

REQUEST FOR PROPOSALS (RFP)

Penns Valley Rails-To-Trails Feasibility Study DCNR Grant Agreement #: BRC-RTP-17-207

The Board of Supervisors of Gregg Township, Centre County, are accepting proposals for a one-time contract to perform certain professional services (consulting work) relating to the preparation of a feasibility study. Attached is the information necessary for the submission of the bid proposal, including specific requirements, the organization of the proposal, proposal evaluation criteria and the proposed contract.

Ten (10) copies of the sealed bid proposal clearly labeled "Rails-To-Trails Feasibility Study" must be received by the addressee below no later than **1:30 pm prevailing time on Friday, July 6, 2012**

The proposal should be delivered or mailed to:

Mr. Patrick Leary, Chair
Gregg Township Supervisors
PO Box 184
106 School Street
Spring Mills, PA 16875

An optional pre-bid meeting to discuss the project scope of work will be held at 1:00 pm on Friday, June 1, 2012 at the following location:

Gregg Township
PO Box 184
106 School Street
Spring Mills, PA 16875

If additional information is needed, please contact Mike Bloom, Senior Planner – Centre County Planning and Community Development Office at 814-355-6791.

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SECTION 1: BACKGROUND

1.1 General Background

The Gregg Township Supervisors, in collaboration with the Centre County Planning and Community Development Office, have decided to pursue the development of a Rails-to-Trails Feasibility Study throughout a majority of the Penns Valley Region and a section of the Centre Region along the former historic Lewisburg-Tyrone, Centre and Spruce Creek railroad alignments.

This new trail system is envisioned as one of the hallmark projects developing from the Centre County Recreation and Greenways Plan and would serve as a natural link between the easternmost sections of the Centre Region, in particular Harris and College Townships and their respective communities of Boalsburg and Lemont, and the Penns Valley connecting core communities such as Centre Hall, Spring Mills, and Coburn while also providing linkages to key community educational, recreational, historic and cultural resources like Williams' Environmental Center, Grange Fair Grounds, Penns Cave, the proposed Tri-Municipal and Oak Hall Parks and the Bald Eagle State Forest.

The study area for the Plan involves all or parts of seven (7) municipalities with a population of approximately 24,300 (Source: 2010 U.S.Census) see Appendix "B" for a general project area map. The linear study area is approximately thirty-three miles in length and is currently an abandoned rail line with private and public ownership.

The project is to build on existing and foster new cooperation between public, private, and nonprofit sectors to develop a community wide Trail Feasibility Study designed to enhance existing recreational opportunities; develop additional recreational opportunities, including bikeways and trails; create linkages between existing and proposed facilities; protect sensitive environmental and cultural resources; promote intergovernmental cooperation; strengthen public/private partnerships; and foster economic development, including tourism.

The Penns Valley Rails-To-Trails will link communities and key environmental and cultural assets within the growing Centre and Penns Valley Regions of Centre County. Centre County has historically had an above-average growth rate since the 1960's. This is spurred by: a diverse and resilient economy that typically boasts one of the lowest unemployment rates in the region and state; federal and state investments in the improvements to the infrastructure network; the connection with Penn State University; a strong emphasis on the promotion of tourism; and the high quality of life in Centre County.

The more urban centers in the study area are the Villages of Lemont and Boalsburg in College and Harris Townships and the Centre Hall Borough and its adjoining sections of Potter Township. The corridor also transects the rural villages of Spring Mills and Coburn and parallels State Route 45 for a large portion of the proposed trail. In between the population centers the corridor landscape is rolling farmland primarily in crop production with development pressures occurring primarily in sections of Harris, Potter and Gregg Townships.

There is strong support for the project and its goals at the municipal levels and amongst the residents; however with any project of this type and scope some level of opposition is anticipated, in particular with land owners directly impacted by the proposed alignment.

It is anticipated that a trail of this scope will need to be approached in phases. The first step, and the purpose of the request for proposals, is to determine the feasibility of the entire corridor for trail development. Consultants will be asked to then break the feasible project area into phases for future master planning and development.

1.2 Project Goals

Goal 1: Protect and enhance the existing rail corridor and ensure its viability for a recreational trail.

Goal 2: Determine the economic, environmental, political and social feasibility of constructing a multi-use trail connecting the eastern portions of the Centre Region and the municipalities of the Penns Valley.

Goal 3: Involve the general public in the development of the Feasibility Study by using a variety of public outreach techniques throughout the process.

Goal 4: Provide opportunities to develop partnerships: 1) among local governments; 2) between private property owners, local governments, and state agencies; 3) between the public, private, and nonprofit sectors; and 4) with municipal/inter-municipal organizations, departments, and authorities.

Goal 5: Identify links between environmental protection, recreational opportunity, and economic prosperity related to the trail and integrate resource management and economic development in a sustainable growth plan for the area. Use the synergistic links between the environment and the economy to expand the local economy's sustainable growth and development.

1.3 Project Funding

This project will be partially funded (50%) by the Pennsylvania Department of Conservation and Natural Resources (PA DCNR), Bureau of Recreation and Conservation (Bureau) under PA DCNR Grant Agreement number: BRC-RTP-17-207.

The Bureau has certain requirements and standards that must be met by the Gregg Township and its contracted consultant.

Accordingly, this Request for Proposal (RFP) has been prepared to meet these requirements and standards. The project will be monitored by the Bureau and certain documents and drafts of documents will be subject to review and approval by the Bureau.

SECTION 2: REQUIREMENTS

2.1 General Requirements

2.1.1 Ten (10) copies of the sealed bid proposal shall be submitted prior to the deadline established in this RFP and be clearly marked "Rail Trail Feasibility Study."

2.1.2 All bidders are bound by the deadline and location requirements of this RFP. Late proposals will not be considered.

2.1.3 Bidders electing to respond to this RFP are responsible for all costs incurred in the preparation and submission of proposals; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFP. Gregg Township 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.

2.1.4 Gregg Township reserves the right to reject any or all proposals or any portion thereof and to select the bid proposal that it judges to be in the best interest of the Township.

2.1.5 Gregg Township reserves the right to cancel or modify this RFP. There is no guarantee that the Gregg Township will place the requested services under contract.

2.1.6 Gregg Township reserves the right to appoint an evaluation committee to review proposals and to utilize the assistance of outside professionals in proposal evaluation.

2.1.7 Gregg Township reserves the right to investigate the qualifications of any bidder under consideration (including proposed subcontractors and parties otherwise related to the bidder) and require confirmation of information furnished by a bidder, or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFP.

2.1.8 Gregg Township reserves the right to disclose information contained in proposals to the public, subject to confidentiality statutes.

2.1.9 Gregg Township reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.

2.1.10 Gregg Township reserves the right to interview and hold discussions with any qualified bidder at any time after receipt of the bid proposals and before the signing of a legally binding contract.

2.1.11 Gregg Township reserves the right to evaluate proposals in terms of the best interests of the Township, applying criteria provided in this RFP.

2.1.12 Gregg Township reserves the right to accept other than the lowest cost proposal based upon an evaluation of other aspects of the proposal.

2.1.13 Any contract that may result from this RFP is subject to the approval of the Gregg Township Board of Supervisors and is effective only upon its approval.

2.1.14 All bid proposals must remain valid for a minimum period of sixty (60) days after the proposal due date and for such additional thirty (30) day periods as the Gregg Township Board of Supervisors and the bidder shall agree in writing. Proposals may not be modified or withdrawn by the bidder during this period of time except in accordance with this RFP and with written permission granted by the Gregg Township Board of Supervisors.

2.1.15 Any bid proposal may be withdrawn in writing prior to the date and time set for receipt of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of sixty (60) days, unless otherwise extended as aforesaid, or until a selection has been made by the Gregg Township Board of Supervisors, whichever shall first occur.

2.1.16 If the Township receives only one proposal, the Township may initiate negotiations with the bidder submitting the proposal or seek additional proposals on an informal or formal basis during the sixty (60) day period that proposals must remain effective.

2.1.17 Any proposal or bond signed by an agent or attorney-in-fact shall be accompanied by evidence of authority.

2.1.18 The bidder may 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 clearly listed and explained. However, the scope of work proposed, at minimum, must accomplish the goals and work outlined in this RFP and the guidelines of the PA DCNR.

2.1.19 Any and all work performed as a result of this RFP shall be in accordance with the PA DCNR Feasibility and Rail/Trail project guidelines and requirements.

2.2 Information Provided by Gregg Township and Centre County

2.2.1 Bidders shall be solely responsible for conducting their own independent research, due diligence, or other work necessary for the preparation of proposals, negotiation of contracts, and the subsequent delivery of services pursuant to any contract. Gregg Township and the County of Centre takes no responsibility for the completeness or the accuracy of any information presented in this RFP or otherwise distributed or made available during this procurement process or during the term of any subsequent contract.

2.2.2 Bidders shall not rely on any oral statement made by Gregg Township and the County of Centre or its agents, consultants, or advisors in the preparation of a response to this RFP.

2.2.3 Should a bidder find discrepancies in, or omissions from, this RFP and related documents, or should a bidder be in doubt as to meaning, the bidder shall immediately notify Gregg Township and the County of Centre and, if the point in question is not clearly set forth, a written addendum or bulletin of instructions will be mailed or delivered to each person obtaining this RFP. Each person requesting an interpretation will be responsible for the delivery of such requests to the Township and County in writing. Gregg Township and the County of Centre will not be bound by, or be responsible for, any explanation or interpretation of the proposed documents other than those given in writing as set forth herein.

2.2.4 Prior to submitting a proposal, bidders are encouraged to visit the project area to ascertain by inspection pertinent local conditions and any other items that may be pertinent to a bidder's submission.

2.3 Procurement Schedule: The Township anticipates the following schedule:

- RFP Available: May 24, 2012
- Optional Pre-Bid Meeting: June 1, 2012
- Deadline to Submit Questions: June 8, 2012
- Deadline for Response to Questions: June 15, 2012
- Proposal Due Date: July 6, 2012
- RFP Opening: July 12, 2012
- Complete Evaluations: July 27, 2012
- Interviews (If necessary): August 1, 2012
- Selection by the Township: August 9, 2012
- Notice of Selection: August 10, 2012
- Negotiation of Contract: August 17, 2012
- DCNR Review of Contract: August 24, 2012
- Initiation of Service August 31, 2012

2.4 Submittal of Proposals

2.4.1 Bid proposals must be received, date stamped and recorded, by Gregg Township by 1:30 PM prevailing time on Friday, July 6, 2012.

Proposals received after that time will not be accepted. The proposal shall be enclosed in a sealed envelope clearly labeled as the "Rail Trail Feasibility Study." An original and nine (9) copies of the proposal shall be submitted. All proposals shall be submitted by mail or hand delivered to:

Mr. Patrick Leary, Chair
Gregg Township Supervisors
PO Box 184
106 School Street
Spring Mills, PA 16875

Proposals will not be accepted by facsimile or email.

2.4.2 The sealed proposals will be opened Thursday, July 12, 2012 at the regularly scheduled Gregg Township Board of Supervisors meeting at 106 School Street, Spring Mills, PA 16875.

2.4.3 After opening of the proposals, a bidder may not correct, modify, or withdraw the price or any other provision of its proposal in a manner prejudicial to the interests of Gregg Township or fair competition. Gregg Township may waive minor informalities or allow the bidder to correct them.

2.5 Questions and Addenda

2.5.1 Questions regarding this RFP can be submitted in writing by certified mail, return receipt requested to:

Mr. Mike Bloom, Project Coordinator
Centre County Planning & Community Development Office
420 Holmes Street
Bellefonte, PA 16823

2.5.2 An optional pre-bid meeting to discuss the project scope of work will be held at 1:00 pm on Friday, June 1, 2012 at the following location:

Gregg Township
PO Box 184
106 School Street
Spring Mills, PA 16875

2.5.3 The deadline for the receipt of questions on this RFP is Friday, June 8, 2012.

2.5.4 Responses will be issued as an addendum to the RFP and will be delivered or mailed to all parties that requested an RFP.

2.6 Proposal Bond Requirements

2.6.1 A Proposal Bond or alternative security will not be required.

2.7 Bidder's Responsibility

2.7.1 At the time of opening of proposals, it will be presumed that each bidder has read and is thoroughly familiar with the scope of services to be performed under this RFP, the terms and conditions of this RFP, and any other documents included in this RFP.

The failure or omission of any bidder to examine any form, instrument, or document contained in this RFP shall not relieve the bidder from any obligation in respect to the proposal submitted.

2.7.2 The bidder agrees that, if a contract is executed with the Gregg Township, the bidder shall make no claim against the Township because of any estimate or statement made by any employees, agents, or consultants of the Township which may prove to be erroneous in any respect.

2.8 Basis of Procurement

2.8.1 This RFP and any contract(s) that may result shall be in accordance with appropriate laws, ordinances, and regulations of the United States Government and the Commonwealth of Pennsylvania.

2.8.2 During this RFP process and to the extent that Gregg Township determines to proceed with a contract for services as a result of this RFP, the Township will conform and comply with appropriate provisions of the PA DCNR.

SECTION 3: SCOPE OF WORK

The Centre County Planning and Community Development Office will provide all available and appropriate GIS data sets needed for completion of this project. Datasets include standard base layers from the County, government agencies, and layers developed for the Recreation and Greenways Plan. The Centre County GIS Office can provide aerial orthophotography tiles for the proposed alignment that are 1-foot pixel resolution. (Note: Aerial photography is not a substitution for field-work observations; the aerial photography was flown in March of 2010 and significant land use changes have occurred in some areas of the study corridor). County data is projected in State Plane PA North Zone, North American Datum 1983. All data provided will be in shapefile format. Metadata is available upon request.

3.1 Background and Intent of Project

Gregg Township in Centre County, Pennsylvania, along with its partner, the Centre County Government, and the support of the adjoining municipalities, has begun the process of studying the feasibility of a new rail trail throughout a majority of the Penns Valley Region and a section of the Centre Region on a 33 mile section of the former historic Lewisburg-Tyrone, Centre and Spruce Creek railroad alignments and other property as required to establish trail connectivity.

This new trail system is envisioned as one of the hallmark projects developing from the Centre County Recreation and Greenways Plan and would serve as a natural link between the easternmost sections of the Centre Region, in particular Harris and College Township and their respective communities of Boalsburg and Lemont, the Penns Valley Region through Potter, Gregg, Penn and Haines Townships and Centre Hall Borough, and continue into western Union County. As the trail traverses the Penns Valley, it should make connections into core communities such as Centre Hall, Spring Mills, and Coburn. The trail will also providing linkages to key community educational, recreational, historic and cultural resources like Williams' Environmental Center, Grange Fair Grounds, Penns Cave, the proposed Tri-Municipal and Oak Hall Parks and the Bald Eagle State Forest. A draft corridor alignment, as it appeared in the Centre County Recreation and Greenways Plan, is shown in Appendix "B".

The project is also expected to serve as the backbone for potential future regional and national trail

initiatives. Union, Mifflin, Blair, and Clinton Counties as well as the developers of the National 9/11 Memorial Trail system have already expressed interest in the progress of this trail project and how it may link to projects each respective group has under consideration. Each of these interested parties will be updated as the project advances and some may also serve on the study committee moving forward.

3.2. Study Purpose:

Under this section of the project, the project team will be asked to provide a broad overview of the project, including the following key work items:

- 3.2.1 Describe why the study is being conducted.
- 3.2.2 Describe the right-of-way (ROW) under study.
- 3.2.3 Provide general mapping of the study area.
- 3.2.4 Identify the boundaries/limitations of the study.

3.3. Legal Feasibility:

Under this section of the project, the project team will determine if it is feasible to obtain free and clear title to the proposed ROW. The key work tasks include:

- 3.3.1 Perform a title search to determine the ownership status of the ROW.
- 3.3.2 Identify property owners and those adjoining the ROW and contact them, if appropriate, to describe the project and determine the level of interest in supporting the project.
- 3.3.3 Evaluate acquisition and/or easement agreement options.

3.4. Demand for and Potential Use of Trail:

This section of the study will: (1) determine the anticipated level of usage of the trail should it be constructed, (2) consider the compatibility of the trail with the landscape; and (3) further define the key connections/linkages that the trail could make in the host municipalities. The key work tasks under this item include the following:

- 3.4.1 Provide the general demographics of potential trail users.
 - a. Describe the community character (rural, urban centers, suburbs, industrial zones, etc.).
 - b. Compile population information and project demographic patterns (current and projected).
 - c. Develop a profile of potential greenway users (cyclists, pedestrians, equestrians, cross-country skiers, etc.)
 - d. Examine handicap accessibility
- 3.4.2 Analyze potential demand and use of the greenway.
 - a. Estimate initial usage levels.
 - b. Project future usage levels.
- 3.4.3 Identify and evaluate potential Greenway linkages/connections, including possible;
 - a. Connection to the state park and forest system.
 - b. Connections to existing and proposed local and regional park lands, historic and cultural resources (where appropriate) and other key community facilities.
 - c. Connections to the other projects defined in the Centre County Recreation and Greenway Plan.
 - d. Connections to existing or proposed trail systems outside of Centre County, including the potential to be incorporated as part of the proposed national 9/11 Memorial Trail.
- 3.4.4 Determine compatibility of trail development with the adjacent land uses. These include the state forest and park systems, agricultural, scattered residential, businesses, schools and churches.

3.5. Physical Inventory and Assessment of the ROW:

- 3.5.1 Detailed mapping of the proposed trail alignment(s) at an appropriate scale.
- 3.5.2 Office and field research to delineate major areas of concern.
- 3.5.3 Physiological Analysis – identify and map:
 - a. The length, dimensions and boundaries of ROW
 - b. Steep slopes
 - c. Topography (use of topographical information on USGS maps is acceptable)
 - d. Composition of the railroad bed (materials and integrity)
 - e. Surrounding land use
 - f. Erosion and drainage problems along the trail.
- 3.5.4 Natural Features Inventory – identify and map:
 - a. Adjacent and intersecting streams;
 - b. Significant natural features (bodies of water, rock outcroppings, wetlands, floodplains, etc.)
 - c. Existing vegetation and wildlife analysis
(Identify any species of concern or sensitive habitat areas in the project area and/or the existence of aggressive, weedy species/major invasive plants.)
- 3.5.5 Wildlife Analysis within the Corridor:
 - a. Identify and map existing wildlife crossings.
 - b. Detail any wildlife that may be harmful to trail users
 - c. Detail habitat that would be negatively impacted
- 3.5.6 Structures within the Corridor
 - a. Provide an assessment of necessary stream crossings with engineering and safety assessment
 - b. Identify potential and/or obvious trail encroachments
- 3.5.7 Infrastructure and Utilities:
 - a. Identify and map the location of utilities and local roads in relationship to trail and alternative trail locations (water, sanitary sewers, electrical and gas lines, telephone, etc.)
 - b. Determine potential of these utilities to serve trail development
 - c. Determine instances where the physical location of these utilities may be an impediment to trail development.
- 3.5.8 Intersections and Access Points:
 - a. Identify and map existing road crossings, active rail lines, driveways, farm access and/or livestock crossing areas, etc.
 - b. Inventory access points located within the corridor for possible vehicular and pedestrian access to and through the corridor.
- 3.5.9 Environmental Concerns:
 - a. Based on preliminary assessments, determine the need for environmental assessment studies relative to toxic waste disposal and other environmental hazards.
- 3.5.10 Historic Features Inventory: Using published historic documents, railroad history specific to the Lewisburg-Tyrone, Centre and Spruce Creek Railroad, oral history (if applicable), and the PA Historic Resource Survey Forms for the National Register Eligible Penns Valley Historic District, identify and map:
 - a. adjacent and nearby significant historic resources that could contribute to the rail-trail experience and generate additional interest for tourism and economic development.

3.6 Trail Concept Plan:

- 3.6.1 Develop a trail concept plan incorporating all data obtained and conclusions reached in tasks B through D.
- 3.6.2 Identify the following on the plan map:
 - a. Trail location and any alternative routes within the municipalities
 - b. Proposed location of trailheads and related facilities (restrooms, water, emergency telephone, lighting, parking, maintenance, etc.)
 - c. Areas with single and/or double tread pathways
 - d. Areas for trail barriers and emergency access
 - e. Areas needing natural buffers and/or screening
 - f. Proposed linkages to parks, schools, neighborhoods, historic resources, and other greenway/trail systems
 - g. Possible handicap access and required facilities
 - h. Crossings for adjoining agricultural activities.
 - i. Conceptual locations for possible interpretive signage for nearby historic resources.
- 3.6.3 Develop conceptual designs for mitigating potential conflicts between pedestrians and other proposed trail users (bicyclists, horseback riders, etc)
- 3.6.4 Identify auxiliary facilities necessary to operate the trail and provide conceptual designs for these areas such as rest areas, parking facilities, fencing or buffer systems, drainage systems, emergency vehicle access, facilities to meet the needs of persons with disabilities. The 2010 American with Disabilities Act (ADA) Standards for Accessible Design are available at the United States Department of Justice website at: <http://www.ada.gov/regs2010/2010ADAStandards/2010ADASTandards.htm>.
- 3.6.5 Identify and prepare conceptual designs for facilities required to restrict use of the path.
- 3.6.6 Prepare a phased implementation plan for future trail.

3.7 Trail Operation, Maintenance and Security:

- 3.7.1 Determine ownership/maintenance/management options for involved entities.
- 3.7.2 Identify potential roles of public and non-public agencies.
- 3.7.3 Identify areas for in-kind contributions from involved entities.
- 3.7.4 Propose the appropriate organizational structure to provide trail maintenance, operation and security.
- 3.7.5 Identify typical trail maintenance tasks, both routine and periodic.
- 3.7.6 Work with involved parties to propose individuals or groups responsible for maintenance tasks.

3.8 Financial Feasibility:

- 3.8.1 Provide a cost estimate for any required land acquisition or purchase of easements.
- 3.8.2 Prepare cost estimates for developing the trail and for proposed facilities.
- 3.8.3 Prepare cost estimates for the phased implementation plan
- 3.8.4 Provide typical management and maintenance budgets from similar trails.
- 3.8.5 Develop a sample budget for staffing and maintenance, including all anticipated cost categories with projections of operating expenses and revenues per project phase.
- 3.8.6 Identify potential sources for capital and operating revenues such as, but not limited to, grants, direct municipal contributions, user fees, private sector support, etc. Evaluate which are the most likely funding sources.

3.9 Public Participation:

- 3.9.1 Grantee task – Formation of Study Committee – establish a well rounded and representative study committee and discuss its involvement in the planning process.
- 3.9.2 Shared task – Co-facilitate study committee meetings.
- 3.9.3 Consultant task – Facilitate up to four (4) public meetings during the study. The initial meeting will be held to determine the public interest and concerns; with the second and third meetings held as public work sessions to modify the plan to accommodate the public needs. A fourth meeting will be held in reserve, if needed for additional public comment.
- 3.9.4 Consultant task – Conduct other public participation techniques like key interviews with adjacent property owners, local business leaders, neighborhood and community groups, etc, as needed.
- 3.9.5 Consultant task – Document, in a written summary, the public participation results.

3.10 Executive Summary:

- 3.10.1 Provide an executive summary of the study findings and recommendations.

3.11 Final Product(s):

- 3.11.1 Prepare a draft report (10 copies) that describes the study methodology, findings, and recommendations and provides required mapping. The Department must approve the draft and may request revisions to the draft before a final plan is prepared.
- 3.11.2 Submit twenty (20) bound copies of the final narrative report to the municipality(s)/owner(s) and two (2) to the county; and one electronic copy of the final report to each of the following: Gregg Township and Centre County Planning and Community Development Office. Three (3) written, bound copies and one (1) electronic copy of the final report must be submitted to DCNR. Total bound copies = 25; total electronic copies = 3

SECTION 4: CONSULTING TEAM QUALIFICATIONS

- 4.1 Experience developing and implementing public participation techniques such as holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc.
- 4.2 At least one member of the consulting team shall have prior experience conducting trail feasibility studies and master planning projects in accordance with the PA DCNR guidelines. This member should be the project leader and assume overall project coordination between the Township and the consulting team.
- 4.3 Experience developing and recommending policies and procedures related to feasibility studies, recreation master planning, trail planning and design, planning, and land acquisition expertise.
- 4.4 Experience setting goals, analyzing complex problems, generating alternative solutions, and providing recommendations and implementation strategies.
- 4.5 Documented expertise in trail design and construction.
- 4.6 Familiarity with railroad operations and the legal aspects of rail corridor use.
- 4.7 At least one member of the consulting team should have experience as a practitioner with recreation trail development and management.
- 4.8 At least one member of the consulting team should be from the following disciplines: registered landscape architect, architect or engineer.

4.9 The project team shall have prior experience with rails with trails, or rails to trails projects including feasibility analysis, planning, design and construction.

SECTION 5: PROPOSAL SUBMITTAL REQUIREMENTS

5.1 General Format and Organization

5.1.1 To facilitate comparison and evaluation of bid proposals, all bidders are requested to follow the format outlined in this section.

5.1.2 Proposals shall contain concise written material and illustrations that enable a clear understanding and evaluation of both the capabilities of the bidder, and the characteristics and benefits of the services being proposed.

5.1.3 Legibility, clarity, and completeness are essential.

5.1.4 An 8 ½" x 11" format is required for submissions.

5.1.5 Proposals, completed proposal forms, and other documents shall be bound with numbered/lettered tab dividers corresponding to the requirements contained in the balance of this section. It is the bidder's responsibility to ensure that all information in the proposal is easily readable by Gregg Township.

5.1.6 Proposals are to be organized in the following sequence:

- a. Letter of Transmittal
- b. Title Page
- c. Table of Contents
- d. Confidentiality Statement (If necessary)
- e. Explanation of the Work to be Performed
- f. Work Schedule
- g. Cost Summary Form
- h. Detailed Full-Cost Information
- i. Conditions of Offer
- j. Appendices

5.2 Letter of Transmittal

5.2.1 This letter should include:

- a. Name of the company submitting the proposal
- b. Statement indicating your understanding of the work to be performed
- c. An affirmation of the firm's qualifications for professionally and expertly conducting the work as understood
- d. The firm's contact person concerning the proposal and a telephone number where that person can be reached

e. 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 Gregg Township and the nature of this relationship or knowledge

f. Legal structure of company; e.g. corporation, joint venture, etc.

g. A clear statement indicating that the attached proposal constitutes a firm and binding offer by the bidder to the Gregg Township considering the terms and conditions outlined in this RFP

FAILURE TO CLEARLY STATE AND FULLY DISCLOSE ANY OF THE INFORMATION REQUIRED IN THE LETTER OF TRANSMITTAL SHALL BE GROUNDS FOR THE GREGG TOWNSHIP TO REJECT THE BIDDER'S PROPOSAL AND WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF ANY CONTRACT ENTERED INTO BETWEEN THE TOWNSHIP AND THE FIRM WIHTOUT PAYMENT OF WORK COMPLETED.

5.3 Title Page

5.3.1 The Title page shall contain the following:

a. Name of this RFP

b. Name, address, telephone number, email and facsimile number of the bidder

c. Name and title of person authorized to commit the bidder to contractual arrangements

5.4 Table of Contents

5.4.1 Proposals shall contain a detailed table of contents listing major sections and subsections that correspond to the requirements of this RFP.

5.4.2 Table of contents shall also list all tables, figures, exhibits, and appendices contained in the proposal.

5.5 Confidentiality Statement

5.5.1 Proposals submitted in response to this RFP may contain technical, financial, or other data of which public disclosure may cause injury to the bidder's competitive position or constitute a trade secret. To protect this data from disclosure to the extent allowed by statute, bidders shall specifically identify the pages of the proposal that contain such information by properly marking the applicable pages and inserting the following notice in front of its proposal:

"The data on pages ____ of this proposal stamped "confidential" contain technical or financial information which are trade secrets, and/or disclosure may cause injury to the bidder's competitive position. The bidder requests that such data be used only for the evaluation of its proposal, but understands that nondisclosure will be limited only to the extent that the Township determines is proper under applicable laws."

5.5.2 The Township, its staff, and its consultants/professional advisors assume no responsibility for disclosure or use of unmarked data for any purpose. In the event properly marked data are requested to be disclosed, the bidder will be advised of the request and may expeditiously submit to Gregg Township a detailed statement indicating the reasons it has for believing the information is exempt from disclosure under applicable laws. The Township, its staff, and its consultants/professional advisors will exercise care in applying this confidentiality standard, but will not be held liable for any damage or injury which may result from any disclosure, accidental or otherwise, that may occur.

5.6 Profile of Firm

5.6.1 Location of the firm's office and that of all sub consultants providing the proposed services.

5.6.2 Organization chart for firm, including all sub consultants.

5.6.3 Documentation of registration to do business in the Commonwealth of Pennsylvania; or documentation of application for registration.

5.6.4 Information illustrating special experience or techniques which are directly relevant to this project, maximum of one (1) page for lead firm and one (1) page for each sub-consultant.

5.6.5 Resumes of individual consultants or employees, including sub consultants, proposed to conduct the work, and the specific duties of each consultant, employee, or sub-consultant relative to the project. Resumes should be limited to **no more than two (2) pages** for each individual. Pages in excess of two (2) will be discarded.

5.6.6 Demonstration that one individual on the project team is capable of sealing the final plan as a licensed landscape architect, or professional engineer registered to practice in the Commonwealth of Pennsylvania.

5.6.7 Brief reference list of other organizations served by the firm and sub-consultants for similar projects, include telephone numbers and names of contact persons.

5.7 Explanation of Methods and Approach for Work to be Performed

5.7.1 The proposal must include a detailed description of the procedures and methods the bidder proposes to use to complete the work requested by the Township in this RFP. This is important because the methods and procedures proposed will receive consideration in evaluating your proposal. Examples of similar work may be included.

5.7.2 Under each major work element (i.e. public participation, implementation plan) the bidder shall explain how they envision carrying out the tasks.

5.8 Work Schedule

5.8.1 A project work schedule should be provided that includes time frames for the completion of each major work element, target dates for public meetings, and dates for completion of draft and final documents.

5.9 Cost

5.9.1 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.

5.9.2 The proposed hourly rate for billing shall be included for each person.

5.9.3 The hours of work and cost shall be itemized for each major work element of the proposal.

5.9.4 An itemized estimate of reimbursable expenses must be included.

5.9.5 The total amount of maximum payment must be stated.

5.9.6 The cost shall be based on the hours of work provided and "out-of-pocket expenses" and shall not exceed the maximum cost proposed.

5.9.7 Your method of billing must be indicated. The preferred practice of Gregg Township is to pay for this type of consulting service upon completion of the work and receipt of the required report; however, the Township will consider paying on a periodic basis as substantial portions of the work are performed, but no more than one time per month.

5.9.8 Regardless of the billing method used, ten (10%) percent of the total contract price will be withheld until the PA DCNR and Gregg Township approve the final product.

5.9.9 A cost summary form shall be completed and submitted.

SECTION 6: EVALUATION CRITERIA

6.1 Evaluation Criteria

6.1.1 Bid 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.

6.1.2 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, **cost** of the proposal, and the **distribution of work elements among the project team members**. The apparent ability of the firm to be independent and objective in performing the requested work will also be considered.

6.1.3 Bid proposals will be evaluated on the **technical and professional expertise and experience of the firm** based upon the qualifications submitted in accordance with Sections 4.6 and 4.7 of this RFP.

6.1.4 The **methods and procedures** proposed to be utilized to conduct the work requested as they relate to thoroughness and objectiveness will be considered in evaluating proposals. This includes evaluation of the soundness of the approach relative to the techniques for collecting and analyzing data, public participation, sequence and relationship of major steps, and methods for managing the work to ensure timely and orderly completion.

6.1.5 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 Gregg Township and the overall level of expertise of the specific bidder's personnel proposed to do the work for the Township.

6.1.6 Information derived from reference checks and reviews of other documents completed by the consultant will be considered in the evaluation.

6.1.7 All or a short list of bidders submitting proposals may be invited to attend a screening interview and to provide an oral presentation explaining their proposal.

6.1.8 All analyses undertaken by or on behalf of Gregg Township in connection with this procurement shall be so undertaken and made pursuant to the exercise by the Township of its sole and absolute discretion.

6.1.9 Gregg Township shall retain all evaluation data as confidential information. The Township will not honor any request for information relative to the evaluated data or procedures for the same.

SECTION 7: SELECTION AND CONTRACT NEGOTIATIONS

7.1 Selection

7.1.1 Once Gregg Township/Penns Valley Rails to Trails Steering Committee has reviewed all proposals; selection of the successful bidder will be made.

7.1.2 A written notice from the Gregg Township will be sent to the successful bidder notifying him/her/it that they have been selected for contract negotiation.

7.1.3 Unsuccessful bidders will also be notified in writing.

7.2 Contract Negotiations

7.2.1 In negotiation of the contract, the successful bidder shall have the following obligations:

- a. negotiate the contract in good faith

- b. provide in a timely manner all clarifications and/or additional information requested by Gregg Township during negotiations
- c. supply the Gregg Township any required current insurance certificates as may be required by the contract

7.2.2 In negotiation of the contract, Gregg Township may require the bidder to certify the following:

- a. nondiscrimination and equal employment opportunity
- b. affirmative action
- c. non-segregated facilities

7.2.3 If contract negotiations are not proceeding in a manner that is satisfactory to Gregg Township, the Township may end negotiations and initiate negotiations with other bidders or reject all remaining proposals at its discretion.

7.3 Draft Contract

7.3.1 If a contract is awarded resulting from this RFP, the successful bidder would be expected to enter into an agreement with a format utilized by Gregg Township. If the bidder feels an alternative agreement is more suitable, it may be submitted as part of the bidder’s proposal for consideration; however, Gregg Township reserves the right to enter into the enclosed agreement with the successful bidder or to negotiate the exact terms and conditions of a professional services contract. The PA DCNR shall also approve the contract format prior to final execution. Sample contract language developed by PA DCNR is shown below:

**SAMPLE
CONTRACT FOR PROFESSIONAL SERVICES**

This Contract is made and entered into this _____ day of _____, 2012, by and between the Gregg Township, Centre County, Pennsylvania (“Gregg Township”) and _____ (“Consulting Firm”).

WHEREAS, Gregg Township desires to have certain one-time professional consulting work performed involving certain professional services (consulting work) relating to the preparation of a feasibility study on an approximately 33 mile section of former rail line and other property throughout 7 municipalities in the Centre and Penns Valley Regions of Centre County.

WHEREAS, the Gregg Township desires to enter into a contract for this work pursuant to a Request for Proposals (“RFP”) issued by Gregg 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. **Gregg Township may add other appendices as appropriate.]**

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

THE Gregg 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 Gregg Township 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 30 days after receipt of a properly prepared invoice for work satisfactorily performed. **[Revise this provision to reflect actual payment arrangement agreed to.]**
4. Make final payment of 10% of the funds available to the Consulting Firm under this Contract within 30 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 the Gregg Township. 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 Gregg Township.
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.

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

WITNESS:

FOR THE Gregg Township:

TITLE: _____

WITNESS:

FOR THE CONSULTING FIRM:

TITLE: _____

APPENDIX A
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

During the term of this GRANT AGREEMENT, the GRANTEE agrees as follows:

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 subcontract, the GRANTEE, subcontractor, or any person acting on behalf of the GRANTEE or subcontractor shall not, by reason of gender, race, creed, or color, discriminate against any citizen of this COMMONWEALTH who is qualified and available to perform the work to which the employment relates.
2. Neither the GRANTEE nor any subcontractor nor any person on their behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the GRANT AGREEMENT on account of gender, race, creed, or color.
3. The GRANTEE and subcontractors shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
4. The GRANTEE shall not discriminate by reason of gender, race, creed, or color against any subcontractor or supplier who is qualified to perform the work to which the GRANT AGREEMENT relates.
5. The GRANTEE and each subcontractor shall furnish all necessary employment documents and records to and permit access to their books, records, and accounts by the DEPARTMENT and the COMMONWEALTH Department of General Services (DGS), for purposes of investigation, to ascertain compliance with provisions of this Nondiscrimination/Sexual Harassment Clause. If the GRANTEE or any subcontractor does not possess documents or records reflecting the necessary information requested, the GRANTEE or subcontractor shall furnish such information on reporting forms supplied by the DEPARTMENT or DGS.
6. The DEPARTMENT shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that such provisions will be binding upon each subcontractor.
7. The DEPARTMENT 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 DEPARTMENT may proceed with debarment or suspension and may place the GRANTEE in the Contractor Responsibility File.

From Management Directive 215.16 amended (6/30/99)

APPENDIX B: DRAFT CORRIDOR ALIGNMENT

