

March 21, 2022
Request for Proposals

for

PLANS AND DESIGN CONCEPTS FOR CREATION
AND IMPROVEMENT OF “SAFE ROUTES TO
SCHOOL” and POSSIBLE BIKE ROUTES

from

The Village of Bronxville
200 Pondfield Road, Bronxville, New York 10708



PURPOSE OF THIS RFP

The Village of Bronxville (the “Village”) seeks to retain a professional consulting service for the development of a draft Safe Routes to School (SRTS) Plan for the Village (the “Plan”), as further described below. The Plan shall have the following components:

- (1) Building upon a prior report of FHI Consultants, the Plan shall evaluate and make appropriate recommendations as to the nature and route of a pedestrian SRTS from (A) the intersection of Elm Rock Road and the White Plains Road (a/k/a State Rt 22) - - where plans are already underway to install an RFB pedestrian crosswalk across Rt 22 (the “Rt. 22 Crosswalk”) to (B) the existing RFB crosswalk at Midland Ave and Masterton Rd (across from the Bronxville Elementary School) -- including specific recommendations as to such signage, new sidewalk and/or other infrastructure improvements as may be necessary, appropriate and desirable. There is community consensus that the resulting SRTS (the “Rt 22/Orchard SRTS”) should run down Elm Rock Rd to Oriole Ave and thence down Orchard Place to its intersection with Studio Lane; however, the Plan shall specifically discuss the pros and cons of running the “lower leg” of this contemplated SRTS (a) via Beechwood Rd and thence west on Masterton Rd, versus running the lower leg (b) via Hemlock Rd and thence south on the existing sidewalk on the east side of Midland Avenue ;
- (2) In conjunction with item (1), to evaluate and make appropriate recommendations as to (a) the nature and route of a second pedestrian SRTS corridor (which might be entirely independent of the Rt22/Orchard SRTS, but which might also be more efficiently designed so as to feed into the Rt.22/Orchard SRTS via Studio Lane), and (b) such signage, new sidewalk and/or other infrastructure improvements as may be necessary, appropriate and desirable in connection therewith;
- (3) evaluate and make appropriate recommendations as to the feasibility of creating a bicycle lane or corridor (both for school children and for cyclists in general) in the following locations: (a) all or most of the entire length Midland Ave that lies within the Village; and (b) that portion of Pondfield Rd that runs east from its intersection with Midland up to its intersection with Locust Lane (and possibly extending as far as Pondfield’s intersection with Rt 22); and
- (4) propose general program activities such as education and enforcement that could improve safety conditions for children who walk and bicycle to the Village’s centrally located public school building.

The Village encompasses a single “square mile” and ease of walking is a central feature of the Village’s appeal and charm. In fact, the Village is so compact that there are no school buses for the transportation of children of any age. Walking, biking, or private transportation by car are the only means of traveling to school.

Ideally, the Village would like to increase – safely -- the percentage of students who walk or bike to school. A recent informal survey, however, has indicated that a significant percentage of parents of school-aged children have at least some concerns for their children’s safety in walking and biking to school.

The Village believes there are several existing pedestrian corridors that have historically been used by a significant number of children (and adults) to reach the School and/or adjacent central business district (the “CBD”). As a general matter, the Village wants to provide safe pedestrian access to the School and CBD from every corner of the Village, and has either recently completed or initiated design work or other projects to improve pedestrian safety along several existing pedestrian corridors.¹ In short, the Village seeks to provide reasonably convenient and easy access to a safe “corridor” to school for all or most students who presently lack such access.

To that end, while continuing to pursuing other traffic and pedestrian improvements in other portions of the Village (see, e.g., footnote 1), the Village now seeks recommendations by the selected professional consultant regarding the creation and/or improvement of certain SRTS corridors (“Corridors”), consistent with Items (1) and (2) above, in the area of the Village generally located east of Midland Avenue and north of Pondfield Rd (the “Northeast Quadrant”) – where the existing sidewalk infrastructure is generally sparse to non-existent.

As noted above, elements of one such corridor (the “Rt. 22/Orchard Corridor”) have already been discussed in the prior FHI Report (attached as Exhibit B) and, consistent with that Report, ***the design of an appropriate pedestrian crosswalk across Rt.22 at its intersection with Elm Rock is already being separately solicited*** (and the process of obtaining state approval for that crossing is already well advanced). However, (a) no firm plans have been developed for other possible improvements to the “upper” half of this corridor (connecting the pending Rt 22 Crosswalk to Studio Lane via Orchard Place), and (b) there has been insufficient consideration of what route the “lower half” of this corridor should take to reach the school (i.e., whether it should go via Beechwood and Masterton Roads, or via Hemlock Road to the existing Midland Ave. sidewalk.

A map of the Village – showing the location of existing sidewalks and of suggested additional corridor routes or “corridor spurs” in the Northeast Quadrant referenced in this RFP -- is enclosed as Exhibit B. The exact location of proposed Corridors, however, shall be subject to review and recommendation by the selected consultants.

¹ These areas include (but are not limited to) Bronxville’s (a) “West side,” where a complete redesign of the “West Side” traffic circle to improve both pedestrian and vehicular traffic flow has already been commissioned; (b) the “Sagamore/Kensington Road” area, where new traffic patterns and reconfigured crosswalks were installed several years ago, and the Village is reviewing ways to work with existing property owners to ensure that existing sidewalks are properly maintained; and (c) the Cedar/Kraft area, where traffic and pedestrian crossing lights were also recently completely redone in the areas immediately adjacent to the St Joseph’s Church and School area. Consultants should also be aware of existing or planned upgrades of intersections and related traffic lights at, inter alia, (i) Pondfield and Midland, which may impact its consideration of possibly adding new bicycle lanes that will transit that intersection.

The Village reserves the right to reject any or all responses received as a result of solicitation; to extend the submission due date for, to modify, amend, reissue or rewrite this document, and to procure any or all services by other means.

The Village will not be liable for any costs incurred by the consulting firms' incidentals to the preparation of proposals or for developing and carrying out interview presentations, if needed. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP and unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Bronxville and the firm selected.

SCOPE OF SERVICES

The work will require the selected consultant (the "Consultant") to perform the services as specified in Exhibit A.

SELECTION TIMELINE

Distribution of RPF	Monday, March 21st
Deadline for Written Inquires/Questions.	TBD
Proposals due to Village by 5:00 pm ET.	Friday, April 15th
Interviews (potential)	TBD
Consultant Selected	TBD
Finalize Contract (estimated)	TBD
Work Begins (estimated)	Friday, May 13th
Work Finished	Monday, August 1

BUDGET AND CONSULTANT ADMINISTRATIVE RESPONSIBILITIES

1. Working meetings: Schedule and coordinate all necessary working meetings with appropriate Village staff and/or representatives.
2. Budget and Schedule: No fixed budget has been established for this project. Instead, it is anticipated that a final reasonable budget will be determined based on bids received and the Village's experience in bidding other traffic-related design projects. Completion date is anticipated on or about is Monday, August 1, 2022.
3. Invoices and progress reports: Invoices and accompanying progress reports shall be submitted monthly. Direct expenses shall include receipts or an acceptable form of backup.

PROPOSAL REQUIREMENTS

1. **Firm experience and qualifications:** Prospective consultants shall provide a summary description of the firm's overall qualifications for this project and previous experience on similar or related engagements.
2. **Understanding of the Project:** Prospective consultants shall include a narrative introducing the consultant's understanding of the project and project issues.
3. **Project Management:** Prospective consultants shall designate by name the project manager to be employed. The selected consultant shall not substitute the project manager without prior approval by the Village
4. **Project Personnel:** Prospective consultants shall describe the qualifications of all professional personnel assigned to this project, including a summary of similar work or studies each member has performed and a resume of each professional.
5. **References:** Prospective consultants shall provide names and contact information for three clients for whom the prospective consultant has performed technical and management assignments of similar complexity to that proposed in this request, preferably in connection with work performed within the State of New York .
6. **Methodology:** Prospective consultants shall describe the approach to the project and methods and/or techniques that will be used.
7. **Conflict of Interest:** Prospective consultants shall disclose any financial, business or other relationship with the Village of Bronxville. The prospective consultant shall also list current clients who may have a financial interest in the outcome of the project.
8. **Project Costs:** Prospective consultants shall include a cost proposal section or exhibit demonstrating the total cost of the work solicited under this RFP, by task.

SCORING CRITERIA

Selection of Successful Consultant: Selection of the successful consultant will be based on information provided in response to the Request for Proposals, information provided by former clients of the consultant for whom work of a similar scope has been done, interviews, if conducted, and consideration of any exceptions taken to the RFP or taken to the proposed contract terms and conditions.

PROPOSAL SUBMITTAL

Proposals must be received electronically no later than **5:00 PM on APRIL 15, 2022**. Please submit to Jim Palmer, Bronxville Village Administrator, at villageadmin@vobny.com

QUESTIONS

Please submit any questions regarding this RFP process to Jim Palmer, Bronxville Village Administrator, at villageadmin@vobny.com

SCOPE OF SERVICES – EXHIBIT A

Task 1: Public Outreach Deliverables: Walking Audits; Meeting Agendas, etc.

Consultant shall perform a walking audit of the proposed Northeast Quadrant SRTS Corridors, accompanied by representatives of relevant stakeholder groups and Village government, in order to become familiar with, *inter alia*, existing pedestrian and vehicular traffic patterns, relevant topography, etc. Consultant shall also work with the Village to organize (a) an initial “kickoff” meeting with representatives of relevant stakeholders and Village government; (b) at least one public workshop; and (c) at least one progress report meeting with Village officials and relevant stakeholder representatives.

Task 2: Recommendations and Design Concepts Deliverables: Project Proposals:

A report of proposed recommendations, and related design concept proposals, shall be created, and in particular, Consultant will

1. Identify the best options for formalizing and improving SRTS “corridors” in the Northeast Quadrant as discussed above. As part of this work, a review of traffic and related data from the relevant area, to be supplied by the Village, shall also be undertaken. Given that the Village’s ability as a practical matter to install large amounts of new sidewalks in the Northeast Quadrant will likely be limited by budgetary and other factors – and that at least some significant portions of any proposed SRTS Corridors in the NorthEast Quadrant will likely involve channeling pedestrians along streets that lack sidewalks -- it is expected that any report discussing final recommendations will consider, *inter alia*, the extent to which proposed SRTS corridors minimize use of “unsidewalked” roads that have relatively high vehicular traffic (particularly during commuting hours when vehicular traffic to the train station is most likely to coincide with pedestrian traffic to the school). In addition, the report shall present design concepts with respect to
 - (a) finishing the “Rt. 22/Orchard Corridor”, which shall include (i) any specific proposals for possible improvements to the “upper” half of this Corridor (from the pending Rt 22 Crosswalk to Studio Lane via Orchard Place), (ii) recommendations as to what route the “lower half” of this Corridor should take to connect to the school (i.e., whether it should go via Beechwood and Masterton Roads, or via Hemlock Rd and the existing Midland Ave. sidewalk, and the nature and cost of improvements that would be entailed by these competing options;

- (b) options for creating a further SRTS Corridor that could safely channel pedestrians from most points west of Woodland Rd to the school, either independently of the Rt22/Orchard Corridor or by connecting with it (for example, at Hemlock via Studio Lane), and which shall specifically include recommendations and comments as (i) to the desirability of restoring some or all of the sidewalks that once existed along Woodland Avenue from Rt 22 to Summit Avenue; and (ii) possible traffic calming strategies for the sharp downhill curve on Woodland between Summit and Studio Lane. Design concepts shall include options for the installation of upgraded or new sidewalks as necessary or appropriate, new traffic control devices (consistent with existing New York State guidelines), new or modified signage and/or street-markings, and such other design concepts as consultant deems appropriate.
- (c) Make recommendations concerning the feasibility, nature and extent of possible new bicycle lanes or corridors to supplement existing (or expanded) sidewalk networks along (a) the full length of Midland Avenue (or portions thereof) and (b) Pondfield Road from its intersection with Midland to either its intersection with Locust Lane, or to its intersection with Rt 22..
- (d) Make recommendations regarding possible improvements (e.g. widening, materials upgrading) of the existing sidewalk networks along Midland and along Pondfield (north of Midland).
- (e) Propose general program activities such as education and enforcement that could improve safety conditions for children who walk and bicycle to the Village's centrally located public school building.

With respect to items (a) through (d) above, design concepts shall include reasonable options for the installation of upgraded or new sidewalks as necessary or appropriate, new traffic control devices (consistent with existing New York State guidelines), new or modified signage and/or street-markings, curb barriers or other safety features for possible new bicycle lanes, and such other design concepts as may be necessary and appropriate.²

Task 3: Funding and Project Implementation Plan Deliverable: Funding and Project Implementation Report

A Funding and Project Implementation Plan shall be prepared based on details collected in the prior tasks (e.g., recommendations and review of current planning documents), project

² At this time the Village is not requesting any review of existing pedestrian or traffic patterns, or preparation of recommendations or proposals concerning, those portions of the Village that are east of Rt 22, as the Village believes that traffic on the streets east of Rt 22 are sufficiently or conditions is relatively light, and that already planned sidewalk additions on the east side of Rt 22 will be sufficient to safely "feed" pedestrian traffic from this area to the pending Rt 22 Crosswalk and Rt 22/Orchard Corridor, as discussed above.

readiness, and other information supplied by the consultant via their experience, knowledge, and expertise. Project cost estimates shall be provided. Village staff will advise Consultant of funding sources that they already have knowledge of, but (without independently this subject) Consultant shall also advise Village Staff of any additional potential funding sources that it may be aware of.

MAP OF VILLAGE AND SUGGESTED CORRIDORS – EXHIBIT B

