

ANNOUNCEMENT

REQUEST FOR PROPOSAL (RFP)

GREEN RIBBON TRAIL ACCESS & SAFETY IMPROVEMENT PLAN

Upper Dublin Township, Montgomery County, Pennsylvania in collaboration with Wissahickon Trails and 6 other municipalities (Upper Gwynedd Township, North Wales Borough, Lower Gwynedd Township, Whitpain Township, Ambler Borough, Whitemarsh Township) as well as SEPTA, Natural Lands, Montgomery County Planning Commission, and PennDOT [henceforth known as the *GRT Access & Safety Coalition*], is accepting proposals for a one-time contract to perform certain professional services work to *develop a strategy for 6 trail & roadway intersections that addresses improving trail user safety and access to/from the trail from surrounding neighborhoods while also educating motorists of the existence of the trail*. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

A digital copy of your proposal must be emailed to Derek Dureka, Upper Dublin Parks & Recreation Director, at DDureka@upperdublin.net no later than Monday, December 1, 2025 at 5:00pm. Acknowledgement of receipt of your proposal will be provided within 1 business day.

A non-mandatory pre-submission meeting to discuss the project's scope of work will be held virtually on Wednesday, November 12 @ 10:00am. To be added to the pre-submission meeting notification list and to receive the meeting link, please email Derek Dureka.

If additional information is needed, please contact Derek Dureka, Park & Recreation Director, at DDureka@upperdublin.net or 215-643-1600 x3239.

TABLE OF CONTENTS

RFP FOR GREEN RIBBON TRAIL ACCESS & SAFETY IMPROVEMENT PLAN

Upper Dublin Township

Section 1.	BACKGROUND
Section 2.	GENERAL TERMS
Section 3.	SCOPE OF WORK
Section 4.	CONSULTANT QUALIFICATIONS
Section 5.	REQUIRED SUBMITTALS
Section 6.	EVALUATION CRITERIA
Section 7.	CONTRACT FOR PROFESSIONAL SERVICES (Form)

Appendices to Contract:

- Appendix A: Nondiscrimination/Sexual Harassment Clause

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

SECTION 1. BACKGROUND

The Green Ribbon Trail (GRT) is a 10.5-mile regional trail that currently stretches in Montgomery County from Parkside Place in Upper Gwynedd Township to Skippack Pike at Fort Washington State Park in Whitemarsh Township. The trail mostly follows the path of the Wissahickon Creek, whose watershed is 64 square miles in Montgomery and Philadelphia counties. The GRT currently traverses 6 municipalities; provides access to 2 borough downtowns (Ambler & North Wales); connects to 1 school (Germantown Academy); provides direct access to 1 SEPTA regional rail station and is within a ½ mile of 4 other SEPTA regional rail stations and 4 SEPTA regional bus stations; and connects to 10 public parks, open spaces, and preserves either directly or within a ¼ mile. There are plans to connect the GRT to the Cross County Trail in Whitemarsh Township and connect to the future Liberty Bell Trail in Upper Gwynedd Township. As evident by the above list, the GRT provides important non-vehicular access to a wide variety of community assets and neighborhoods in a calm, relaxing natural setting.

Wissahickon Trails, a land conservation organization, manages the trail and owns or holds access rights for the entirety of the trail's length. According to counters placed along the trail, 8,000 to 19,000 individuals utilize different sections of the trail annually with 36,500 individuals counted at the Four Mills Nature Reserve trailhead, the location of the Wissahickon Trails' headquarters and the only designated parking lot for GRT access. Trail Crossings #4 & #5 (see included images) landlock the Four Mills Nature Reserve.

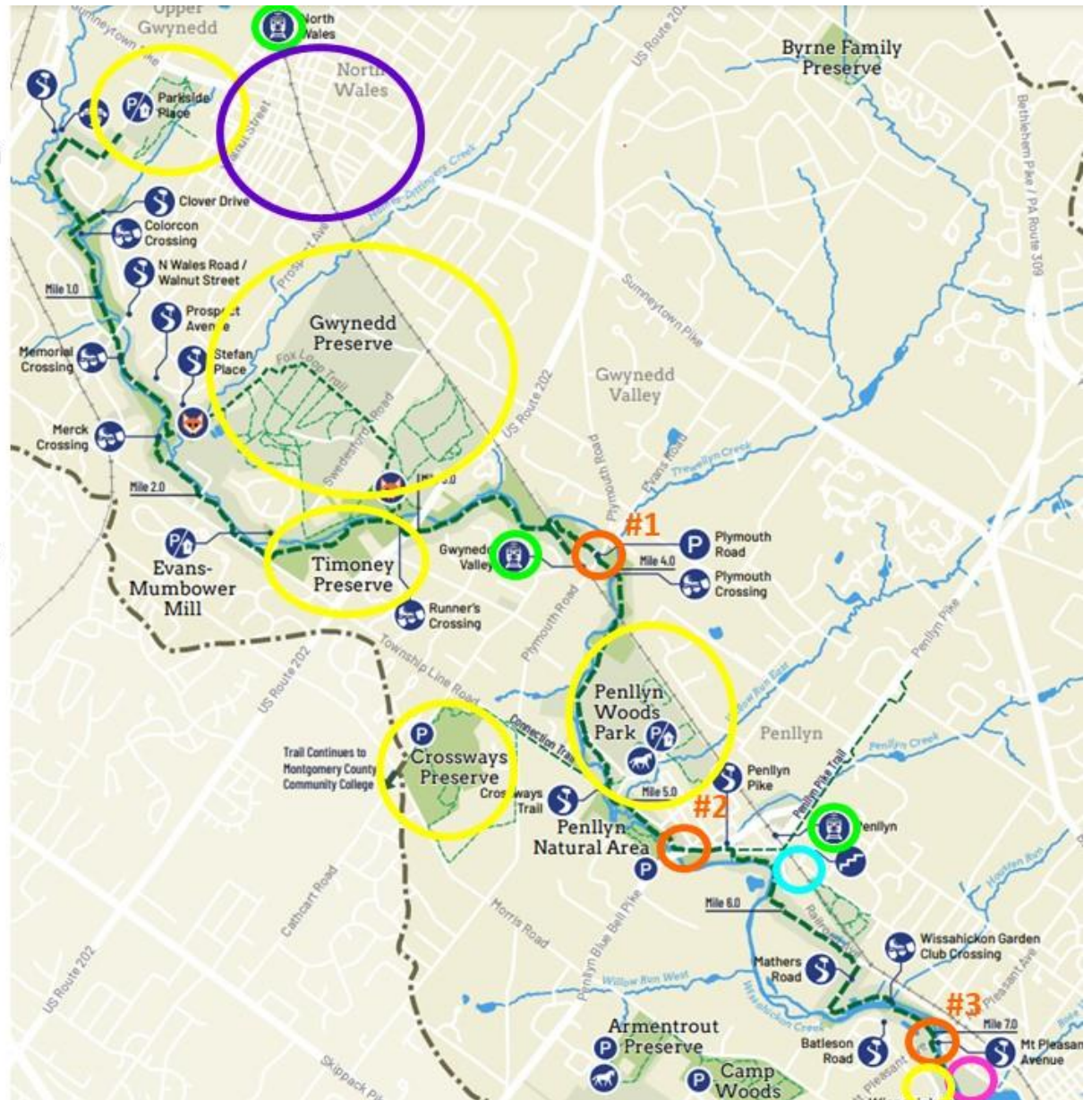
The GRT currently has 6 consecutive mid-block roadway crossings with inadequate safety and access conditions which jeopardizes the wellbeing of the trail users and motorists and limits the opportunities for use. At these 6 roadway crossings there are nearly no safety measures being implemented – no signage warning motorists of the trails' crossing, no crosswalk paint, no truncated domes, difficult gradients at trail approaches to roadways, no pedestrian activated rectangular rapid flashing beacons, no wayfinding signage designating the location of the crossing, etc. Access to some of these trail crossings to/from adjacent neighborhoods is severely limited because of unconnected sidewalks. Additionally, there is currently no on-road trail identification signage to notify motorists of the trail's existence.

The 6 Green Ribbon Trail crossings are located at:

- #1. Plymouth Road** (Lower Gwynedd Township)
- #2. Penllyn Pike** (Lower Gwynedd Township)
- #3. Mt. Pleasant Avenue** (Whitpain Township)
- #4. Butler Pike** (Upper Dublin Township)
- #5. Morris Road** (Upper Dublin Township & Whitemarsh Township)
- #6. Lafayette Avenue** (Whitemarsh Township)

The following images show the 6 GRT crossings (numbers on the images correspond to the list above) to be studied as well as relevant community assets in proximity of the crossings.

-  = SEPTA Regional Rail Station
-  = SEPTA Bus 94 Stop
-  = CX Improvement Location
-  = Existing, Adjacent Parks & Open Spaces
-  = Future Park or Open Space
-  = Borough Downtown
-  = Green Ribbon Trail



 = SEPTA Regional Rail Station

 = SEPTA Bus 94 Stop

 = CX Improvement Location

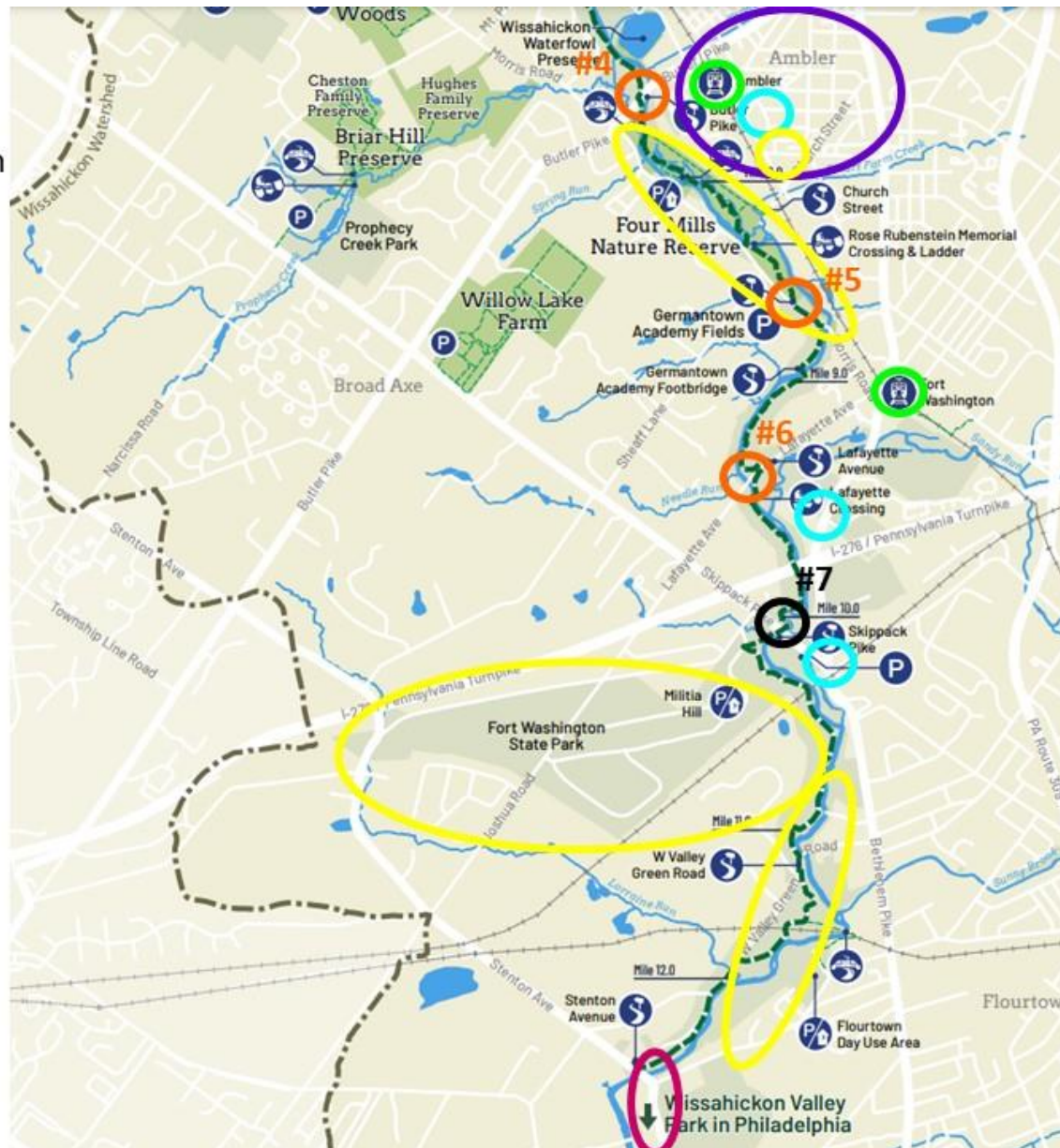
 = Existing, Adjacent Parks & Open Spaces

 = Future Trail Connection

 = Borough Downtown

 = Other CX Location Being Looked at by Montco

 = Green Ribbon Trail



This project is partially funded by a grant from the Community Conservation Partnerships Program administered by the Pennsylvania 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 Upper Dublin Township and its contracted consultant. This Request for Proposal (RFP) has been prepared in accordance with Bureau requirements and standards. The Bureau will monitor the project and certain documents will be subject to Bureau review and approval.

The DCNR Grant Agreement number is BRC-TAG-30-291.

SECTION 2. GENERAL TERMS

- Upper Dublin Township (on behalf of the GRT Access & Safety Coalition) reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of the Upper Dublin Township (on behalf of the GRT Access & Safety Coalition).
- The contract is subject to the approval of the Upper Dublin Township Board of Commissioners (on behalf of the GRT Access & Safety Coalition) 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 Upper Dublin Township's (on behalf of the GRT Access & Safety Coalition) review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by Upper Dublin Township (on behalf of the GRT Access & Safety Coalition) 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 identified with explanation. However, the scope of work proposed must accomplish the goals and work stated below.

SECTION 3. SCOPE OF WORK

This project will strategically determine what specific safety treatments should be implemented, consider trail realignments, suggest and design for connection opportunities, develop preliminary sketches, and provide preliminary cost estimates for the 6 crossings:

#1. Plymouth Road (Lower Gwynedd Township)

#2. Penllyn Pike (Lower Gwynedd Township)

#3. Mt. Pleasant Avenue (Whitpain Township)

#4. Butler Pike (Upper Dublin Township)

#5. Morris Road (Upper Dublin Township & Whitemarsh Township)

#6. Lafayette Avenue (Whitemarsh Township)

General Project Needs:

- Develop a strategy to improve safety at each trail & roadway intersection.
- Develop a strategy to improve access to/from the trail to adjacent neighborhoods, parks, open spaces, other trails.
- Develop a strategy to improve access to/from the trail to adjacent places of local downtowns, other places of commerce, public transportation centers (regional rail & bus).
- Increase knowledge of the trail's existence.

Deliverables:

The consultant will:

- Publish a written report that meets all of the declared General Project Needs (see above) and assesses each crossing for:
 - Need for signage (trail & roadway), crossing paint, truncated domes,
 - Need for rectangular rapid flashing beacon (sightlines to be assessed, speed study/traffic completed if needed)
 - Need for new sidewalk/trail/pathway to create connections to existing infrastructure
 - Need for trail realignment and modification of crossing approach
 - Adherence to all relevant and applicable PennDOT regulations
- Within the report, provide separate color renderings of existing site conditions and of suggested improvements for each crossing.
- Within the report, provide a suggested phased implementation schedule for the crossings.
- Within the report, provide preliminary cost estimates for suggested improvements for each crossing. The cost estimates should be provided as if each crossing was being completed independently as well as if the crossings are grouped in the report's suggested phased implementation schedule (ex. complete 2 crossings at one time).
- Within the report, include all findings from the public engagement portions of this project.
- Provide up to 2 rounds of revisions to the report while in draft form.
- Provide 8 physical copies and 1 digital copy of the final report.

The report should equip the GRT Access & Safety Coalition with information, recommendations, cost estimates, and phasing logistics to be able to knowledgeably approach the next steps of implementation and assist with applications for third-party funding assistance.

Public Engagement:

The proposed methods of public engagement for this project are:

- **Previous Planning Documents*** – *The consultant is to review all relevant previous planning documents related to the 6 crossings. Members of the GRT Access & Safety Coalition will provide the planning documents.*
- **Survey of Trail Users** – *The survey will be developed, distributed, and tallied by the GRT Access & Safety Coalition in concert with the consultant. Survey results will be provided to the consultant to inform design of the crossings and connection to existing infrastructure.*
- **Public Meeting** – *1 public meeting will be held in-person with a virtual attendance option. The consultant will be responsible for assisting with the organization of and presenting at the public meeting. The GRT Access & Safety Coalition will secure a meeting location, coordinate the technology associated with the virtual attendance option, and advertise the meeting.*
- **Post-meeting Feedback Forum** – *Following the public meeting, an online post-meeting feedback forum will be developed and administered by the GRT Access & Safety Coalition in concert with the consultant. It will remain open for two weeks following the meeting. This feedback will be provided to the consultant to inform the suggested crossing improvements.*

**List of Previous Planning Documents*

#2. Penllyn Pike (Lower Gwynedd Township)

- This intersection has been discussed at the Lower Gwynedd Township Annual Budget Hearings in 2020, 2021, 2022, & 2023 as they have sought to improve the signalization and pedestrian access through a variety of grant applications.

#3. Mt. Pleasant Avenue (Whitpain Township with Ambler Borough less than a block away)

- As part of the development of the *West Ambler Village Revitalization & Action Plan* (completed in 2013), public input meetings were held and presentations given. This crossing has been part of the discussion about the revitalization of West Ambler Village and Wissahickon Park. There were numerous opportunities for public feedback.
- As part of the creation of the *Whitpain Township Parks, Recreation, Open Space, & Trails Plan Update (2021-2030)*, the development of Wissahickon Park was featured and its connection to the Green Ribbon Trail at this crossing was highlighted. As is traditional with an open space plan, the general public had opportunities to provide feedback, review the draft document, and participate in the public meetings.

#4. Butler Pike (Upper Dublin Township with Ambler Borough less than a block away)

#5. Morris Road (Upper Dublin Township & Whitemarsh Township)

- These crossings were 2 of 70 “Missing Connections” identified in the *2023 Upper Dublin Township Open Space Plan*. During that document’s development, 3 public meetings (attendance possible virtual and in-person) and 2 public presentations were held, 2 online post-meeting feedback forums were conducted, and a full document review period was made available. These crossings were part of the information presented and what the public was polled for feedback.

Meeting Attendance:

In addition to the public meeting, the consultant will be asked to participate in up to 2 meetings with members of the GRT Access & Safety Coalition and/or other stakeholders.

Project Timeline:

The project is to be completed within 6 months of execution of the contract.

SECTION 4. CONSULTANT QUALIFICATIONS

The lead consultant or consultant team must have documented experience in the following:

- A. Leadership and successful completion of planning studies similar to this project being funded by the grant.
- B. Familiarity with all relevant PennDOT regulations that would pertain to this project.
- C. Development and implementation of public participation processes such as public meetings with elected officials and stakeholders, study committee meetings, focus group meetings, key person interviews, public surveys, etc.
- D. Effective communication of recommendations and implementation strategies to elected officials, non-profit organizations, stakeholders, and the public.

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, telephone number, and email address.

B. Profile of Firm

This consists of the following:

- A statement 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 in relation to the work. DCNR requires that the project consulting team have the minimum qualifications outlined in Section 4 Consultant Qualifications.
- 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 Upper Dublin Township (on behalf of the GRT Access & Safety Coalition). However, approval will not be denied if the staff replacement is determined by Upper Dublin Township (on behalf of the GRT Access & Safety Coalition) to be of equal ability or experience to the predecessor.

The method of billing must be stated. The preferred practice of Upper Dublin Township (on behalf of the GRT Access & Safety Coalition) is to pay upon completion of the work and receipt of the required report. However, Upper Dublin Township (on behalf of the GRT Access & Safety Coalition) will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, a minimum of 10% of the DCNR Grant Award will be withheld until the final product is approved by DCNR and all project costs are paid in full.

F. Contract

The contract form and DCNR “Nondiscrimination/Sexual Harassment Clause” is provided in Section 7. DCNR requires that the “Nondiscrimination/Sexual Harassment Clause” be incorporated and/or attached to the contract in its entirety.

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 for review. If it is satisfactory to the firm, it should be completed, executed, and submitted with the proposal. If the firm prefers an alternative contract, the firm may submit it as a part of the proposal submission. However, Upper Dublin Township (on behalf of the GRT Access & Safety Coalition) reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional services contract.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 2025, by and between Upper Dublin Township, Pennsylvania ("Upper Dublin Township"), and _____ ("Consulting Firm").

WHEREAS, Upper Dublin Township desires to have certain one-time professional consulting work performed involving the creation of the *Green Ribbon Trail Access & Safety Improvement Plan*;

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

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 Upper Dublin Township of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by Upper Dublin Township to be of equal ability or experience to the predecessor.

UPPER DUBLIN TOWNSHIP 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 Upper Dublin Township and other members of the GRT Access & Safety Coalition 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 45 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 45 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 Upper Dublin Township and other members of the GRT Access & Safety Coalition. 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 the Upper Dublin Township and other members of the GRT Access & Safety Coalition.

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.
3. The Consulting Firm may terminate this Contract at any time upon giving Upper Dublin Township notice of not less than 30 calendar days. Upper Dublin Township may terminate this Contract at any time if the Consulting Firm violates the terms of this Contract or fails to produce a result that meets the specifications of this Contract. In the event of termination of this Contract by either party, Upper Dublin Township shall within 45 calendar days of termination pay the Consulting Firm for all services rendered by the Consulting Firm up to the date of termination, in accordance with the payment provisions of this Contract.

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

WITNESS:

WITNESS:

FOR THE UPPER DUBLIN TOWNSHIP:

TITLE: _____

FOR THE CONSULTING FIRM:

TITLE: _____

NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

1. **Representations.** The Grantee represents that it is presently in compliance with and will remain in compliance with all applicable federal, state, and local laws, regulations, and policies relating to nondiscrimination and sexual harassment for the term of the agreement. The Grantee 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 its books, records, and accounts by the Commonwealth for the purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.
2. **Nondiscrimination/Sexual Harassment Obligations.** The Grantee shall not:
 - a. in any manner discriminate in the hiring of any employee(s) for the performance of the activities required under this agreement or any subgrant agreement, contract, or subcontract, by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or 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.
 - b. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
 - c. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under this agreement or any subgrant agreement, contract, or subcontract.
 - d. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor, or supplier who is qualified to perform the work to which this agreement relates.
 - e. in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the Public Employee Relations Act, Pennsylvania Labor Relations Act, or National Labor Relations Act, as applicable, and to the extent determined by entities charged with the Acts' enforcement and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
3. **Establishment of Grantee Policy.** The Grantee shall establish and maintain a written nondiscrimination and sexual harassment policy that complies with the applicable law and these Nondiscrimination/Sexual Harassment provisions and shall inform its employees in writing of the policy. The policy must contain a provision that states that sexual harassment will not be tolerated and employees who practice it will be disciplined. For the entire period of this agreement, the Grantee shall: (1) post its written nondiscrimination and sexual harassment policy or these Nondiscrimination/Sexual Harassment provisions conspicuously in easily accessible and well-lighted places customarily frequented by employees at or near where the grant activities are performed; or (2) provide electronic notice of the policy or this clause to its employees not less than annually.

4. **Notification of Violations.** The Grantee's obligations pursuant to these provisions are ongoing from the effective date and through the termination date of the agreement. Accordingly, the Grantee shall notify the Commonwealth if, at any time during the term of this agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
5. **Cancellation or Termination of Agreement.** The Commonwealth may cancel or terminate this agreement and all money due or to become due under this agreement may be forfeited for a violation of the terms and conditions of these Nondiscrimination/Sexual Harassment provisions. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee in the Contractor Responsibility File.
6. **Subgrant Agreements, Contracts, and Subcontracts.** The Grantee shall include these Nondiscrimination/Sexual Harassment provisions in its subgrant agreements, contracts, and subcontracts with all subgrantees, contractors, and subcontractors providing goods or services under this agreement. The incorporation of these provisions in the Grantor's subgrants, contracts, or subcontracts does not create privity of contract between the Commonwealth and any subgrantee, contractor, or subcontractor, and no third-party beneficiaries are created by those provisions. If the Grantee becomes aware of a subgrantee's, contractor's, or subcontractor's violation of these provisions, the Grantee shall use its best efforts to ensure the subgrantee's, contractor's, or subcontractor's compliance with these provisions.