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May 9, 2007

Ms. Renee Frash  
Ulster County Purchasing  
310 Flatbush Avenue  
Kingston, NY 12401-2742

#### RE: RFP – UC07-06, Marlboro Hamlet Area Transportation Plan, Town of Marlborough

Dear Ms. Frash:

We are pleased to submit this *Proposal* to provide professional services for the above referenced project. Creighton Manning Engineering, LLP (CME) is joined by Behan Planning Associates, and Cynthia Behan – Landscape Architect (and a Woman Owned Business Enterprise) to complete this important study. This team provides complimentary land use and transportation planning services. We bring specific local knowledge and a high level of interest and commitment to assist the UCTC and the community with this worthwhile project. Mr. Mark Sargent, P.E., ([msargent@cmellp.com](mailto:msargent@cmellp.com)) will serve as the Project Director and will lead all Consultant activities.

The CME team is fully aware of the importance of integrating land-use planning with transportation planning, engaging the community and other stake-holders in decisions that may affect their lives, optimizing and managing traffic operations, designing improvements, planning for bicycle, pedestrian and transit modes, and using visualization as a tool in the decision making process.

Traffic circulation is a concern on Route 9W, King Street and Western Avenue, and we propose to develop a detailed traffic simulation model to evaluate different alternatives. The need to balance operational improvements with on-street parking and pedestrian accommodations is critical. Adequate pedestrian crossings are not completely lacking, but there is a clear need for pedestrian improvements at the Route 9W/Western Avenue intersection, and extending out to the High School and the Elementary School.

Our proposed methodology involves six steps that will allow the community and the public to explore alternatives, understand trade-offs, influence decisions, and become engaged in the process.

- Step 1 - Initiation & Public Participation Plan
- Step 2 - Assessment and Public Involvement
- Step 3 - Identify Alternatives
- Step 4 - Evaluate Alternatives and Public Involvement
- Step 5 - Draft Report and Public Involvement
- Step 6 - Final Report

We look forward to the Committee's selection decision. If there are any questions on our submittal please feel free to contact me or our proposed Project Director, Mark Sargent.

Sincerely,

**Creighton Manning Engineering, LLP**

John M. Tozzi, P.E., Partner

*Engineers, Planners and Surveyors*



## PROJECT UNDERSTANDING

The Ulster County Transportation Plan identified the Marlboro Hamlet as one of four communities in need of mobility and streetscape improvements. The traffic circulation is a concern along Route 9W, Western Avenue, and King Street. At the same time, the on-street parking calms traffic as it moves through the area. A few of the alternatives described in the Ulster County Transportation Plan are intersection improvements, including a new traffic signal and a new turn lane at Western Avenue, new cross walks, parking modifications, closing King Street, and decorative streetscape features and landscaping among others.



Lack of adequate pedestrian crossing accommodations at 9W / Western Ave intersection.

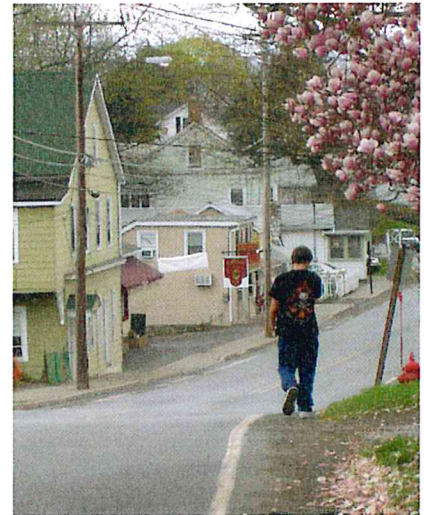
CME was the prime consultant on the project, and a recent visit to the area noted many existing deficiencies still exist. There is a need to identify and implement multi-modal transportation improvements with the support of the community.

The Hamlet is not completely lacking adequate multimodal transportation accommodations. Sidewalks and crosswalks that meet current ADA guidelines for Americans with disabilities are present along the west side of Route 9W in the vicinity of St.

Mary's church. This includes sidewalks in good condition, with high visibility detectable warning strips. Other locations are completely lacking adequate pedestrian accommodations such as the Route 9W/Western Avenue intersection, and along Western Avenue west of the post office and out to the Marlboro Central High School. While there is a continuous pedestrian path along Route 9W to the Elementary School, the condition is very poor. Improved access to the schools should be explored as part of the study.

While the terrain is a limiting factor in many areas to development and roadway improvements, it could be an asset for open space or public land. Steep slopes exist on both sides of Route 9W south of the Hamlet. There is a deep ravine within the Hamlet.

A land use and multi-modal transportation plan is needed to improve overall mobility, quality of life and safety in the area. A walkable community with a variety of transportation choices, and inviting destinations, reduces overall vehicular travel. Studies have shown measurable vehicular trip reductions in areas that provided a mix of uses and transportation options.



No sidewalk and pedestrian walking on wrong side of road on Western Avenue near post office.



Existing gateway from the south - high speed road with significant constraints due to steep terrain.





## **FHWA/FTA GUIDANCE**

Planning projects should follow the current guidance and thinking about mobility, public involvement and how land use and transportation decisions are interrelated. Section 6001 of the Federal transportation legislation (SAFETEA-LU) describes the provisions and guidelines for transportation planning involving Federal funds. Notable provisions within this federal transportation reauthorization include increased emphasis on consultation with agencies responsible for land use management, environmental protection, and historic preservation; the need for consistency between transportation improvements and economic development areas; increased recognition of the importance of security of the transportation system; more focus on operations and management strategies to improve system performance; development and commitment to a participation plan to involve interested parties and to publicize plans; emphasis on the use of visualization techniques as a way to communicate ideas and alternatives; and the emergence of new project types – pedestrian walkways and bicycle transportation facilities in recognition of the importance of these modes of travel. The Marlboro Hamlet Area Transportation Plan will be developed around these guiding principles.

### **Study Goals consistent with SAFETEA-LU**

- Reduce vehicle delays and improve safety
- Improve pedestrian and bicycle safety
- Increase parking capacity
- Enhance economic vitality
- Protect and enhance the historical character of the hamlet

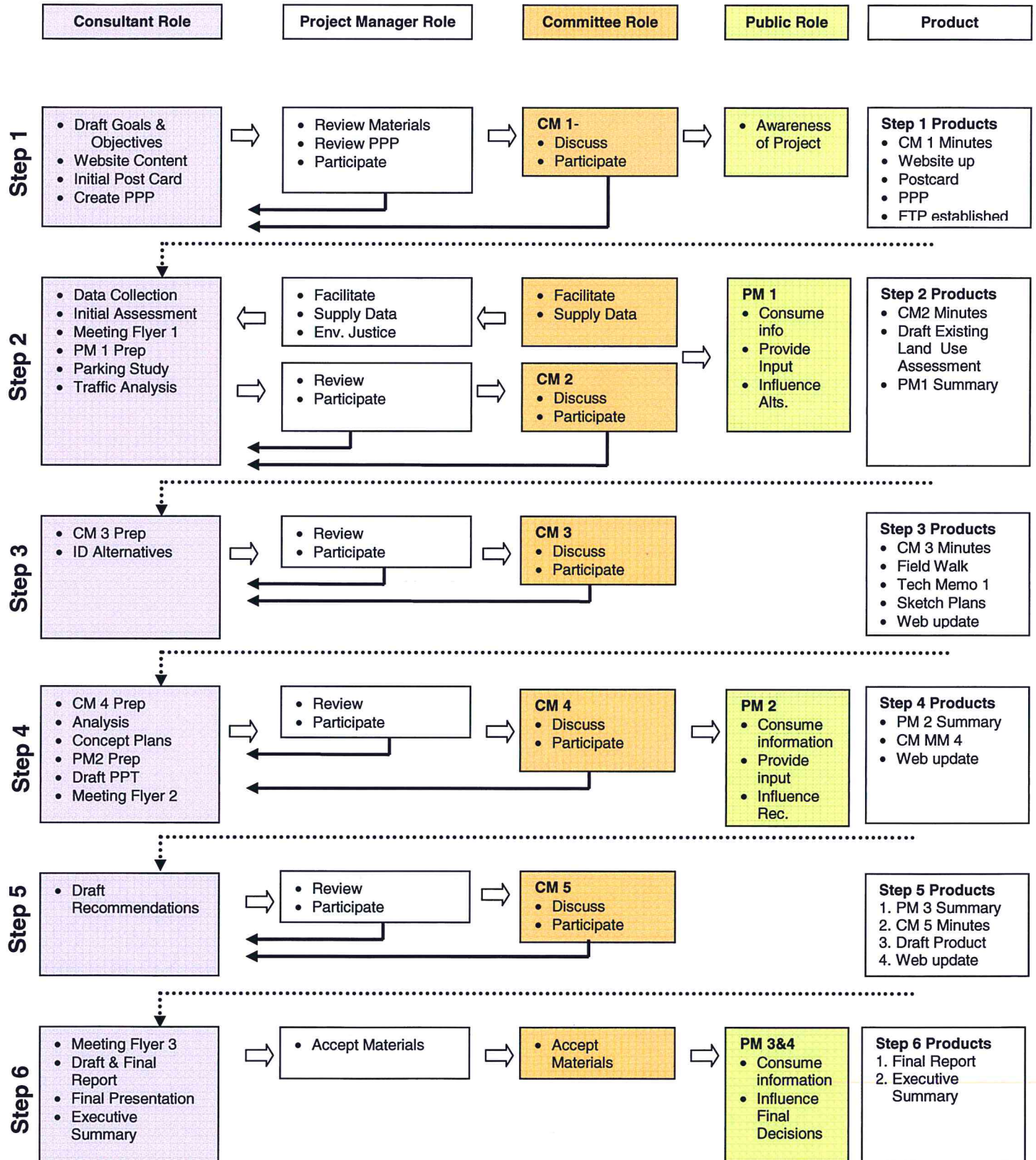
## **STUDY APPROACH AND SCOPE OF WORK**

The following approach was developed to address the four primary tasks outlined in the RFP, with additional clarifications and assumptions to show how the task are inter-related, and correlate to the overall schedule and deliverables. The approach is summarized in the flow chart on the following page that shows the major deliverables, activities, sequence of events, and the roles and expectations of the consultant, the UCTC Project Manager, the advisory committee and the public. The basic approach is a six step process that will engage the advisory committee and the community, identify problems and goals for the area, explore alternatives, provide factual information related to existing conditions and alternatives, all leading to a land use and transportation plan developed through a collaborative and informed process.

Simple  
Six Step  
Study  
Approach



# Marlboro Hamlet Area Transportation Plan Project Flow Chart







## STEP 1: PROJECT INITIATION

Project initiation includes meeting with the study team to discuss project schedule, public information meetings, public outreach strategies and determination of the overall project schedule. Prior to the first Advisory Committee Meeting, the consultant will prepare a Project Charter containing a draft Public Participation Plan (PPP), scope outline, project schedule, and a listing of Advisory Committee members. The material will be submitted to the UCTC Project Manager for review, prior to circulating it to the Committee, and could be used as the preliminary content for the project web site.

The initial PPP will be in the form of an outline (two to three page document) that describes the schedule and what is expected to be accomplished and what techniques and public participatory techniques will be deployed throughout the study effort. Specifics on each meeting will include what presentations, handouts, mailings will be part of each meeting process, and the intended outcome of each meeting. The project approach flow chart will be used as a basis for the PPP. Details will be provided as to how the public will be informed of the project from inception to completion with specifics relative to public meetings. Mailing lists and Media contacts will be developed by the Community. Newsletters and web page content will be developed by the Consultant.

A thorough public participation effort is an essential component to this planning effort.

The PPP will confirm the consultants staffing and attendance at the meetings as well as roles and responsibilities of other study team members. The UCTC and the Community will determine if any populations need special outreach and/or to what extent environmental justice may or may not be an issue.

The initial post card will be developed by the Consultant and mailed by the Town of Marlborough to a mailing list developed by the Town of Marlborough. The post card will advise residents the study effort and include the future public meeting schedule, if known. This post card will contain brief information about the study, contact information, and project web site and email information.

During Committee Meeting No. 1, the team will review and discuss the PPP to understand committee preferences about the meeting content and questions for the community. The availability of certain existing conditions information and the roles of gathering the information will also be discussed during Committee Meeting 1.

### Step 1 Deliverable: Public Participation Plan

The consultant will deliver a public participation plan, post card, initial content for the project website, and facilitate Advisory Committee Meeting No. 1. The draft PPP will be made available electronically to the PM for review and approval before sending to the study team. Upon approval by the PM, a total of 15 draft hard copies will be distributed to the study team for review and discussion.

Once the draft PPP has been widely reviewed, it will be finalized based on comments received. A total of 15 final copies, one (1) reproducible copy, and one electronic copy will be distributed to the study team and posted to the project website.



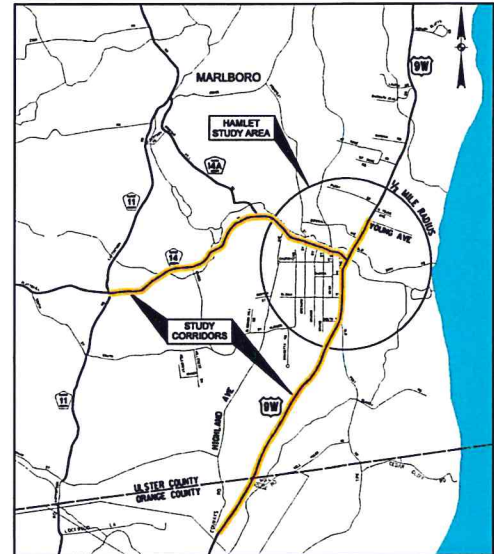


## STEP 2: EXISTING CONDITIONS ASSESSMENT AND PUBLIC MEETING NO. 1

During Step 2, the Consultant will assemble existing conditions information and conduct a preliminary Existing Conditions Assessment sufficient to describe the existing conditions and characteristics of the Hamlet and the Study Corridors. The focus of the Assessment will be to summarize and organize major issues to facilitate communication with the Advisory Committee and the Public.

The Assessment will be a mixture of broad issues and more detailed examples of specific issues.

The UCTC, the Town, the NYSDOT, and other stakeholders will facilitate and supply existing conditions information as necessary. The Consultant will gather independent information and assimilate it into a DRAFT PowerPoint presentation to be reviewed and discussed at the second Advisory Committee Meeting. The intent of the presentation is that it will also serve as a dry-run for the first public meeting.



The consultant will collect, review and analyze previous studies and the materials identified below:

- available mapping including county digital aerial photography;
- master plans/community comprehensive plans;
- NYSDOT, UCTC and other county plans;
- Comprehensive planning, zoning and ordinance information;
- Tax parcel data within the defined study area;
- Traffic and corridor studies including any proposed or completed in Orange County;
- Environmental and historic information;
- Traffic counts and vehicle classification data (available for NYSDOT, UCTC);
- Accident data;
- Established and planned bicycle routes and pedestrian facilities;
- Existing land use and recommendations for future land use, ordinances and access management overlay zone;
- Location and plans for approved and proposed development projects;
- Location and plans for public facilities including libraries, government buildings, schools, etc.
- Locations of anticipated development on undeveloped parcels;
- Regional traffic model information (UCTC utilizes TransCAD);
- US Census 2000 data and updated American Community Survey;
- Public transit services, routes, and volumes;
- Capacity of the existing highway system and transportation infrastructure (Highway Capacity Analysis);
- Central business district parking inventory and conditions assessment;
- Identify all relevant project development proposals in the area.





Sources of information include NYSDOT, Ulster County Planning Department, Town of Marlborough, various federal, state and county resources and agencies; past private development/traffic studies. Consultant will conduct a field review and corridor walkover noting key engineering/topographic constraints, traffic operations, parking areas and modes of transportation.



High Parking Demand on King Street

**Central Hamlet Parking Study:** The Consultant will conduct an inventory and utilization of parking in the central hamlet area of Marlboro. The analysis will include overall utilization, whether additional parking is needed, and how shared parking could be accommodated. Parking utilization will be conducted on a weekday on a date to be determined by the Study Team.

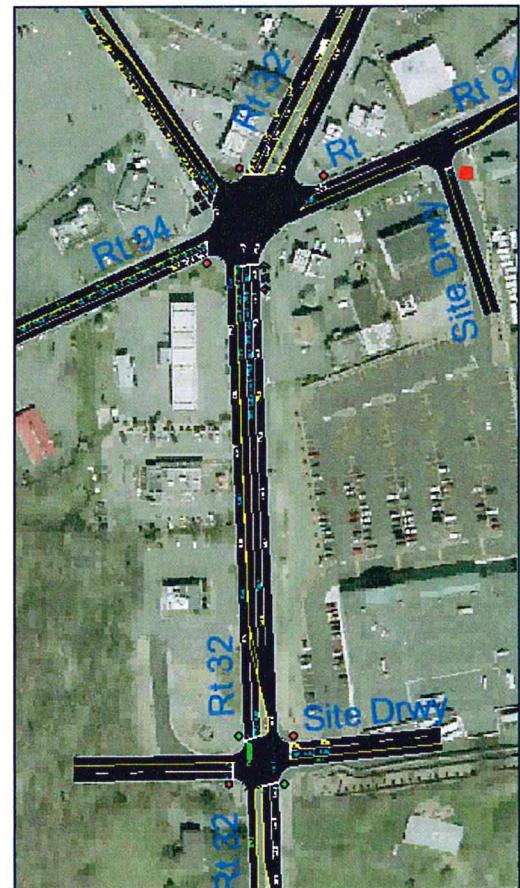
**Existing Conditions Traffic Analysis:** A traffic simulation model will be developed and an operational analysis (Level-of Service) will be completed based on the latest procedures contained in the Highway Capacity Manual. The simulation will include the three intersections formed by Route 9W, King Street, and Western Avenue. Traffic volume counts and intersection turning movement counts will be supplied to the Consultant by the NYSDOT, Ulster County Department of Public Works, and UCTC staff.

It is assumed that the NYSDOT and/or the County will provide crash data for the latest three-year period. The Consultant will calculate crash rates for the two corridors and the Route 9W/Western Avenue intersection. The Consultant will be responsible for all other data collection related to traffic operations and safety analysis.

**Multi-Modal Transportation System Assessment:** The consultant will identify general non-standard highway features and / or other conditions in the study area. Inventory current pedestrian crosswalk locations and safety systems and examine route signage and identification.

**Maps:** Existing Land use, Zoning, and Environmental Constraints Maps will be prepared. Opportunity and/or culturally significant sites will be identified. Existing transportation features and conditions maps and images will be prepared.

**Environmental Constraints Mapping:** Using published data, we will map key environmental resources and constraints in the study area. The purpose of the mapping is to create a generalized base of understanding of land use patterns, potential growth areas, and sensitive environmental resources at a planning (macro) scale.



Sample Traffic Simulation Model





**The Land Use Analysis:** Building upon the town's recently completed Comprehensive Plan, we will review the plan and its recommendations for refinement as a result of this process. The team will develop an existing land use map (parcel-based). Future development patterns and potential will be projected for consideration of future traffic generation.

We will examine the potential for parallel roads in the hamlet area (grid), and where these are not readily practical, other access management options will be explored including linked parking lots, consolidated curb cuts, and traffic calming. Identification of access management overlay areas is a likely outcome of this analysis in later steps.

**Travel Demand Forecasts:** Existing travel demand model forecasts will be analyzed to develop future traffic volumes. A comparison of the Ulster County and Orange County regional travel demand forecasts for years 2007, 2020 and 2035 will be used to develop traffic volumes in the Marlboro Hamlet area. The UCTC has developed and recently updated a regional travel demand forecasting tool (TransCAD) to assist with this analysis. Orange County also recently updated its countywide travel demand forecasting tool (VISUM). The Consultant will review the regional models and coordinate directly with UCTC, and Orange County Transportation Council (OCTC) to determine variability in the forecasts at the County line, and to inform the development of reasonable traffic forecasts.



Pedestrian Infrastructure meets ADA guidelines near St. Mary's Church

**Coordination with Ongoing Studies:** The Consultant will coordinate and incorporate work being done for other studies by the Ulster County Transportation Council including the non-motorized Master Plan for Ulster County, and the Orange County Transportation Council.

The existing conditions information will be summarized in the form of a DRAFT PowerPoint presentation and presented to the Advisory Committee during Committee Meeting 2 for review and discussion. Modifications will be made by the Consultant and presented to the Community during Public Meeting 1.



**Public Meeting 1:** To be held early in the late summer or early fall after the school year has started. The purpose of the meeting will be to introduce the project, discuss the project history, previous studies, problems, issues, project scope, schedule, process and expected outcome, obtain public input on the corridor and intersection problems, causes, solutions, and vision. As part of the first public meeting, we will help identify future land use patterns through the following techniques:

- **Areas of stability/Areas of change:** We will work with meeting participants to identify areas of stability (places in the study area that should/will remain the same) and areas of change (places that should change or are likely to change). After identifying these in group exercise, we will





explore the future (ideal) land uses (commercial, public/institutional) and character types (village character, highway business, etc.) that would ideally be in place for each of the areas of change.

Technical Memorandum No. 1 will be prepared following the first public meeting.

Step 2 Deliverables: Committee Meeting 2 and Public Meeting No. 1

The Existing Conditions Assessment will form the basis for the first public meeting. Products will include the initial Meeting Flier, Existing Conditions Assessment (PowerPoint presentation), and Public Meeting Summary.

### **STEP 3: IDENTIFICATION OF ALTERNATIVES & INITIAL PREFERENCES**

The Advisory Committee will hold a working meeting (Committee Meeting 3) to review the public input and propose various alternatives to address the issues raised. The Committee will brainstorm possibilities and opportunities within the study area – both land use and transportation related. An overall sketch plan will be developed for the corridors and the Hamlet area and up to three (3) initial concepts for the critical Route 9W/King Street/Western Avenue intersection. A consultant-led field walk will be scheduled on the same day as Committee Meeting No. 3 within the Hamlet area, and will be open to interested Committee members to further identify concerns and possibilities.

Initial Transportation System Improvements – One of the goals of the working meeting will be work closely with the Study Team and the community to develop the initial Transportation System Improvement Concepts (TSIC). TSICs include bicycle, pedestrian and safety improvements, curbing and other access improvements, parking needs, bus stop enhancements, landscaping, gateway and traffic calming treatments in the hamlet area. The focus of the TSIC discussion will be within the hamlet area and the US 9W corridor in the project area.

The Committee  
and the Public  
will influence the  
Alternatives

During Step 3, the consultant will also prepare a Technical Memorandum (Tech Memo No. 1) that summarizes the work completed during first two steps. The Tech Memo will provide an overview of the project, study purpose and planning process, existing conditions of the corridors and intersection LOS, public participation plan, project schedule, public meeting summary, describe project vision, goals and objective. The intent of the Tech Memo is that it will serve as the first two chapters of the final report.

The Tech Memo will be made available electronically to the PM for review and approval before sending to the study team. Upon approval by the PM, a total of 15 draft hard copies will be distributed to the study team for review and comment. Once the draft Tech Memo has been widely reviewed, it will be finalized in one iteration based on comments received. A total of 15 final copies, one (1) reproducible copy, and one electronic copy will be distributed to the study team and posted to the project website.





Step 3 Deliverables: Tech Memo 1, Sketch Plans and Committee Meeting 3

Tech Memo 1, plus initial sketch plans and ideas from the community and the Advisory Committee during Committee Meeting 3. The improvement ideas will be developed for the corridors and the Hamlet area, and up to three (3) initial concepts for the critical Route 9W/King Street/Western Avenue intersection. Sketch plans may be hand drawings, written descriptions, and/or preliminary computer drawings sufficient to convey overall intent.

#### **STEP 4: ALTERNATIVES ASSESSMENT, COMMITTEE MEETING 4 AND PUBLIC MEETING 2**

Following Committee Meeting 3, the consultant will refine the sketch plans, conduct additional analysis for Committee Meeting 4, and begin to prepare for the second public meeting.

##### **US 9W Intersection Alternatives:**

A maximum of three (3) intersection alternative concepts for US 9W at Western Avenue and at US 9W and King Street identified during step 3 will be analyzed by the Consultant with assistance provided by the PM and the Study Team. Alternatives will be analyzed for AM and PM weekday peak hours for implementation in Years 2007, 2020 and 2035. Initial conceptual intersection/ corridor drawings will be developed to illustrate how each alternative visually fits into the US 9W/ Western Avenue/King Street intersection area. Each alternative will be analyzed in terms of Level of Service (LOS), street reconfigurations, street closures, access management, public acceptance, and impacts to adjacent businesses and parking. The Consultant will develop a visualization of the function of two of the alternatives chosen by the Study Team.

Graphical and conceptual visualizations of improvements will aid in public understanding of the alternatives.

##### **Transportation System Improvement Concepts (TSIC):**

Concept plans and examples of improvements will be developed by the consultant to convey major ideas, and specific improvements as feasible. The concepts will display various bicycle, pedestrian and safety improvements, access improvements, parking, bus stops, landscaping, gateway and traffic calming treatments in the hamlet area. Improvements identified will be organized for presentation and review by the public. The focus of the TSIC will be within the hamlet area and the US 9W corridor in the project area.

The various improvement concepts and analysis will be summarized into a draft PowerPoint presentation and presented to the Advisory Committee during Committee Meeting 4 for review and discussion. Modifications will be made by the Consultant and presented to the Community during Public Meeting 2.

Public Meeting 2: To be held mid point in study effort to discuss alternatives developed, receive input, and determine preferences about on which of the alternatives should be included further considered.

Step 4 Deliverable: Conceptual Improvements and Committee Meeting 4 and Public Meeting 2

Summaries from Committee Meeting 4 and Public meeting 2 will be prepared.



## STEP 5: DRAFT RECOMMENDATIONS (TECH MEMO 2)

Using the input from the second public meeting, the Consultant will prepare the draft plan and recommendations. The summary will identify, document, and illustrate the different alternatives and recommendations. The summary will be in the form of a Technical Memorandum and will function as the final chapters of the draft Final Report.

The Tech Memo will include transportation and land use recommendations including areas for zoning changes including a corridor overlay zone that would implement commercial development design guidelines and access management elements. It will identify the type of guidelines recommended and suggested access management techniques appropriate for the respective situations presented in the Marlboro Hamlet study area. (Zoning law drafting, SEQR review, and adoption of actual zoning code is not included in this planning level scope of services.)

A recommended land use map will be prepared highlighting future patterns for growth (commercial centers, etc.) and conservation of community resources (historic hamlet preservation areas, significant open space/scenic resources).

A rendering will be prepared for preferred option for the streetscape character of the center of the Marlboro Hamlet (building, sidewalk, planting concept, lighting, etc.) that is responsive to both community input and the available right-of-way.

The Tech Memo will be made available electronically to the PM for review and approval before sending to the study team. Upon approval by the PM, a total of 15 hard copies will be distributed to the study team for discussion at the 5<sup>th</sup> Committee meeting.



Sample Before After Rendering

### Step 5 Deliverable: Draft Recommendations and Committee Meeting 5

The result of step 5 will be Advisory Committee input on the draft recommendations.

## STEP 6: DRAFT REPORT, PUBLIC MEETING 3 AND FINAL REPORT

Committee comments on the Draft recommendations from step 5 will be refined and combined with Tech Memo 1 to produce the DRAFT Final Plan for public comment. The report will include a detailed traffic analysis of the intersection improvements associated with US 9W and Western Avenue as well as US9w and King Street. Included shall be a LOS analysis for near term, mid-term and long-term implementation.





The DRAFT Final Report will be circulated as a Public Comment Draft. Five copies of the Public Comment Draft will be provided along with a digital copy posted on the UCTC and Town website by the UCTC and the Town. The hard copies will be distributed to the local library, the town hall, and the UCTC offices.

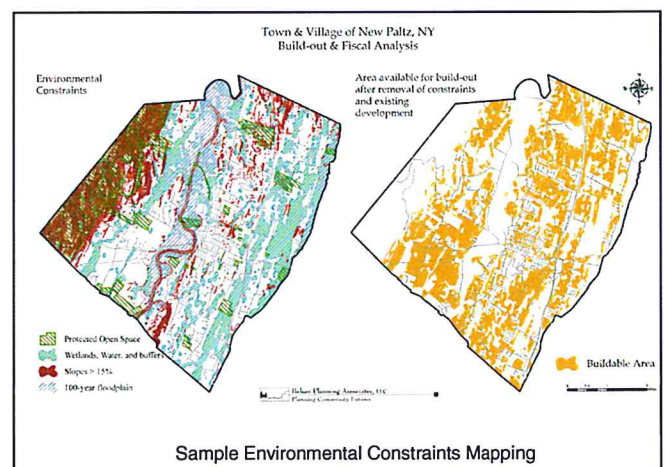
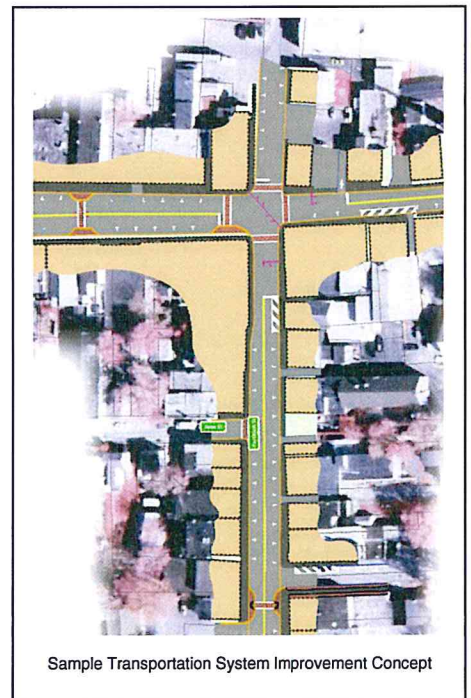
A PowerPoint presentation will be prepared summarizing the recommendations contained in the Draft Final Report.

**Public Meetings 3 & 4** – The consultant will facilitate the final public meeting (PM 3) to be held near the completion of the study effort to present the draft final plan, and to discuss project findings, preferred project recommendations, and responsibilities. This meeting will be held after the Draft Marlboro Hamlet Transportation Plan is completed and has been available for review in both hard copy and electronic versions. Town Board members will be invited to attend the third public meeting. The consultant will present the final PowerPoint presentation to the UCTC at a final (fourth) public meeting.

**Final Report** - After the thirty (30) day public comment period, the Consultant will address/incorporate public comments and will prepare a proof copy of the Final Report for final review by the PM. The basic outline for the final report will be as follows:

#### **Report Outline and Sample Graphics**

- 1 Introduction
  - Methodology and Public Outreach
- 2 Goals and Objectives
- 3 Existing Conditions, Problems and Needs
  - Land Use, Zoning and Development
  - Multi-modal Transportation System
  - Community Input on Existing Problems and Possibilities
- 4 Land Use and Transportation Plan
  - Guiding Principles and Policies
  - Overall Vision and Hamlet Concept Plan
  - Corridor Improvements
  - Pedestrian and Bicycle Plan
  - Parking
  - Transit
  - Community Input on Improvements
- 5 Future Conditions
  - Land Use and Traffic Forecasts
  - Analysis
- 6 Implementation Plan







### Step 6 Deliverable: Final Report

Twenty (20) copies of the Final Report will be provided to the PM along with one (1) reproducible color copy, and an electronic copy. Appendices could include the following material as appropriate:

- Travel Demand Forecasting Tech Memo/Assumptions. The Tech Memo shall include all assumptions and input that were part of any of the transportation forecasting effort that was completed as part of the project.
- Parking Analysis Report. The report shall include the results of the parking analysis called for in Step 2.
- Geographic Information Systems (GIS) Mapping. Maps and shape files produced as part of the project will be provided in geodatabase format compatible with Esri ArcInfo as well as pdf files for printing.
- Transportation System Improvement Concepts (PDF's)
- Public Participation Plan.
- A summary of public comments received on the project.

In addition, the Consultant shall provide 2 copies each of all graphics involved in the Transportation System Improvement Concepts. The TSICs will be foam core board mounted and distributed to the Town of Marlborough and the UCTC for future display.

## **TECHNICAL ASSUMPTIONS**

### Study Team Meetings

It is assumed there will a maximum of five (5) in-person study team meetings with the Consultant in attendance at a location in the Town of Marlborough, and three (3) public meetings. Town Board members will be invited to attend the third public meeting. The consultant will present the final PowerPoint presentation to the UCTC at a final (fourth) public meeting.

- Appropriate Consultant staff will be in attendance at all committee and public meetings. Attendance by a minimum of 2 individuals is required for the first three public meetings unless approved by Project Manager (PM).
- Public meeting facilities are available at no cost.
- Consultant will coordinate with the Town of Marlborough and the Town will secure each meeting location.
- Consultant will produce all meeting minutes and agendas for the PM's review and approval.
- Consultant will prepare and distribute minutes of all meetings with the study team and public meetings to the PM within two (2) weeks of each meeting.
- Agenda and related materials will be available in advance of meetings for review by the PM.
- Preparation of presentation graphic, handouts, and support displays required for each meeting. Depending on agenda, it is assumed that graphics will include colored plan rolls, aerial photography, overlays, GIS maps, various conceptual design displays, power point





presentations, computer visualizations/simulations, and traffic simulations. One hand rendering will be provided, and up to four unique concept drawings.

- The Consultant will lead all technical portions of presentations relative to engineering, planning, land use, transportation, and environmental components of the project.
- The Consultant shall prepare and submit to the PM draft and final meeting fliers two weeks before a public meeting. The PM will then distribute to the Town of Marlborough for distribution to the public.
- At a minimum, the Consultant will provide hard copies of the PowerPoint presentation to serve as a handout for each public meeting. It is assumed that a maximum of 75 copies will be prepared for each meeting.
- The Consultant will prepare a project newsletter that will serve as the Executive Summary for the project. The project newsletter will be limited to four to eight pages. It is assumed that one edition of the newsletter will be prepared for distribution at the 3<sup>rd</sup> public meeting. It is assumed that a maximum of 75 copies of the newsletters will be printed.

### **Project Website(s)**

The UCTC will maintain a link to their website to display project information. The Consultant will provide content for the web site. It is assumed that the link will be created within thirty (30) days after the contract award date for the full duration of the study period (including contract extensions, if any). The website will provide project information and updates including: study team members and their contact information, project Technical Memorandum, meeting minutes, future public meeting schedule, and other key project information. The Town's website and Public access TV station could also be used by the Town to display the same

### **Project Email**

The consultant will establish a project email to receive all communications for the project.

### **FTP Site**

The Consultant will establish and maintain a secure FTP site to exchange large documents among study team members and PM.





## **KEY PERSONNEL**

This section presents one paragraph summaries of qualifications and experience for the key personnel assigned to the project. This includes personnel from Creighton Manning Engineering, Behan Planning Associates and Cynthia Behan Landscape Architect. Each firm has staff available for technical support to the key personnel. Please refer to the Management Plan in the next section for the percent of time by personnel for each task included in the scope of work.

### **Mark A. Sargent, P.E. – Project Director**

Mark Sargent is a Senior Transportation Planner and engineer with Creighton Manning Engineering, LLP. He will serve as the Project Director for the Marlboro Hamlet Area Transportation Plan and the single point of contact for the consultant team. Mr. Sargent's transportation work experience spans more than 20 years in both the public and private sectors. He has led a variety of multi-modal surface transportation projects for Metropolitan Planning Organizations and municipalities. Mr. Sargent has facilitated public and advisory agency coordination on a variety of projects including system and demand management, planning studies, parking studies, corridor studies, technical reviews and highway design projects. He is familiar with the study area, having worked on the Ulster County Transportation Plan. Mr. Sargent developed the original transportation demand model for UCTC and has applied the new version of the model on the recently completed Saugerties Area Mobility Analysis study.

### **John M. Tozzi, P.E. – Partner-in-Charge**

John Tozzi is one of the Partners of Creighton Manning Engineering, LLP and he will serve as the Partner-in-Charge on this study. Mr. Tozzi has over 20 years of experience in a variety of transportation engineering disciplines including traffic operations analysis, highway engineering, transit systems analysis, airport planning and design, and railroad engineering. Mr. Tozzi has been in responsible charge of major transportation studies, preliminary/final design work for NYSDOT projects, as well as planning studies for the Capital District Transportation Committee. Mr. Tozzi will provide overall quality assurance and quality control on this project.

### **John J. Behan, AICP – Principal**

John J. Behan, AICP is the principal of Behan Planning Associates, LLC. After practicing for twelve years, first as a city planner, then as a partner in a larger planning and design firm, Mr. Behan began his independent consulting planning practice in 1995 and formed Behan Planning Associates in 1998. Mr. Behan's work, which he considers creative collaborations with his clients and their constituencies, has been recognized with several national planning and conservation awards. His professional practice emphasizes turning knowledge into action and includes public involvement as integral to successful community planning initiatives. John has worked on many transportation and land use planning projects including work on several hamlet, village, and town center plans. This work has included concept planning, revitalization planning, zoning amendments, and successful grant awards. The private sector investment guided by these plans John has directed have resulted in tens of millions of dollars flowing in our town centers across New York State.

### **Michael Bailliere Allen – Senior Community Planner**

As an architect, Mr. Allen has worked for noted international firms in London, England; Albany, NY and Manchester, VT. Before moving to New York State, Mr. Allen served on the Planning





Commission for the Town of Dorset, VT, and has a strong personal interest in community revitalization and land use planning projects. Mr. Allen began his independent planning consulting practice in 2002 with the formation of Bailliere Consulting where he was Principal until joining Behan Associates. Mr. Allen's experience includes land use planning, environmental impact reviews, developing zoning codes, build out analysis, and illustrated design standards. Along with all of our staff, Michael has great experience in managing and facilitating public participation meetings. Michael has an excellent understanding of design in the public realm and has special expertise in depicting desired site and architectural plans into an historic hamlet setting using three-dimensional modeling techniques.

#### **Rick Lederer-Barnes – GIS Specialist/Environmental Scientist**

Mr. Lederer-Barnes has a background in geological sciences and environmental consulting. He maintains and manages all Geographic Information Systems (GIS) mapping and analysis products within Behan Planning Associates, as well as performing photography and photo simulation services. He also provides professional planning services in the areas of geological and environmental review, brownfield assessment, economic development, and community visioning, and assists with development and marketing. Rick is experienced in working with GIS resources in Ulster County, having worked on several local as well as regional planning projects.

#### **Cynthia Behan – Landscape Architect**

Cynthia Behan is a consulting Landscape Architect for residential, commercial, open space and community planning projects. Her experience includes site planning and design for residential, commercial and institutional clients, as well as community parks and trail system planning and design. Cynthia has a good understanding of Marlboro Hamlet and the study area, having grown up down the road in the Balmville area of the Town of Newburgh. Cynthia is adept at finding creative design solutions that help define a sense of place while serving practical needs for all modes of transportation and land uses.

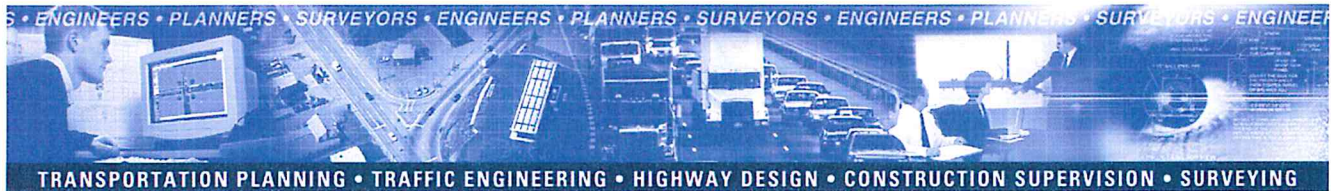
#### **Jennifer Fredenburg – Junior Landscape Architect**

Ms. Fredenburg joined the Behan Planning Associates, LLC team in 2006. She provides professional service in the areas of landscape architecture, greenway and open space planning, urban design, community and master planning, and site design. Her background is in Geographic Information Systems (GIS), including technical support of planning and engineering projects, programming, needs assessments, inventories, and analysis. Jen is experienced in streetscape design and renderings.

#### **Mark Nadolny – Transportation Demand Modeling Specialist**

Mr. Nadolny is a Project Engineer who specializes in traffic engineering and transportation planning. His expertise is in the area of travel demand modeling, traffic operations analysis, GIS applications, and traffic simulations in transportation projects. He has applied these skills to a variety of transportation planning projects over the past 7 years for public sector clients including the New York State Department of Transportation (NYSDOT), metropolitan planning organizations, and municipalities. His project experience includes Frank Sottile Boulevard Extension in the Town of Ulster where he was responsible for development of the travel demand model for nine (9) proposed alternatives to bypass Route 9W by extending Frank Sottile Boulevard to Grant Avenue.



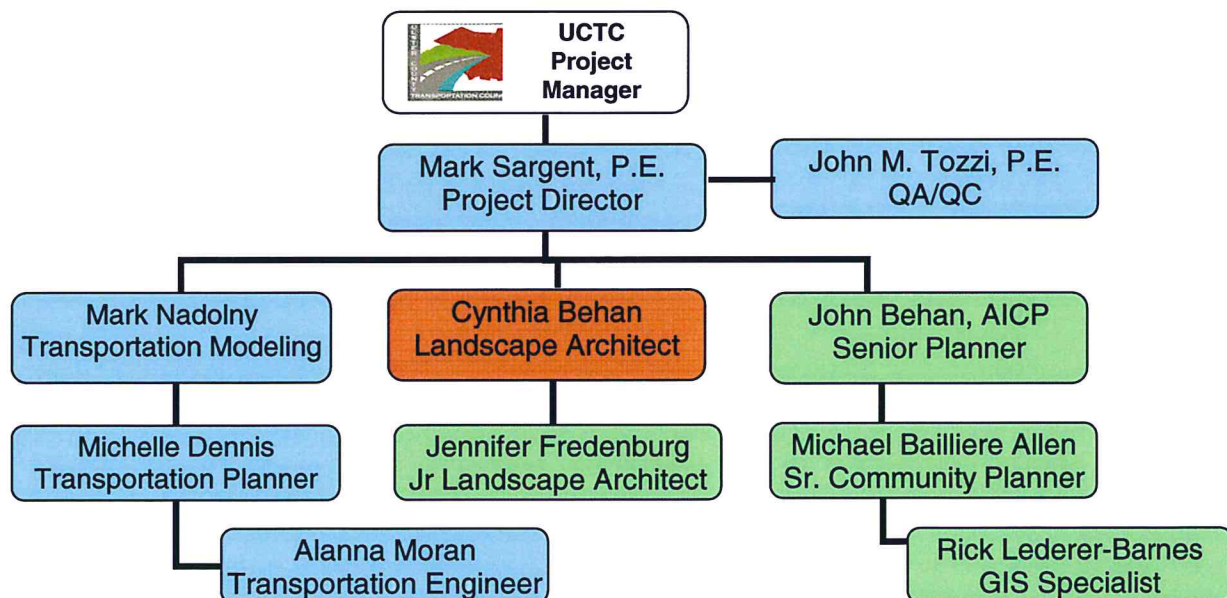


### Michelle Dennis – Transportation Planner

Michelle Dennis is a transportation planner who has worked in the nonprofit field for three years. Ms. Dennis completed a Master of Regional Planning degree at Cornell University. She also holds a Bachelor of Arts degree in Urban Planning and Black and Puerto Rican Studies from Hunter College. As an undergraduate student Ms. Dennis was a Mellon Fellow and produced a report focusing on the effect of land use/urban design on communities of color. Her project experience at Creighton Manning Engineering includes the VanSchaick Island Land Use and Transportation Plan, which addresses a variety of multi-modal transportation issues in the City of Cohoes, and the North Swan Street linkage study in the City of Albany focusing on traffic circulation and redevelopment, both for the Capital District Transportation Committee.

### Alanna Moran – Transportation Engineer

Ms. Moran is a Project Engineer with Creighton Manning Engineering. Her specific experience over the past five years includes preparation of parking studies, traffic impact studies, corridor studies, generic environmental impact statements, and air quality analysis. Ms. Moran's expertise includes traffic operational analysis utilizing Highway Capacity Software, SYNCHRO, and NETSIM. Her project experience includes the Route 32/Fair Street intersection improvement study in the City of Kingston where she was responsible for evaluating and facilitating public discussions about intersection improvement options at a complex 5-way intersection.







## **MANAGEMENT PLAN**

Creighton Manning Engineering will lead the overall project and will serve as the primary point of contact for the client. Behan Planning Associates will provide support related to land use, zoning, GIS mapping and graphic sketch plans. Cynthia Behan – Landscape Architect will prepare a graphic rendering of the final preferred vision for the Hamlet area.

The Combined Schedule and Staff Hour Estimate on the following page form the basis for the Project Management Plan. It shows the level of effort (staff hours) for the individual tasks, combined with a time-line of when the tasks will be completed in order to meet the proposed 12-month schedule. It demonstrates the need to be efficient throughout the study duration. For this project to be successful, the UCTC and the Town must be engaged and contribute to the discussion, content and facilitation of materials.

CME attend all of the steering committee meetings. Behan Planning will attend one.

The management plan will facilitate effective decision-making by 1) providing the necessary technical and graphical documentation, 2) providing ample opportunities for input from the public and the steering committee 3) listening and organizing material effectively, 4) identifying viable and realistic alternatives, and 5) using technical and visual techniques as part of the evaluation.

The project will be coordinated with other on-going work at Creighton Manning Engineering. On projects of this nature, CME routinely holds in-house weekly meetings to review on-going task level work, confirm staff assignments, review overall project status and determine specific action items. This management technique will be applied to this project.





**ULSTER COUNTY SCORING SHEET**  
**EVALUATION OF RFP-UC07-06**  
**Marlborough Hamlet Transportation Study**

Vendor Name \_\_\_\_\_

A	B	C	D
Criterion	Point Range (circle one)	Relative Weight	Independent Evaluator's Score Points x Weight = Score
1. Study Methodology -Responsiveness to RFP requirements -Responsiveness to scope of work	0 1 2 3 4 5 6 7 8 9 10	3.0	
Comments:			
2. Qualifications and related experience of key personnel	0 1 2 3 4 5 6 7 8 9 10	3.0	
Comments:			
3. Firm's prior and related experience and qualifications	0 1 2 3 4 5 6 7 8 9 10	2.0	
Comments:			
4. Quality of proposer's detailed project management plan and ability meet project schedule	0 1 2 3 4 5 6 7 8 9 10	1.5	
Comments:			
5. Use of Disadvantaged Business Enterprise (DBE) contractors	0 or 10	0.5	
Comments:			
<b>Total Score (Maximum Score is 100)</b>			

**Instructions to Evaluator:** Complete a separate evaluation form for each proposal received.  
**Each criterion must be assigned a score.** Make additional notes in the comments section for reference and discussion during meetings of the full evaluation panel.





## PROPOSAL EVALUATION TABLE

**RFP-UC-07-06**

### Marlborough Hamlet Transportation Study

RATING		DESCRIPTION
10	Outstanding	Exceeds the requirements of the criterion in superlative beneficial ways / very desirable.
9	Excellent	Exceeds the requirements of the criterion in ways which are beneficial to the County's needs.
8	Very Good	Exceeds the requirements of the criterion but in a manner which is not particularly beneficial to the County's needs (they may propose more than the County needs).
7	Good	Fully meets requirements of the criterion.
6	Average	Adequately meets most of the requirements of the criterion, may be lacking in some areas which are not critical.
5	Below Average	Barely meets most of the requirements of the criterion to the minimum acceptable level. May be lacking in some areas which are not critical.
4	Inadequate	Address most, but not all, of the requirements of the criterion to the minimum acceptable level. May be lacking in some areas which are not critical.
3	Poor	Poor to Very Poor.
2	Very Poor	Minimally address some, but not all, of the requirements of the criterion. Lacking in critical areas.
1	Not Acceptable	Very Poor to Unsatisfactory.
0	Unsatisfactory	Does not satisfy the requirements of the criterion in any manner.



# Marlboro Hamlet Area Public Participation Plan

## Introduction

This Public Participation Plan (PPP) documents specific methods to engage, inform and educate the public about the Marlboro Hamlet Area Transportation Study. Using feedback from this process the objective of the study is to produce a land use and multi-modal transportation plan developed through a collaborative and informed process.

## What is the Goal of the Public Participation Plan?

The goal of the Public Participation Plan is to provide clear information to the stakeholders regarding the Study and facilitate public involvement. In order to achieve this goal the PPP will create various opportunities to engage the stakeholders.

## Who are the stakeholders and how are they identified?

Potential stakeholders include:

- People living and working in the area
- Community organizations, churches, services groups, neighborhood assoc.,
- Municipal officials
- Transportation organizations
- Traveling public
- Advocacy groups
- State & Federal environmental and economic development agencies
- Chambers of commerce/businesses
- Schools
- Opposition groups

The Advisory Committee will review these potential stakeholders during the first committee meeting and an initial mailing list will be established. The mailing list will be expanded throughout the process as people become involved through other communication methods. The Community is responsible for establishing and maintaining the mailing list.

## What other communication methods are used to involve stakeholders?

Communication methods include:

### Meetings

- Committee Meetings
- Public Meetings

### Materials

- Initial Postcard Mailing
- Newsletters
- Project Website
- Media
- email



## **What are the Meeting Methods and Desired Outcomes?**

### **Committee Meetings**

#### Committee Meeting No. 1

Committee Meeting 1 will be a review and discussion of the public participation plan, the initial post card, and initial project website content. The availability of certain existing conditions information and the roles of gathering the information will also be discussed.

#### Committee Meeting 2

Committee Meeting 2 will be a review/discussion of the existing conditions information leading to the first public meeting. All existing conditions information will be summarized in the form of a DRAFT PowerPoint presentation by the consultant and presented to the Committee for review and discussion.

#### Committee Meeting 3

Committee Meeting 3 will be a review of public input and the proposed various alternatives to address public concern. Led by the consultant, the Committee will brainstorm possibilities and opportunities within the study area – both land use and transportation related. An overall sketch plan will be developed for the corridors and the Hamlet area.

A consultant-led field walk will be scheduled on the same day as Committee Meeting No. 3 within the Hamlet area, and will be open to interested Committee members to further identify concerns and possibilities.

#### Committee Meeting 4

During Committee Meeting 4 the consultant will facilitate the Committee in the process of refining the documented sketch plans. To aid this process the consultant will summarize in a draft PowerPoint presentation various improvement concepts and analysis for Committee review and discussion.

#### Committee Meeting 5

During Committee Meeting 5 the consultant will review the draft plan and recommendations with the Committee. The summary will identify, document, and illustrate the different alternatives and recommendations. A recommended land use map and a rendering detailing preferred options for the streetscape character of the center of the Marlboro Hamlet will be presented and discussed.

### **Public Meetings**

#### Public Meeting 1

The consultant will prepare a PowerPoint presentation focused on an assessment of existing conditions and will facilitate a discussion with the public to introduce the project and to obtain input on area problems, needs, and vision. Committee Members will be asked to supply any needed information for the meeting.

Handouts and materials provided by the consultant will include copies of the agenda and presentation, poster board size maps of the area, easels, poster paper, markers and colored dots for the group activity.

The following documents the goals, strategy and desired outcome of Meeting 1:

*Public Participation Goal:* To introduce the project and receive input from the community. Project process and expected outcomes will be detailed.



*General Public Participation Strategy:*

Group Discussion

During the discussion participants will explore the future (ideal) land uses (commercial, public/institutional) and character types (village character, highway business, etc.) that would ideally be in place for each of the areas of change.

Small Group Break Out Session- "Dot Exercise"

Using supplied poster size maps of the study area, meeting participants will identify areas of stability (places in the study area that should/will remain the same) and areas of change (places that should change or are likely to change) by placing different colored dots on different areas on the map. Participants will also be given markers and blank poster paper to add any comments/recommendation.

Group Closure

Members of the public will provide an overview of comments and concerns heard during the break-out groups.

*Outcome:* Community concerns and ideas.

Public Meeting 2

Public Meeting 2 will be held at a mid point in the study. The consultant will prepare a PowerPoint presentation focused on the developed alternatives and will facilitate a meeting with the public to receive input and determine preferences on the presented alternatives. Committee Members will be asked to supply any needed information for the meeting.

Handouts and materials provided by the consultant will include copies of the agenda and presentation as well as poster board size examples of drafted conceptual improvements.

The following documents the goals, strategy and desired outcome of Meeting 2:

*Public Participation Goal:* To receive input and determine preferences on the developed alternatives.

*General Public Participation Strategy:*

Group Discussion

The improvement concepts will be presented along with relevant attributes, intent and function.

Small Group Break Out Session – Poster board Stations

Meeting participants will be divided into small groups and will rotate around created work stations. Each station will detail an improvement concept. There will be a list of questions at each station to facilitate group discussion. The consultant will facilitate the small group process.

Group Closure

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★ Bulk Permit

Postal Customer

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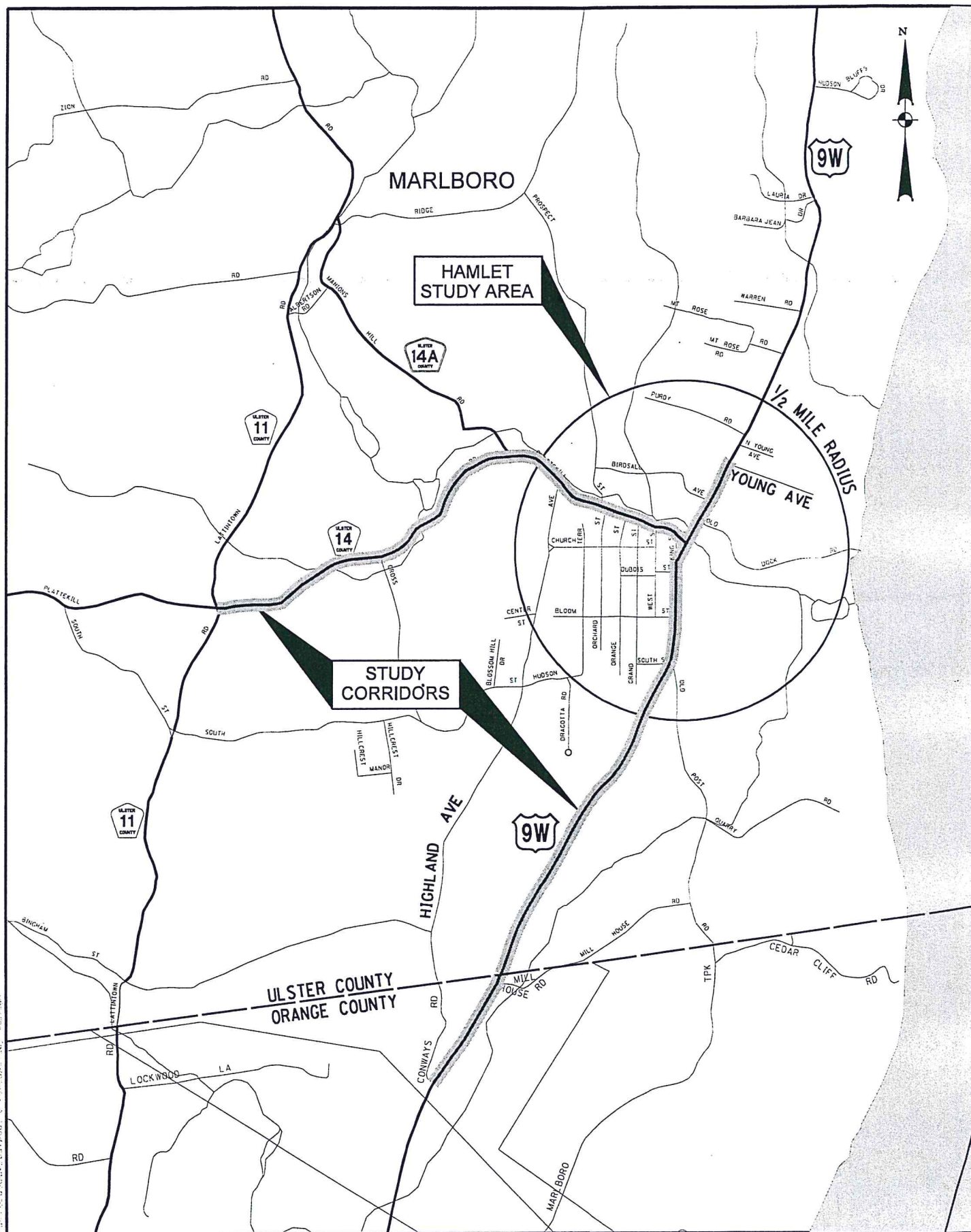
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# **Agenda**

## **Marlboro Hamlet Area Transportation Plan Town of Marlborough, NY CME Project No. 07-110d**

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- Review Public Participation Plan and Post Card
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## **Briefly describe how these communication methods are implemented.**

### **Meetings**

#### Committee Meetings

There will be a maximum of six (6) in-person study team meetings. The consultant will have overall responsibility for scheduling and facilitating all meetings. The goal of these meetings is to guide the overall study, monitor activities and performance, and help reach consensus on the study recommendations and the final plan.

#### Public Meetings

There will be four public meetings. The consultant will attend and facilitate three (3) public meetings. The consultant shall also attend the fourth public meeting and shall address technical questions. UCTC staff will facilitate the fourth meeting. Members of the study team will be asked to participate.

### **Materials**

#### Postcard Mailing and Newsletters

An initial post card will be developed by the Consultant and mailed by the Town of Marlborough to a mailing list developed by the Town of Marlborough. The post card will advise residents of the study effort and include the future public meeting schedule. This post card will contain brief information about the study, contact information, and project web site and email information.

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#### Project Website

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The Town's website and Public access TV station will also be used by the Town to display the same information.

#### Public Notices

Public notice of all public information meetings will be widely announced on the project website and in local daily and weekly media publications. Specific publications will be selected with the guidance of the Committee.

#### Email

A generic project email will be established by the consultant to receive and catalog public communications for the project. Acknowledgements will be sent within two business days.



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## The Marlboro Hamlet Area Transportation Study

Ulster County has initiated a transportation study in order to develop a plan to reduce traffic congestion, enhance transportation options and preserve the character of the community in the Marlboro Hamlet area.

### We Need To Hear From You!

Four public workshops are scheduled prior to December 2008. Each workshop will be informative and interactive. Workshops will include presentations focused on the existing transportation system and will detail specific transportation and land use recommendations. Community concerns and comments will be discussed at every meeting and reviewed throughout the study process.

### Your participation ensures the success of the study!

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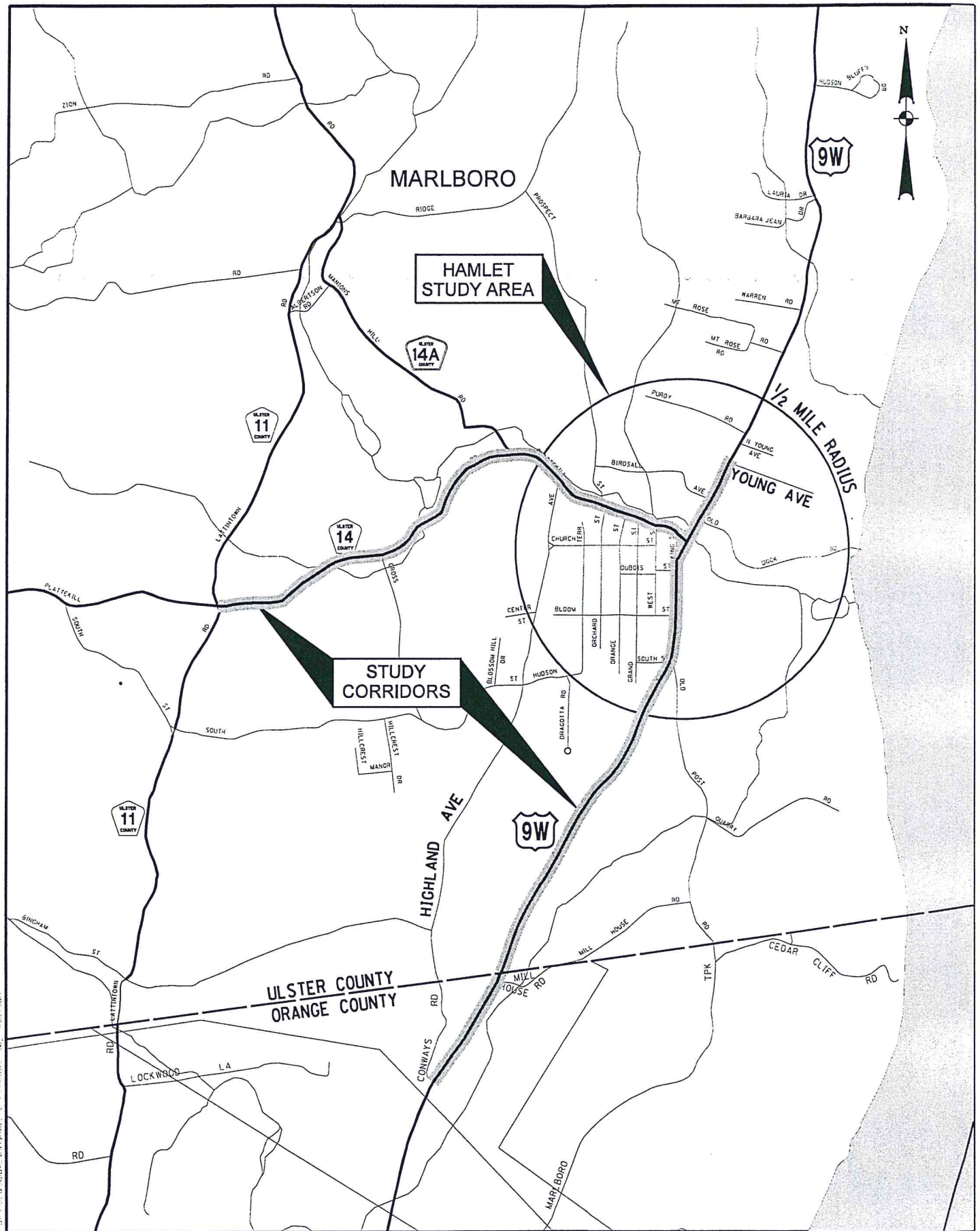
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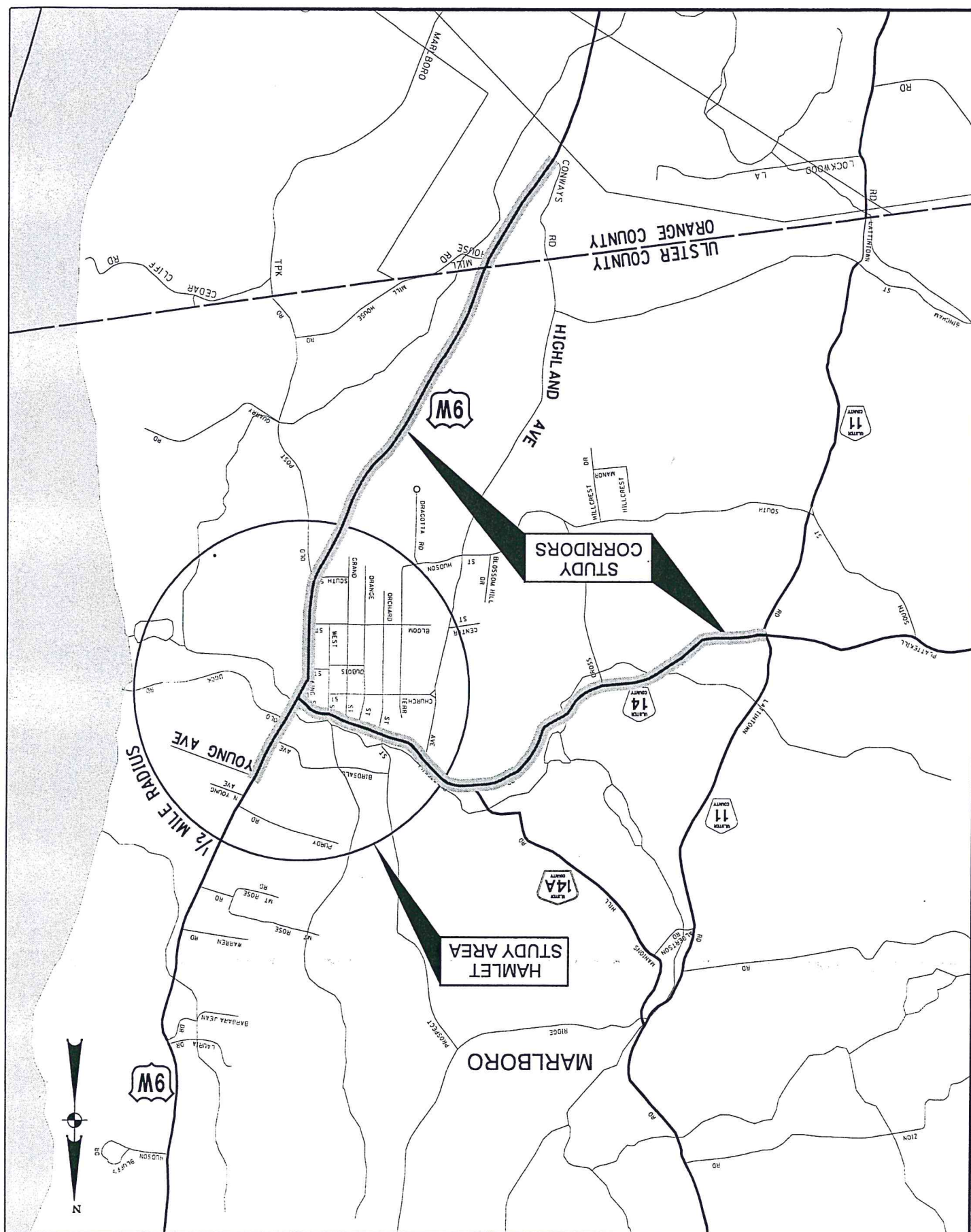
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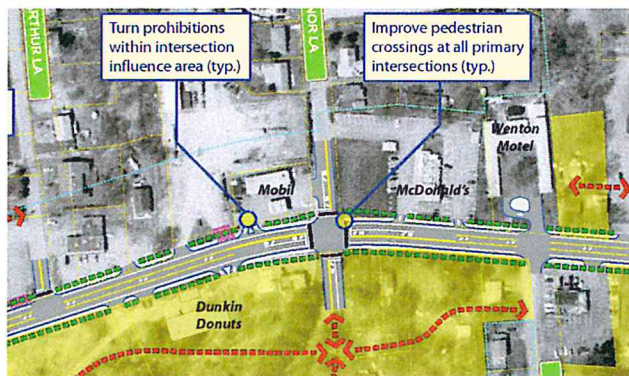
# PROPOSAL COMBINED PROJECT SCHEDULE AND STAFF HOUR ESTIMATE

Marlboro Hamlet Area Transportation Plan  
CME Proposal No. 081-07

STEP	Staff	Firm	Behan			CME					Landscape Architect					SUBTOTALS
			Principal	Sr Planner	GIS Specialist	Jr Landscape Arch	Sr Planner/Eng V	Eng IV	Planner/Eng III	Planner/ Eng II	Planner/ Eng I	Eng Tech IV	Sr LA	Jan	Feb	
MONTH			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	
1		PROJECT INITIATION														
		Project Charter & Public participation plan			2		8			10						
		Post Card					4			4						
		Committee Meeting 1 (2 CME staff) and Meeting Minutes			8		12			20						
		Step 1 - Total	0	0	0	10	0	0	0	34	0	0	0	0	0	
2		DATA COLLECTION & ASSESSMENT														
		Data Collection - Initial Assessment	0	0	0	4	0	12	40	0	10	0	0	0	66	
		Committee Meeting 2 (2 CME, 1 Behan)			8		16			24						
		Public Meeting 1 (& PM summary)			8		24			32						
		Step 2 - Total	0	0	0	20	0	12	80	0	10	0	0	0	122	
3		ID ALTERNATIVES														
		ID Alternatives (CM 3 and Field Walk)					16			26						
		Tech Memo 1					24	2		30						
		Intersection Sketch Plans / Concept Plans (2)					4	6		18						
		Step 3 - Total	0	0	0	20	0	10	0	74	0	0	0	0	0	
4		Alt ASSESSMENT														
		Refine Sketch Plans into Concept Plans					4	12		24						
		Committee Meeting 4 (2 CME staff)					16			24						
		Public Meeting 2 (& PM Summary)					24			32						
		Step 4 - Total	0	0	0	24	0	12	0	80	0	0	0	0	0	
5		DRAFT RECOMMENDATIONS														
		Prepare Tech Memo 2					40	4		56						
		Committee Meeting 5 (2 CME staff)					16			24						
		Step 5 - Total	0	0	0	20	0	4	0	80	0	0	0	0	0	
6		DRAFT and FINAL REPORT														
		Prepare draft report for public comment					16	2		22						
		Public Meeting 3 (2 CME staff)					24	4		36						
		30 day Public Comment														
		Final Report					16	2		26						
		Step 6 - Total	0	0	0	20	0	8	0	84	0	0	0	0	0	
		Sub Consultants	6	109	24	46			20	205						
		(GIS, Zoning, Environmental, Land Use, Graphic LA)														
		Project Total	6	109	24	46	114	0	12	304	0	44	20	0	679	

# = Hours by Staff occur in the months highlighted in purple  
√ = Sub Consultant involvement





**Project Name:** Saugerties Area Mobility Analysis

**Project Type:** Transportation/Land Use, Access Management, Bicycle/Pedestrian Access

**Location:** Town/Village of Saugerties  
Ulster County, New York

**Planning Fee:** \$150,000

**Completion Date:** 2006

### ***Project Highlights***

- Multi-modal existing conditions transportation needs assessment.
- Regional travel demand forecasting (TransCAD).
- Detailed traffic simulation modeling, operational and roundabout alternatives analysis.
- Consultant-led field walk. Public workshops. Ranking of potential improvements by the public.
- Conceptual improvement plans; pedestrian plan, access management plan, roundabout concepts.
- More than 40 recommended projects and strategies.
- Implementation plan with priorities, order-of-magnitude costs, and involved agencies.

### ***Project Description:***

This area-wide land use and multi-modal transportation planning study in the Village and the Town of Saugerties was prepared for Ulster County Transportation Council (UCTC). Recommendations include regional access and mobility concepts, roadway and intersection improvements, access management improvements, trucking, parking, rail safety, bicycle, pedestrian facilities, community character enhancements and land use policies. Recommendations balanced the needs of all modes while enhancing the character, economic vitality, and quality of life in the community.

### ***CME Role:***

Prime consultant responsible for overall project direction, technical analyses, visioning, and project deliverables.

**Client:** Ulster County Transportation Council  
244 Fair Street  
Kingston, NY 12402

**Reference:** Dennis Doyle  
Director  
Ph: (845) 340-3340







- FC-1** Connection between Hudson Heritage and Mid Hudson Plaza  
Pursue connection consistent with the Fairview Center concept  
Town and Hudson Heritage, in cooperation with Inland Management
- AM-1** Move Home Depot/Marist northern entrance signal to the shared Mid Hudson Plaza/Hudson Heritage driveway and realign northern Marist College driveway  
Examine in coordination with Route 9 Route 9G Connector. Maintain right-in/right-out access at Mid Hudson Plaza, and possibly Marist driveway.  
Town, NYSDOT, Hudson Heritage, and Marist College
- AM-3** Reduce traffic volume at Marist Main Gate/Route 9 intersection  
Improve internal circulation on Marist west campus and eliminate outbound traffic from Marist at Main Gate (or maintain right-out only)  
Marist College and NYSDOT



**Project Name:** Route 9 Land Use & Transportation Study

**Project Type:** Transportation/Land Use

**Location:** Town of Poughkeepsie, Dutchess County, New York

**Planning Fee:** \$104,000

**Completion Date:** 2006

### ***Project Highlights***

- Advisory Committee consensus on major issues.
- Traffic simulation modeling, forecasting and operational analysis.
- Coordination with existing development plans of major stakeholders.
- Facilitated public workshops and advisory committee meetings.
- Conceptual improvement plan including new vehicle connections, pedestrian and bicycle connections, and access consolidation.
- Implementation plan with next steps, relative project schedules, probable costs, and agency involvement.

### ***Project Description:***

This planning study focused on a congested segment of Route 9 near Marist College in the Town of Poughkeepsie. The purpose of the study was to develop a shared vision of future land use and transportation, taking into account the development plans of major stakeholders in the corridor. The challenge of this study was to balance the desire for a pedestrian-friendly, "village center" environment with the function of Route 9 as a major commuter route while accommodating additional development. More than 4,000 pedestrians per day cross Route 9 near the college. The draft study includes an overall graphical Concept Plan, supporting Technical Report and an implementation matrix with more than 20 strategies in five goal areas.

### ***CME Role:***

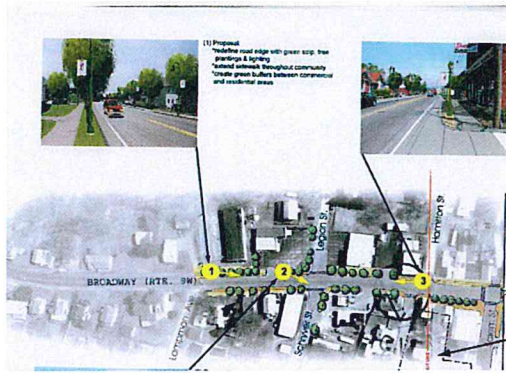
Prime consultant responsible for overall project direction, close coordination with the client, technical analyses, visioning, and project deliverables.

**Client:** Poughkeepsie-Dutchess County Transportation Council  
27 High Street  
Poughkeepsie, NY 12601

**Reference:** Kealy Salomon  
Transportation Program Administrator  
Ph: (845) 486-3600







**Project Name:** Ulster County  
Transportation Plan

**Project Type:** Long Range Transportation Plan

**Location:** Ulster County, New York

**Construction Cost:** N/A

**Completion Date:** 2002

### ***Project Highlights***

- 20-Year County-wide plan
- Investigated three (3) future growth scenarios
- Developed strategies for local communities

### ***Project Description:***

This project involved a 20-Year Transportation Plan developing goals and objectives for all modes of transportation and recommendations included policies, programs, and projects for all modes. Three (3) alternative future growth scenarios were considered for the County – normal growth, high growth and managed high growth. Managed high growth considered strategies to reduce vehicle dependence such as mixed land uses, pedestrian and transit friendly development, and increased transit service.

### ***CME Role:***

Creighton Manning Engineering, LLP (CME), as prime consultant, led a multi-disciplined team of transportation planners, landscape architects, economists, and bicycle and pedestrian facility planners to develop this Transportation Plan. CME was responsible for coordination of all team members as well preparing the following items:

- "Bicycle and Pedestrian Primer: A Handbook for Local Communities"
- "Transportation and Quality Communities, Strategies for Ulster County Communities"
- County-wide traffic forecasting model
- Comprehensive, multi-modal Transportation Plan for the County

**Client :** Ulster County Planning Committee  
PO Box 1800  
244 Fair Street  
Kingston, NY 12402

**Reference:** Dennis Doyle  
Director  
Ph: (845) 340-3339







**Project Name:** Frank Sottile Blvd. Extension

**Project Type:** Planning and Preliminary Engineering

**Location:** Town of Ulster  
Ulster County, New York

**Planning/Preliminary Engineering Fee:** \$130,000

**Completion Date:** 2006

#### ***Project Highlights***

- Traffic Forecasting based on 20-year build-out of Town
- Evaluation of roadway alignments and interchange alternatives with Route 199
- Estimated construction costs of various alternatives
- Completed Air Quality Studies, Noise Analysis, and SEQR Documentation

#### ***Project Description:***

Traffic planning and preliminary engineering design project for the extension of Frank Sottile Boulevard to reduce congestion in the US Route 9W corridor due to growth in the Town. The need for the extension was identified in a 1990 Land Use/Transportation Study and its 1997 update pending completion of certain land development projects.

#### ***CME Role:***

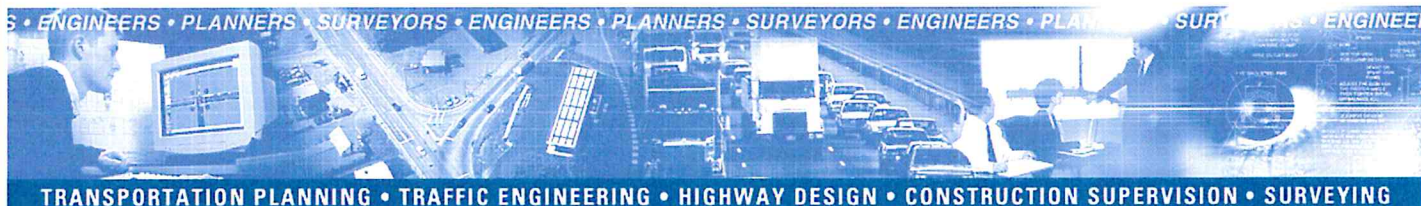
As Traffic Planning subconsultant, CME evaluated ten alternatives for the extension of Frank Sottile Boulevard. The evaluation included analysis of numerous intersections as well as interchange ramps and weaves. Weekday PM and Saturday conditions were analyzed given the high level of retail development in the study area. Traffic forecasts were generated by updating the TModel network created by CME for the 1997 Land Use/Transportation Study update. Preliminary engineering design included the roadway extension and alternatives with various interchange configurations with Route 199. Air quality studies and noise analyses were completed for the alternatives and presented in SEQR documentation.

**Client :** Shuster Associates  
3578 Atwood Road  
Stone Ridge, NY 12484

**Reference:** Dan Shuster  
Ph: (845) 687-0758







**Project Name:** US Route 9 - Hyde Park

**Project Type:** Corridor Management Plan

**Location:** Town of Hyde Park  
Dutchess County, New York

**Construction**

**Cost:** N/A

**Completion**

**Date:** 2005

### ***Project Highlights***

- Corridor includes the historic home of President Franklin Delano Roosevelt
- Created a blueprint to improve the corridor experience for residents, visitors, and through travelers
- Developed over 40 recommendations to improve the corridor

### ***Project Description:***

This project involved the preparation of a Corridor Management Plan to guide public investments and local review of development proposals. The Plan provided a blueprint for enhancing the corridor experience for residents, visitors, and through travelers; improving transportation by focusing development in nodes within existing hamlets; and preventing strip development.

### ***CME Role:***

Creighton Manning Engineering, LLP (CME), as prime consultant, was responsible for the preparation of all aspects of the Corridor Management Plan document. The Corridor Management Plan included over 40 recommendations related to:

- Access management standards & guidelines
- Land use management guidelines
- Lighting and landscaping improvements
- Pedestrian & cyclist infrastructure enhancements
- Standardized intersection features
- Enhancing the role of transit in the corridor
- Traffic operations improvements
- Roadway design guidelines

**Client :** NYSDOT Main Office  
50 Wolf Road  
Albany, NY 12205

**Reference:** Ken Carlson  
Project Manager  
Ph: (518) 457-3429







**Project Name:** NYS Rte 7 & NYS Rte 2

**Project Type:** Transportation Land Use Plan and Access Management Study

**Location:** Town of Colonie  
Albany County, New York

**Construction**

**Cost:** N/A

**Completion**

**Date:** 2005

### ***Project Highlights***

- Heavily traveled corridor with nearly 50,000 cars/day
- Rapidly developing commercial thoroughfare in the Capital District
- Developed access management plans, land use changes, and pedestrian accommodations

### ***Project Description:***

This corridor study analyzed the remaining land use opportunities, better defined arterial management actions, and facilitated public discussions to help local officials, members of the business community, and residents work together to reach consensus on an appropriate land use and transportation vision for the corridor.

### ***CME Role:***

Creighton Manning Engineering, LLP (CME) was responsible for the Transportation System Improvements and Access Management Strategies. CME developed performance measures that were summarized in a matrix to demonstrate the benefits of access management and land use mix to preserve and manage the transportation system. The study provided recommendations for comprehensive plan land use designations, zoning ordinance map and text revisions, and transportation / land use design. Additional report elements included:

- Concept plan of access management treatments
- Land use projections under existing zoning and the alternative future concept
- Comparative transportation analysis
- Action Plan addressing land use, access management, transit, pedestrians, traffic calming, and capacity improvements.

**Client :** Capital District Transportation Committee  
One Park Place  
Albany, NY 12205

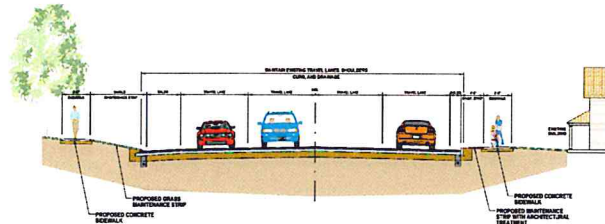
Town of Colonie  
347 Old Niskayuna Road  
Latham, NY 12110

**Reference:** Dave Jukins  
Principal Transportation Engineer  
Ph: (518) 458-2161

Robert Mitchell, DPW Commissioner  
Ph: (518) 783-6292







**Project Name:** Guilderland Hamlet Master Plan

**Project Type:** Transportation/Land Use, Bicycle/Pedestrian Planning

**Location:** Town of Guilderland  
Albany County, New York

**Construction Cost:** N/A

**Completion Date:** 2006

### ***Project Highlights***

- Need to balance the character of the Hamlet area with the function of Route 20 as a significant transportation corridor carrying approximately 30,000 vehicles per day
- Developed recommendations for bicycle and pedestrian accommodations, access to developing areas, and intersection improvements

### ***Project Description:***

This was one of a series of studies recommended in the Town of Guilderland's Comprehensive Plan. The study provides recommendations related to land use, architectural/site design, and multi-modal transportation improvements and strategies. The Plan serves as a guide for the future, to support and enhance the character of the Hamlet, while providing efficient mobility and access to Route 20 as development occurs.

### ***CME Role:***

As transportation sub-consultant, CME's role was to identify and evaluate the feasibility of pedestrian and bicycle facilities throughout the study area, connecting residents with the recreational resources of the Guilderland Hamlet area, with a primary focus on providing a continuous sidewalk along Route 20. Cost estimates were prepared for the recommended sidewalk and multi-use path segments. CME also identified intersection and roadway improvements to calm traffic and provide community gateways. Access recommendations were developed in coordination with the land use recommendations for developable land.

**Client:** Capital District Transportation Committee  
One Park Place  
Albany, NY 12205

Town of Guilderland  
5209 Western Turnpike  
Guilderland, NY 12084

**Reference:** Christopher O'Neill  
Senior Transportation Planner  
Ph: (518) 458-2161

Jan Weston  
Town Planner  
Ph: (518) 356-1980



## **Town Center Master Plan**

Town of Halfmoon, NY

The Halfmoon Center Master Plan refines the future land use vision for a fast-growing area of the town and identifies the tools necessary for implementation and realization of community goals. Primary planning themes identified through this process included: promote transportation connectivity; protect sensitive natural, environmental, and cultural resources and features; enhance the sense of place of the area; encourage alternative transportation options including walking and bicycling; and continue to seek out diverse public participation in future planning and implementation processes.

Behan Planning Associates led the consulting team in development of land use, transportation and design strategies. The master plan includes specific recommendations for the establishment of a new country hamlet, a mixed-use town center, access management, a bike and pedestrian system, and an open space network connecting the two areas along a tree-lined boulevard.





## **Town of Guilderland, New York Comprehensive Plan, Rural Guilderland Open Space Plan and Zoning Update, Hamlet Neighborhood Plan**

### **Rural Guilderland Plan and Zoning**

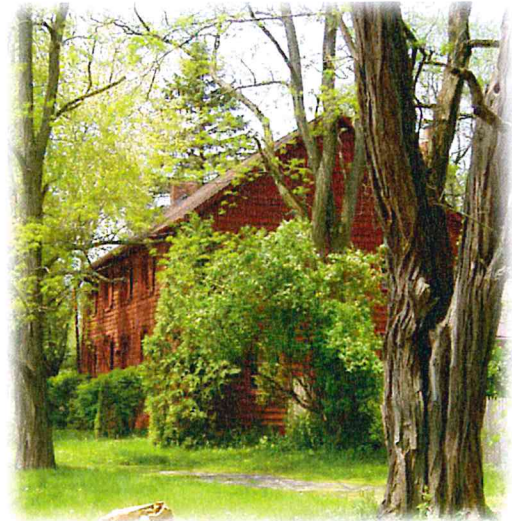
Behan Planning Associates assisted the town in development of a plan for the generally rural, western end of Guilderland. The plan and associated zoning updates for this 32-square mile area were identified as important implementation actions in the town's 2001 Comprehensive Plan. Primary planning goals detailed within the plan include the permanent protection of open space and farmland, promotion of conservation subdivision techniques to allow for sensitively-planned development, a lower overall development density, and the establishment of expanded and new hamlet areas.

We created new zoning which relates to the natural features of these areas, as well as a conservation subdivision section allowing for flexible site design in exchange for open space protection. In addition, the zoning component includes opportunities for the development of new hamlets and traditional neighborhoods through a "country hamlet" floating zone.

Working closely with the town planning staff, town board and planning board, a volunteer advisory subcommittee, and members of local community groups, Behan Planning Associates delivered a plan that promotes collaboration between development and conservation interests in the maintenance of the natural beauty and rural qualities of rural Guilderland.

### **Guilderland Hamlet Neighborhood Plan**

As a follow up to the work on the Town of Guilderland comprehensive plan, the Capital District Transportation Committee engaged Behan Planning Associates, LLC with Creighton Manning Associates and Cynthia Behan, Landscape Architect to create a vision plan for Guilderland Hamlet. The study components included land use and transportation analysis, design guidelines, and suggestions for implementation. The focus of the study was the busy Route 20 corridor and the importance of encouraging well thought out commercial development while maintaining and strengthening hamlet character.



*Assurances that future development would consider the unique and special character of rural Guilderland was integrated into zoning and land use strategies.*





**Town of Milton, New York  
Comprehensive Plan and Zoning Amendment with Town Center, Rural  
Conservation and Development Design Guidelines, Recreation and Open Space  
Plan and Route 50 Corridor Strategic Plan**

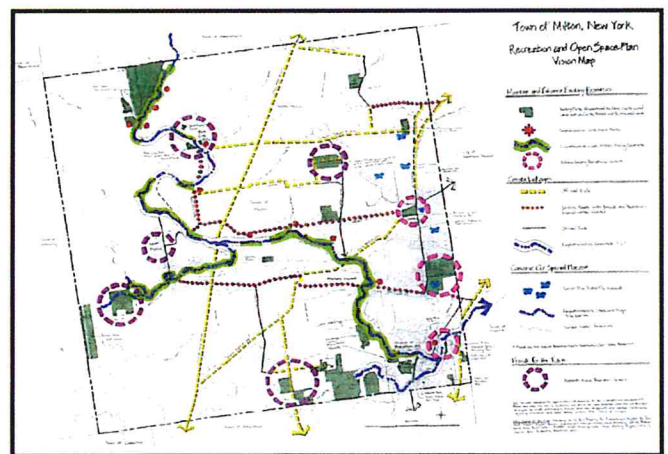
Behan Planning Associates assisted the Town of Milton in Saratoga County, NY in a comprehensive planning effort and prepared a body of tools to help the town realize its vision for the future. This work included a comprehensive plan, revised land-use regulations and zoning code, town center plans and design guidelines. A great amount of this work focused on the development of a high-quality pedestrian environment and the establishment of a walkable town center.

This project was awarded the 2002 "Smart Growth" award in comprehensive planning from the New York Upstate Chapter of the American Planning Association. The town has is

currently implementing many aspects of their plan including the town center project where new businesses and a number of pedestrian amenities are being established.

Behan Planning Associates also worked with a town advisory committee in 2003 to develop a Town of Milton Recreation and Open Space Plan. The project, recognized with an award from The Saratoga P.L.A.N. ("Preserving Land and Nature" land trust in Saratoga County) in 2004, included a town-wide survey on recreation and open space, community workshops, and other public outreach. Behan Planning Associates also developed a town-wide vision map for recreation and open space, as well as a site-specific town park concept plan.

In our most recent project with the town, we completed the Route 50 Corridor Plan (2005), a strategic plan for a highly-traveled segment of Milton's roadway system. This strategic plan establishes a vision for the corridor and includes recommendations for land use and zoning regulations, guidance for redevelopment areas, opportunity areas for affordable housing, and concepts for traffic safety and access management, aesthetics, landscaping, signage, and other site planning components.



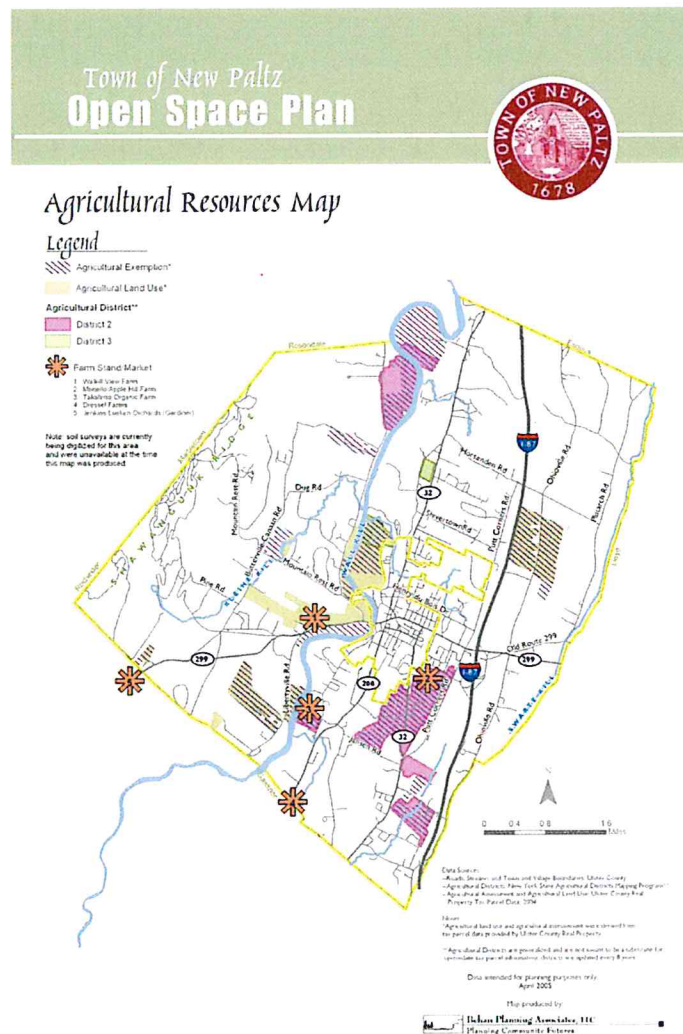
*Open Space Vision Map for Milton highlights residents' cherished open spaces.*



## Town of New Paltz, New York Open Space Plan

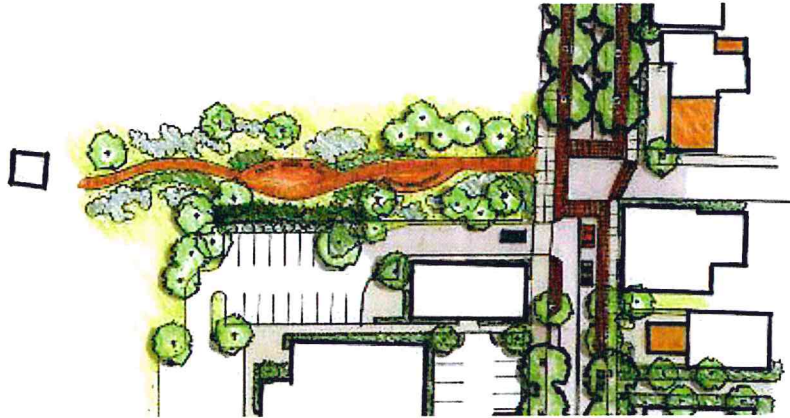
Behan Planning Associates, LLC started work in December 2004 to complete the committee's remaining open space planning process tasks in close consultation with the town's ad-hoc open space advisory committee.

Picking up from the committee's inventory and analysis work, and other public outreach efforts, since January 2005 our firm has created a draft open space vision map, conducted focus group meetings with landowners, interviewed other landowners and conservation stakeholders, reviewed existing planning and zoning tools, conducted preliminary financial analysis, and preliminary visual analysis using aerial photography, developed draft recommendations, and conducted a public planning workshop on emerging recommendations.



## **Town of Clarkstown, New York and Rockland County New City Vision Plan**

The New City Vision Plan is a cooperative planning effort between the Town of Clarkstown, Rockland County and the New City community to provide guidance for the future of the New City Hamlet Center. Behan Planning Associates is currently leading the consulting team in development of the plan. At this stage, a number of workshops and focus sessions have been held identifying community desires, opportunities, and preliminary strategies. Some of the opportunities identified in the plan include redevelopment alternatives for shopping plazas; creation of a traditional Main Street; coordination of the county campus and downtown New City; and streetscape enhancements and park and open space opportunities.



*One of the sketches from the New City Vision Plan.*

We are currently assisting the town with developing construction drawings for a comprehensive improvement program for South Main Street and zoning update and site and architectural design guidelines for the New City Hamlet area.





**COUNTY OF ULSTER – PURCHASING DEPARTMENT**

THIRD FLOOR, 310 FLATBUSH AVE, KINGSTON, NY 12401  
PHONE: 845-340-3400 / FAX: 845-340-3434 / WEB: [www.co.ulster.ny.us/purchasing/](http://www.co.ulster.ny.us/purchasing/)

**RFP NAME: MARLBORO HAMLET AREA TRANSPORTATION PLAN****RFP-UC07- 06****Page 36****VENDOR NAME:** Creighton Manning Engineering, LLP**REFERENCE SHEET**

All bidders will be required to complete this form providing three (3) references of past performance. References should involve projects and/or service situations of similar size and scope to this bid. References must have had dealings with the Bidder within the last thirty-six (36) months. The County reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the Bidder before the actual award of the bid and/or contract. Completion of the reference form is required.

Ulster County or any of its departments may be listed as an additional reference, but may not be substituted for any of the three required references.

1) Reference Name: New York State Department of Transportation, Region 8  
Address: Planning & Program Management  
4 Burnett Boulevard, Poughkeepsie, NY 12603  
Telephone: 845-431-5991 Contact Person: James Rapoli  
Contract Date: Term Agreement Traffic Engineering & Transportation Planning Ended 2/07

2) Reference Name: Poughkeepsie Dutchess County Transportation Council  
Address: 27 High Street, 2<sup>nd</sup> Floor  
Poughkeepsie, NY 12601  
Telephone: 845-486-3600 Contact Person: Kealy Salomon  
Contract Date: On-going Term Agreement Traffic Engineering & Transportation Planning

3) Reference Name: Capital District Transportation Committee  
Address: One Park Place  
Albany, NY 12205  
Telephone: 518-446-0396 Contact Person: Chris O'Neill  
Contract Date: Guilderland Hamlet Master Plan, contract ended in 2006

**COUNTY OF ULSTER – PURCHASING DEPARTMENT**

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RFP NAME: MARLBORO HAMLET AREA TRANSPORTATION PLAN

RFP-UC07- 06

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**ADDRESS SHEET**

**MAIL BID TO:**

VENDOR NAME: Creighton Manning Engineering, LLP

ADDRESS:

17 Computer Drive West

Albany, NY 12205

CONTACT: Mark Sargent, P.E.

—

TELEPHONE: 518-446-0396 FAX: 518-446-0397

E-MAIL: msargent@cmellp.com

**ONLY if different -**

**MAIL PURCHASE ORDER TO:**

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

—

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**ONLY if different -**

**MAIL PAYMENT TO:**

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

—

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

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CONTACT: \_\_\_\_\_ E-MAIL: \_\_\_\_\_



**COUNTY OF ULSTER – PURCHASING DEPARTMENT**

THIRD FLOOR, 310 FLATBUSH AVE, KINGSTON, NY 12401  
PHONE: 845-340-3400 / FAX: 845-340-3434 / WEB: [www.co.ulster.ny.us/purchasing/](http://www.co.ulster.ny.us/purchasing/)

RFP NAME: MARLBORO HAMLET AREA TRANSPORTATION PLAN

RFP-UC07- 06

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**VENDOR NAME:** Creighton Manning Engineering, LLP

**ASSUMED NAME CERTIFICATION**

\*If the business is conducted under an assumed name, a copy of the certificate required to be filed under the New York general business law must be attached.

**ASSUMED  
NAME:** \_\_\_\_\_

If the bidder is an individual, the bid must be signed by that individual; if the bidder is a corporation, by an officer of the corporation, or other person authorized by resolution of the board of directors, and in such case a copy of the resolution must be attached; if a partnership, by one of the partners or other person authorized by a writing signed by at least one general partner and submitted with the bid or previously filed with the Purchasing Agent.

"The submission of this constitutes a certification that no County Officer has any interest therein. (Note: In the event that any County Officer has any such interest, the full nature thereof should be disclosed below.)"

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSURANCE STATEMENT**

**Bidder agrees as follows - please mark appropriate box(es):**

1. Insurance Certificate as requested is attached

☐

**OR**

I certify that I can supply insurance as specified if awarded the bid

☒

2. I certify that my company will deliver by common carrier

☒

**OR**

I certify that my company will deliver by company owned or leased vehicles

☐

Insurance Certificate filed on \_\_\_\_\_  
DATE

**FAILURE TO PROVIDE SPECIFIED INSURANCE SHALL DISQUALIFY BIDDER.**

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

**COUNTY OF ULSTER – PURCHASING DEPARTMENT**

THIRD FLOOR, 310 FLATBUSH AVE, KINGSTON, NY 12401  
PHONE: 845-340-3400 / FAX: 845-340-3434 / WEB: [www.co.ulster.ny.us/purchasing/](http://www.co.ulster.ny.us/purchasing/)

RFP NAME: MARLBORO HAMLET AREA TRANSPORTATION PLAN

RFP-UC07- 06

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**THIS PAGE MUST BE COMPLETED**  
**VENDOR ORGANIZATION INFORMATION**

VENDOR NAME: Creighton Manning Engineering, LLP

TYPE \_\_\_\_\_ OF \_\_\_\_\_ ENTITY:  
CORP. \_\_\_\_\_ PARTNERSHIP ☒ INDIVIDUAL \_\_\_\_\_

FEDERAL EMPLOYEE ID #: 14-1779483 OR SOCIAL SECURITY  
#: \_\_\_\_\_

DATE OF ORGANIZATION: 1965 (original firm)

IF APPLICABLE: DATE FILED: \_\_\_\_\_ STATE FILED:  
September 12, 1995 (present name)

If a non publicly owned Corporation:

CORPORATION NAME: \_\_\_\_\_

LIST PRINCIPAL STOCKHOLDERS: (5% of outstanding shares)

LIST OFFICERS AND DIRECTORS:

NAME

TITLE

\*\*\*\*\*

\*

If a partnership:

PARTNERSHIP NAME: Creighton Manning Engineering, LLP

LIST PARTNERS NAME(S):

John M. Tozzi, P.E.

Edward V. Woods, P.E.

Donald G. Sovey, P.L.S.



**COUNTY OF ULSTER – PURCHASING DEPARTMENT**

THIRD FLOOR, 310 FLATBUSH AVE, KINGSTON, NY 12401  
PHONE: 845-340-3400 / FAX: 845-340-3434 / WEB: [www.co.ulster.ny.us/purchasing/](http://www.co.ulster.ny.us/purchasing/)

RFP NAME: MARLBORO HAMLET AREA TRANSPORTATION PLAN

RFP-UC07- 06

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**CERTIFICATION AND SIGNATURE FORM**

**AFFIDAVIT OF NON-COLLUSION**

NAME OF BIDDER: Creighton Manning Engineering, LLP PHONE NO.: 518-446-0396  
EXT: \_\_\_\_\_  
BUSINESS ADDRESS: 17 Computer Drive West TELEFAX NO.: 518-446-0397  
Albany, NY 12205

I hereby attest that I am the person responsible within my firm for the final decision as to the prices(s) and amount of this bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, bidder or potential bidder.
2. Neither the price(s), nor the amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to bid opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary bid.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by an firm or person to refrain from bidding or to submit a complementary bid on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any project, in consideration for my firm's submitting a complementary bid, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.
8. By submission of this bid I certify I have read, am familiar with and will comply with any and all segments of these specifications.

The person signing this bid, under the penalties of perjury, affirms the truth thereof.

 Partner  
\_\_\_\_\_  
Signature & Company Position

John M. Tozzi, P.E., Partner

\_\_\_\_\_  
Print Name & Company Position  
Creighton Manning Engineering, LLP

\_\_\_\_\_  
Company Name  
05/07/2007

\_\_\_\_\_  
Date Signed  
14-1779483

\_\_\_\_\_  
Federal I.D. Number

**COUNTY OF ULSTER – PURCHASING DEPARTMENT**

THIRD FLOOR, 310 FLATBUSH AVE, KINGSTON, NY 12401  
PHONE: 845-340-3400 / FAX: 845-340-3434 / WEB: [www.co.ulster.ny.us/purchasing/](http://www.co.ulster.ny.us/purchasing/)

RFP NAME: MARLBORO HAMLET AREA TRANSPORTATION PLAN

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Title VI Assurances: During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

- [1] Compliance with Regulations: The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the COUNTY OF ULSTER [hereinafter, “COUNTY OF ULSTER” Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, [hereinafter referred to as the Regulations], which are herein incorporated by reference and made a part of this contract.
- [2] Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- [3] Solicitations for Subcontractors Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color or national origin.,
- [4] Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the COUNTY OF ULSTER or the FTA or FHWA be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the COUNTY OF ULSTER, or the FTA or FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.
- [5] Sanctions for Noncompliance: In the event of the contractor’s noncompliance with nondiscrimination provisions of this contract, the COUNTY OF ULSTER shall impose contract sanctions as it or the FTA or FHWA may determine to be appropriate, including, but not limited to:
  - [a] holding of payment so the contractor under the contract until the contractor complies; and/or
  - [b] cancellation, termination, or suspension of the contract, in whole or in part.



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- [6] Incorporation of Provisions: The contractor shall include the provisions of paragraphs [1] through [6] in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the COUNTY OF ULSTER or the FTA or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the COUNTY OF ULSTER to enter into such litigation to protect the interests of the COUNTY OF ULSTER, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.



Partner

Signature & Company Position

John M. Tozzi, P.E., Partner

Print Name & Company Position

Creighton Manning Engineering, LLP

Company Name

05/07/2007

Date Signed

14-1779483

Federal I.D. Number

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**LIST OF FIRMS SUBMITTING QUOTES**

Disadvantaged Business Enterprise (DBE) Regulations as stated in 49 CFR 26.11 require the Ulster County Transportation Council create and maintain a comprehensive list of all firms quoting/bidding subcontracts on prime contracts and quoting/bidding subcontracts on federally-funded transportation projects. For every firm, we require the following information:

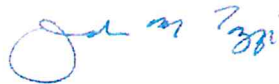
Firm Name: Creighton Manning Engineering, LLP  
Contact Name/Title: Mark Sargent, P.E., Associate  
Firm Mailing Address: 17 Computer Drive West, Albany, NY 12205  
Phone Number: 518-446-0396  
☐ DBE Firm ☒ Non-DBE Firm

Firm Name: Behan Planning Associates, LLC  
Contact Name/Title: John Behan, Principal  
Firm Mailing Address: 40 Lake Avenue, Saratoga Springs, NY 12866  
Phone Number: (518) 583-4335  
☐ DBE Firm ☒ Non-DBE Firm

Firm Name: Cynthia Behan Landscape Architect  
Contact Name/Title: Cynthia Behan  
Firm Mailing Address: 70 White Street, Saratoga Springs, NY 12866  
Phone Number: (518) 583-4335  
☐ DBE Firm ☐ Non-DBE Firm ☒ WBE Firm

Firm Name: \_\_\_\_\_  
Contact Name/Title: \_\_\_\_\_  
Firm Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
☐ DBE Firm ☐ Non-DBE Firm

SUBMITTED BY (Signature)



FIRM NAME

Creighton Manning Engineering, LLP

Submit this form to **Ulster County Purchasing Department** as a part of your bid package. If this form is not included as part of the bid packet, your bid will be deemed irregular. For further information about this form or the NYSDOT DBE program, call NYSDOT's Office of Civil Rights at (601) 359-7466; FAX (601) 576-4504. **Please make copies of this form when needed and also add those copies to the bid package.**



