



Request for Proposal (RFP)

Town of Brookeville Comprehensive Plan Update to Transportation, Pedestrian Networks & Streetscaping Elements August 21, 2020

The Town of Brookeville, MD is requesting proposals from consultants who are qualified to prepare an update to the Town of Brookeville's Comprehensive Plan elements related to Transportation, Pedestrian Networks & Streetscaping.

I. Overview and Background

Laid out in 1794, the Town of Brookeville was incorporated in 1808 in Montgomery County, Maryland, as a self-governing municipality with three elected commissioners. Historically a commercial town strategically located at the intersection of two Post roads and bordered by mills located at each end, it flourished during the 19th century. By the 1920s, however, the mills had closed, as had the one-room schoolhouse and the last blacksmithing, shoemaking, and most other small businesses. Today, the town is a quiet, mostly residential community, with a church and church hall, a restored one-room schoolhouse and Brookeville Academy building, now used as a community center, and a handful of home- or office-based businesses

The Town of Brookeville was listed in the National Register of Historic Places in 1979 and designated in 1986 as an historic district under the Montgomery County Historic Preservation Ordinance. This is important as all exterior changes require a Historic Area Work Permit from the Montgomery County Historic Preservation Commission.

Two substantive events in town that have precipitated this RFP to update the Transportation, Pedestrian Networks & Streetscaping Elements of our Comprehensive Plan:

First, after more than 50 years of work with local, state, and federal agencies, the Town is about to achieve a momentous milestone in our history with the completion of the Brookeville Bypass in summer 2021. Once complete, this project will eliminate more than 10,000 vehicles per day that currently pass through the Town, and also allow for the redesign of High St. and West Market St. (now RT. 97) as secondary streets without the restrictions imposed by the Maryland State Highway road design standards. With the potential for narrower vehicle travel lanes, this opens the possibility for more easily adding pedestrian access along this portion of the road that in the past would have involved right-of-way acquisitions and substantial regrading and retaining walls to achieve.

Second, the Town has received a State grant to help fund improvements to the Town-maintained portion of Market Street (herein referred to as East Market St.). Before making any substantive improvements to the road, the Town would like to explore alternative road configurations that provide for traffic calming and streetscape changes that enhance the aesthetics of the Town while maintaining its rural, village character.

II. Timeline

November 2, 2020	Issue RFP
November 9, 2020	Questions Due
November 16, 2020	Response to Questions
December 14, 2020	Deadline to Submit Proposal
November 2020- Jan, 2021	Interviews with Qualified Firms
January, 2020	Contract Awarded
February, 2020	Town Input
May 25, 2021	Final Deliverables Complete

III. Projected Budget and Scope of Work

A. Budget: The Town of Brookeville has budgeted \$15,000 - \$20,000 for the scope of work covered under this RFP.

B. Scope of Work

1. Meetings with Town Commissioners and Planning Commission, (at least once in person, followed thereafter by virtual meetings, given current conditions caused by the COVID-19 pandemic)
2. Onsite visits to town
3. Meetings with Town residents via a socially distanced virtual (digital) platform to solicit input and present preliminary designs for feedback
4. Provision of electronic plans (dynamic PDF) for streetscape section for each type of transition on High St. and E. Market St., including traffic calming measures; suggested improvements at High St./Market St. intersection; and locations of proposed pedestrian circulation (sidewalks and walking paths)

IV. Proposal Submission Requirements & Deliverables

Proposals must contain the following:

- A. A thorough description of the proposed design(s) as well as preliminary drawings
- B. A breakdown estimate of implementation costs, with suggestions for workable alternatives that could help keep costs within the proposed budget (see Section IIIA, above)
- C. A preliminary list of staff assigned to the project, including any subcontractors
- D. A preliminary timeline that meets the town's proposed timeline (see Section II)
- E. A brief statement outlining the advantages the applicant offers over similar firms
- F. Samples of similar work, including work done on a site of historic delineation
- G. Contact information for main point of contact

V. Selection Process

The awardee will be selected based on the following criteria:

- A. Demonstration of effective master planning in a historic district
- B. Familiarity with working on a village/tiny town scale
- C. Ability to work collegially with town representatives

- D. Ability to provide engagement with the Town via an effective digital (virtual) platform
- E. Demonstration of ability to work with timeframe and budget
- F. Expertise of staff members assigned to the project
- G. Responsiveness to clarifying questions from the town
- H. Ability to collaborate with and present to the Montgomery County Historic Preservation Commission staff as the Town's design develops

After sharing proposals with the people of the town and collecting their input, the Brookeville Planning Commission will recommend that the Town Commission award the contract to the firm that best meets these requirements.

VI. Main Point of Contact for Brookeville Planning Commission:

VII. Resources Available

- Exhibit A – [Town Comprehensive Plan](#)
- Exhibit B – [Topographic Plan of East Market St., North and Water Streets](#)
- Exhibit C – [Brookeville Bypass Design Documents](#)
- Exhibit D – [Montgomery County HPC Transportation Element Draft](#)
- Exhibit E – [High resolution image of existing informal pedestrian pathways \(attached PDF\)](#)
- Exhibit F - [Topographic Survey](#)
- Exhibit G - [State Highway Administration \(SHA\) Sidewalk Study](#)
- Exhibit H - [Watercolor historic map of Brookeville by Miche Booz](#)
- Exhibit I - [Town website](#)
- Exhibit J- [Master Plan Historic District Listing](#)