Newtown Borough
Request for Proposals (RFP)
Professional Planning Services – Comprehensive Trail and Sidewalk Study

Introduction and Purpose
Newtown Borough, Bucks County, Pennsylvania, is soliciting proposals from qualified professional planning firms (the "Consultant") to prepare a Comprehensive Trail and Sidewalk Study.
The purpose of this study is to consolidate, evaluate, and prioritize existing pedestrian, bicycle, trail, and sidewalk planning recommendations into a clear, implementation-ready framework that can be advanced as funding, capital, and development opportunities arise.

This study will serve as a practical tool for grant applications, project prioritization, and municipal decision-making. Funding for this project is provided, in whole or in part, through a Local Share Account (LSA) Grant administered by the Commonwealth of Pennsylvania. All work must comply with applicable LSA Grant requirements, conditions, and restrictions.

1. Background
Newtown Borough covers approximately 0.6 square miles and has roughly 2,200 residents. The Borough is a walkable historic community with a traditional grid street pattern and a central business district listed on the National Register of Historic Places. Approximately 10% of residents walk or bike to work, exceeding county and state averages.

Plans (www.boroughofnewtown.com/plans-studies) addressing pedestrian circulation, sidewalks, trails, transportation safety, and multimodal connectivity include:
- Newtown Borough Comprehensive Plan (2010) – Appendix C: Pedestrian Circulation Report
- Integrated Transportation and Circulation Study (2012)
- Newtown Township Comprehensive Trail Plan (2016)
- Safety and Walkability Review (2023)
- Open Space and Connectivity Plan (2022)
- Comprehensive Plan (2022)

Additional local planning efforts include: Newtown Township's Comprehensive Trail Plan (2016) and the Bucks County Municipal Dashboard – Newtown Borough.

These plans exist as separate documents with overlapping recommendations, varying detail, and different prioritization methodologies. This RFP seeks a consultant team to synthesize, update, and consolidate these plans into a clear, actionable, and prioritized framework, including consideration of recent developments and potential new initiatives.

2. Project Objectives
- Consolidate and synthesize recommendations from existing Borough and Township plans

- Inventory and map existing pedestrian, bicycle, sidewalk, and trail facilities
- Identify gaps, safety concerns, and ADA compliance issues
- Evaluate feasibility of sidewalk infill, off-road trails, greenways, and creek-adjacent alignments
- Strengthen connections to Newtown Township's existing and planned trail network
- Establish clear, objective priorities for implementation
- Develop planning-level cost estimates, phasing, and implementation strategies
- Produce a practical, user-friendly study suitable for grant support and capital planning

3. Scope of Services

Task 1: Existing Conditions Review and Plan Synthesis
- Review and synthesize relevant existing plans, studies, and background materials
- Compile and standardize pedestrian, bicycle, sidewalk, and trail recommendations
- Prepare GIS-based summary mapping of existing and planned facilities
- Identify documented gaps, safety concerns, ADA issues, and connectivity needs
- Identify existing and planned connection points to Newtown Township's trail and sidewalk network

Task 2: Targeted Public and Stakeholder Engagement
- Develop a scaled and targeted public engagement plan with Borough staff
- Conduct outreach (public meeting, online survey, targeted interviews)
- Engage residents, businesses, trail users, advocacy groups, and partner municipalities
- Summarize input and document how feedback informs prioritization and implementation

Task 3: Feasibility Evaluation and Prioritization Framework
- Reconcile recommendations across prior plans
- Develop an implementation-oriented prioritization framework evaluating:
  - Feasibility and constructability
  - Cost and complexity
  - Safety, accessibility, and ADA benefits
  - Connectivity and network value
  - Funding and grant eligibility
  - Inter-municipal coordination
- Classify projects into near-, mid-, and long-term horizons
- Identify projects suitable for near-term grant applications and capital programming

Task 4: Implementation Strategy and Planning-Level Costing
- Develop planning-level cost estimates with key assumptions
- Identify phasing and sequencing strategies
- Identify potential funding sources and grant programs
- Outline coordination, permitting, or policy considerations affecting implementation

Task 5: Study Documentation and Presentation

- Prepare draft and final study documents including:
  - Existing conditions and synthesized recommendations
  - Prioritization framework and results
  - Cost estimates, phasing, and funding strategies
- Include maps, graphics, tables, and narrative suitable for grant applications and capital planning
- Present draft and final findings to Borough staff and elected officials
- Deliver final materials in digital and print-ready formats

4. Deliverables

- GIS-based mapping of existing and proposed facilities
- Community engagement summary
- Existing conditions and needs assessment
- Consolidated and prioritized implementation framework
- Planning-level cost estimates and phasing strategy
- Draft and final Comprehensive Trail and Sidewalk Study report (digital and print-ready)

5. Project Schedule

The project shall commence upon issuance of a Notice to Proceed (NTP) and shall be completed within six (6) months.

Anticipated Schedule:
Task 1 – Base Mapping and Site Inventory – Weeks 1–4
Task 2 – Public Participation and Community Input – Weeks 3–8
Task 3 – Site Analysis and Assessment – Weeks 7–12
Task 4 – Consolidation, Prioritization, and Feasibility Framework – Weeks 11–16
Task 5 – Draft and Final Study Preparation – Weeks 15–24

6. Budget

The total project budget shall not exceed $30,000. Proposals must include a detailed fee breakdown by task demonstrating completion within the budget.

7. Proposal Submission Requirements:
Proposals shall include the following sections:

- Cover letter and statement of interest
- Firm qualifications and relevant experience
- Project team and key personnel
- Detailed scope and methodology
- Project schedule
- Fee proposal with task-level breakdown including public meetings and presentations to Borough Council
- Examples of similar projects
- References (minimum of three)
- Demonstrated understanding of and ability to comply with LSA Grant requirements

8. Evaluation Criteria
- Understanding of project and implementation-focused objectives
- Experience with pedestrian, bicycle, and trail planning
- Demonstrated ability to consolidate plans into actionable frameworks
- Quality and feasibility of proposed approach
- Ability to meet schedule and budget constraints
- Overall value to the Borough

9. Grant and Contract Conditions
The selected Consultant will enter a Professional Services Agreement with the Borough including:
- Grant compliance provisions
- Council approval contingency
- Insurance requirements
- Indemnification
- Ownership of work product by the Borough
- All required LSA Grant terms and conditions

10. Submission Instructions
Proposals no greater than 20 pages must be submitted as a single PDF file not exceeding 20MB via email by 12:00 PM EST (noon) on Wednesday, April 15, 2026 to:

manager@boroughofnewtown.com -- subject line: "Pedestrian Planning RFP -- Name of Firm

All questions regarding this RFP must be submitted via email to manager@boroughofnewtown.com by noon on April 8th 2026. The Borough reserves the right to reject any or all proposals, waive informalities, and select the proposal determined to be in the best interest of the Borough.

END