

Town of North Hempstead



REQUEST FOR PROPOSALS

Traffic Engineering Services

**Greenvale & Manhasset
study areas**

April 3, 2013

I. INTRODUCTION

The Town of North Hempstead (the “Town”) is a municipal corporation under the General Municipal Law and the Town Law of the State of New York (the “State”) serving a jurisdiction of approximately 226,000 residents, located in northwestern Nassau County, New York.

The Town is seeking proposals (“Proposals”) from qualified traffic engineering firms (“Proposers”) to conduct two traffic evaluations, one in Greenvale and one in Manhasset, described more thoroughly in Section II.

The contract will be awarded to the Proposer who best demonstrates a thorough understanding of the services required and the ability to provide quality services at cost effective fees.

II. BACKGROUND

GREENVALE:

The intersection of Northern Boulevard and Glen Cove Road is the second busiest in all of Nassau County with over 75,000 vehicle trips on a typical day. Chronic vehicle queues along the southbound approach have caused motorists to divert to several local streets in an attempt to avoid the intersection. Osborne Lane, Helen and Cedar Streets have borne the majority of diverted traffic from Glen Cove Road. Marion Street and Addison Lane are then used to complete the connection to Northern Boulevard (refer to the map in Appendix I). Surprisingly, the directional pattern remains consistent for both the morning and evening periods and does not reverse.

After considering a number of controversial proposals for left turn restrictions, the Town is now seeking a comprehensive evaluation of the study area and to formulate a series of recommendations, which could include physical improvements as well as regulatory measures.

MANHASSET

There have been concerns raised in the community regarding the potential impacts of expansion plans for the commercial properties fronting on The Gate, a public thoroughfare just south of Northern Boulevard. On the east side, approval is pending for a 1020 s.f. addition to the retail center containing Crate & Barrel to enlarge the vacant tenant space that formerly housed J. Crew.

On the west side, plans have been approved for a 7762 s.f. expansion of the building containing the Apple Store and the recently vacated Daffy's space. Accompanying the building expansion will be the creation of a new 90-space parking lot on the site of the former Manhasset Bath Club. This will introduce curb cuts for a commercial property located beyond the traditional residential/commercial zoning boundary

Though neither project is significantly large on its own, neighboring residents are concerned the cumulative effect of the two coupled with the new commercial curb cuts may exacerbate congestion and jeopardize public safety. The Town seeks to review the roadway geometry, signalization and regulatory scheme to remedy existing problems and to mitigate the impacts of any potential changes resulting from the commercial projects.

III. SCOPE OF SERVICES

The exact Scope of Services will be set forth in the contractual agreement between the Town and the Awardee. It is expected that the Awardee will complete all tasks within the defined budget. The Scope of Services includes, but is not limited to, the following tasks:

GREENVALE:

- 1) Establish Baseline Conditions:
 - a) Perform peak-hour turning movement counts for Glen Cove Road at its intersections with Osborne Lane, Helen Street and Cedar Street and for Northern Boulevard at its intersections with Marion Street and Addison Lane. Peak hour counts should be obtained for a minimum of three-days, including a Saturday. Peak-hour counts should be obtained for both the morning and evening weekday commute (7:00-10:00 AM and 4:00-7:00 PM) and for the Saturday shopping peak (11:00 AM - 3:00 PM).
 - b) Perform an origin-destination survey of all vehicles entering the principal study area (see Appendix I) through the five intersections listed above to determine the volume and percentage of "cut-through" traffic and a measurement of prevailing speeds on Marion Street and Addison Lane
 - c) Review trip generation data from available traffic impact studies for recent development proposals in Greenvale and the City of Glen Cove to determine a realistic projection of future volumes. These traffic studies will be provided by the Town.

2) Analysis of Existing Conditions:

From site observations and the collected data, perform an evaluation of traffic operations within the study area with particular emphasis on the issue of “cut-through” and diverted traffic. Determine to what extent deficiencies in capacity, sight distance or adequate speed control may be contributing to problems of congestion and safety. The evaluation should also include a review of existing speed limits, signalization, parking and turning prohibitions, and other regulations and restrictions that may be contributing factors.

3) Formulate Mitigation Alternatives:

- a) Identify the physical and/or regulatory improvements that would serve to mitigate the impacts identified in Task 2. Improvements could include curb realignment, restriping, traffic “calming” measures, changes to signal phasing/timing and various parking and/or turning restrictions.
- b) Evaluate the effectiveness of each proposed improvement in reducing diverted traffic, alleviating congestion and improving traffic safety, as applicable.
- c) For each proposed improvement, identify the governmental entity having jurisdiction or responsibility for implementation. For physical improvements, provide a preliminary cost estimate and timeline for completion.

4) Presentation of Alternatives:

After reviewing the proposals with Town personnel, the Awardee will present their recommendations to the Greenvale community at a public forum with visual aids, as appropriate. Additional meetings may be required for each governmental entity having jurisdiction over the proposed improvements (specifically, Town of Oyster Bay, Nassau County Department of Public Works, New York State Department of Transportation, etc.). This Request For Proposals does *not* cover additional work that may be required to obtain approvals from any or all of the agencies having jurisdiction.

5) Deliverables:

- a. Introductory meeting with Town personnel

- b. Progress meeting to present preliminary findings
- c. Three copies of draft report for internal review
- d. Five bound copies of the final report
- e. Digital copies of collected data collected in a format to be specified by the Town

MANHASSET:

1) Establish Baseline Conditions:

- a) Perform peak-hour volume and turning movement counts for the intersection of Northern Boulevard and The Gate/Copley Road. Peak-hour counts should be obtained for both the morning and evening weekday commute and for the Saturday shopping peak.
- b) Perform an origin-destination survey of vehicles accessing the study intersection during the peak hours via The Gate, Rockcrest Road or Village Road to determine the volume and percentage of “cut-through” traffic, particularly to Northern Boulevard and to Searingtown Road.
- c) Review trip generation data from recent traffic impact studies for the abutting commercial properties to determine a realistic projection of future volumes. These traffic studies will be provided by the Town.

2) Analysis of Existing Conditions:

From site observations and the collected data, perform an evaluation of traffic operations in the vicinity of the study intersection with particular emphasis on the issues of “cut-through” traffic and queuing distance at the northbound approach to the signal. Determine to what extent deficiencies in capacity, road geometry, parking layout and the number/location of curb cuts may be contributing to problems of congestion and safety.

3) Formulate Mitigation Alternatives:

- a) Identify the physical and/or regulatory improvements that would serve to mitigate the impacts identified in Task 2. Improvements could include realignment of curbs and medians, restriping, traffic “calming” measures, changes to signal

phasing/timing and the consolidation or elimination of redundant curb cuts.

- b) Evaluate the effectiveness of each proposed improvement in reducing diverted traffic, alleviating congestion and improving traffic safety, as applicable.
- c) For each proposed improvement, identify the governmental entity having jurisdiction or responsibility for implementation. For physical improvements, provide a preliminary cost estimate and timeline for completion.

4) Presentation of Alternatives:

After reviewing the proposals with Town personnel, the Awardee will present their recommendations to the local community at a public forum with visual aids, as appropriate. Additional meetings may be required for each governmental entity having jurisdiction over the proposed improvements (specifically, the Nassau County Department of Public Works and the New York State Department of Transportation). This Request For Proposals does *not* cover additional work that may be required to obtain approvals from any or all of the agencies having jurisdiction.

5) Deliverables:

- a) Introductory meeting with Town personnel
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IV. PROCEDURES

A. SUBMISSION PERIOD

Respondents must submit their Proposals on or before 4:00 p.m. on April 19, 2013 (the “Submission Deadline”). The Town expects to select the Awardee from among the Proposers on or about Tuesday evening, April 23 2013.

B. PREPARATION OF PROPOSAL

Each Proposal must be prepared concisely, avoiding the use of elaborate promotional materials. For ease of review, the Proposal must follow the outline in Section V of this RFP, entitled **Written Proposal Submission Elements**. Each response must be clearly numbered and the full question listed and answered.

C. NUMBER OF COPIES OF PROPOSAL

Six (6) bound copies of the Proposal should be submitted to the recipient specified below.

D. INQUIRIES AND SUBMISSION OF PROPOSALS

Questions about the RFP and submission of Proposals shall be directed to:

Wesley Sternberg, AICP
Department of Planning
Town of North Hempstead
210 Plandome Road
Manhasset, New York 11030
sternbergw@northhempsteadny.gov

All Proposals must be received at the above address before the Submission Deadline, either by hand delivery, courier or by certified mail in a sealed envelope, to the above office. The Town is under no obligation to return Proposals. It is requested that any and all contact with the authorized contact person be made by e-mail. No contact with any other Town personnel other than the authorized contact person is allowed until such time as an award has, or awards have, been made. Violation of this provision may be grounds for immediate disqualification. Questions about the RFP, and the submission and content of the Proposal must be directed to the authorized contact person.

Selected Proposers may be contacted by the Town's authorized contact person with questions aimed at clarifying their submission.

E. ORAL PRESENTATIONS

Proposers may be required to provide oral presentations. Those Proposers selected to provide them will be notified to arrange for specific dates and times.

F. LONGEVITY OF PROPOSALS

A Proposal may not be withdrawn following submission except at the request of the Town, or with the Town's written consent. A Proposal may be withdrawn at any time prior to the Submission Deadline. However, the successful Proposer may not withdraw or cancel or modify the Proposal for a period of forty-five (45) days following the Submission Deadline, except at the request of the Town, or with the Town's written consent.

G. METHOD OF SELECTION OF AWARDEE

Town representatives will evaluate each Proposal with emphasis on the following factors:

- Demonstrated relevant experience in performing studies of comparable value and scope to the type contemplated by this RFP.
- Reasonableness of fees and costs and breadth of services proposed.
- Expertise, methodology and technical approach of the Proposal, explaining the degree to which the Proposer's interpretation of the work meets the needs and goals of the District.
- Project team's overall organizational strength.
- References and reputation.
- Strength of Proposer's current financial statements.
- Quality of the Proposal – adherence to Section III – **Requirements**, conciseness, clarity and readability.

H. RIGHT OF REJECTION BY THE TOWN

Notwithstanding any other provisions of this RFP, the Town reserves the right to select the Proposer that best meets the requirements of the RFP, and not necessarily to the lowest bidder. Further, the Town reserves the right, for any or no reason and in its sole and absolute discretion, to (1) amend, in whole or part, this RFP, (2) withdraw or cancel this RFP, or (3) accept or reject any or all Proposals prior to execution of the contract for the Project for any or no reason and with no penalty to the Town.

I. NOTICE OF AWARD

The Town shall inform the Awardee that they have been selected by means of a Notice of Award issued pursuant to a resolution adopted by the Town Board. Neither the selection of a Proposer as the Awardee nor the issuance of a Notice of Award shall constitute a binding commitment on behalf of the Town to enter into any contract with the Awardee, as any

binding arrangement must be set forth in definitive documentation negotiated between and signed by the Awardee and the Town.

J. CONTRACTING WITH AWARDEE

The Town shall enter into contract negotiations with the Awardee. Contract negotiations will include the scope of services for the Study. Fees shall be based upon the hourly rates and other information provided by Awardee in their Proposal. The contract may contain provisions not identified or described herein.

V. WRITTEN PROPOSAL SUBMISSION ELEMENTS

Satisfactory Proposals shall be comprised of the following:

- 1) Narrative Response: The Narrative Response shall be included in the Proposal document near the beginning, and be comprised of:
 - a) Qualifications: Provide background information on your firm, including but not limited to:
 - i) business overview
 - ii) the age of the business
 - iii) names, addresses and position of all persons having a financial interest in the company
 - iv) state of formation (as applicable)
 - v) the number of employees
 - vi) annual revenue of the Proposer
 - vii) summary of relevant accomplishments, particularly those involving services similar to those required for the Project.
 - viii) any other information that will permit the Town to determine capability of Proposer to meet all contractual requirements.
 - ix) Identify:

- (1) Has your firm has ever been cited by any authority for unscrupulous practice? If yes, provide details.
 - (2) Does your firm have any past or present suits with any current or former customers? If yes, provide details.
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- b) If available, a copy of the most recent Dun and Bradstreet Financial Report (complete full report) on your firm, as well as any updates subsequent to the date of the complete report.
 - c) If available, two (2) years most recent annual financial statements and all quarterly reports of financial statements since the last available annual financial statement, in form and content satisfactory to the Town.
 - d) Resumes: Please provide resumes of the individuals who would comprise your operational team and the principal-in-charge. Describe only the people who would actually work on the Town's account. Specify the role each would play, as well as what backup coverage would be available in time of conflicting engagements.
 - e) A copy of the professional license(s) issued by the State Department of Education with respect to performing engineering services, and proof of licensure to do business in the State.
 - f) A list of any sub-contractors who may be used to perform the Scope of Services.
 - g) Service Summary: This should provide a description of the key points of your Proposal, specifically addressing why your firm is qualified to provide engineering services in connection with the Scope of Services of the Project. The email address, telephone number, and facsimile number of your Proposal's contact person(s) must be included in your service summary.
 - h) Fees/Costs: Provide information pertaining to fees or costs, including the fully burdened billable hourly rates charged for the services of employees of the firm. In addition to being organized pursuant to an employee roster, fees and costs should be listed for out-of-pocket expenses. Provide a proposed cost to deliver the Scope of Services required for the Project.
 - i) Additional information that you believe pertinent to the Town's requirements. (Please include your company/team internet links to websites.)

- 2) References: Names, titles, addresses and phone numbers of key contacts for five (5) customers, particularly those for whom the Proposer has undertaken projects similar to the Project.
- 3) Identify all adverse determinations against your firm, or its employees or persons acting on its behalf, with respect to actions, proceedings, claims or complaints concerning violations of federal, state or municipal equal opportunity laws or regulations.
- 4) Has your firm, or any of its employees present or past, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your firm's business, or has any of your firm's officers, director or persons exercising substantial policy discretion ever been convicted of any crime or offense involving business or financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.
- 5) A description of any action, suit, proceeding or investigation pending or threatened against your firm including, without limitation, any proceeding known to be contemplated by government authorities or private parties.
- 6) Has your firm, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your firm's business which is still pending, or has any of your firm's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving business or financial misconduct or fraud which is still pending? If so, please describe any such indictments or charges and surrounding circumstances in detail.
- 7) Has your firm, or any of its employees present or past, or anyone acting on its behalf, ever signed and sealed surveys for which your firm has not actively participated in the production thereof; or been investigated by the New York Department of State for such activity? If so, please describe any such circumstances in detail.
- 8) Organizational Chart: Please illustrate the relationship(s) of the individuals and firms to each other that would comprise your operational team and principal-in-charge on an organizational chart.
- 9) Conflicts of Interest:
 - a) Please disclose:
 - i) Any material financial relationships that your firm or any firm employee has that may create a conflict of interest or the

appearance of a conflict of interest in contracting with or representing the Town.

ii) Any family relationship that any employee of your firm has with a member, employee, or official of the Town that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.

iii) Any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.

b) Please describe any procedures your firm has, or would adopt, to assure the Town that a conflict of interest would not exist for your firm in the future.

VI. ADDITIONAL CONDITIONS AND INFORMATION

- 1) All materials submitted in response to this RFP will become the property of the Town.
- 2) The Town reserves the right to conduct discussions with, and to request additional information from, one or more respondents. No Proposer shall have any rights against the Town as a result of such discussions.
- 3) The Town reserves the right to negotiate separately with any source whatsoever.
- 4) The Town reserves the right to waive any irregularity in any Proposal received or any other aspect of this procurement.
- 5) Proposers are advised that with respect to this RFP, no contact with Town personnel in any way related to this solicitation is permitted, except as shall be authorized by the employee designated herein as the Town's contact person as identified in Section IV (D) hereof.
- 6) Each Proposal will be prepared solely at the cost and expense of the Proposer with the express understanding that there will be no claim whatsoever for reimbursement from the Town.
- 7) Submission of a Proposal shall constitute an offer on the part of the successful Proposer to become the Awardee, and to enter into a contract to undertake or complete the Project.

- 8) News releases or other public announcements relating to this RFP shall not be made by any party receiving this RFP without the prior written approval of the Town.
- 9) The Town and its respective officials and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP. Further, the Town does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the Webpage on which this RFP is posted, or in connection with any other electronic medium utilized by Proposers or potential Proposers in connection with or otherwise related to the RFP.
- 10) Proposals submitted to the Town may be disclosed in accordance with the standards specified in the Freedom of Information Law, Article 6 of the State Public Officers Law ("FOIL"). A Proposer submitting a Proposal may provide in writing, at the time of its submission, a detailed description of the specific information contained in its submission which it has determined is a trade secret and which, if disclosed, would substantially harm such Proposer's competitive position. This characterization shall not be determinative, but will be considered by the Town when evaluating the applicability of any exemptions in response to a FOIL request.

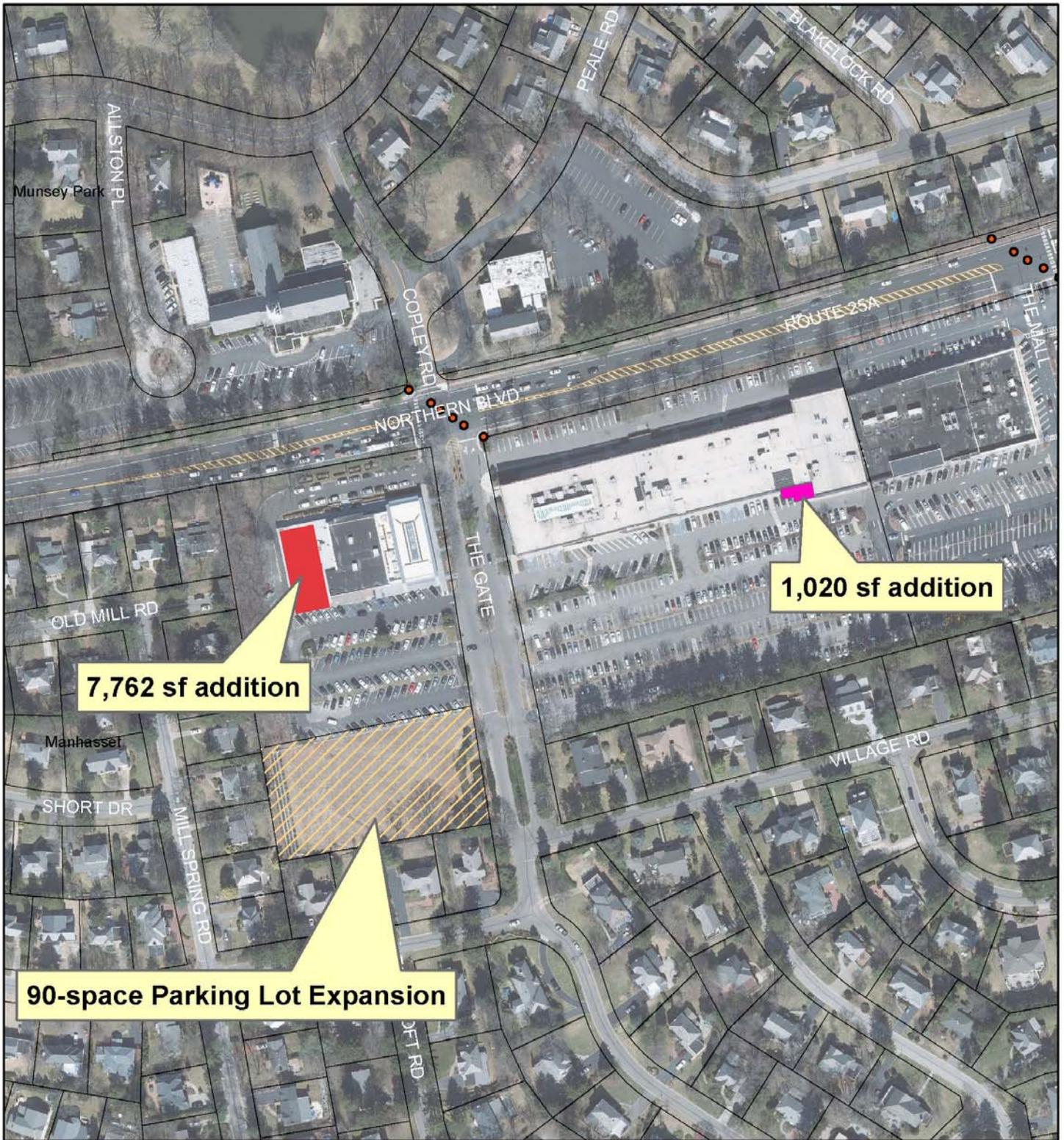
Appendix I

Maps of Study Areas

Greenvale Study Area



Manhasset Study Area



<p>Legend</p> <ul style="list-style-type: none"> ● Traffic Signal 1950 Northern Addition 1900 Northern Addition Parking Lot Expansion 		<p>0 125 250 Feet</p>	<p>Town of North Hempstead</p> <p>Geographic Information System Copyright 2007 - County of Nassau, New York</p>
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