Request for Proposals (RFP)
Active Transportation Plan

PREPERATION OF AN ACTIVE TRANSPORTATION PLAN

Overview

The Township of North Fayette, in cooperation with the Redevelopment Authority of Allegheny County (RAAC), is seeking a qualified transportation planning consultant to develop an Active Transportation Plan for the municipality. This project is being partially funded through a grant from the Active Allegheny Grant program.

Location & Background Information

The Township of North Fayette is a second-class township with an estimated population of 14,816 residents. It is a rapidly growing suburban municipality located in the western part of Allegheny County, within the Parkway West/Airport corridor. The municipality is connected to the regional road system via US 22/30 and I-376 and is in close proximity to the Southern Beltway project. The municipality is also connected to the regional trail system via both the Montour Trail and the Panhandle Trail.

Current land uses consist primarily of agricultural and residential uses, with several concentrated areas of commercial, industrial, and institutional uses. Residential developments are primarily located in the center part of the Township, along Donaldson Road and Bateman Road, and in the Northern part of the Township between Steubenville Pike and the Findlay Township border. A product of mid to late twentieth century development, many of these areas lack pedestrian and non-vehicular connectivity, both within the neighborhoods and with the surrounding community. While some of the new developments feature sidewalks, they are contained within the development and do not connect to the community at large.

Commercial areas of the Township are concentrated in the north central part of the municipality, at the US 22/30 Imperial interchange, and in the northeastern part of the Township at the Pointe at North Fayette development near Robinson, Moon and Findlay Townships. Again, a product of late 1980’s and early 1990’s development, these areas feature little to no pedestrian connectivity and are very auto oriented.
Realizing that this is a weakness, municipal leadership has enacted policies and authorized projects to make the Township more friendly to both pedestrians and non-motorized traffic. Within the past few years, the Township has made an effort to encourage more sidewalks to be provided within new developments. When the sidewalk requirement happens to be waived, the developer must contribute the construction cost of the waived sidewalk to the Township. The funds collected are placed into a sidewalk fund, which is used to construct sidewalks in sections of the Township where there may be missing sidewalk links or that need sidewalks for pedestrian safety. The municipality has also secured funding from PennDOT and SPC for the Summit Park Drive sidewalk and trail project. This project, which is currently in the design and approval phase, will eventually connect the Montour Trail to the Pointe at North Fayette development, through a series of sidewalks and bike trails which will run through the Township from the Robinson border to the Findlay border.

Project Description

The goal of this project is to create an active transportation plan for the Township. As described above, the Township is home to two regional trails and large concentrations of both residential and commercial development. Through this plan, the Township is seeking to better connect these areas to the regional trail network and increase pedestrian and non-motorized connectivity within the municipality. This plan will allow the Township to inventory the existing sidewalk network and develop a plan to provide sidewalk connections and a blueprint on how to spend the money collected in the sidewalk fund. In addition, over 1,500 new dwelling units are currently in the development review process. This plan will allow the Township to plan connections between these new developments and the Township’s recreation center and park complex located on Donaldson Road. The plan will also allow the Township to identify areas where the "complete streets" concept can be implemented.

Consistency with Municipal Comprehensive Plan

The 2014 municipal comprehensive plan identifies the construction and installation of sidewalks as a top priority to enhance the overall walkability of the commercial centers, corridors, and gateways into the Township (Page 8-14). In addition, the plan calls for the Township to implement the concept of Complete Streets into planning for roadway improvements and connections into the community from both the Montour Trail and Panhandle Trails (Page 8-17).

As identified in the transportation element, a goal of the Township is to develop a transportation network to meet North Fayette's future needs, and to "encourage alternate transportation systems, including bicycle and pedestrian circulation systems, to link the residential, business, and recreational areas of North Fayette. This would include potential spurs from both the Montour and Panhandle Trails into North Fayette's neighborhoods" (Page 18-8). Another goal is to ensure a smooth and efficient flow of traffic, both pedestrian and vehicular, through the Township's commercial areas, including Summit Park Drive and Steubenville Pike. This is to be accomplished through the installation of sidewalks along sections of Steubenville Pike, where appropriate, and along Summit Park Drive to enhance pedestrian
safety throughout these corridors. In addition, the Township is to conduct engineering-related studies and analyses to explore the feasibility of implementing the concept of “Complete Streets” where appropriate along certain roadways within the Township, including but not limited to Summit Park Drive, Steubenville Pike, Donaldson Road, North Branch Road, and McKee Road (Page 8-19). This plan is to be consistent with the vision of the 2014 Comprehensive Plan and will help the Township to achieve these goals and objectives.

**Consistency with County Comprehensive Plan**

The Transportation Element of Allegheny Places identifies the lack of continuous sidewalk network in new developments and the lack of consistently incorporating bicycle and pedestrian facilities into road, bridge and transit projects as key challenges in facilitating bicycle and pedestrian travel within Allegheny County (Page 41 – 41). The plan further calls for providing integrated, active transportation alternatives, including bikeways, sidewalks and transit to accommodate the safe passage of pedestrians within communities (Page 41 – 42). In addition, the Active Allegheny Plan calls for local municipalities to adopt plans to achieve consistency with the Transportation Element (Page 6-1). The plan further calls for municipalities to identify where facilities can be added that encourage pedestrian and bicycle travel, and encourages the installation of such facilities as part of the land development process (Page 6-2). Through the development and implementation of an active transportation plan, North Fayette Township will be able to achieve these important County transportation goals and objectives.

**Citizen Participation**

Citizen participation will be obtained through a series of community workshops and outreach meetings with residents of the various residential developments within the Township, as well as with owners of businesses located in the Pointe at North Fayette area. In addition, information explaining the project will be provided on a dedicated portion of the municipal website, and comments will be able to be provided electronically.

**Scope of Services**

The following scope of work provides an outline of services that are expected to be offered as part of the development of the plan:

1. **Inventory of Existing and Proposed Bicycle and Pedestrian Facilities:**
   - The consultant will inventory all existing and proposed pedestrian and bicycle facilities. The consultant will also be required to inventory all existing facilities located within one-mile border of the Township.

2. **Mapping of Existing and Proposed Bicycle and Pedestrian Facilities:**
The consultant will create an ESRI map layer of the existing and proposed bicycle and pedestrian facilities in North Fayette Township as well as within a one-mile border of the Township. The completed map layer will be provided to the Township (and its consulting engineer) for future use at the Township’s discretion.

3. Identify Sidewalk Connections:

   The consultant will inventory the existing sidewalk network with the Township and identify missing links or gaps within the current network. In addition, the consultant will develop an implementation strategy to connect gaps within the existing network. Ensure that any new sidewalk connections can be designed and constructed according to PennDOT and Township design standards.

4. Complete Streets:

   The consultant will identify areas of the Township where “complete streets” should be considered. In addition, the consultant will develop an implementation strategy to provide complete streets within the Township.

5. Trail Connections:

   The consultant will provide recommendations and an implementation strategy on how to connect existing residential and non-residential developments to the regional trail network. Ensure that any proposed new trail connections can be designed and constructed according to PennDOT, FHWA, AASHTO, MUTCD and all other applicable bicycle and pedestrian design standards.

6. Meetings with Steering Committee:

   A Steering Committee of approximately 10 to 15 members consisting of residents, business owners, developers, Planning Commission members, Allegheny County Planning staff, the Township Engineer, and Township staff (Public Works, Parks & Recreation & Community Development) will be created to coordinate with the consultant throughout the planning process. It is expected that the consultant will meet with the Steering Committee at key points in the planning process (6-8 meetings). Due to the COVID-19 pandemic, the consultant should explain how meetings with the Steering Committee will be handled remotely and/or in person in compliance with CDC and State/County guidelines and protocols as required.
7. Public Process:
   - Involvement of the public in the planning process is critical to its success. The consultant will participate in two (2) community workshops to receive input as well as to inform residents, staff, stakeholders, and other agencies about the Plan. Due to the COVID-19 pandemic, the consultant should explain how the public process will be handled remotely and/or in person in compliance with CDC and State/County guidelines and protocols as required.
     - The first meeting will be an opportunity for residents to share their bicycling and walking experiences, opinions, advice, and have a chance to learn about the planning process. It is anticipated that this meeting will be an interactive workshop in which participants can mark-up maps indicating such items as the destinations they want to go to by bicycle or walking, the routes they prefer to use for recreation and transportation, the streets they avoid, the types of bicycle and pedestrian facilities they like, safety issues, and where bicycle parking or other amenities are needed.
     - The second meeting will be a presentation of the draft plan and will provide the public with an opportunity to review and comment on the draft plan prior to submittal to the Board of Supervisors for approval.

8. Produce an Implementation Plan:
   - The consultant will identify implementation strategies and priorities for future bicycle and pedestrian facilities, consisting of coordination with new and maintenance projects.
     - The consultant will assist in prioritization of recommended improvements for local capital projects and will advise on possible appropriate County, State, and Federal grants. The recommendations will be based on a short term (5 year), intermediate term (10 year) and long term (20 year) implementation timeframe.
   - The plan shall be consistent with the following plans, and shall build upon what has been previously proposed:
     - Township of North Fayette – Summit Park Drive Complete Street Plan
     - County of Allegheny – AlleghenyPlaces (County Comprehensive Plan - 2008)
       - Transportation Element Update (2014)
Proposal Evaluation

Proposals received will be reviewed by staff and will be evaluated in the following areas:

1. The names and qualifications of the personnel who will be assigned to work with the Township.
2. The type and tenure of the experience of both the agency and the individuals who will prepare the plan and facilitate the planning process.
3. References from other municipalities.
4. Draft workplan and what is proposed to be included in the final project.

At the discretion of Township staff, qualified applicants will be interviewed. Please note that the Township reserves the right to modify the criteria by either adding additional criteria to the evaluation or deleting criteria found to be not applicable to the decision-making process.

Proposal Submission

The proposal must be received in hand by the Township no later than 1:00 PM, Friday, December 18, 2020, and must be submitted by mail or hand delivered.

Fifteen (15) hard copies and an electronic copy of the proposal must be provided. Facsimile or email copies will not be accepted. All proposals must be marked “Proposal for Active Transportation Plan” and must also state the name of the proposer. Any proposal received after the due date and time will not be accepted or opened. All proposals shall be valid for 90 days from the submission deadline.

RFP Submission Contents

Proposers must provide at least three (3) municipal clients as references; preferably from municipalities located within Allegheny County with adopted Active Transportation Plans. In addition, proposers shall include a list of similar plans completed by the firm within the last five years that demonstrate experience preparing Active Transportation Plans. The list of similar plans should include agency names, contact persons, phone numbers and email addresses of the contact persons, and details of the final plan.

The following information must be included with your submission:
• Title page. Indicate "Township of North Fayette – Active Transportation Plan," with the date, name of firm, physical and mailing address(es), telephone number, and principal contact person.

• Table of contents. Identify the proposal content by section and page number.

• Transmittal letter. Address the letter to the "Township of North Fayette", and in no more than three pages:
  o Briefly summarize your firm's understanding of the services to be performed.
  o Indicate your level of commitment to supervising, staffing, and completing the work within the required time periods.
  o Give the names, titles, postal and e-mail addresses, and telephone numbers of the persons authorized to represent your firm in regard to the proposal.

• Business profile. Describe your firm in regard to:
  o Organizational size, structure, length of time in business, locations of main and any branch offices.
  o Location of the office from which the work is to be done, and number and type of professional staff employed there.
  o Demonstrated transportation planning expertise and successful execution of projects of a similar scope and scale.
  o Demonstrated expertise with bike and pedestrian transportation engineering and trail development.
  o Any other factors relevant to execution of the proposed scope of services of the proposal.

• Proposed Schedule:
  o A proposed schedule of services and deliverables, and the key personnel to complete the work within the proposed time schedule.

• Project Budget:
  o A budget breakdown of the proposed cost in an amount not to exceed $50,000.00 shall be provided. The budget breakdown shall include an hourly rate schedule and anticipated number of hours for each of the project personnel assigned to each task; a cost allocation between the prime proposer and any subcontractor(s); cost for each documentation component; and a summary of non-labor costs and reimbursable expenses.

• A nondiscrimination notice statement.
• A non-collusion statement.

• Any and all other information that the proposer feels would be helpful.

Insurance and Security

Be advised that if selected proof of insurance coverage and bonding requirements as required by Allegheny County must be provided. See Exhibit “A” for information about bonding and insurance requirements.

Terms and Conditions

1. This RFP does not commit the Township of North Fayette to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.

2. The Township of North Fayette reserves the right to extend the date by which the submittals are due.

3. The Township of North Fayette reserves the right to cancel, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the Township of North Fayette cancels or revises the RFP, such action shall be published as an addendum to the RFP.

4. All submittals become the property of the Township of North Fayette. Except for the name of firms on the final list, no information contained in a proposal submittals shall be made public until after the award and execution of a contract.

5. The Township of North Fayette reserves the right to consider the requested options as a whole, in part, or not at all when determining the best product that best serves the municipality’s interest.

6. The Township of North Fayette reserves the right to request additional information and/or clarifications from any or all Respondents to this RFP.

7. All proposals must remain in effect for 90 days after the proposal due date.

8. The Township of North Fayette is an equal opportunity employer. MBE/WBE/DBE/VOSB firms are encouraged to submit proposals on the Project.
Proposals shall be addressed to:
Township of North Fayette
Department of Community Development
ATTN: Active Transportation Plan RFP
400 North Branch Road
Oakdale, PA 15071

Questions involving procedural or technical matters shall be in writing by email to the above-named person no later than December 18, 2020. Questions received after that date may not be answered.
Exhibit “A”

Allegheny County – Bonding and Insurance Requirements
CONTRACTORS

In the event a Grantee hires any contractors, the Grantee shall require all said CONTRACTORS engaged in the provision of goods, supplies or services pursuant to this AGREEMENT, to provide at minimum certifications of bonding and insurance listed below.

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Applicable</th>
<th>Insurance Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONTRACTOR BONDING</strong></td>
<td></td>
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<tr>
<td>- Bid Bonding</td>
<td></td>
<td>5%</td>
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<tr>
<td>- Performance Bonding</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>- Payment Bonding</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td><strong>CONTRACTOR INSURANCE</strong></td>
<td>X</td>
<td>Minimum Limit $500,000</td>
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<tr>
<td>Auto Liability</td>
<td></td>
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<tr>
<td>- Aggregate Bodily Injury and Property Damage</td>
<td>X</td>
<td></td>
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<tr>
<td><strong>COMPREHENSIVE GENERAL LIABILITY</strong></td>
<td>X</td>
<td>Minimum Limit $500,000</td>
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<tr>
<td>- Aggregate Bodily Injury and Property Damage</td>
<td>X</td>
<td></td>
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<tr>
<td>- Products Liability and Completed Operations</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>- Explosion, Collapse and Underground Damage</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>PROFESSIONAL LIABILITY</strong> (if Applicable)</td>
<td></td>
<td>Minimum Limit $500,000</td>
</tr>
<tr>
<td><strong>WORKER’S COMPENSATION INSURANCE</strong></td>
<td>X</td>
<td>Coverage A – Statutory Limit</td>
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<td></td>
<td></td>
<td>Coverage B – Employer’s Liability</td>
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<tr>
<td></td>
<td></td>
<td>– Minimum Limit $500,00.00</td>
</tr>
<tr>
<td><strong>BUILDERS’ RISK</strong></td>
<td></td>
<td>Minimum Limit:</td>
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<tr>
<td>Coverage must include:</td>
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<tr>
<td>- Structural damage while under construction.</td>
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<tr>
<td>- Equipment and machinery used to service the building.</td>
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<tr>
<td>- Supplies used during the course of construction</td>
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</tbody>
</table>

Contractors are required to provide Active Allegheny Grantees proof of the above required insurance.