SCOPE, REQUIREMENTS AND BASIS OF AGREEMENT FOR

Borough of North Catasauqua, PA

Services for Professional Planning Document

RFP # 2020-1

A. INTRODUCTION
The Borough of North Catasauqua is soliciting proposals for Services for Professional Planning for the North Catasauqua Borough Trail Connectivity Plan in accordance with this Request for Proposals (RFP). Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal, proposal evaluation criteria, and the proposed contractual agreement.

Information and specifications can be downloaded at www.publicpurchase.com. At the initial stage, you will be asked to register (which is free), for both the general website and then with the Borough of North Catasauqua as the “Agency”, and will have access to the documents.

Sealed envelopes clearly marked “Services for Professional Planning for the North Catasauqua Borough Trail Connectivity Plan” containing the proposal must be submitted no later than 2:00 p.m. (Monday) on October 19th, 2020. The proposal opening will consist only of the name and address of recording respondents. As this is an RFP requiring evaluation, no pricing information will be read aloud at the time of the opening.

Mail or deliver your original response (with original signatures) along with five (5) complete copies and one (1) CD or thumb drive containing a .pdf file with the complete submittal to:

Tasha Jandrisovits, Secretary
Borough of North Catasauqua
1066 Fourth Street
North Catasauqua, PA 18032

All pre-award communications with the Borough shall be directed through the Public Purchase Platform. http://www.publicpurchase.com.

The Public Purchase website is the sole entity authorized to provide this RFP package to interested companies or individuals for the Borough of North Catasauqua. If you are working from an RFP package obtained from any other source, you may have an incomplete set of documents. The Borough assumes no responsibility for any error, omission, or misinterpretation resulting from the use of an incomplete RFP package.

If you have received the RFP package from a source other than the Public Purchase website, you are advised to register on www.publicpurchase.com to obtain an official bid document. This will ensure that you receive all RFP related communications and documents, including addenda.

Responses will be communicated to all utilizing the same Public Purchase Platform. No communications received with fewer than six (6) working days until the date the responses are due will be answered. No verbal responses by any Borough personnel will have any bearing on the bid responses nor be incorporated into any subsequent award.
Following the award of the contract, official communications with the Borough shall be directed to the following email address: ncboro@rcn.com.

Any addendum will be issued to all firms via Public Purchase Platform should one be required.

The minimum scope of services desired is defined in this Request for Proposal (RFP). The Borough shall have the right to modify this scope, as it deems necessary. The terms of the Agreement between the Borough and Consultant shall be subject to review and modification by the Borough’s Solicitor. The Borough reserves the right to reject any or all proposals, or parts thereof or items therein, and to waive technicalities required as deemed in the best interest of the Borough. Omission of any information may be sufficient cause for rejection of the proposal.

It is understood that by requesting this proposal, the Borough shall not create any contractual rights or obligations by and between the Borough and any person or entity responding hereto. This proposal is subject to the Terms and Conditions attached.

B. PURPOSE
The scope of work for this project includes the professional trail planning for a pedestrian and bicycle inter-municipal trail connections plan, with the main focus on developing the trail network within the Borough to the connections to the Nor-Bath Trail via the Wayne A. Grube County Park and the D&L Trail through the Borough. A final plan will include the preferred trail route(s) with an implementation strategy to develop the internal trail network and regional connections.

C. TERM OF AGREEMENT
The term of the contract will be for a period of ten (10) months. The Contract shall become effective on the date said contract is executed by the Borough Council President.

The contract may be canceled by the Borough by giving the consultant thirty (30) days written notice of intent to cancel.

D. PROJECT SCHEDULE
The tentative schedule for the selection process is:

- Issue request for proposal: September 8, 2020
- Last date for questions to be submitted: October 9, 2020
- Due date of proposal: October 19, 2020

The above dates are subject to change at the Borough’s discretion.

E. BACKGROUND/PROJECT DESCRIPTION
The Borough of North Catasauqua is located within a 15-minute bicycle ride north of the City of Allentown with its major connection traveling north from the City, overlooking the Lehigh River along both multi-regional trail networks, the D&L Trail and the September 11th National Memorial Trail. The Borough of North Catasauqua is a historically residential municipality within the heart of the Lehigh Valley, with a planned grid transportation network. Borough residents work, recreate and shop within
walking or biking distance to restaurants and employment centers, the Lehigh River, and connecting parks and trails.

The Borough is regionally connected by the D&L Trail/September 11th National Memorial Trail as part of its recreational assets. This area is part of the Lehigh Valley Trail Catalyst Project, focusing on the 7-miles of the D&L Trail, connecting from the City of Allentown’s Riverfront Development northward to PA Route 329/Cementon Trailhead. Part of the remaining missing link of the D&L Trail, this section will directly connect over 100-miles of continuous trail use. The Borough is currently partnering with the Delaware & Lehigh National Heritage Corridor Inc. (D&L), Northampton County, and the Wildlands Conservancy in attempts to improve the D&L Trail and trailhead.

The Wayne A. Grube Memorial County Park and Nor-Bath Trail are owned and operated by Northampton County Parks and Recreation. Wayne A. Grube County Park a 200-acre park, located in Allen Township offers passive recreational opportunities, including a direct connection to the 5-mile Nor-Bath Trail. The Nor-Bath Trail links four municipalities together, with a direct connection to the D&L Trail in the Borough of Northampton.

The Borough of North Catasauqua currently maintains a trailhead for the D&L Trail on Main Street adjacent to its municipal garage and complex. Concurrently, Pennington Property Group (PPG) is developing a new residential development between the Boroughs of North Catasauqua and Northampton on property previously belonging to the Willow Brook Golf Course. As part of the development process, the developing group has discussed the possibility of extending a trail through the development, for connection of a new trail in North Catasauqua to the Nor-Bath Trail and Wayne Grube Park on the opposite side of the development in Allen Township. Further to this, North Catasauqua and the Borough of Catasauqua (Lehigh County) have discussed the potential of a trail connecting from this point to the park system in Catasauqua (Lehigh County) as well as to schools in the Catasauqua Area School District (to which North Catasauqua is a portion of).

It is in the interest of the Borough and its residents to encourage safe pedestrian and trail linkages and crossings throughout the community. Studies by the Lehigh Valley Planning Commission (LVPC) have demonstrated that a high proportion of residents in some areas of the borough occupy “0-vehicle households”, and as such, a walkable community utilizing existing and new sidewalks, roads, and connections within the Borough and to surrounding communities is a goal for the Borough to ensure economic and social access for all residents. A primary goal of this project, therefore, is to ensure that as regional trail gaps are closed and additional connections are made, the Borough is capable of planning enhancements to link residents of the Borough to valuable regional assets such as jobs, cultural assets, and recreational opportunities.

F. REQUIREMENTS
All proposers are bound by the deadline and location requirements of this RFP as previously stated in the Announcement.

All proposals shall remain effective subject to Borough of North Catasauqua review and approval till a determination is made to award a contract.

The Consultant will be required to provide a document with materials that would complement any future grants the Borough would apply to for this project, or any project that relates to this Plan.
The Consultant is encouraged to add to, modify or clarify any of the scope of work items it deems appropriate to obtain a high-quality plan. All changes should be listed and explained. However, the scope of work proposed, at minimum, must accomplish the goals and work outlined below.

G. SCOPE OF WORK AND OBJECTIVES
The scope of work for the project includes the professional planning and cost estimates of trail development. The Plan will provide recommendations for a pedestrian and bicycle trail system addressing on- and off-street improvements. All planning efforts must provide for safe passage for pedestrians and bikers, maximize safety and sight distance, minimize environmental impact and be complete in providing accurate research and recommendations to complete necessary future grant applications to continue all engineering, permitting, and construction approvals. The final Plan will provide an implementation strategy that balances the compatibility of appropriate trail and recreation opportunities. A prioritized implementation strategy will guide the planning and development of an interconnected regional trail system. A final plan will include the preferred trail route(s) with an implementation strategy to develop the internal trail network and regional connections.

The Plan will focus on the connection within the Borough and connections between the D&L Trail/Lehigh River area to the PPG Development. The following are criteria that should be identified in the planning of the trail route:
- The D&L Trailhead on Main Street, with the nodes of this trailhead on both sides of the borough complex on Main Street, including the public drive to the trailhead adjacent to 1492 Main Street, and the gate opposite Penn Street
- The William J. Albert Memorial Park located between Arch and Grove Streets within North Catasauqua
- The PPG Development adjacent to Howertown Road, a new residential community;
- Active rail-lines and railroad crossings;
- On-road and off-road trail alignments and pedestrian crossings;
- Identification of land for easement or fee simple purchase for trail right-of-way;

A final plan will result in the preferred trail route(s) between the various points of interest and regional connections listed in the RFP, identify obstacles, and incremental implementation strategy for acquisition, trail design and constructions, and other improvements to establish a trail network within North Catasauqua Borough and other regional trail networks as previously noted.

The Consultant will work with representatives from a formed Steering Committee. The Borough will be responsible for forming the Steering Committee and any additional public representatives.

Existing State, County and other previous relevant planning efforts will be reviewed and incorporated as part of this plan.

H. PUBLIC PARTICIPATION
Public participation will be conducted to notify nearby and/or interested residents of the project and to accept input. The Consultant will be responsible for arranging the meetings, notifying the public and securing a site(s) to conduct the meeting. The Consultant is expected to conduct and facilitate the meeting and record questions and answers. Written minutes of the meetings are to be provided to the Borough within 14 days following the conclusion of such meetings. The consultant will work with the Borough upon award of contract to select dates for the meetings.

The Consultant will provide public participation that will determine what the best connection between Wayne A. Grube County Park and Nor-Bath Trail to the D&L Trail / September 11th National Memorial Trail.
The consultant must include in the narrative report a summary of the methods of the needs assessment process and the results (findings) of the assessment. The Consultant will include a public input process that will engage the community through the development of the study, which can help gain public support for the trail and reduce potential conflicts. Public participation will be a key factor throughout the planning process. The Consultant will need to show how they have successfully created public participation to gain support for a project. All meetings will be publicly advertised through Borough website, newspaper, social media and/or other techniques.

1. **Study Committee – Maximum of 5**
   a. The Consultant will conduct an amount of steering committee meetings that will allow for the Study Committee to provide sufficient input on the recommendations.

2. **Public Outreach Meetings - Maximum of 3**
   The Consultant will identify a strategic public outreach approach and consider the inclusion of representatives from impacted neighborhoods and impacted property owners at public meetings. Due to the regional approach of the plan, the Consultant should provide a schedule for public meetings, adhering to a maximum of three general public meetings. The Consultant will consider the following options when creating a strategic public outreach plan:
   a. Key person interviews – Describe how key person interviews would be handled and a maximum number to be provided.
   b. Random Sample Citizen Survey - Describe the survey method to be used (e.g., written, telephone, internet, follow-up contacts, etc.) and the anticipated number of survey questionnaires to be conducted. Include a copy of the survey as appendix to the plan.
   c. Online / Virtual meetings – Provide details on how a virtual public meeting could be held with residents, stakeholders and other interested parties.

**I. DATA COLLECTON AND ANALYSIS**
The Consultant will inventory and analyze the following:

1. **Corridor site assessment** – to identify existing stop signs, one-way streets, bus stops street widths and continuous lengths ADA accessibility and sidewalk connectivity and pedestrian crossings
2. **Prepare base mapping at an appropriate scale.** The Borough will provide available base mapping to include streets, sign locations and parcel data. Additional data will need to be collected through Northampton County Division of GIS, Lehigh Valley Planning Commission, and others as needed. Cost of any additional mapping will be considered part of this contract.
3. **Determine the ownership status.**
   a. Identify ownership of lands
   b. Determine gaps that exist for trail connections
   c. Identify Deed Restrictions, Easements and Right-of-Ways that limit use
4. **Identify physiographic characteristics**
   a. Length, dimensions and boundaries of streets, sidewalks and walkways
   b. Topography (Use of topographic information on USGS maps is acceptable)
   c. Surrounding land use
5. **Identify natural features**
   a. Parks and open space
   b. Significant natural features (streams, lakes, ponds, rock outcroppings, wetlands, vernal pools, floodplains, etc.)
J. ORGANIZATION AND REQUIRED SUBMITTALS FOR PROPOSAL

Letter of Transmittal
This letter should include:

- a statement indicating your understanding of the work to be performed;

- an affirmation of the firm’s qualifications for professionally and expertly conducting the work as understood;

- the firm's contact person concerning the proposal and a telephone number where that person can be reached; and,

- a clear statement of the firm's, and/or the principals of the firm, relationship(s) with, or knowledge of any officials or employees of the Borough of North Catasauqua and the nature of this relationship or knowledge.

FAILURE TO CLEARLY STATE AND FULLY DISCLOSE ANY OF THE INFORMATION REQUIRED IN THE LETTER OF TRANSMITTAL SHALL BE GROUNDS FOR THE BOROUGH OF NORTH CATASAUQUA TO REJECT THE FIRM’S PROPOSALS AND WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF ANY CONTRACT ENTERED INTO BETWEEN THE BOROUGH OF NORTH CATASAUQUA AND THE FIRM WITHOUT PAYMENT OF WORK COMPLETED

Profile of Firm
This should be a brief statement indicating the firm’s experience in conducting work of the nature sought by this RFP. Advertising brochures on the firm may be submitted as a part of this profile as long as the brochures specifically address the experience of the firm related to the work to be performed. Additionally, this profile should include:

- the location of the firm's office that will provide the proposed services;

- resumes of individual consultants or employees proposed to conduct the work and the specific duties of each consultant or employee relative to the proposed work;

- a brief reference list of other municipalities served by the firm should be provided with telephone numbers and names of contact persons; and,

- any other information describing the firm’s office may be included if it relates to the capabilities and expertise of the firm in doing comparable work.

Explanation of Work to be Performed
The proposal must include a detailed description of the procedures and methods you propose to use to complete the work requested by the Borough of North Catasauqua. This is important because the methods and procedures proposed will receive primary consideration in evaluating your proposal. Examples of similar work will be helpful and may be included.

Work Schedule
A project work schedule should be provided which includes time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents. The final draft plan needs to be reviewed by the Borough, the Study Committee, and Northampton County Parks and Recreation, for comment prior to approval of the final draft.

Cost
Full cost information should be provided that shows the minimum number of hours to be provided by each person assigned to the proposed work by the firm’s organizational levels. The proposed hourly rate for
billing shall be included for each person. The hours of work and cost shall be itemized for each major work element of the proposal. An itemized estimate of reimbursable expenses must be included. The total amount of maximum payment must be stated. The cost shall be based on the hours of work provided and "out-of-pocket expenses" and shall not exceed the maximum cost proposed unless an amendment to the contract is negotiated and approved by the Borough of North Catasauqua. Your method of billing must be indicated. The preferred practice of the Borough of North Catasauqua is to pay for this type of consulting service upon completion of the work and receipt of the required report; however, the Borough of North Catasauqua will consider paying on a periodic basis as substantial portions of the work are performed, 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.

Other Submittals
Additionally, documents attached as appendices to this RFP shall be fully executed and returned with the proposal as follows:
  • Non-Collusion Affidavit
  • Notary Seal
  • Reference Sheet

K. SELECTION CRITERIA
All proposals will be evaluated based on the technical and professional expertise and the experience of the firm, the proposed method and the procedures for completion of the work, and the cost of the proposal. The apparent ability of the firm to be independent and objective in performing the requested work will also be considered.

Technical Expertise and Experience
The technical expertise and experience of the firm will be determined by the following factors:
  • The overall experience of the firm in conducting similar work that is to be provided to the Borough of North Catasauqua

  • The expertise and professional level of the individuals proposed to conduct the work for the Borough of North Catasauqua.

  • The clarity and completeness of the proposal and the apparent general understanding of the work to be performed.

  • Familiarity with the federal, state and regional accessibility guidelines for bicycle and pedestrian trails.

Procedures and Methods
The methods and procedures proposed to be utilized to conduct the work requested as they relate to thoroughness and objectiveness will be of primary importance in evaluating proposals. This includes evaluation of the soundness of the approach relative to the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the work to ensure timely and orderly completion.

Cost
The cost will be weighed in relation to the other proposals received and shall be evaluated relative to the number of hours of professional consulting services to be received by the Borough and overall level of expertise of the specific firm's personnel proposed to do the work for the Borough of North Catasauqua.
All, or selected, firms submitting proposals may be invited to give an oral presentation explaining their proposals.

L. BOROUGH UNIVERSAL CONTRACT
Attached to this RFP is a sample Borough Contract for review. The successful bidder would be expected to enter into an agreement with the Borough using this contract.

M. NO BID/NO REPLY:
To assist in obtaining good competition on Request for Proposals, each firm who has received an RFP but does not wish to participate is asked to complete and return the attached No Bid/Proposal Reply Form. This information will not preclude receipt of future invitations unless you either request removal from the bidders list or do not return either this form or a proposal.

N. LIST OF DOCUMENTS:

1. Proposal Form
2. General Terms and Conditions
3. Insurance Requirements
4. Non-Collusion Affidavit
5. Notary Form
6. Sample Universal Contract
7. No Bid/Proposal Reply Form