



WEST WINDSOR TOWNSHIP

DEPARTMENT OF COMMUNITY DEVELOPMENT
DIVISION OF ENGINEERING

REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING SERVICES for
CRANBURY ROAD (CR 615) AREA
BICYCLE and PEDESTRIAN MOBILITY ALTERNATIVES STUDY

Issued: Friday, October 11, 2013
Due: Tuesday, November 19, 2013 by 5:00 PM

Project Summary

West Windsor Township is seeking professional assistance in the planning of regional bicycle and pedestrian improvements in and around the Princeton Junction and Grovers Mill portions of the Township, with primary focus on Cranbury Road (County Route 615) situated between Princeton-Hightstown Road (County Route 571) and the Township border with Plainsboro Township, Middlesex County. This section of roadway is classified as a Minor Collector Roadway in the Township Master Plan with a proposed 60 foot wide R.O.W. In the Mercer County Master Plan, Mobility Element, Cranbury Road is categorized with Desired Typical Section (DTS) 2A, which provides for two 12-foot travel lanes, 12-foot shoulders and 15-foot borders (which include sidewalks), for a total ultimate Right-of-Way width of 78 feet. However, considering the numerous physical constraints as well as lack of available right-of-way, the County has indicated their willingness to concede to a much smaller cross-section.

The primary impetus of this project seeks the provision of pedestrian and bicyclist improvements between Princeton-Hightstown Road and Clarksville Road. However, pending the identification of sufficient funding sources, the Township would prefer the project analysis extend along the entire corridor, expanding the scope of the project to include the additional roadway segment from Clarksville Road to the municipal boundary with Plainsboro Township.

The project goals consist of the following:

- Find ways to add walking and bicycling as viable transportation alternatives.
- Provide walkable / bikable connections to and between the major destinations.
- Insure the connections are safe for pedestrians and bicyclists of all ages.
- Develop connections in an environmentally and economically responsible manner.

Desirable Destinations in and around the region include:

NJ Transit Train Station - Princeton Junction at West Windsor: Located a short distance west of the Cranbury Road intersection with CR571 and Wallace Road, New Jersey Transit operates the Northeast Corridor Line as a commuter rail line traveling between Trenton and New York City. Princeton Junction has historically been a major passenger rail stop in Central Jersey, which was the original impetus of persons and businesses locating in Princeton Junction and later in West Windsor as a whole. With an average of over 6,500 passengers daily, this station is currently the third busiest commuter rail stop on the Northeast Corridor. Also serving regional mass transit needs is the "Dinky" rail service connection. This is a smaller rail service transporting passengers from downtown Princeton to West Windsor's Princeton Junction Train Station.

Princeton Junction Redevelopment District a.k.a. Downtown Mixed-Use Princeton Junction Train Station District: Mayor Shing-Fu Hsueh signed into law the Redevelopment Ordinance in 2009 that led to modified zoning for the 350-acre Redevelopment Area around the Princeton Junction at West Windsor Train Station. The Plan will allow for parking garages

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restricted to the west side of the train station and concentrate new housing adjacent to the station and over retail stores on the Township's main street, or County Route 571/Washington Road. Housing is included but is limited, and must be phased in conjunction with retail space. At least 50% of the district will be open space.

In this District, the Delaware Valley Regional Planning Commission (DVRPC) and the Mercer County Engineering Division, in conjunction with West Windsor Township, have developed proposed improvements for County Route 571, from Clarksville Road to Wallace Road/Cranbury Road. In 2007, the DVRPC authorized the Louis Berger Group to complete planning and conduct necessary studies (e.g., environmental) for the roadway. The approved typical section for CR571 in this area is for a 3-lane roadway (center turn lane) with bike lanes and streetscape sidewalks.

West Windsor- Plainsboro High School South: West Windsor-Plainsboro High School South is located on a 50-acre tract located at the corner of Princeton-Hightstown Road and Clarksville Road. As of the 2010-11 school year, the school had an enrollment of 1,606 students and 105.2 classroom teachers.

Grovers Mill Pond: The success of the Grovers Mill Pond Restoration Project and the subsequent fish restocking has restored this 37-acre freshwater pond to a more favorable location for active and passive recreation.

Van Nest Park: Situated off Cranbury Road and adjacent to Grovers Mill Pond, features of this park include a picnic pavilion with grills and picnic tables, playground equipment, dock and boat launch and open space. A memorial to the hysteria of War of the Worlds which "took place" in the hamlet of Grovers Mill is also on display.

Trolley Line Trail: (existing terminus on Rabbit Hill Road) The Township, in cooperation with PSE&G, constructed a paved pedestrian/bike path that extends from Rabbit Hill Road to Penn Lyle Road traversing through Community Park and several residential neighborhoods via the PSE&G right of way.

Rogers Preserve: - The Rogers Preserve is located along the Big Bear Brook across Clarksville Road from Grovers Mill Pond. The Preserve has two walking/hiking trails. The trails traverse through varied habitat – an old tree nursery, upland oak forest; and wetlands/floodplain along Big Bear Brook. In the center of the old tree nursery is an open area suited for picnicking or birding.

Ronald R. Rogers Arboretum: The Ron Rogers Arboretum, located at the southeast corner of Clarksville Road and Princeton-Hightstown Road was dedicated in honor of the late Ronald R. Rogers who is remembered as West Windsor's Forester. The site of the arboretum is a 25-acre parcel of land that consists of approximately 12 acres of open field and 13 acres of mature woodland. The arboretum is also the site of the September 11 memorial.

Community Park: (accessible off Clarksville Road via North Mill Road) This 123-acre park is the main active recreational facility in the township. The park includes a playground, walking-jogging paths, two basketball courts, two dog parks, a skate park and two tennis courts and is home to the West Windsor Water Works Family Aquatic Center. The park also offers Little League baseball and softball fields, a Babe Ruth field, football/lacrosse fields and soccer fields utilized by the various Township sports organizations.

Hendrickson Drive Tennis Complex: – Located on Hendrickson Drive, adjacent to Route 571 and Ron Rogers Arboretum, this complex has five lighted tennis courts, a playground and a practice wall.

Dey Forest Park: - This one-acre neighborhood park is located just off Cranbury Road, on Carlton Place. Planted with many pine trees, this park is named in tribute to Larry and Lollie Dey, who once farmed this and surrounding property.

The Princeton Junction Pocket Park: At 1.5 acres, this small park will serve as the community gathering space for the east side of the redeveloping Princeton Junction business district, for sitting, picnicking, strolling, lawn games, gardening, and social gathering in an inviting outdoor setting.

University Medical Center of Princeton at Plainsboro: While not a destination within the Township border, the new hospital and 171-acre medical campus includes a modern medical office building attached to the hospital, a world-class education center, a health and fitness center, a skilled nursing facility, a pediatric services facility and a 32-acre public park and is accessible using Millstone Road off of Cranbury Road.

West Windsor-Plainsboro High School North: West Windsor-Plainsboro High School North opened its doors in September 1997. The school is located on an 80-acre tract on Grovers Mill Road in Plainsboro Township and is accessible using Millstone Road off of Cranbury Road. As of the 2010-11 school year, the school had an enrollment of 1,598 students and 111.8 classroom teachers. Two additional primary schools are located across the street from High School North.

Millstone River Preserve: The Millstone River Preserve is located on the south side of Millstone Road at the Plainsboro border. The Preserve has several walking/hiking trails. The trails traverse through varied habitat – upland oak forest, wetlands/floodplain along Millstone River, and 30'-40' high bluffs overlooking the River suited for picnicking or birding. The river can be accessed for canoes or kayaks near the Millstone Road Bridge.

Problem Statement

Despite extensive boom periods in the Township's development, Cranbury Road has remained largely unimproved beyond the two 11-foot travel lane road with limited shoulders that exists today. Isolated areas of curb and sidewalk do exist south of the Clarksville Road intersection from more recent land developments, but they offer no connectivity to desired destinations. As previously indicated, the Mercer County Master Plan, Mobility Element, classifies Cranbury Road as Desired Typical Section (DTS) 2A, which includes two 12-foot travel lanes, 12-foot shoulders and 15-foot borders (which include sidewalks), for a total ultimate Right-of-Way width of 78 feet. However, anyone travelling through the area can see that there exist multiple constraints that prevent this DTS from being easily achieved.

These include:

- Existing right-of-way is limited and varies from as little as 33-foot wide to 49.5-foot wide.
- Overhead utilities exist and poles are set close to the existing edge of pavement. Between CR 571 and Clarksville Road, pole lines run along both sides of the roadway.
- Mature trees and landscaping exist in front yards for both aesthetic reasons and for screening of homes.
- Between CR 571 and Clarksville Road, the properties retain their post-WWII era roots; with smaller homes on small properties, located in close proximity to the existing street. Some of this is due to the Big Bear Brook and its floodplain running parallel to Cranbury Road for a stretch up until the road bends and it crosses under Cranbury between Route 571 and Millstone Road. The stream crossing results in drastic grade changes, and adds significant environmental restrictions.
- The intersection of Cranbury Road with Millstone Road was improved in 2007. However, due to the recent relocation of the University Medical Center of Princeton from downtown Princeton into Plainsboro, both Cranbury Road and Millstone Road have become alternate routes to this facility for those looking to avoid Route 1 congestion. As such, both roads have experienced increased traffic levels, to the point that the intersection now meets the warrants for signalization. Improvements, for both bike/pedestrian and for signalization, are hampered by the limited right-of-way and small parcel sizes of the properties between Cranbury Road and the Big Bear Brook.
- Connectivity to points south of Clarksville Road is hampered by the historic structures in and around the Clarksville Road intersection, limited right-of-way, and Grovers Mill Pond with its related environmental constraints.

Project Reference Materials:

The following background documents are available:

- West Windsor Township Master Plan (www.westwindsornj.org)
 - Circulation Element
 - Sidewalk Inventory Map
 - Bicycle and Pedestrian Trailways Map
- West Windsor Township Bicycle / Pedestrian Plan prepared by Orth-Rodgers and Associates, Final Plan dated October 12, 2004 (available upon request)
- Mercer County Master Plan (nj.gov/counties/mercer/departments/planning/master_plan.html)
 - Mobility Element

- Route 571 Preliminary Design Plan prepared by Louis Berger Group, Inc. dated December 14, 2009 (available upon request).
- Intersection turning movement data for Cranbury Road and Clarksville Road and Cranbury Road and Millstone Road
- Existing traffic signal timing plans for Princeton-Hightstown Road and Clarksville Road, Princeton-Hightstown Road and Alexander Road and Princeton-Hightstown Road and Wallace/Cranbury Road (available through NJDOT)

Scope of Work

Generally, the required scope of services will provide preliminary survey, engineering analysis, conceptual designs and estimating for several alternatives so as to permit the selection of a preferred alternative for the future development of construction plans and specifications, applicable permits, and parcel acquisition documents under separate contract. Before project commencement and as reference during project work, the consultant team shall review and analyze existing reports, data and mapping suggested in the Project Reference Materials.

Project Team will consist of designated municipal staff and Mercer County staff working with the selected consultant, coordinated through a designated municipal representative.

All conceptual design work is to be in accordance with the West Windsor Township Complete Streets Policy, the latest editions of the NJDOT Roadway Design Manual, NJDOT/PennDOT Smart Transportation Guidebook, AASHTO Guide for the Development of Bicycle Facilities, MUTCD, and all applicable NJDEP requirements. Work involving Cranbury Road must comply with Mercer County requirements.

At a minimum, the following activities are currently anticipated to be completed for this project:

1. Survey of Roadway Corridor and Region

- a. Provide topographic and planimetric survey of Cranbury Road including all existing public and private improvements, out to the limits indicated on the plan included with this RFP, at a plan scale of 1"= 40'. Prepare survey at one foot contour intervals with spot elevations at high points, low points, and critical changes in grade, where possible. Supplement topographic survey with additional planimetric mapping of the remainder of the designated study region at a plan scale of 1" = 100', indicating existing roads, sidewalks, structures, wooded areas, waterways and driveways. Elevation data to be NAVD 1998 datum and correlated to available floodplain information, with benchmarks to be provided.
- b. Overlay existing Right-of-Way information along both sides of Cranbury Road based on tax maps, GIS data, and record roadway improvement plans, as well as record project documents provided by the municipality and/or Mercer County to the selected consultant.
- c. Include survey information for all trees over 8" dbh (diameter at breast height) within ultimate Right-of-Way including location, size and specie identification.
- d. Identify existing utility locations and information. Underground utility information to be based on location of utility poles and other visible elements, municipal records, and NJ One Call mark out responses.
- e. A separate Existing Conditions Plan with aforementioned information as separate data and graphic layers shall be prepared and included as part of the plan set delivered.

2. Constraints Analysis and Existing Planning

- a. Preparation of a **Constraints Analysis** overlay to the Existing Conditions Plan indicating:
 - i. Delineate estimated areas of freshwater wetlands from NJ DEP mapping, supplemented by field inspection within the topographic survey corridor (visible elements and indicators), including anticipated transitions and buffers.

- ii. Delineate approximate floodplain and State flood hazard area boundaries from available NJ DEP and FEMA FIRM mapping, and related D&RCC and riparian corridor buffers. Township will provide scanned and electronic copies of available mapping in its possession.
 - iii. Delineate as steep slopes any slopes meeting or exceeding 20% grade change over a horizontal distance of 10 feet or more.
- b. Preparation of a combination municipal/county **Circulation Plan** reflecting planned improvements contemplated by Mercer County's Mobility Element and West Windsor Township's Circulation Element for vehicles, cyclists and pedestrians. Include a **Destination Inventory** showing the location and label for the various destinations identified previously.

3. Traffic Study:

Traffic data has been collected for several intersections in the study area. Intersection turning movement counts were recently obtained by Mercer County for Clarksville Road and Cranbury Road, and Millstone Road and Cranbury Road. Traffic counts have also been obtained for several development sites including Rite Aid Pharmacy and Windsor Plaza Shopping Center. In addition, traffic data has been developed by Louis Berger and Associates for the redevelopment of Princeton-Hightstown Road between Wallace/Cranbury Road and Clarksville Road. However, traffic count data for locations along Princeton-Hightstown Road are expected to require updating. Therefore, provide a fee for conducting updated turning movement traffic counts for intersections a.1 through a.4 listed below. Obtain and record individual turning movements for each intersection approach for morning (7AM to 9AM) and evening (4PM-6PM) weekday periods. Conduct traffic counts on either Tuesday, Wednesday or Thursday only. Summarize data in 15-minute intervals and by peak hour and show in tables and traffic flow diagrams. Obtaining intersection turning movement counts along Princeton-Hightstown Road is an optional task that may be undertaken by Mercer County or through other available resources. Provide a separate fee to obtain 24-hour directional traffic data for Norchester Drive, Landing Drive and Sunnydale Way. Collect data for Tuesday, Wednesday or Thursday only, preferably the same day(s) that intersection turning movement data is obtained.

- a. Using the information gathered and obtained above, develop **Traffic Flow Maps** for existing morning and evening weekday peak traffic periods. Include the following locations:
 - 1. Princeton-Hightstown Road and Wallace/Cranbury Road
 - 2. Princeton-Hightstown Road and Sherbrook Drive
 - 3. Princeton-Hightstown Road and Alexander Road
 - 4. Princeton-Hightstown Road and Clarksville Road
 - 5. Clarksville Road and Cranbury Road
 - 6. Cranbury Road and Millstone Road
 - 7. Cranbury Road and Sunnydale Way
 - 8. Clarksville Road and Landing Lane
 - 9. Clarksville Road and Norchester Drive

Balance traffic volumes between locations, where appropriate.

- b. Prepare a **traffic network model** based on the information gathered, using Synchro/SimTraffic. The traffic model should include both existing and proposed lane configurations and applicable traffic signal timings for the network roadways. Both morning and evening weekday peak hour turning movements would need to be analyzed.

- c. Develop **traffic projections for Year 2024**. Traffic projections shall consider future land use and anticipated traffic use. Traffic volume projections also need to consider background traffic growth.
- d. Prepare a **traffic network model for Year 2024** based on the information gathered using Synchro/SimTraffic. The traffic model should include both existing and proposed lane configurations for the network roadways.
- e. **Evaluate the feasibility of converting Cranbury Road to a one-way traffic pattern from Millstone Road to Carlton Place in the northbound direction**. Mercer County conducted traffic counts at Millstone Road and Cranbury Road, and has determined that the intersection meets the warrants for installation of a traffic signal. One-way traffic in a north bound direction (from Millstone towards Route 571) may obviate the need for a traffic signal. Traffic volumes were also obtained for Cranbury Road and Clarksville Road. However, the location does not meet the warrants for a traffic signal at this time.

Making Cranbury Road one-way may improve traffic operations at the Millstone and Cranbury Road intersection sufficiently to mitigate the current signalization warrants, and would also free up existing pavement within the existing right-of-way for the conversion to alternate use by pedestrians and/or bicyclists. However, the effects of a one-way traffic pattern on the adjacent residential neighborhoods (Sherbrooke Estates, Windsor Chase, and Millview Manor) must also be considered. Said developments and their intersections with Cranbury Road (Sunnydale Way), Route 571 (Sherbrooke Place) and multiple intersections with Clarksville Road provide opportunity for cut-through traffic. Evaluate the following scenarios for both morning and evening weekday peak traffic periods:

- Year 2014 (Base Year), existing roadway configuration;
- Base Year, existing roadway configuration with conversion of Cranbury Road to a one way operation
- Year 2024, existing roadway network conditions;
- Year 2024, with proposed improvements as outlined in the Louis Berger study of Princeton-Hightstown Road
- Year 2024, with existing roadway network and conversion of Cranbury Road to a one way operation
- Year 2024, with proposed improvements to Princeton-Hightstown Road and conversion of Cranbury Road to a one way operation

Evaluate Levels of Service for each intersection and for each of the above scenarios. Depict traffic volumes and Levels of Service on maps and tables. Include turning movement volumes, Levels of Service by Lane Group and for the overall intersection.

- f. Recommend signal timing modifications and revised lane configurations that would accommodate a conversion of Cranbury Road to a one way operation. Consider adjustments based on current and future year traffic volumes. Evaluate traffic impacts with and without proposed improvements to Princeton-Hightstown Road. Include the estimated effects on emergency response times in the region.
- g. It is likely that a portion of traffic would be diverted from the roadway network entirely. Motorists may opt to use U.S. Route 1 or other regional roadways outside the study area. To account for this potential diversion, develop traffic scenarios assuming that 50% of motorists that would use Cranbury

Road in the southbound direction would be diverted to roadways outside of the study area. Therefore, evaluate the following for morning and evening weekday peak traffic periods:

- Base Year, existing roadway configuration with conversion of Cranbury Road to a one way operation, 50% diversion;
- Year 2024, with existing roadway network and conversion of Cranbury Road to a one way operation, 50% diversion;
- Year 2024, with proposed improvements to Princeton-Hightstown Road and conversion of Cranbury Road to a one way operation, 50% diversion.

4. Engineering Concepts and Recommendations

a. Upon completion of items 1 and 2, prepare a Feasibility Assessment and concept plans for accommodating bicycles and pedestrians along Cranbury Road. Include the following in the Feasibility Assessment and concept plans:

i. Widening Cranbury Road:

1. *Minimal Impact:* 2-11' wide travel lanes, 5' wide single bike lane in the northbound direction, and 5' wide sidewalk on the southbound side;
2. *Medium Impact:* 2-11' wide travel lanes, 5' wide bike lanes on both sides, with a 5' wide sidewalk on one side and 3' wide grass buffer between the sidewalk and edge of pavement;
3. *High Impact:* 2-11' wide travel lanes, 5' wide bike lanes on both sides, 3' wide grass buffers, 5' wide sidewalks on both sides;

ii. Construction of a Multi-Use Path

1. Prepare a plan for developing a separate multi-use path along Cranbury Road. The minimum width should be 8', and the path should be physically separated approximately 2' from the edge of pavement of Cranbury Road as it currently exists. This option would assume 2-11' wide travel lanes on Cranbury Road.
2. Prepare a plan for developing an off-road multi-use path, separate from Cranbury Road, by more than 2', and possibly beyond expected right-of-way limits to take maximum advantage of non-constrained lands and non-steep slopes with minimal utility relocations and loss of mature trees. An example of this would be the extension of a path from the Berkshire Drive cul-de-sac northeast to Cranbury Road near the bridge over Big Bear Brook.

Include for the multi-use paths, and where applicable for the widening work, the feasibility of constructing bridge structures, either free standing or cantilevered off of existing, for pedestrians and bicycles. A boardwalk and/or floating dock along the edge of Grovers Mill Pond, or where otherwise appropriate due to environmental constraints, should also be considered.

In the course of this work, consultants are encouraged, based on their experience, to recommend one or more alternatives to the five (5) concepts above that may more readily appear to them to better achieve the balance of benefits to impacts and costs. Any such potential alternate should be brought to the attention of the Township for review and possible substitution of one of the five outlined above, prior to the completion of the work. There may also be a determination that such an alternative should be studied in addition to the five above.

The Feasibility Assessment is to outline for each of the above concepts the impacts due to utility relocation, stormwater management, right-of-way acquisition, and estimated permit requirements, with preliminary cost

estimates for each category. Outline required regulatory agency permits / approvals with approximate timelines to obtain permits. Indicate estimated right-of-way / easement acquisition requirements, on a parcel basis, with approximate land area in square feet. Prepare a Preliminary Engineer's cost estimate.

- b. Develop recommendations for improving roadway intersections impacted if Cranbury Road were converted to a one way operation. Develop recommendations assuming (1) no traffic diversion to roadways outside the study network and (2) assuming 50 % diversion to roadways outside the study network as a result of a one way northbound conversion of Cranbury Road.
- c. Upon completing preliminary Assessments and recommendations, meet with the Project Team to present, review and discuss. For this meeting the consultant is to expect the Project to be broken into phases or segments so that permitting requirements, acquisition requirements, stormwater management requirements and preliminary costs within each of these phases/subsections can be better defined, as an aid in determining a Recommended Alternative. These segments are currently anticipated to be as follows; however, they may be adjusted upon completion of the mapping required under sections 1 and 2:

Initial Scope

- o Carlton Place to Sunnydale Way
- o Sunnydale Way to Stobbe Lane
- o Stobbe Lane to Millstone Road
- o Millstone Road to Clarksville Road

Expanded Scope

- o Clarksville Road to Yeger Road
- o Yeger Road to Rabbit Hill Road
- o Rabbit Hill Road to the municipal boundary

For this meeting the consultant is also to be prepared to provide and discuss with the Project Team their initial Recommended Alternative, with a concept plan of same, based on all the work preceding.

- d. Working with input and feedback from the Project Team, develop a set of recommendations: Accounting for the results of the preceding work and after meeting with Project Team for review and discussion, evaluate all reasonable alternatives that achieve the required goals. Prepare a Recommended Alternative that achieves the best balance of benefits to impacts and costs. Any alternatives discarded by the Consultant in any particular section of Cranbury Road are to be indicated and the reasons elaborated.

As before, the assessment of the Recommended Alternative should address utility relocation, stormwater management, right-of-way acquisition, and estimated permit requirements, with preliminary cost estimates for each category. Indicate estimated right-of-way / easement acquisition requirements, on a parcel basis with approximate land area in square feet. Prepare a Preliminary Engineer's cost estimate. Prepare a draft report outlining the opportunities, impacts and recommendations. Distribute the report to the Project Team for review and comment.

- e. Meet with the Project Team. Based on the discussions and comments with the Project Team, prepare a Final Draft Report for public comment. Review Final Draft Report with Project Team and issue for public comment.
- f. Modify the report, if necessary, based on public comment and additional input from the Project Team. Prepare a Final Report which shall include all prior work, i.e. the study methodology, alternatives considered, and recommendations.

5. Project Meetings

- a. Meetings with Project Team – as necessary to conduct this work. It is currently anticipated that six (6) meetings will be required:
 1. Upon award of project for project kick-off, exchange of record information and mapping, and confirmation of project understanding and requirements.
 2. Upon completion of Scope sections 1, 2 and 3, above.
 3. Upon completion of alternative concept designs, as outlined in Scope sections 4a through 4c.
 4. Upon completion of Scope sections 4d, 4e and 4f, each, as outlined above.

Progress work products shall be provided to Township in both full size paper format and PDF a minimum of one week prior to each meeting.

- b. Include supplying a minimum of ten (10) complete sets paper copies of plans and documents, and a record set of electronic copies on disk (Word, Excel, PDF, and drawing file in AutoCAD formats).

6. Public Involvement

Arrange and conduct three (3) public meeting sessions, outside of Project Team meetings, to be held during the weekday evening hours, as follows: one at project commencement detailing project purpose, goals and proposed schedule; one at an intermediate stage detailing progress as determined by the Project Team; and one at project completion detailing findings of all tasks and a completed plan. Public meeting sessions shall include the consultant team, municipal and county representatives, etc. Provide a public comment form at each session. Both written and verbal comments received are to be logged and included as part of the Final Report.

7. Deliverables

Project deliverables are to be in a hard copy format and in an electronic/digital format compatible with the Township's computer systems. All written material is to be supplemented and supported by graphic elements such as maps, figures, diagrams and tables wherever possible. The Township's typical desktop is an IBM compatible system with Windows 7. Electronic report material is to be compatible with Microsoft Office 2010. Surveys and resulting base mapping are to be provided in AutoCAD 2008 format on DVD. Project created mapping is to be provided in AutoCAD 2008 format, as applicable on DVD. Project deliverables include copies of all presentation material (hard copy and electronic/digital) such as poster boards and PowerPoint presentations.

As part of this project, provide the following:

- Meeting minutes. Provide electronic copies of meeting minutes to each Project Team member. Provide a hardcopy to West Windsor.
- Draft Report - Provide electronic copies of the Draft Report to each Project Team member. The Draft Report shall include all graphics, including Traffic Flow Maps, a description of alternatives considered and photos. The document shall be provided and maintained on a separate CD in Word and pdf format.
- Final Report - Provide electronic copies of the Final Report to each Project Team member. The Final Report shall incorporate comments from the Project Team, shall document the results of the public meetings and include all graphics, including Traffic Flow Maps, a description of alternatives considered, and photos, and recommendations. The document shall be provided and maintained on a separate CD in Word and pdf format.
- Public Involvement Documentation - Provide hardcopies of comments received at each Public Meeting. Provide a summary of each meeting. Comments received independent of the public hearing either from the Township or County or another avenue shall be maintained separately in word format and pdf for submission

at project completion and inclusion in the Final Report. Public involvement documentation shall be provided and maintained on a separate CD in Word and pdf format.

Scheduling

The estimated project duration is 180 days from kickoff through completion. A schedule has been outlined below for respondent proposals, proposal review, consultant selection and project initiation. Beyond the receipt of proposals that schedule is *tentative*. A *tentative* project schedule has also been outlined below for consultant tasks from kickoff through completion. All “Days” are approximate and subject to adjustment based on scheduled Council meetings, holidays, etc. Each schedule indicated is also subject to adjustment based on potential scope expansion and other influences.

As part of their proposal submittal, consultants are to provide a proposed schedule indicating their ability to complete the project within the identified duration.

Consultant Selection

1. RFP Day 1– Friday, October 11, 2013 - release of RFP mailed directly to selected firms
2. RFP Day 21 by 12:00 P.M. – Friday, November 1, 2013 - Questions and Clarifications due
3. RFP Day 26 – Wednesday, November 6, 2013 - Final Interpretations and Addenda issued by Township
4. RFP Day 39 – Tuesday, November 19, 2013 by 5:00 PM - Proposal due date
5. RFP Day 60 – WWT / MC review period ends, consultant selection
6. RFP Day 75 - Council Action request
7. RFP Day 76 - Contract execution and Schedule Project Initiation w/ selected consultant

Project Completion

1. PROJ Day 1 - Initiation and Team Mtg #1
2. PROJ Day 45 – Survey, Constraints Analysis, Circulation Plan and Traffic Study results distributed. Also Public Mtg #1 presentation at Council mtg conducted within first 45 days
3. PROJ Day 50~55 - Team Mtg #2 occurs
4. PROJ Day 85~95 - Distribution of Alternatives Assessment and One-way conversion street recommendations
5. PROJ Day 100~105 - Team Mtg #3 (item 4c) Also scheduling of Public Mtg #2
6. PROJ Day 110~115 - Distribute Recommended Alternative (item 4d)
7. PROJ Day 120~125 -Team Mtg #4 (item 4e)
8. PROJ Day 135~140 – Draft Final Report (item 4e) distributed for Team
9. PROJ Day 145~150 – Draft Final Report Team Mtg #5
10. PROJ Day 150~160 - Public Mtg #3 on Draft Final Report
11. PROJ Day 165 - Team Mtg #6 (review post Public Mtg #3 comments)
12. PROJ Day 180 – issue Final Report (item 4f)

Proposal Submission Requirements

- Firm Experience and Workload: provide a general overview of your firm and the firm’s experience at providing Engineering Services associated with preparation of similar regional transportation and traffic planning and analysis. Include any information you believe distinguishes your firm, or any key considerations for the selection committee to consider that are not covered in the proposal requirements.
 - Provide a list of current projects and percent complete for the firm office/key personnel which will be conducting the work.
- Project Understanding Statement – Firm’s interpretation and understanding of the project purpose and goals based on this RFP document
- Identification of critical success factors
- Discussion of Key project challenges
- Firm’s Approach to Project: Listing of project tasks and activities to be conducted by consulting company.

- Project Schedule
 - A proposed schedule from kickoff through completion of the final report for the project
 - The firm's procedures and methods for assuring that the schedule will be met
 - The firm's individual that will be responsible for assuring the schedule, and a record of their proven performance in schedule compliance
 - Disclose any anticipated modifications to project schedule required if Expanded Scope is awarded.
- Proposed Fee Schedule: Proposals shall be prepared based on a not-to-exceed fee basis, including a fixed charge for all reimbursable costs.

For the initial project scope of Princeton-Hightstown Road to Clarksville Road, excluding Traffic Study work, provide:

- Fee for survey and mapping under sections 1 and 2.
- Fee for concepts estimating and reports required under section 4, excluding subsection 4b.
- Fees for each section shall be inclusive of all meetings as outlined in sections 5 and 6.
- Include an outline of all estimated reimbursable costs and cost items.
- Total not-to-exceed fee if the limited corridor is to be studied from Princeton-Hightstown Road to Clarksville Road only

For the expanded project scope to extend the project from Clarksville Road to Plainsboro Township excluding Traffic Study work, provide:

- Additional fee for survey and mapping under sections 1 and 2
- Additional fee for concepts estimating and reports, excluding subsection 4b.
- Increase in fixed charge for reimbursable costs with an outline of those additional cost items
- Total not-to-exceed fee if the entire corridor is to be studied from Princeton-Hightstown Road to Plainsboro Township

Additional fees

- Fee for Traffic Study under section 3, including an outline of the costs for traffic counts at the major intersections (1 through 4) and the side street ATR counts, and the subsequent traffic analysis and recommendations in subsection 4b.
 - Provide a separate per meeting fee for each additional Project Team meeting, and for each additional public meeting.
 - Provide a separate fee for the preparation of each additional alternative concept plan and feasibility, in accordance with subsections 4a and 4c.
- Firm personnel standard hourly rate schedule.
 - N.J. Business Registration Certificate: Certificate required pursuant to C57, PL2004; failure to provide may result in rejection of proposal.
 - Resumés for those professional persons who will make up the consultant team.
 - Exceptions: Identify any exceptions to the requirements stated herein.
 - West Windsor Township may award the project based on the initial scope or the expanded scope, and with or without the Traffic Study and its related recommendations, if West Windsor Township, in its sole judgment and discretion, deems it would be in its best interest to do so.

Method of Evaluation

A technical review committee composed of West Windsor Township personnel will review the submitted proposals based on the evaluation factors noted, with support from Mercer County personnel, as required. Proposals will be evaluated with regard to all required content. Consultants may be selected for further presentations and staff interviews. However, at its discretion, West Windsor Township may dispense with interviews and select a firm to perform the work based on proposals only. Firms will be evaluated on the basis of the following factors, not listed in order of priority or importance:

- Firm History and Capability to Perform Project
 - Relevant Project Experience
 - Qualifications of Project Team
 - Familiarity with Area and Project
 - Project Understanding and Approach
 - Firm Workload and Ability to Meet Schedule
 - Proposed Fees
 - References
- West Windsor expects to evaluate proposals and provide written notification within 20 calendar days of receipt of proposals. If interviews are held, they will be scheduled within the first 2 weeks of receipt of proposals.
 - West Windsor Township may waive or modify any requirement stated herein if West Windsor Township, in its sole judgment and discretion, deems it would be in its best interest to do so.
 - West Windsor reserves the right to reject any and all of the proposals submitted in response to this RFP, without justification.

Additional Conditions

- West Windsor Township has no liability whatsoever for any costs, fees or expenses incurred by the applicant with respect to the preparation, submission or presentation of any proposal related to this RFP.
- **Professional Services Agreement:** The successful Consultant will be required to enter into the Township's standard Professional Services Agreement (draft available upon request). The Consultant should comment in the Proposal Cover Letter on any issues that may be of concern with the Township's standard agreement. The following additional and supplemental paperwork will also be required:
 - Certificate of Employee Information per NJAC 17:27-1.1 et seq.
 - Affidavit of Compliance with Township Code Chapter 4-22.1 et seq. (Political Contributions, i.e., "Pay-to-Play")
 - Affirmative Action Compliance
 - Business Entity Disclosure Certification
 - Political Contribution Disclosure Form
 - Stockholder Disclosure Certification
 - Proof of Insurance (*see following subsection*)

Copies of all required paperwork will be forwarded to the selected consultant for completion.

- Insurance and Indemnification: The contractor shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability, Business Automobile Liability and Professional Liability. The Contractor shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided to the Township. In all cases where a Certificate of Insurance is required, the Township of West Windsor is to be named as an additional insured referenced on the Certificate of Insurance. The Certificate shall contain a 30-day notice of cancellation.
- Failure to Enter into Contract: Should the selected Consultant fail to enter into a contract with the Township, including completion of the Professional Services Agreement and all associated paperwork, within ten (10) days (Sundays and holidays excepted) of issuance of a notice/request to enter into a contract, the Township may then, at its option, accept the proposal of another respondent.
- Contact: Any questions or requests for clarification are to be directed in writing, via email, to Francis Guzik, PE, Township Engineer, or Brian Aronson, Assistant Manager of Engineering, West Windsor Township at fguzik@westwindsortwp.com or baronson@westwindsortwp.com or to either party by fax at 609-275-4850.
- West Windsor Township (hereinafter “Township”) reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:
 - To determine that any Proposals received complies or fails to comply with the terms of this RFP.
 - To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective respondents who have received a copy of this RFP.
 - To waive any technical non-conformance with the terms of this RFP.
 - To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective respondents who have received a copy of this RFP.
 - To conduct investigations of any or all of the respondents, as the Township deems necessary or convenient, to clarify the information provided as part of the Proposal, and to request additional information to support the information included in any Proposal.
 - To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the Township may determine to commence a new procurement process or exercise any other rights provided under applicable law, without any obligation to the respondents.
 - The Township shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

End of RFP

CRANBURY ROAD REGIONAL BICYCLE PEDESTRIAN MOBILITY AREA

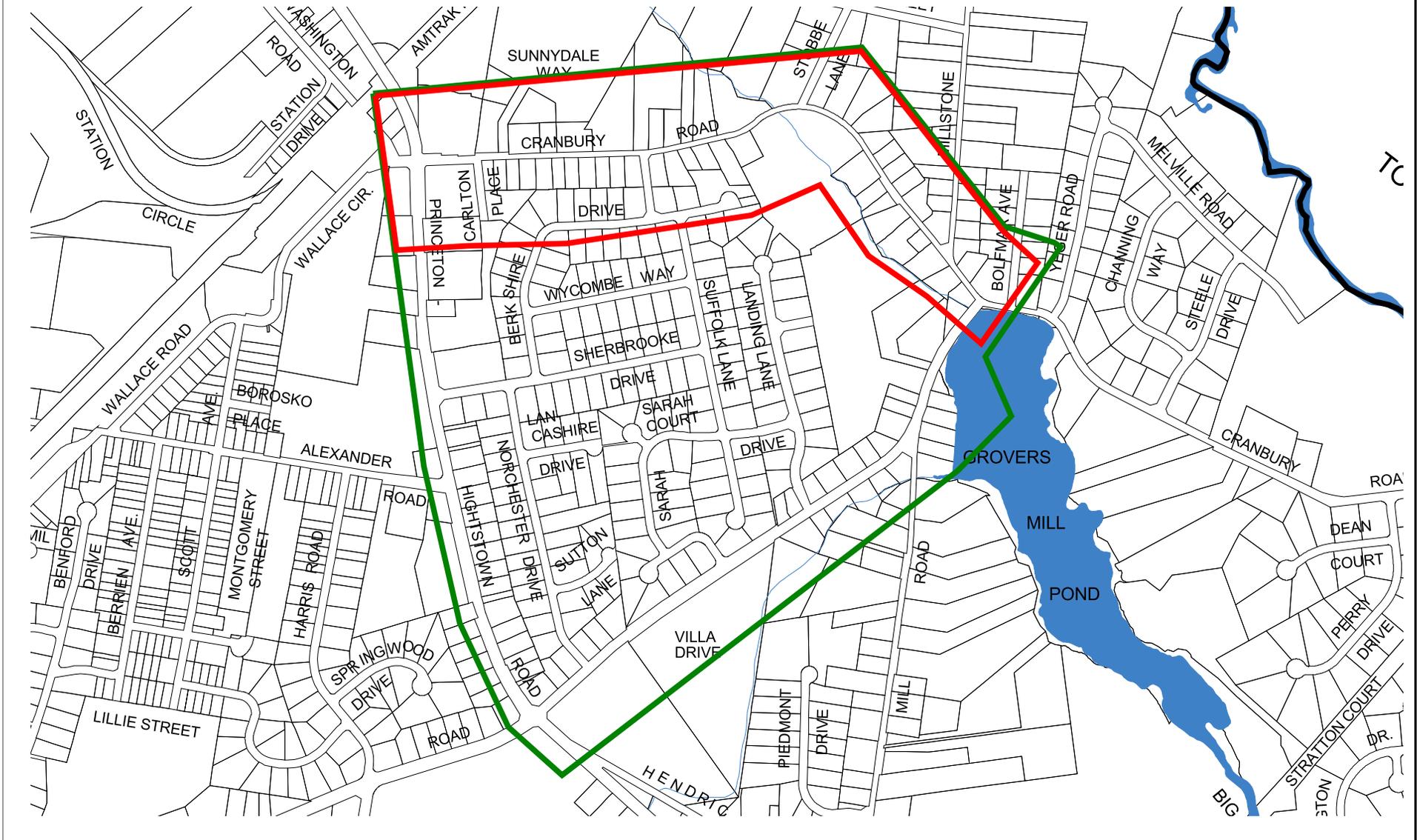
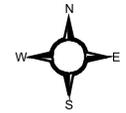
INITIAL SCOPE LIMITS

Legend

-  Cranbury Road Mobility Topographic Limits
-  Cranbury Road Mobility Study Area

Topographic Limits = Approx. 82 +/- Acres
 Mobility Study Area = Approx. 268 +/- Acres

October 4, 2013



CRANBURY ROAD REGIONAL BICYCLE PEDESTRIAN MOBILITY AREA EXPANDED SCOPE LIMITS

