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SELECTMEN

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SECRETARY

KATHRYN A. FAGAN
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March 19, 2010

Dear Sirs,

The Town of Milton has received a Federal transportation grant to study parking and access issues in and around the East Milton Square Area. Please accept the accompanying **Scope of Work** as a Request for Proposals.

The project has a maximum reimbursable value of \$150,000 and a strict time-line of 12 months. All applicants must be Massachusetts Department of Transportation (DOT) acceptable.

PROPOSAL SUBMISSION:

Qualified firms who plan to submit a proposal must include:

- Two original copies of the proposal unbound.
- Five hard copies of the proposal, bound.
- Two complete electronic copies in PDF format with supporting files on CD.

Proposals must be submitted in a sealed packaged labeled as shown below by 2:00PM on Friday April 16th for consideration. Incomplete proposals, or proposals received later than the time and date specified will be rejected and discarded. Faxed or emailed proposals will not be accepted. Proposals will not be available for public review until the project is awarded.

Proposals shall be marked as follows and submitted in a sealed envelope to:

Mr. William Clark
Director of Planning & Community Development
525 Canton Avenue
Milton, MA 02186

The proposals should be clearly marked: **"East Milton Square Parking & Access Study"**

Complete proposals must include the following:

- A list of current and past public and private projects of a similar nature with name and telephone number of reference person to contact.
- A general company/firm profile or brochure and list of key personnel who will participate on this project with resumes included.

- The identification and resumes of any and all consultants who will work with the applicant (please identify the individual who will bear primary responsibility for this project).
- Any other information that the applicant considers relevant for the purpose of evaluating its qualifications for the project.

Each proposal will be rated either "highly advantageous", "advantageous", "not advantageous" or "unacceptable". Any proposal that receives an "unacceptable" rating for any of the criteria may be rejected.

The Town plans to develop a short list of three (3) firms prior to making the selection however the Town reserves the right to make a selection without conducting interviews.

SELECTION PROCESS

Proposals will be reviewed and ranked according to the following criteria:

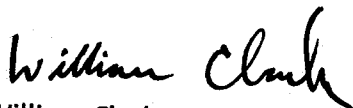
- Prior experience with similar projects
- Past performance on public projects and working knowledge of subject matter
- Professional qualifications of staff and consultants who will work on the project.
- Current workload or clearly established capacity to complete scope of work on a qualitative, timely basis
- Completeness of Proposals submitted by each firm.
- Any other criteria considered relevant to the project.

The Town of Milton reserves the right to reject any and all proposals, waive informalities, and to award contracts as may be in the best interest of the Town.

The applicant selected shall be expected to comply with all federal and state laws in the performance of services.

The consideration of all proposals and subsequent selection of successful applicants shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.

Responses will be reviewed and contract approval should take place the last week of April / 1st week of May.

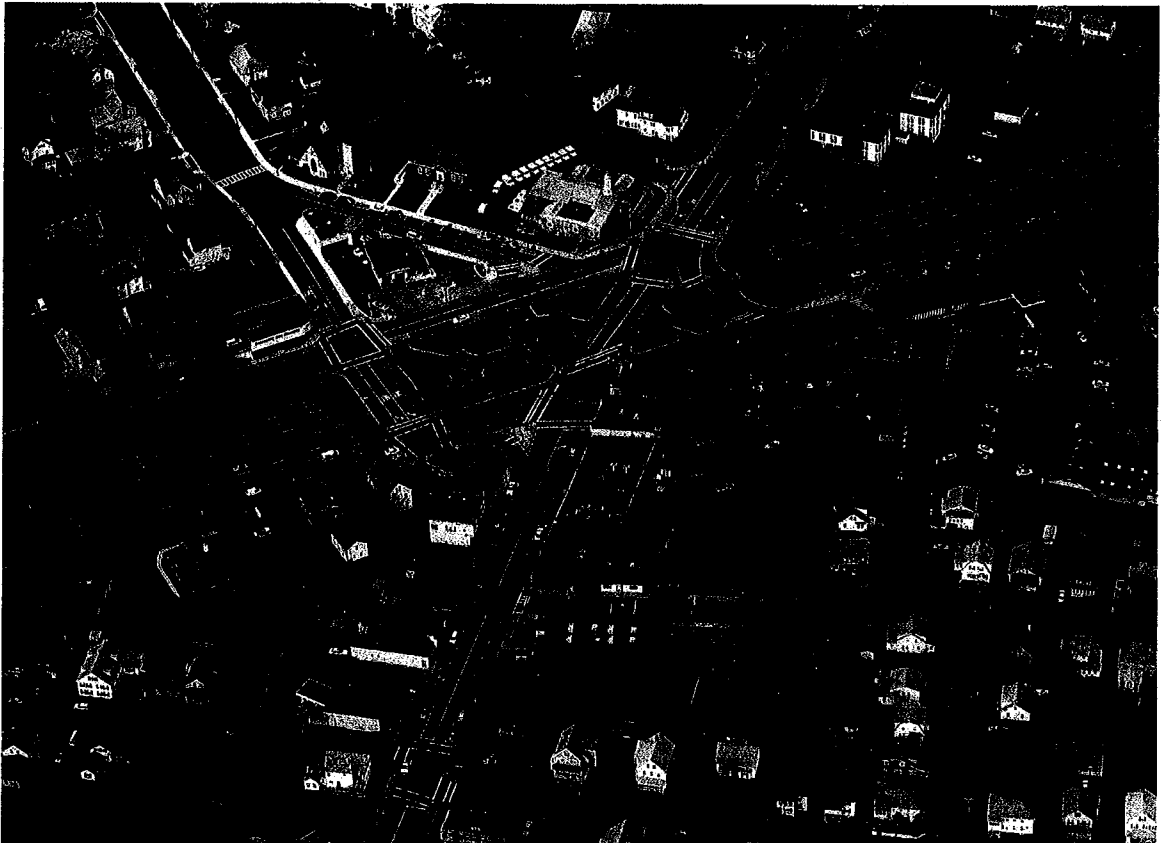


William Clark
Director of Planning & Community Development
Town of Milton
525 Canton Avenue
Milton, MA 02186

617 898-4847

wclark@townofmilton.org

East Milton Square Parking & Access Study



Scope of Work

March, 2009

Introduction

The following document is an outline for a comprehensive parking and access study of the East Milton Square Business District, located in Milton, Massachusetts. The area is served by Interstate 93 and close to a desirable consumer demographic, but due to parking constraints, the area has never realized its full potential.

It is hoped that this study will help The Town, its businesses and its residents better understand the short term and long term constraints and produce practical and implementable steps to correct any observed deficiencies.

Provided herein is a list of abbreviations and acronyms used in this Scope of Work.

- **The Study** refers to the East Milton Square Parking & Access Study, the subject of this document.
- **The Town** is The town of Milton, Massachusetts
- **EMSq** refers to East Milton Square
- **EOT** is the Commonwealth of Massachusetts Executive Office of Transportation.
- **BCAC** is the Town of Milton Business and Citizen Advisory Committee
- **PPP** is the Public Participation Plan to be developed in Part 1 of The Study
- **LPA** is the Locally Preferred Alternative.

Project Summary - Goals & Objectives

Study Purpose. EMSq is the principal commercial area in the Town of Milton, encompassing about nine acres with several other commercial buildings located outside of the Business District. It is comprised of a mix of urban, storefront-type retail consisting of various local shops, eateries and other commercial uses, as well as residential uses in close proximity to and immediately abutting the area. Since the construction of Interstate 93, parking supply and traffic have long been issues affecting the vitality of the Square.

The construction of I-93 began in 1954 and resulted in automobile traffic and patterns in the EMSq that changed the atmosphere and usability of the area as a town center. The Post Office, Town Library and professional businesses are on the west side of I-93 while the retail businesses, along with other professional offices, border the east side of the highway. A deck (the Honorable M. Joseph Manning Community Park) was built over I-93 in the

90's to help reunite the severed parts and landscaped with the idea of recreating a green town center over the roaring I-93 traffic.

Due to the proximity of on and off-ramps, the 2-lane traffic on Granite Ave. and the funneling of traffic across on Adams street to get from Milton to Quincy, the flow of traffic continues to overwhelm the new deck. Attempts continue to utilize the space for holiday gatherings and community events, but day-to-day the park is underutilized as a park or as a common pedestrian pass-through from one side to another.

In addition to the divided town center, the significant flow of traffic, especially during rush hour periods of the day, create an environment which seems to benefit none. The congestion hampers one's ability to get through the square on foot, bicycle or automobile. Noise and fumes adds to the negative environment. When traffic subsides, traffic speed can be a concern. And while businesses enjoy being visible by passing vehicles, the ability to easily stop, park and shop is difficult due to limited parking.

A study is required to determine what steps can be taken to reclaim the Square as a viable town center. Questions which The Study should consider include:

- ❖ What is the Town's vision for EMSq and surrounding residential areas?
- ❖ How do people in the Town want to use the area?
- ❖ What businesses, activities, events and recreation would people like to see take place in the area?
- ❖ What do people in the Town want the area to look like, visually?
- ❖ What are the business development goals that will support this vision?
- ❖ What land use changes will support this vision?
- ❖ What automobile, bicycle and pedestrian traffic options will support this vision?
- ❖ What parking options will optimize this vision?
- ❖ What alternatives already exist, in the form of previous studies and research projects, which still hold value and are worth further exploring?

The Study hopes to assess current supplies, present demands, possible future demands and to develop measures to address deficiencies that will help the Square remain a viable commercial center into the future. Envisioned measures for improvement may range from parking supply management strategies to creating additional parking supply or some combination of both.

Further, access within EMSq is seen as an important component to The Study. The adequacy and future requirements for travel by foot, bicycle or automobile should be evaluated. The Study hopes to assess the current needs and desires of The Town for appropriate open space which can provide venues for business and community activities in addition to improving the ability to transit the area.

Project Goals and Objectives defined for The Study will be reviewed with EOT and The Town, and will be revised as necessary. The Town identified the initial goals and objectives, in no particular order, as:

- Improve access for all users of EMSq.
- Study the traffic conditions on the existing road network in and around the Square and provide recommended improvements.
- Contribute to the attainment of national, state, regional and local community environmental goals.
- Support local development goals through the reduction of parking-related impediments to economic development.
- Improve the efficiency and effectiveness of the existing parking inventory.
- Support the (phased) implementation of an integrated parking and access solution for the area.
- Develop a cost-effective, implementable preferred investment strategy for any recommended improvements.

Study Framework. The Study shall be conducted under the standard process for transportation studies administered by the EOT. From its inception to completion, this study it is expected to take between 12 months, and may be extended if deemed necessary by EOT.

The Study is comprised of three sections where each step builds on the work of the previous. The first part of the Study will validate the goals and objectives, the evaluation criteria and describe the public participation plan. The second part will proceed to take the plan developed in Part 1, collect pertinent data and further develop and evaluate the issues. The final part will document alternatives available to address or minimize the identified issues.

A summary report will be due at the conclusion of each part; however Part 1 will also include a formal Public Participation Plan.

Study Area. The Study is focused on the East Milton Square business district which can be defined as the adjacent business areas stretching out from the intersection of Granite Avenue and Adams Street and the residential areas which it borders. It is important to not limit The Study to just this primary area, rather consideration must be given to the intersections, traffic and residential impact in the greater area. This greater area shall include, but is not limited to, the following roadways and intersections (including secondary streets, connecting streets and abutting neighborhoods, as necessary).

- Bryant Avenue at the Milton/Quincy line (including on/off ramps from I-93);
- Granite Avenue at the Milton/Quincy line (including on/off ramps from I-93);

- Granite Avenue and Squantum Street;
- Granite Avenue extending to the Massachusetts Department of Conservation and Recreation Neponset Greenway and Bike Trail;
- Adams Street at the Milton/Quincy line, extending to the intersection of Adams St and Beale St;
- Brook Road and Pleasant Street;
- Edge Hill Road and Webster Road; and
- The intersection of Adams Street, Center Street and Pleasant Street.

Format and Availability of Project Data. All data and reports will be the property of The Town.

During the course of The Study, online access to all presentation materials and reports should be made available to the BCAC through a consultant-provided online file share. The format should be in a common readable format, such as .pdf or common image format, as appropriate.

All handouts, reports, captured data, analysis and communications will be archived and four (4) copies will be delivered to the BCAC and The Town in electronic format at the conclusion of The Study. Raw data should be in industry standard data format (i.e. csv data file, MS excel spreadsheet, MS word document, etc). All reports and presentation materials should also be provided in .pdf format, as appropriate. Archive copies will be stored on a standard media, such as CD-ROM, DVD-ROM, USB external drive, or any other mutually agreed upon technology

Part 1: Goals & Objective Validation, Evaluation Criteria & Public Participation

Part 1 The Study is to determine, with precision, what the Goals and Objectives will be to develop a refined and focused study as well as a plan that allows meaningful public participation. Deliverables under the Scope of Work for Part 1 are summarized at the conclusion of this section

1.1 Evaluation Criteria

The evaluation criteria and measures of effectiveness established below will be reviewed with EOT, The Town and the BCAC and will be revised as necessary. Criteria should include elements deemed relevant by EOT, The Town and the BCAC to fully address the project's purpose and need, and its goals and objectives. The criteria and measures listed below should be logically related to their associated objectives, and wherever possible, be quantitatively measurable and directly derived from either previously developed information or analysis techniques used in this study.

1.1.1 Evaluation Criteria

These criteria are intended to assess benefits and impacts of alternatives developed during the study. The following are the initial evaluation criteria:

1. Transportation Benefits
2. Safety
3. Environmental Impacts
4. Aesthetic Impacts
5. Economic/Business Impacts
6. Community Use Impacts
7. Neighborhood Impacts
8. Land Use
9. Cost
10. Phasing And Implementation

1.1.2 Measures of Effectiveness

These criteria are generally consistent with federal evaluation criteria and measures. The following are the initial measures of effectiveness:

1. Cost Effectiveness
2. Solution Supports Existing Land Use and Future Patterns
3. Parking and/or Traffic Improvements

1.2 Public Participation

Public participation will be comprehensive during preparation of The Study. This task will begin with the development of a plan specific to The Study including the planning, preparation, conduct, and follow-through for various public meetings and briefings, as well as meetings and briefings with appropriate federal, state and local agencies and elected officials. Also included will be the preparation and distribution of printed and electronic media. Technical work presented at public meetings is assumed to be drawn from work performed under the various technical tasks elsewhere in this scope of work. Material presented at public meetings should include a comment period for citizen review when deemed necessary by the consultant, EOT, The Town or the BCAC.

1.2.1 Public Participation Plan (PPP)

Develop a public participation plan that specifies the process to be followed, activities to be undertaken, and materials to be prepared to complete the public participation elements of The Study. The plan will be developed in consultation with the BCAC established under Subtask 1.2.2. The PPP will include an initial project mailing list, which will be maintained and updated periodically.

The initial mailing list developed for The Study will be a starting point that may be added to throughout the process. The mailing list fields shall include

- Name;
- title;
- company or agency;
- phone;
- fax;
- email;
- postal address;
- membership code (e.g., business member, citizen member, or resident/observer); and
- Requested method of communication (mail, email and/or fax)

The list shall be maintained during the time of The Study and made available to The Town and the BCAC as needed. The list will be available in a mutually agreed upon format, likely being a standard spreadsheet, simple database or csv file.

1.2.2 Business and Citizen Advisory Committee (BCAC)

Create an advisory committee comprised of business/commercial property owners and citizens that will represent the interests of the various stakeholder constituencies. This committee should be balanced to the greatest degree possible between abutting residents and business owners/commercial property owners. In general the BCAC should be comprised of a minimum of 12 individuals. The primary role of the BCAC in Step 1 of the study is to advise, review and comment on the Part 1 Summary Report and the PPP before they are finalized.

1.2.3 Public Meetings

Organize, conduct, and document public meetings and briefings, which will be held to disseminate information and obtain feedback from the public in accordance with the PPP developed in Subtask 1.2.1. The precise number of meetings and the objective of each will be identified in Subtask 1.2.1. Develop a standard electronic presentation for each group of public meetings at defined stages. It is intended that the meeting schedule be driven by project milestones as well as by the need to hold regular meetings. Services of this subtask include:

- Monthly BCAC meetings including meeting notices, arrangements, presentations, handouts, minutes, and other collateral materials.
- At least three (3) Legislative Briefings for elected and/or appointed officials representing various federal, state and local

levels of government. The agenda of these meetings will be based on the PPP, but may be setup to cover the following topics:

- Gather input to develop a vision for EMSq;
- Review existing conditions after data has been collected;
- Present alternative drafts for comment and discussion.
- Approximately three (3) General Public Meetings scheduled throughout the process, to be held at strategic points in The Study schedule to be determined in the PPP. General Public Meetings involve a broader public than would attend BCAC meetings, would be held at accessible venues, and will be informational with opportunity for input and questions.

1.2.4 Other Methods

If the selected consultant feels that other methods of outreach are appropriate or are deemed necessary they should suggest these in their response. Other methods may include, but not limited to:

- ***Interest List.*** Interested persons can be notified of upcoming meetings, workshops, hearings and site visits by requesting their names be added to the project's "interest list." Persons could do so at any of the workshops or hearings on the Study.
- ***Informal Participation.*** In addition to signing up on the "interest list" individuals may also be encouraged to attend BCAC meetings. At these meetings, the public should always have an opportunity to state their views either orally or in writing. At this level of participation, public comments to the BCAC should be considered but should not have the effect of formal evidence and, therefore, should not be sufficient, alone, to support a decision on any issue before the BCAC.
- ***Website.*** The consultant should consider developing an informational website for The Study which would be an opportunity to expand the audience of presented ideas and possibly provide another avenue for feedback.
- ***Online Survey.*** Online survey tools may be useful in obtaining answers from community citizens.

Part 1 Deliverables:

The Part 1 Summary Report should include the following elements related to the subtasks detailed above:

- **Goals & Objectives.** Documentation that the Purpose, Framework and Study Area were discussed with EOT, the Town and the BCAC and detail what, if any, revisions or modifications were made.
- **Evaluation Criteria.** Statement of the Evaluation Criteria and Measures of Effectiveness and an accounting for any modifications or revisions to the criteria to be employed in The Study.
- **Public Participation Plan.** The PPP Plan should detail the public process framework outlined in Subtask 1.2.1 as interpreted by the consultant. The PPP should also include
 - A mailing list;
 - PowerPoint presentations for each significant milestone and/or round of meetings;
 - Writing and distribution of meeting notices electronically for BCAC meetings and via the Town's web page and mailing for larger public meetings;
 - Agendas and coordination of program;
 - Sign-in Sheets,
 - Signage, and directions;
 - Schedule and location of meeting, including physical arrangements;
 - Three (3) mailings to the full mailing list;
 - Graphics and presentation materials, including electronic presentation and handouts;
 - Attendance records in electronic format;
 - Log of comments in electronic format;
 - Provision for the accommodation of and communication with meeting participants with physical handicaps and non-English speakers; and
 - Meeting summaries and minutes documenting the proceedings in electronic format.

Part 2: Existing Conditions & Issues Evaluation

This part of the Study examines the visions and goals for the future of EMSq and determines how existing and future parking, pedestrian access, transportation infrastructure, bicycle access, related utility infrastructure, landscaping and hardscaping impact this vision. The existing conditions help to establish the Baseline and Future Baseline ("No-build" 2030) Conditions. This is necessary in order to properly assess benefits and impacts of the various Build Alternatives to be developed under Part 3 of The Study. The analysis conducted in Part 2 of The Study shall employ the Evaluation Criteria as detailed in Part 1 of The Study.

In order to establish the Baseline and Future Baseline conditions it is anticipated that the study will require the completion of the following:

2.1 Data Collection

- **Review Prior Studies.** Prior studies include a 1992 Traffic Management Study conducted by Hayden-Wegman, and a July 2002 study by the Milton Business Revitalization Committee.
- **Solicit Input.** The consultant should obtain The Town's views on parking/traffic/pedestrian/bicycle conditions within the Square from interviews with the BCAC and input received from the PPP.
- **Inventory Land Uses.** Land uses within the study area will be inventoried. The inventory will include addresses, land use type, approximate square footage (or number of residential units) and name of commercial establishments.
- **Inventory Existing Parking Supply.** Existing parking supply in the study area will be documented. This will include location (on and off-street), number, and kind of supply (public, private, shared private/public, or shared private/private).
- **Record Prevailing Parking Management Measures.** This will include the presence and nature of parking regulations and restrictions in the Study Area.
- **Conduct Parking Occupancy Observations.** Field observations will be made assess the level of usage of existing parking supply at key periods (during a weekday and a Saturday.) Field observers will record parking occupancy at intervals throughout each study period, along with turnover and duration. Data will be summarized in tabular form. If necessary, a license plate survey of parked vehicles will be conducted in order identify key long term parkers.
- **Calculate Parking Demand.** Using the land use inventory compiled above, theoretical parking demand will be estimated. Estimates will be based on ITE guidance materials.
- **Traffic Assessment.** Field observations will be made to assess the quantity of vehicles, bicyclists and pedestrians passing through the primary intersections within EMSq at intervals throughout each study period. Level of Service (LOS) will be calculated using field observations, which will also require turning movement counts and signal timings. Data will be summarized in tabular format and be used to assess choke points and determine if traffic calming techniques could improve access within EMSq. This data will be necessary to assist in evaluating the "after" condition of the alternative recommendations.

- *Pedestrian Assessment*
- *Bicycle Assessment*
- *Accident History.* Retrieve accident history data from The Town and correlate with traffic assessment above.

2.2 Baseline Analysis

- *Compare Parking Demand & Supply.* Data on current supply, present demand and actual occupancy will be analyzed and deficiencies identified.
- *Identify Traffic, pedestrian and Bicycle Transportation Deficiencies.*
- *Identify aesthetic deficiencies (utility infrastructure, landscape and environmental issues)*

2.3 Constraint Mapping (GIS)

- *Prepare Base Map.* Compile base mapping for the Square and the defined study area. Base mapping will show streets, street names, parcels, traffic flow directions and other relevant background information. The Town has developed a limited GIS system to which the selected consultant will have access to. It is expected however, that additional data will need to be procured to accomplish Part 2 of The Study.

2.4 Framework for Future Analysis

A critical component of the project will be to obtain reasonable travel demand forecasts of future conditions within and around EMSq. To do this, the consultant team will need to work with EOT, The Town and the BCAC to confirm future demographic and land use data to be used. This Future Baseline condition, which is set in the same future horizon year as the Build Alternatives, must include existing conditions along with anticipated future changes (transportation infrastructure, services, environmental, demographic, etc.). CTPS will have traffic projections for EMSq for 2030, based on the demographic projection MAPC. This can provide an estimate of how many additional vehicles one could expect through EMSq. The alternatives in Part 3 can be compared against each other and compared to the baseline 2030 from CTPS.

Part 2 Deliverables:

The Part 2 Summary Report should include the following elements related to the subtasks detailed above:

- **Data Collection.** Technical report documenting EMSq's Existing and 2030 Future Baseline physical and operational features, including the base mapping.
- **Future Analysis.** Statement of the future analysis framework to be employed in The Study.

Part 3: Alternatives Development

Alternatives should be developed based on problems identified in the Part 2 Summary Report. Alternatives should include the Future Baseline (No-build) scenario, alternatives developed through the BCAC process and the public participation plan, and alternatives advanced by the consultant.

The Build Alternatives will include up to five but not less than three Build Alternatives including the LPA as determined by the BCAC.

The consultant will review the full range of variants and consider their potential impacts. New criteria will be incorporated, as necessary, to clearly assess their impacts and distinguish between the Build Alternatives being evaluated.

3.1 Ranges of Options

Proposed measures to improve all identified deficits or deficiencies will be investigated. Options should include a range of possibilities, for example, short term regulatory fixes and long term, capital-intensive solutions. Below are some, but not all, examples of identified starting points that the consultant could explore.

- ***Parking Regulations.*** Present parking regulations will be reviewed and possible modifications identified to better regulate the use of on-street supply. For example installing meters, instituting parking limits, enforcement and so on.
- ***Parking Layouts.*** Off street lots (both private and public) will be assessed for the efficiency of their layouts. Potential changes to lot layout or mergers (including curb-cuts) of adjacent lots will be studied for possible additional parking spaces yield.
- ***Additional Parking.*** Possible sites for new off street parking supply will be identified and discussed with the BCAC and The Town. Site selection will focus on where the deficits are located. Selected parcels will be assessed for their potential parking space yield. When and where appropriate, the feasibility of structured parking will be evaluated from layout and yield standpoints.
- ***Pedestrian Access to and around EMSq***

- *Bicycle Access to and around EMSq*
- *Automobile routing to and around EMSq* Included in this evaluation would be the potential use of traffic calming alternatives.
- *Landscaping and Hardscaping Improvements.* Possible strategies to enhance access, safety and utilization.
- *Utility Infrastructure Improvements.* Possible strategies to enhance access, safety and aesthetic enjoyment of the area.
- *Storefront architectural Improvements.* Possible strategies to enhance access, safety and aesthetic appeal, including signage, awnings and sidewalk usage.

3.2 Conceptual Engineering

Conceptual engineering will be undertaken for the Future Baseline (i.e., No-Build), the LPA, and up to three other Build Alternatives as described under Part 3.1 of this study. The Build Alternatives, and the variants included in these alternatives, will be described and developed to the level of conceptual engineering.

This work will include the engineering and architectural studies necessary to develop estimates of capital costs and operating and maintenance costs, and to identify the transportation and environmental impacts for all of the alternatives.

Preliminary assessment regarding the feasibility of the options should be conducted, particularly for those ideas which would involve the jurisdiction of state or federal agencies. Any plans involving the construction of an additional deck or a parking garage over I-93 would be an example. As such, it should be determined if there are any regulation which would conclusively show the idea as unworkable.

It is expected that the options identified in The Study be a result of analyzing the data, considering past efforts, reviewing proposed options from similar environments in other communities, and considering strategies from the current research of government and university transportation related research centers.

3.3 Next Steps

The final subtask of Part 3 is to order the alternatives. Improvement measures will be categorized accordingly to the Measures of Effectiveness described in Subtask 1.1.2. The BCAC's LPA should be noted, but ranked accordingly nonetheless. It is expected that some near term measures can be implemented for relatively modest investments, while others may require more major investment.

Next steps should also include the identification and exploration of funding sources at the State and Federal levels so that the Town may commence implementation/construction efforts quickly.

Part Three Deliverables:

The Part 3 Summary Report should include the following elements related to the subtasks detailed above:

- **Alternatives Development & Conceptual Engineering.** A technical report explaining in detail the five (5) Alternatives and the corresponding conceptual engineering, including operating and maintenance estimates and environmental and aesthetic impacts.
- **Next Steps.** Statement identifying the LPA and the consultant's preferred alternative. This should also incorporate possible funding sources to aid in implementation.