



To: Interested Parties
From: Linda F. Hill, Director
Subject: Darby Creek Trail – Phase II Trail Design/Engineering
Date: June 8, 2018

The Delaware County Planning Department (DCPD) seeks proposals from qualified consultants to prepare trail development drawings for Darby Creek Trail – Phase II in accordance with the attached Scope of Work at a cost not to exceed \$142,800. Work on this project is to be completed within 24 months and will commence upon consultant selection and subsequent execution of a contract. Attached is the information necessary for the submission of the bid proposal, the organization of the proposal, and the proposal evaluation.

A pre-submission briefing on this project is scheduled for Tuesday, June 26, 2018 at 9:00 a.m. at Delaware County Government Center, 201 W. Front Street, Media, PA 19063 in the County Council Meeting Room, First Floor of the Government Center Building.

Proposals are requested no later than 4:00 p.m., EDT, July 13, 2018 and should be submitted to:

George Troilo, Director
Delaware County Central Purchasing Department
Court House and Government Center Bldg.
Room 228
201 West Front Street
Media, PA 19063

Five (5) copies of the proposal are to be submitted. Any questions concerning this request should be directed to Jack Bierling at (610) 891-4668 or by email to BierlingJ@co.delaware.pa.us no later than 4:00 p.m., EDT June 29, 2018.

Request for Proposals

Darby Creek Trail – Phase II Trail Design/Engineering

County of Delaware

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Section I: Background

I.1. Project Overview

- I.1.a. Darby Creek Trail – Phase II is an approximately 0.5-mile segment of the proposed Darby Creek Stream Valley Trail which will be constructed along Darby Creek. Phase II will connect the current southern terminus of Darby Creek Trail in Kent Park in Upper Darby Township to the northern terminus of the Gateway Trail located south of Baltimore Pike in Lansdowne Borough. It will roughly parallel the Darby Creek.
- I.1.b. The Darby Creek Stream Valley Trail was studied in detail in the 2009 “Darby Creek Stream Valley Park Master Plan.”
- I.1.c. The County of Delaware will retain a qualified consultant who has experience preparing trail development drawings in accordance with PA DCNR standards to complete preliminary and final engineering design documents for Darby Creek Trail – Phase II.

I.2. Project Team

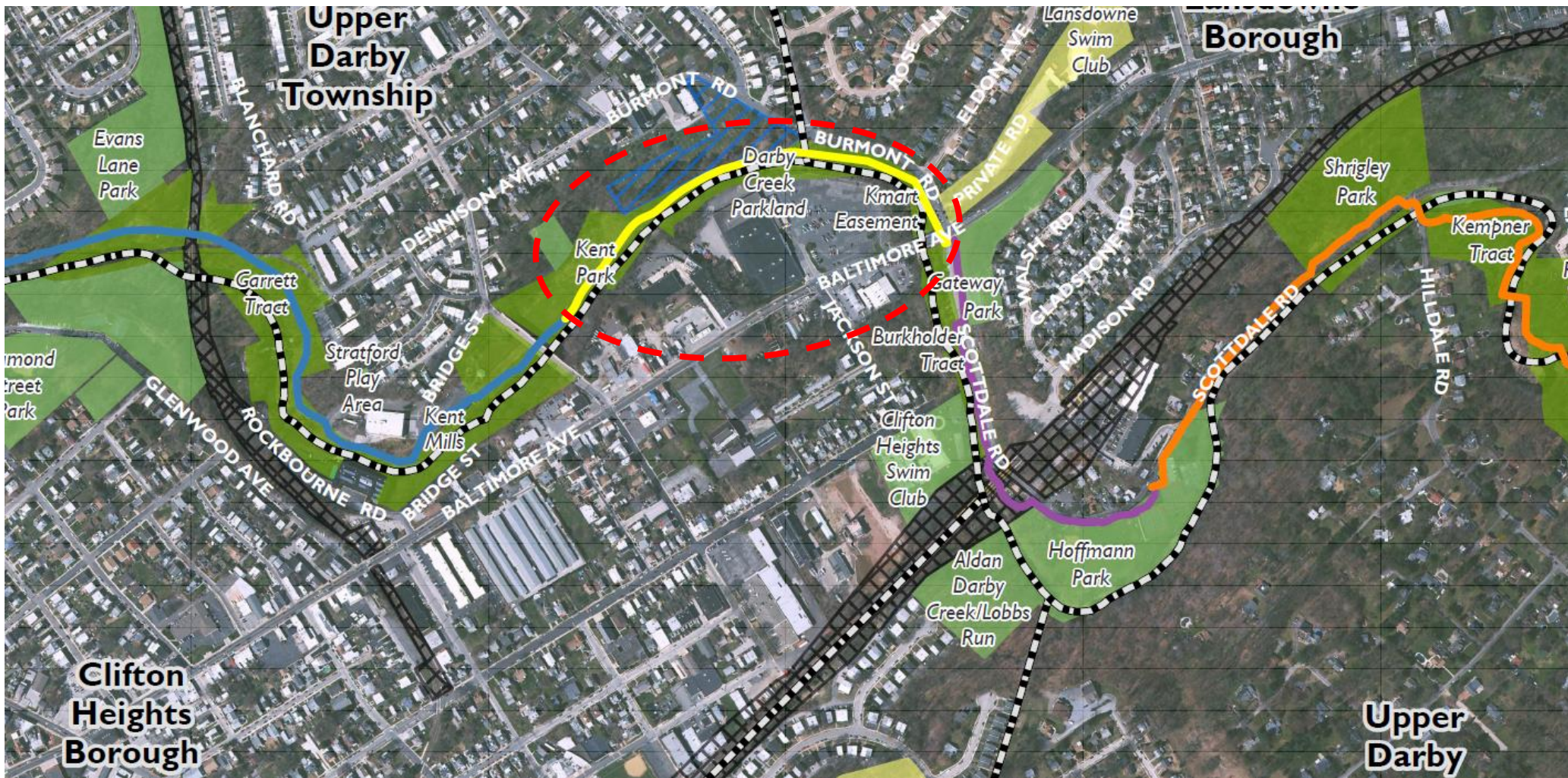
- I.2.a. The “Project Team” will consist of Delaware County Staff from the Planning Department, Public Works Department, and Parks and Recreation Department along with staff from the project Consultant.

I.3. Design Funding

- I.3.a. 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). The Bureau has certain requirements and standards that must be met by the County and its contracted consultant. This Request for Proposals (RFP) has been prepared to meet these requirements and standards. The Bureau will monitor the project. Certain documents and drafts of documents will be subject to review and approval by the Bureau.

The Bureau’s grant contract number for this project is BRC-TAG-23-168.

Darby Creek Trail - Phase II Design



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|----------------------------------|---|
| Darby Creek Trail Status | County Park |
| Design with Construction Funding | Municipal Parkland |
| Under Construction | Homeowner's Association Open Space |
| Phase II | Private Lands |
| Existing | School District Open Space and Recreation |
| Phase III | Cemetery |
| | SEPTA Owned Lands |

Section 2: General Terms

2.1. Proposals

- 2.1.a. Proposals shall be submitted prior to the deadline established in this RFP and be clearly marked “Darby Creek Trail – Phase II Trail Design/Engineering”
- 2.1.b. All bidders are bound by the deadline and location requirements of this RFP. Late proposals will not be considered.
- 2.1.c. Bidders electing to respond to this RFP are responsible for all costs incurred in the preparation and submission of proposal; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any related to this RFP. The County is not liable for any costs incurred by a bidder in response to this RFP and the bidder (including all related parties) disclaims and voluntarily and knowingly waives any and all rights to reimbursement for any such costs.
- 2.1.d. All proposals shall first be examined for completeness in meeting the terms and conditions of this RFP. Bids that are determined to meet said requirements will be given further consideration.
- 2.1.e. The County reserves the right to reject any and all proposals or any portion thereof and to select the bid proposal that it judges to be in the best interest of the County.
- 2.1.f. The County reserves the right to award no contract for any project for which no proposal is evaluated as satisfactory.
- 2.1.g. The County reserves the right to cancel or modify this RFP. There is no guarantee that the County will place the requested services under contract.
- 2.1.h. If only one proposal is received, the County may initiate negotiations with the firm submitting the proposal or seek additional proposals on an informal or formal basis during the sixty (60) day period that proposals must remain effective.
- 2.1.i. The contract is subject to the approval of County Council and is effective only upon their approval.

2.2. Pre-Submission Meeting

- 2.2.a. A pre-submission briefing on this project is scheduled for Tuesday, June 26, 2018 at 9:00 a.m. at Delaware County Government Center, 201 W. Front Street, Media, PA 19063 in the County Council Meeting Room, First Floor of the Government Center Building.

2.3. Submittal of Proposals

- 2.3.a. Proposal must be received no later than 4:00 p.m., EDT, July 13, 2018 by Delaware County at:

Delaware County Central Purchasing Department
Court House and Government Center Bldg.
Room 228
201 West Front Street
Media, PA 19063

- 2.3.b. Consultant must submit five (5) copies.

2.4. Questions and Addenda

- 2.4.a. Questions or request for clarification regarding this Request for Proposal should be directed to Jack Bierling at (610) 891-4668 or by email to Bierlingj@co.delaware.pa.us no later than 4:00 p.m., EDT June 29, 2018.

2.5. Work Schedule

- 2.5.a. The Consultant will be expected to conform to a project work schedule of 24 months beginning with execution of the contract.

2.6. Copyright

- 2.6.a. All copyright interests in work created under this Contract are solely and exclusively the property of Delaware County. 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 Delaware County.

- 2.6.b. 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.

Section 3: Scope of Work

The County of Delaware is seeking proposals from qualified consultants to provide preliminary and final design/engineering, and bidding services for Darby Creek Trail – Phase II in Clifton Heights Borough, Lansdowne Borough, and Upper Darby Township. All contract plans, specifications and documents shall be prepared in accordance with all applicable requirements of funding sources. The scope of work includes, but is not limited to site survey, inventory and analysis, trail alignment, site parking, amenities, preliminary and final site design/engineering drawings and specifications, and all necessary permits and environmental clearances.

3.1. Design Considerations

The following must be considered to the extent that they are applicable to the project:

- 3.1.a. All design work must follow: the AASHTO Guide for the Development of Bicycle Facilities, 2012 edition; Americans with Disabilities Act and Accessibility Guidelines (ADAAG) and all current and applicable State and local codes. The standards for the multi-use trail include a minimum 10' width with a minimum 2' clear zone on both sides for off-road trails and 14' width between rub rails for any bridges or boardwalks.
- 3.1.b. Applicable laws and regulations relating to public health and safety including land subdivision, zoning, and the Uniform Construction Code.
- 3.1.c. Compliance with the American Society for Testing Materials (ASTM) standards.
- 3.1.d. Protection/enhancement of environmental sensitive areas including streams, wetlands, forests and established trees, gardens, and natural areas that provide wildlife habitat and protect water quality.

3.2. Task 1: Survey

- 3.2.a. The Consultant shall provide all necessary survey information and base mapping.
- 3.2.b. All survey services for this project shall be performed in accordance with, and shall conform to, accepted Surveying and Engineering general practices and procedures.

3.3. Task 2: Environmental Studies/Permits

- 3.3.a. The Consultant shall identify and define any permits required for the project to proceed and prepare application packages.
- 3.3.b. The Consultant shall identify and define any necessary coordination with utilities and register the project with PA One Call System.
- 3.3.c. The Consultant shall be responsible for attending all municipal and regulatory-agency related meetings. The Consultant will prepare exhibits as needed for these meetings and be prepared to answer any questions that may arise. Consultant also will be required to submit notes from the meetings.
- 3.3.d. The Consultant shall coordinate any and all necessary permit approvals for the project to proceed.

3.4. Task 3: Preliminary Engineering

The Consultant shall prepare preliminary design drawings and cost estimates for the Darby Creek Trail – Phase II project based upon field review, pre-design meetings, and environmental and engineering data. The final trail alignment shall be based on field verification and staking. This includes, but is not limited to, the following:

- Utility Coordination
- At-grade Crossing Design and Plans
- Trailhead Plans
- Trail Construction Plans
- Trail Signing and Pavement Marking Plans
- Bridge Design Plans
- ADA Review Submission

- Utility Review Submission
- Bridge Review Submission Documents
- Erosion and Sediment Control Plans
- Post-Construction Stormwater Management Plans
- Maintenance and Protection of Traffic During Construction
- Plans Specifications and Estimates (PS&E)

3.5. Task 4: Final Design and Specifications

The Consultant shall prepare and coordinate all final documents necessary to obtain final approval and a public bid of the Darby Creek Trail – Phase II project. This includes, but is not limited to, the following:

- Utility Coordination
- At-grade Crossing Design and Plans
- Trailhead Plans
- Trail Construction Plans
- Trail Signing and Pavement Marking Plans
- Bridge Design Plans
- ADA Review Submission
- Utility Review Submission
- Bridge Review Submission Documents
- Erosion and Sediment Control Plans
- Post-Construction Stormwater Management Plans
- Maintenance and Protection of Traffic During Construction
- Construction Review Submission
- Plans Specifications and Estimates (PS&E)
- Construction Bid Documents

The Consultant is encouraged to add to, modify or clarify any of the scope of work items it deems appropriate to illustrate that it will prepare high quality work products at the lowest possible cost. All changes should be listed and explained. The consultant is also encouraged to partner with other firms when appropriate.

Section 4: Consultant Qualifications

- 4.1. Having documented experience developing and implementing public participation techniques, such as holding public and study committee meetings, conducting key person interviews, etc.
- 4.2. At least one member of the team must have documented prior experience developing trail design/engineering drawings in accordance with PA DCNR and PennDOT guidelines. This person should be the project leader and assume overall project coordination responsibilities between the County and the consulting team.
- 4.3. Documented expertise in trail design and construction and experience with trail development and management.
- 4.4. At least one member of the consulting team should be from the following disciplines: registered landscape architect or engineer.
- 4.5. Familiarity with railroad operations and legal aspects of rail corridor use and prior experience with rails to trails or rails with trails design and construction.
- 4.6. Experience with PA DOT ROW issues as it relates to trail access and pedestrian crossings.

Section 5: Required Submittals

5.1. Letter of Transmittal

Must include the following:

- 5.1.a. Name of the company submitting the proposal.
- 5.1.b. Statement demonstrating your understanding of the work to be performed.
- 5.1.c. Statement confirming that the firm meets the Consultant Qualifications (see Section 4 above).
- 5.1.d. The firm's contact person and telephone number.

5.2. Title Page

Must include the following:

- 5.2.a. Name of this RFP.
- 5.2.b. Name, address, telephone number, and email of the bidder.
- 5.2.c. Name and title of person authorized to commit the bidder to contractual arrangements.

5.3. Table of Contents

- 5.3.a. Broken into section and sub-section

5.4. Profile of Firm

Must include the following:

- 5.4.a. Statement of the firm's experience in conducting work of the nature sought by this RFP.
- 5.4.b. Location of the firm's office, and that of all sub-consultants, that will perform the work.
- 5.4.c. Organization chart for firm, including all sub-consultants.
- 5.4.d. Resumes of individuals (consultants, employees) proposed to conduct the work and the specific duties of each individual in relations 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).

The proposal should contain a statement assuring that once management and technical staff have been assigned to the project they will not be replaced by other personnel unless they leave the company. A statement should also be included which states that in the event that any person originally assigned to the project is replaced, the new person, to be equally qualified, will be subject to the approval of the County Project Manager.

- 5.4.e. Minimum of three (3) references of other municipal clients of the firm with contact information.
- 5.4.f. Any other information relating to the capabilities and expertise of the firm in performing comparable work.

5.5. Methods and Procedures

Must include the following:

- 5.5.a. Detailed description of the methods and procedures the Consultant will use to perform the work presented in the form of a series of tasks to be accomplished.

5.6. Work Schedule

Must include the following:

- 5.6.a. Time frames for each task.
- 5.6.b. Target dates for completion of draft and final documents.

5.7. Cost

Must include the following items itemized for each major task:

- 5.7.a. Hours of work and total cost.
- 5.7.b. For each person assigned to work, the title/rank (organizational level) of the person in the organization, the hourly rate, and the number of hours to be worked.
- 5.7.c. List of reimbursable expenses (direct costs) to be claimed.

The itemized costs must be totaled to produce a contract price. If awarded a contract, the Consultant 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.

The cost for the work requested may not exceed a cost of \$142,800. The Consultant must justify the cost based on the quality of the product and the level of detail. Proposals must state how the consultant is proposing to modify the Scope of Work and why within the project budget. The cost shall not exceed the maximum budget.

The Consultant's method of billing must be indicated. The preferred practice of the County is to pay consultants quarterly; however, the County will consider paying on a more frequent basis as substantial portions of the work are completed, but not more than one time per month. Regardless of the billing method used, ten percent (10%) of the total contract price will be withheld until the final product is approved by DCNR.

- 5.8. Nondiscrimination/Sexual Harassment Clause
Must include signed DCNR nondiscrimination certification (Appendix A)

Section 6: Evaluation Criteria and Consultant Selection

- 6.1. All proposals will be reviewed and evaluated. If oral presentations are required, they will be scheduled for the week of August 6, 2018. The proposals and oral presentations will be reviewed by a committee composed of representatives from the Delaware County Parks and Recreation, Planning, and Public Works Departments and/or their designees. An external peer review may also be conducted. The committee's selection of one applicant will be based up several weighted criteria, including:
 - 6.1.a. Demonstrated experience of the firm and identified staff in completing trail development drawings and similar work (20%);
 - 6.1.b. Comprehensiveness and creativity of approach to completing the required tasks (15%);
 - 6.1.c. Relationship of costs to work proposed (15%);
 - 6.1.d. Level of expertise of staff persons assigned to the project (15%);
 - 6.1.e. Demonstrated experience in PA DCNR project delivery (10%);
 - 6.1.f. Responsiveness of the proposal to the RFP (5%);
 - 6.1.g. Quality of the organization of the entire effort (5%)
 - 6.1.h. Demonstrated expertise in the preparation and presentation of technical materials to the public, government officials, and other interested parties (5%);
 - 6.1.i. Familiarity with the physical, political, and legal planning environment in which the study will take place (5%); and
 - 6.1.j. Ability to establish a local presence or to otherwise assure consultant availability (5%).
- 6.2. The final selected applicant, or in the case of a tie, applicants, will be requested to participate in contract negotiations. If for any reason it shall not be possible to reach agreement with the chosen applicant/s, negotiations shall be undertaken with other applicants in order of their final ranking. A contract shall be proposed for award to the highest ranked applicant with whom agreement can be negotiated in accordance with the terms and conditions offered. The contract is subject to the approval of County Council and is effective only upon their approval.

Questions and Request for Clarification

Any questions or request for clarification regarding the above Request for Proposal should be directed to Jack Bierling at (610) 891-4668 or by email to BierlingJ@co.delaware.pa.us no later than 4:00 p.m., EDT June 29, 2018.

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 discriminate in violation of the Pennsylvania Human Relations Act (PHRA) and applicable federal laws 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 in violation of the PHRA and applicable federal laws against or intimidate any of its employees.
3. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement.
4. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate in violation of the PHRA and applicable federal laws against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
5. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report (“EEO-1”) with the U.S. Equal Employment Opportunity Commission (“EEOC”) and shall file an annual EEO-1 report with the EEOC as required for employers subject to Title VII of the Civil Rights Act of 1964, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Small Business Opportunities (BSBO), for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.
6. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of 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 Granter’s and each subgrantee’s, contractor’s and subcontractor’s obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
8. 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 the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency 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 (2/24/15)

DCNR-2016-Gen

Gen-GPM – I Rev. 12-15