

Request for Proposals (RFP)

ANNOUNCEMENT

REQUEST FOR PROPOSALS (RFP)

LIBERTY BELL TRAIL FEASIBILITY UPDATE PERKASIE BOROUGH

The Borough Manager of Perkasio Borough, Bucks County, Pennsylvania, is accepting proposals for a one-time contract to perform certain professional (consulting) services work for Perkasio Borough involving an update to the 2005 Liberty Bell Trail Feasibility Study. Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal, proposal evaluation criteria, and the proposed contract.

Written proposals (ten copies), must be received by the Borough Manager, Perkasio Borough Hall, 620 West Chestnut Street, Perkasio PA 18944, no later than 3:00p.m. March 21, 2018 EDT. If mailed, the proposal should be addressed to: Perkasio Borough, P.O. Box 96 Perkasio, PA 18944. Electronic submissions (in a PDF format) are encouraged. Fax submissions will not be accepted.

If additional information is needed, please contact Megan Prusienski, Director of Parks and Recreation, at 215 257-5065 x115. Or via email: parkandrec@perkasioborough.org

You may obtain an RFP via the Perkasio Borough Website: www.perkasioborough.org

Megan Prusienski,
Director of Parks and Recreation

BRC-TAG-22-39
DCED - C000066760

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NOTE: The term "proposer" or "firm" in this RFP means the person or firm making a proposal based on the RFP.

SECTION 1. BACKGROUND

This project is partially funded by a grant from the Community Conservation Partnership Program administered by the Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation (Bureau). This project is also partially funded by a grant from the Greenways, Trails and Recreation Program administered by the Department of Community and Economic Development (DCED).

These Departments have certain requirements and standards that must be met by Perkasio Borough and its contracted consultant. This Request for Proposals (RFP) has been prepared to meet these requirements and standards. These Departments will monitor the project. Certain documents and drafts of documents will be subject to review and approval.

DCNR's grant agreement number is BRC-TAG-22-39
DCED's grant agreement number is C000066760

SECTION 2. GENERAL TERMS

- Perkasio Borough reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of Perkasio Borough.
- The contract is subject to the approval of Perkasio Borough Council and is effective only upon their approval.
- Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.
- Proposals will remain effective for Perkasio Borough review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by Perkasio Borough, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 60-day period that proposals are effective.
- The proposer is encouraged to add to, modify or clarify any scope of work items it deems appropriate to develop a high quality plan at the lowest possible cost. All changes should be listed and explained. However, the scope of work proposed must accomplish the goals and work stated below.

SECTION 3. SCOPE OF WORK

- A. Executive Summary providing a short and succinct summary of the trail study findings to illustrate the vision, goals and findings of the trail study.
- B. Study Area Definition and Inventory
 - Maps and Study
 - Segment Maps
 - Physical Inventory
 - Ownership
 - Land Use
 - Proposed Trails
 - Background Information and data

- Brief introduction to communities involved.
- Brief Introduction on the natural resources of the site including but not limited to critical habitat or area of special interest, sensitive species, drainage features, native wildflower meadows, trees, etc.
- Brief introduction to the park systems including a general description including how the Liberty Bell Trail links to the overall park systems of the participating municipalities.
- Existing community planning referencing provision of existing planning documents that are applicable to the trail being planned.

C. Study Goals, Objectives and Planning Principles

- Feasibility assessment: Study Area Definition
- Potential Trail Users
- Alternative Alignment Evaluation
- Accessibility
- Determination of feasibility
- Concept Planning: Trail Concept Plan
- Financial Feasibility

D. Design Process

- Minimum Trail Design Standards
- Overview of Trail Concept
- Segment Descriptions: Perkasie, Sellersville, East Rockhill Township, West Rockhill Township, Hilltown Township, Richland Township and Quakertown Borough

E. Design Cost Estimates

- Development Costs - Provide, by area and facility, a current detailed cost estimate for the development of the proposed areas and facilities. The cost estimate should include engineering and other professional services, construction and materials cost, project administration cost, and a contingency of at least 10% of the construction cost estimate
- Phased development program – Develop a phased and prioritized multi-year capital development program. This should explain the strategy for the phasing, identify which areas and facilities are to be developed in which years, and provide the costs associated with each phase. Implementation strategies (bonds, grants, fund-raising, etc.) to financing this capital plan should also be addressed.

F. Plan Narrative Report Organization: All aspects of the planning process and the final Updated Feasibility Study (items A through H) must be presented in a narrative planning report that includes the following:

- Executive Summary setting forth the key aspects of the planning process and the final plan.
- Summary of public participation process
- Summary of background information and data
- Site information and analysis
- Activities and facilities analysis
- Summary discussion of important design considerations
- Brief description of the alternative plans presented, summary of the public discussion on the alternative plans and a description of the final plan proposal including rationale for the uses and facilities proposed
- Presentation of itemized cost estimates, phased capital development and narrative rationale for phasing
- Maintenance, operating costs and revenue
- Discussion of other considerations and recommendations that the community should be aware of in proceeding to construct the improvements proposed by the Feasibility Study

G. Base Map and Trail Development Drawing(s) (TDD)

- Base Map – as a foundation for the final SDD, an existing conditions map of the site must be prepared in accordance with the following specifications and information:
 1. Scale – provide as large a scale as possible to allow for as much detail as possible
 2. The following information must be shown on the map: acreage, boundaries of existing riparian buffers, boundary lines of adjacent property parcels ; circulation patterns; drainage structures; existing uses of surrounding property; existing structures and facilities; flood plains; general location any types of easements; north arrow, graphic scale, date, legend; name of park; name of municipal owner; natural and man-made barriers; seal of designing landscape architect or engineer registered in the Commonwealth; site boundaries with metes and bounds; boundaries of non-recreational and municipal uses; site control structures; site zoning and zoning of surrounding properties; topography (2-10 foot contours), vegetation; water features; wetlands; other site features that may impact or be impacted by the use and development of the site.
- Site Development Drawings (SDD): A drawing (map) of the site(s) must be prepared reflecting the final proposed long-term, full development of the site. Building on the foundation of the base map/existing conditions map add the following specifications and information to the final SDD:
 1. One colored drawing
 2. The scale of the SDD shall be the same as the Base Map
 3. All feature, uses and structures proposed for the site must be drawn to scale and identified by name and/or description and shown in their exact proposed location.
 4. All roadways, driveways, trails and walkways must be clearly identified and stating the type of proposed surfacing
 5. The following additional items and information must be shown on the SDD: all uses, facilities and structures including utilities and stormwater structures proposed for the site; benches including ADA compliance; boundaries of proposed riparian buffers; circulation patterns indicating ADA compliance; structures and facilities (proposed and those to remain), notations and legends necessary to fully explain the size, type and location of any existing or proposed use, feature or facility; vegetation.

H. Final Products

- Narrative Report – This must be a written, bound report that is organized and includes all of the items specified in Section I. Three (3) bound copies and one (1) electronic PDF copy must be submitted to DCNR. The Borough will require two (2) bound and one (1) electronic PDF copy.
- Site Development Drawings and Maps – One full-scale SDD shall be prepared and provided to DCNR as well as Perkasio Borough. The Base Map and Final SDD must be developed in digital format and an electronic version must be provided to the Borough and DCNR.

The Pennsylvania Environmental Council (PEC) has agreed to provide services to fulfill the Public Participation elements of the study. The selected consultant will be required to work with PEC to coordinate the results of the Public Participation process into the study. The Scope of Service from PEC is attached as Appendix B.

SECTION 4: CONSULTANT QUALIFICATIONS

It is required that the Trail Study, including the maps and report, be under seal of a licensed professional who is authorized by Pennsylvania law to apply the seal. Depending on the project, the professional could be a landscape architect, architect or engineer. The Borough's choice of which professional to hire as a consultant will be determined by both the nature of the plan as well as the experience of the consultant or consultant team. If a boundary survey is required, the seal of a registered land surveyor licensed to practice in Pennsylvania must be affixed to the plan.

1. Having documented experience developing and implementing public participation techniques, such as holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc.
2. At least one member of the consulting team must have documented, prior experience developing a master site plan. This person should be the project leader and assume overall project coordination responsibilities between the Borough and the consulting team.
3. Have documented experience with the planning, design, general operation and maintenance of recreation and park areas and facilities.
4. Have documented experience in developing and recommending to local government officials and non-profit organizations the policies and procedures related to providing public recreation and park services, as well as the management and operation of these facilities and amenities.
5. Have documented experience in setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.

SECTION 5. REQUIRED SUBMITTALS

A. Letter of Transmittal

This letter must include the following:

- A statement demonstrating your understanding of the work to be performed.
- A statement confirming that the firm meets the Consultant Qualifications (see Section 4 above).
- The firm's contact person and telephone number.

B. Profile of Firm

This consists of the following:

- Statements of the firm's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
- The location of the firm's office that will perform the work.
- Resumes of individuals (consultants, employees) proposed to conduct the work and the specific duties of each individual in relation to the work. NOTE: DCNR requires that the project consulting team have the qualifications listed in the DCNR document entitled "Consultant Qualifications" (see Section 4 above).
- A reference list of other municipal clients of the firm with contact information.
- Any other information relating to the capabilities and expertise of the firm in doing comparable work.

C. Methods and Procedures

The proposal must include a detailed description of the methods and procedures the firm will use to perform the work. Inclusion of examples of similar work is encouraged.

D. Work Schedule

The schedule must include time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents.

E. Cost

For each major work element, the costs must be itemized showing:

- For each person assigned to the work, the title/rank (organizational level) of the person in The organization, the hourly rate, and the number of hours to be worked
- The reimbursable expenses to be claimed

The itemized costs must be totaled to produce a contract price. If awarded a contract, a proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs.

If awarded a contract, the firm may not change the staffing assigned to the project without approval by Perkasio Borough. However, approval will not be denied if the staff replacement is determined by Perkasio Borough to be of equal ability or experience to the predecessor.

Your method of billing must be stated. The preferred practice of Perkasio Borough is to pay upon completion of the work and receipt of the required report. However, Perkasio Borough will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, 10% of the funds available under the contract will be withheld until the final product is approved by DCNR and DCED.

F. Contract

See Section 7 below for the contract form and the document entitled, “Nondiscrimination/Sexual Harassment Clause” that DCNR requires to be attached to and incorporated in the contract as an appendix (labeled Appendix A in this RFP).

SECTION 6. EVALUATION CRITERIA

A. Technical Expertise and Experience

The following factors will be considered:

- The firm’s experience in performing similar work
- The expertise and professional level of the individuals assigned to conduct the work
- The clarity and completeness of the proposal and the firm’s demonstrated understanding of the work to be performed

B. Procedures and Methods

The following factors will be considered:

- The techniques for collecting and analyzing data
- The sequence and relationships of major steps
- The methods for managing the work to ensure timely and orderly completion

C. Cost

The following factors will be considered:

- The number of hours of work to be performed
- The level of expertise of the individuals proposed to do the work.

D. Oral presentation

Any or all firms submitting proposals may be invited to give an oral presentation of their proposal.

SECTION 7. CONTRACT FOR PROFESSIONAL SERVICES

A proposed contract is included (beginning on next page) for your review. If it is satisfactory to you, it should be completed, executed, and submitted with the proposal. If you prefer an alternative contract, you may submit it as a part of your proposal. However, Perkasio Borough reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional (consulting) services contract.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 2018, by and between Perkasio Borough, Bucks County, Pennsylvania ("Perkasio Borough"), and _____ ("Consulting Firm").

WHEREAS, Perkasio Borough desires to have certain one-time professional consulting work performed involving preparation of a Updated Feasibility Study for Menlo and Lenape Parks.

WHEREAS, Perkasio Borough desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by Perkasio Borough;

WHEREAS, the Consulting Firm desires to perform the work in accordance with the proposal it submitted in response to the RFP;

WHEREAS, the Consulting Firm is equipped and staffed to perform the work;

NOW, THEREFORE, the parties, intending to be legally bound, agree as follows:

THE CONSULTING FIRM WILL:

1. Provide professional consulting services in accordance with the RFP, its proposal in response to the RFP, and the Nondiscrimination/Sexual Harassment Clause, which is attached hereto and incorporated herein as Appendix A.
2. Obtain approval from Perkasio Borough of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by Perkasio Borough to be of equal ability or experience to the predecessor.

PERKASIE BOROUGH WILL:

1. Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$_____.
2. Provide the Consulting Firm with reasonable access to Perkasio Borough personnel, facilities, and information necessary to properly perform the work required under this Contract.
3. Except as provided in item 4 below, make payment to the Consulting Firm within 30 days after receipt of a properly prepared invoice for work satisfactorily performed.
4. Make final payment of 10% of the funds available to the Consulting Firm under this Contract within 30 days after final product approval by the Department of Conservation and Natural Resources.

IT IS FURTHER AGREED THAT:

1. All copyright interests in work created under this Contract are solely and exclusively the property of Perkasio Borough. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work made for hire, the Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to Perkasio Borough.
- 2.

In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.

In witness thereof, the parties hereto have executed this Contract on the day and date set forth above.

WITNESS:

WITNESS:

FOR PERKASIE BOROUGH:

TITLE: _____

FOR THE CONSULTING FIRM:

TITLE: _____

**APPENDIX A
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE**

The GRANTEE agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the GRANT AGREEMENT or any subgrant agreement, contract, or subcontract, the GRANTEE, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the GRANTEE shall not, by reason of gender, race, creed, or color, discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. The GRANTEE, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate against or intimidate any of its employees on account of gender, race, creed, or color.
3. The GRANTEE, any subgrantee, contractor or any subcontractor shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
4. The GRANTEE, any subgrantee, contractor or any subcontractor shall not discriminate by reason of gender, race, creed, or color against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
5. The GRANTEE, any subgrantee, any contractor or any subcontractor shall, within the time periods requested by the Commonwealth, furnish all necessary employment documents and records and permit access to their books, records, and accounts by the DEPARTMENT and the Bureau of Minority and Women Business Opportunities (BMWBO), for the purpose of ascertaining compliance with this Nondiscrimination/Sexual Harassment Clause. Within 15 days after award of the grant, the GRANTEE shall be required to complete, sign and submit Form STD-21, the "Initial Contract Compliance Data" form. If the GRANTEE has fewer than five employees, or if all its employees are from the same family, or if it has completed the STD-21 form within the past 12 months, it may, within 15 days after award of the grant, request an exemption from the STD-21 form from the DEPARTMENT.
6. The GRANTEE, any subgrantee, contractor or any subcontractor shall include this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.
7. The Commonwealth may cancel or terminate the GRANT AGREEMENT and all money due or to become due under the GRANT AGREEMENT may be forfeited for a violation of this Nondiscrimination/Sexual Harassment Clause. In addition, the DEPARTMENT may proceed with debarment or suspension and may place the GRANTEE, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

Based on Management Directive 215.16 amended (9/1/10)

Appendix B
PENNSYLVANIA ENVIRONMENTAL COUNCIL
SCOPE OF SERVICE

The Pennsylvania Environmental Council (PEC) offers the expertise of its community engagement professionals to the communities of Perkasie, West Rockhill, East Rockhill, Sellersville, Richland, and Quakertown as an in-kind service to support the feasibility study of the Liberty Bell Trail. PEC specializes in mediating conversations around environmental issues and outdoor recreation development. The PEC team will reach out to citizens by working with local organizations such as churches, health centers, and schools. They will organize community events to create a dialogue about investment residents would like to see in their parks and open spaces. PEC will design attractive outreach materials to promote the meetings and events to engage the greatest number of people in the process. PEC will also organize a group of local stakeholders to serve as an advisory board for the plan. The stakeholder group will meet every few months to comment on the work proposed by the community and the planners. Devine and Partners, a Philadelphia-based public relations firm that has been hired by members of the Circuit Coalition to promote news and events on the Circuit, will create press releases to promote work being done on the Liberty Bell Trail in order to generate additional support in the local community and in the broader community of trail users.