity to coordinate the RFP submission process, award a contract, and administer all contract terms on behalf of the Consortium.

The study is being funded by a reimbursement grant awarded to the Consortium by the New New York Bridge Community Benefits Program.

**Objective:** The project will produce an actionable design for making Route 119 a complete street in the entire Study Area that can readily form the basis for a subsequent design-build RFP, or similar. The plan, when implemented in later projects, would provide safe, inviting facilities for people of all ages, abilities and modes to travel along and across Route 119.

**Project Deadline:** Work must be completed and invoiced by June 15, 2018. No exceptions.

**Budget:** Fixed at \$225,000, inclusive of all fees and reimbursable expenses.

**Reimbursement Process:** The consultant can submit a maximum of two invoices for payment. See Project Timeline, below.

**Project Governance:** A Steering Committee has been established, comprised of three people appointed by each of the Consortium municipalities, plus relevant stakeholders. A Project Coordinator has been hired to facilitate the study process, including chairing the Steering Committee; serving as point person for the RFP process, consultant, media, government & public relations and web & social media presence. The consultant will report to the Project Coordinator in conjunction with the Steering Committee.

## SCOPE OF SERVICES OUTLINE

### Task Examples

- Public meetings to learn about problems, interests and concerns
- Incorporate, and possibly improve, existing studies and plans, as appropriate
- Traffic counts and capacity analysis
- Parking utilization and capacity analysis
- Gathering existing conditions, travel patterns and data
- Business traffic mode split survey
- Bus priority treatments, stop enhancements, neighborhood ridership encouragement signs
- Demonstration projects so people can see and feel how proposals will work
- Developing alternative design, regulatory or policy solutions, analyzing relative benefits and disadvantages
- Draft of the Design Plan

- Holding public workshops to review possible solutions
- Final report

**Note:** The tasks listed above are examples put forth by the Consortium. The prospective consultant is encouraged to expand upon these with bidder-initiated concepts and creativity to advance project goals listed below. Because the dollar value of the award is fixed, a high emphasis will be placed on presentation of a compelling and credible concept, scope of work, work plan to produce all project deliverables within the fixed budget and schedule, which are non-negotiable. See Evaluation Criteria, below.

## Project Goals

The project aims to produce preliminary plans, drawings and cost estimates of a practical plan that can be submitted for final engineering. The complete streets plan should include the following throughout the entire Study Area:

- An integrated network of sidewalks and well designed crosswalks
- Protect sidewalks from encroachment by vehicles at places like car dealerships
- A continuous bicycle lane, protected from moving and parked vehicles with consideration of how to remove snow and debris. Lane can be on street or off street as appropriate.
- Improve bus ridership through speed, reliability, stop access, aesthetics and promotion
- Place making
- Emphasis on “quick build” techniques to minimize construction time and cost
- Strategies to deal with parking that may need adjusting to make space for bicycle lanes
- Strategies for public engagement and marketing to advance design and construction
- Exhibit consistency with locally adopted comprehensive plans
- Integration with the Old Croton Aqueduct, North/South County Trailway (aka the Empire State Trail), the Bronx River Trailway, plus existing and proposed bicycle lanes in Downtown White Plains
- Connection with the “Side Path” the Thruway Authority will build along the west side of Route 9 between the Shared Use Path and the DoubleTree Hotel
- Coordination with the “Route 9 Active Transportation Conceptual Design Plan,” <http://route9active.org/>
- Coordination with the “Downtown White Plains Transit District Strategic Plan,” <http://www.wptransitdistrict.com/>
- Consideration of the Westchester County Bee Line's “Route 13 Transit Analysis,” <http://transportation.westchestergov.com/images/stories/pdfs/planning/Rte13report.pdf>
- Consideration of NYS DOT's “Lower Hudson Transit Link” system, <https://www.dot.ny.gov/lhtml/>
- Consideration of HNTB's 2015 “Complete Streets Study Along Route 119” memo to the New NY Bridge project. (See project website for this document.)

## ADDITIONAL RESOURCES

- Project website: <https://rt119complete.org/>

## SUBMITTAL GUIDELINES

All RFP submissions shall provide the following information at a minimum in order to be considered:

**Cover letter:** An introductory letter indicating name of firm, team composition, contact person, address, phone, email and a short statement summarizing the strengths of the firm/team as it

relates to this project.

**Relevant Experience:** A description of the firm's relevant experience and capability, with description of comparable projects.

**Scope of Services:** A clear description of the services the consultant will provide for the fixed fee.

**Personnel Qualifications:** Project team organization chart, names and resumes of team members. Please identify individual roles on the team. Status as a NYS certified Minority / Woman-owned Enterprise (MWBE) business

**References:** Please provide names and contact information for three individuals who can speak to the firm's past performance on similar projects.

Responses will be accepted by the Project Coordinator via email at [danielc@analysisandsolutions.com](mailto:danielc@analysisandsolutions.com) until Friday, August 11, 2017 at 5 p.m.

## EVALUATION CRITERIA

The Consortium will evaluate the proposals based on the following criteria:

- The breadth and depth of the scope of services to be provided (see Scope of Services Outline)
- Past experience with similar projects
- Past experience with NYS DOT

The Consortium may reject or accept any and all proposals in whole or in part or waive any informality if it is in the best interest of the Consortium to do so, for whatever reason.

## PROJECT TIMELINE

Release RFP	July 11, 2017
RFP Due Date	August 11, 2017
Firm selection	August 25, 2017
Initial Invoice	November 30, 2017
Final Report and Invoice	June 15, 2018

## INQUIRIES

Inquiries regarding the RFP should be directed to Daniel Convissor, Project Coordinator, [danielc@analysisandsolutions.com](mailto:danielc@analysisandsolutions.com).