

ADVERTISEMENT

REQUEST FOR PROPOSALS

The Borough of Midland is seeking professional consultant and planning services for a one-time contract to complete the planning and development of the Ohio River North Shore Trail Feasibility Study. Proposal documents can be obtained at the offices of Midland Borough located at 936 Midland Ave, Midland, PA 15059 or can be obtained upon receipt of a written request received by the Borough by mail at the above address, fax at (724) 643-9856 or e-mail at mgr@midlandboro.org Proposals to be returned to Midland Borough before 3:30 P.M. on Wednesday, June 8, 2011.

3/11/2011

REQUEST FOR PROPOSALS (RFP)

Ohio River Trail Feasibility Study

Introduction

Midland Borough, is seeking a professional consultant and planning firm to provide any and all services and perform all functions and tasks as required and/or as customary to develop and write the Ohio River Trail Feasibility Study (Plan and/or Project) for multiple municipalities located in the County of Beaver located in Southwestern Pennsylvania with an intent that the Study be a guide for the municipalities and other affected parties as to how to construct the proposed trail. The approximate trail will begin in Monaca Borough at the terminus of the South Shore Study and terminate at the Point of Beginning just over the Ohio line. The study will also show the interconnections to Ohio River Trail South Shore, Brady's Run Park Trails, Beaver River Rail Trail, North Country Trail, Great Lake to River Greenway, and other existing trail networks as maybe identified in the public outreach process. The majority of the preliminary Trail is intended to align with current and future public rights of way along State Route 68. The Consultant will look at potential routes and connections in the following communities: Rochester Borough, Rochester Township, New Brighton Borough, City of Beaver Falls, Fallston Borough, Bridgewater Borough, Beaver Borough, Brighton Township, Vanport Township, Industry Borough, Midland Borough, Glasgow Borough, and Ohioville Borough. Proposals must expressly state the Proposer's costs to perform the work associated with this RFP. The project is funded through a Community Conservation Partnership Program planning grant provided by the Commonwealth of Pennsylvania Department of Conservation and Natural Resources (DCNR) and local community support.

General statement of services to be provided and experience required

The Successful Proposer (Consultant) will provide, at a minimum, all services that are required or customary for the writing and development of the Ohio River Trail North Shore Feasibility Study. The Consultant must possess the experience, skills, abilities and wherewithal to undertake and complete the Project. The Consultant must have particular experience and expertise in trail planning, including, without limitation, the ability to identify trail opportunities and strategies for construction. The Consultant must also have specific experience with the Pennsylvania Department of Transportation policies and procedures, particularly Penn DOT District 11.

DCNR GENERAL CONSULTANT QUALIFICATIONS

Regardless of the planning project type, your consultant or consulting team **must** meet the following requirements:

1. Have documented experience developing and implementing public participation techniques, such as holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc.

2. At least one member of the consulting team must have documented, prior experience conducting studies of the project type being undertaken. This person should be the project leader and assume overall project coordination responsibilities between the grantee and the consulting team.
3. Have documented experience with the planning, design, general operation, and maintenance of recreation and park areas and facilities.
4. Have documented experience in developing and recommending to local government officials and non-profit organizations the policies and procedures related to providing public recreation and park services and/or facilities, as well as the management and operation of these facilities and amenities.
5. Have documented experience in setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.

Schedule of fees, payments and contract amount

At a minimum, all proposals must include the total project estimated cost, titles and rates of the Proposer's personnel assigned to the Project, and a schedule of charges associated with out-of-pocket expenses that the Proposer believes will be incurred in its pursuit and completion of the Project (e.g. mileage, photocopying, fax and phone charges etc.). All proposals must include a proposed Schedule of Contract Payments (SCP) tied to project milestones/completed project tasks as identified by the Proposer. The proposed SCP is subject to negotiations between the Proposer and the Borough as part of the selection process. Payments to the Consultant will be made in accordance with the agreed upon schedule of payments within forty-five (45) days of the Borough's receipt of a properly submitted invoice complete with an accompanying progress report and any other documents and/or certifications as may be required by the Borough. Ten percent (10%) of the total contract amount will be withheld pending satisfactory completion of services. The total of all payments will not exceed available funding (estimated at \$50,000) unless an alternative amount is agreed upon prior to final selection of the Consultant.

General Proposal Content

Proposals must include:

- Name of the Proposer's project manager.
- The Proposer's proposed work program and its thoroughness, workability, creativity, and likelihood to generate desired results.
- The qualifications and experience of the Proposer in performing trail studies, including all related work elements so as to meet the objectives of the Study.
- A list of previous similar studies/projects prepared by the Proposer, including references that contain the names of the client/agency, contact person and phone number.
- The ability of the Proposer to perform the requested services within the available resources and time frames.
- The qualifications and experience of personnel to be assigned by the Proposer to the Project including experience and qualifications of personnel assigned to the Project.
- A scope of services that provides the Proposer's approach and methodology to execute and complete the attached identified Scope of Work as stated herein below. The Proposal must include a statement confirming the Proposer's willingness to, at a minimum, undertake/provide/complete that Scope of Work. The proposal may suggest alternatives

and/or enhancements to that Scope of Work and such suggestions will be subject to discussion and negotiation as part of the selection process. The proposal must adequately address all elements of the Scope of Work as stated herein below and/or as necessary to write and develop a Trail Feasibility that would meet the approval of Midland Borough and the Pennsylvania Department of Conservation and Natural Resource (DCNR).

- A Nondiscrimination Certification (attached)

Due Date

Four (4) hard copies and one (1) electronic copy of the proposal must be submitted in a sealed envelope(s) no later than **3:30 PM, June 8, 2011** to be eligible for consideration. All envelopes must state the name of the Proposer and must clearly state the following: Response to Request For Proposals Ohio River Trail North Shore Feasibility Study. Proposals are to be submitted to:

Midland Borough
936 Midland Avenue
Midland, PA 15059

Bids will be opened on Thursday, June 9, 2011 during Midland Borough's regularly scheduled Council meeting. Consultants will be contacted the week of June 13th to schedule interviews for the week of June 20-24. Midland Borough Council will award the contract during the July 14 Council Meeting.

Questions or Clarifications

Any questions that any Proposer has regarding the information contained in this RFP should be directed in writing to Diane Kemp, Midland Borough Manager 936 Midland Avenue, Midland, PA 15059 or via fax at 724-643-9856 or email at mgr@midlandboro.org. All such inquires must be received no later than the close of business May 27, 2011. Written responses to all inquiries timely received will be issued to all Proposers of record no later than June 3, 2011.

Selection Procedure

Based on the information contained in the Proposals received, the most qualified Proposer will be selected and/or Proposers will be identified and invited to participate in discussions and negotiations with the Borough until either a selection is made or a determination is made to reject all Proposals and re-issue the RFP. All Proposers will be notified of the action taken.

SCOPE OF WORK TO BE PERFORMED BY CONSULTANT

I. Elements of the Study/ Planning Process/General Tasks

The following elements and work program of the proposed Ohio River Trail North Shore Feasibility Study are intended to improve the planning efforts concerning trails that were addressed in the Beaver County Greenways and Trails Plan and the Beaver County Comprehensive Plan. Primarily, the purpose of the Ohio River Trail North Shore

Feasibility Study is to identify, locate and examine the preferred trail route along the Ohio River to connect to the South Shore Feasibility Study and identify opportunities throughout Beaver County and Ohio as part of a broader (e.g. regional) trails network. The Study is to include, without limitation, methods by which trails can be obtained, operated, and maintained, the recommended types of trails including but not limited to hiking, biking, walking etc., funding sources for purchase and financing of corridors and open space and the like, and an agency or lead group responsible for the recommendations. Building upon the preliminary findings of the multi-municipal effort, the scope of services below incorporates the guidelines/recommendations proposed by DCNR and/or municipal input.

- The study will identify a primary route from the South Shore Study Area to the Point of Beginning in Ohio (just past Lock 57 Park in Ohioville Borough).
- The route will identify all local amenities along with an overview of regional amenity connections.
- A specific goal of the study is to improve the quality of life for citizens within the trail corridor by identifying/recommending a network within the corridor together with accessing the network of regional and national trails. This study will serve as an important asset to the region in attracting new forms of economic development. Citizens and employers will find these types of facilities important to their goals and objectives. This plan will serve as an instrument for education on the importance of preserving the environment.
- As the plan identifies next steps a detailed look at community projects should be incorporated for efficiency and fluidity of projects (i.e. sewer line upgrades within the identified corridor, road-widening projects to include bike lane sharrows)
- Identify trail signage and amenities that should be incorporated along the trail including but not limited too:
 - Overlooks
 - Piers
 - Tunnels
 - Parking
 - Trail heads
 - Bike racks
 - Historical plaques
 - Benches
 - Way finding
 - Park-n-Ride Location
 - Transit facilities
- Identify and design marketing tools for the trail.
- Provide recommendations on how the trail network can best complement the existing site conditions.
- Include all existing Bicycle and Pedestrian Suitability studies.
- Include all existing plan recommendation as they relate to the study area.
- Identify property ownership and acquisition/donation to complete the trail corridor; keeping in mind that the majority of the trail should be maintained on

public r/w where possible. The trail will also need to be have at least a 25 year lease term.

- Provide estimates on trail development, phasing and construction, with a minimum of three (3) alternative surface options (e.g.~ superpave and two others)
- Identify sources of funding for acquisition and construction.
- Identify responsibility for the maintenance of the corridor.
- Provide recommendation on road and drainage upgrades where applicable
- Undertake, complete and submit all reports and documents, as may be required/requested by the Borough and/or the DCNR.
- Following the preparation, distribution, review and revision of the Preliminary Draft Study (see information preceding Section VI below); the Consultant shall provide 30 copies of the Final Draft Study on compact disc (acrobat reader) and five (5) original paper copies of the Final Draft Study to the Borough no later than August 31, 2012. The Borough will in turn distribute the Final Draft Study to the DCNR, all municipalities, Beaver County, and all participating non-profits. The Borough will meet with the Consultant to review the comments received to the Final Draft of the Study and the Consultant shall appropriately revise the Study and deliver the required final documents to the Borough within thirty days of said meeting. See following Section VI Final Study Preparation for further requirements.

II. PUBLIC PARTICIPATION / COMMUNITY INVOLVEMENT PROCESS

The entire planning process should be guided by public participation that will fully engage the community and stakeholder groups. In particular, municipalities in the Counties should be involved in the planning process as the plan is intended to set a large framework and vision for more localized planning and development. The elements listed below should be part of the Borough's public participation process.

A. Public Participation

1. The Consultant shall work with the Borough to identify a list of people to serve on the Project Study Committee. That list will be sent to the DCNR for review and approval. The Borough with participation from the Consultant will convene up to eight (8) meetings with the Study Committee and the Borough will be responsible for all aspects of the meeting, including the distribution of meeting notices, the setting, writing and distribution of a written Agenda for each meeting, the writing and distribution of minutes/proceedings of each meeting, the preparation of any and all meeting materials etc will be initiated and coordinated by the Consultant. The Borough will assist in identifying and providing the location of the meetings. The length of each meeting will be determined by the Borough based on the progress achieved at the meeting.

2. The Consultant shall advertise for and conduct four (4) public meetings so as to offer the opportunity for the general public to offer input on the Trail. The Borough will assist the Consultant in identifying and agreeing upon the location, time and date of these meetings. The Consultant shall be responsible for all other aspects of these meetings and any meeting presentation materials, handouts, agenda, minutes, reports etc. and any other information/documents that are customary and/or as may be required/requested by the Borough.
3. Conduct ten (10) to twenty (20) interviews in person or on the telephone with key people and major stakeholders regarding the Trail. The consultant will work with the study committee to identify key persons and questions to be asked. Summaries and copies of the results of each interview are to be provided to the Borough.
4. The Consultant in coordination with the Borough shall conduct a Trail Town Survey in each municipality participating in the Study.
5. Property Owner meetings are to be convened by the Consultant with representatives of the Borough in attendance. Consultant to prepare summaries and minutes of such meetings.
6. Summarize the results of the public participation process in the study.

III. Inventory Existing Data and Related Plans

A. Examine the needs of each community in order to determine how and where to develop facilities.

1. Data development (G.I.S. Tech Review)
2. Identify resources
3. Identify potential destinations
4. Identify public lands and plot interconnecting routes
5. Identify local/regional trails
6. Natural Heritage Inventory
7. Identify existing and potential organizations
8. Conduct field visits

9. Pennsylvania Natural Diversity Inventory to be conducted on the entire corridor
10. River Town reports and studies to be reviewed and summarized
11. Local Land Use Documents including but not limited to Comprehensive, Park and Recreation, Zoning, Subdivision and Land Development Plans shall be reviewed, summarized and included for consistency and supporting documentation
12. Economic Development Plans and Studies along with Revitalization Plans and Studies shall be reviewed, summarized and included for consistency and supporting documentation
13. Inventory existing facilities note on maps and clarify in text or chart:
 - Overall facility and program
 - Facility size, programs, amenities, fee charge, and usage if available
14. Supplement Beaver County Planning Commission data including GIS

B. Data Collection and Analysis

1. Develop geographic information system (GIS) mapping, in conjunction with information currently available from other sources, which will be utilized to perform natural, land use, and demographic analysis of the recommended corridor.
 - a. Integrate available aerial photography
 - b. Integrate available boundary survey information
2. Conduct field visits to verify desktop analysis. This information will serve as a basis from which the analysis and recommendations will be developed.
 - a. Provide digital photos for analysis and presentation
 - b. Map unique features within the study area
3. The following physiographic characteristics of the trail corridor will be identified.
 - a. Length, dimension, and boundaries
 - b. Topography/steep slopes
 - c. Surrounding land use
 - d. Geology and soils
 - e. Surrounding property and uses

4. Identify, analyze and, as required update and/or prepare maps of:
 - a. Intersecting streams
 - b. Significant natural features
 - c. Water quality
 - d. Existing vegetation and wildlife
 - e. Cultural historic and recreational resources, including historic sites, parks, schools, and existing trails
 - f. Existing and planned land use patterns
 - g. Zoning along trail corridors

5. Population identification and analysis
 - a. Project reasonable service area and, within that service area, determine existing and projected breakdowns for:
 - Age
 - Educational level
 - Ethnicity
 - Gender
 - Income level
 - Population

6. Conduct an inventory of current manmade resources and expand interrelationships within the trail corridor:
 - a. Transportation and utility corridors and related facilities such as canals, abandoned rail lines, utility right-of ways, highway bike lanes, pedestrian walkways, park and ride lots, bus and train terminals, etc.
 - b. Recreation facilities, such as public recreation facilities (passive or active), community and neighborhood parks, bikeways, walking/hiking paths, water trail and waterfront access areas, fitness trails, etc.
 - c. Cultural/Historic Sites, such as interpretive centers, memorial sites, museums, historic districts, battlefields, tourism attractions, etc.
 - d. Population Centers and Destinations, such as commercial areas, community centers, schools/educational complexes, libraries, business/industrial parks, shopping centers, villages, towns, brown field redevelopment sites, etc.
 - e. Future development areas, such as proposed residential, industrial, or commercial development areas, etc.

IV. Analyze Data and Develop the Ohio River Trail

Conduct reviews and analysis of all data collected and identify the Ohio River Trail Vision. The result will be a trail map and text to describe the trail. It should include a rationale for the proposal including any criteria, values or priorities set

to determine selection of the components identified as part of the trail. Input from stakeholders as part of the public participation process will be critical in helping to establish the proposed trail vision and can provide a “reality check” for the proposal.

Mapping

1. Prepare all mapping at an appropriate scale.
2. Generate the maps in ARCGIS latest version format
3. Include digital data and attribute files
4. Include Metadata documentation as specified by PA Spatial Data Access

V. Recommendations

A. Recommendations

1. Develop preliminary site design plans
2. Develop management and financing recommendations
3. Recommend incentives and acquiring properties/rights-of-way
4. Recommend phasing with priorities identified
5. Develop marketing tools

B. Develop Action Plan

This involves the Consultant’s development of a specific action plan that will position the Borough to move forward in realizing the trail’s proposed vision. In preparing the action plan consider the following:

- Create a matrix of concrete actions for next steps laying out priorities for the short, medium and long-term time horizons.
- Help define management roles
- Identify issues and solutions for protection
- Recommend plan for coordination
- Explore role/creation of public/private partnerships
- Explore role of volunteers

- Develop procedures for securing easements
- Explore financing options/ revenue sources including private and public funding
- Identify roles and responsibilities for each action step.
- Estimate costs, resources and potential financing options needed to address action steps. Include step by step costs acquisition, design, development, operation and maintenance, supplies and materials, events and programs

Note: At this point, the Consultant shall provide a copy of the Preliminary Draft to each member of the Steering Committee. The Steering Committee and the Consultant will meet as required so as to develop the Final Draft. See Section I, page 5 above for requirements associated with the preparation and distribution of the Final Draft.

VI. Final Study Preparations

1. After incorporation by the Consultant of comments received to the Final Draft Study (see preceding Section I), the Consultant shall work closely with the Borough in the preparation of the Final Study.
2. After approval of the Borough and DCNR the Consultant shall provide large scale detailed hard copy Final Map and Executive Summary to each municipality that participated, along with each CEDC, ORTC, DCNR, and Beaver County and Steering Committee member (do not exceed twenty-five (25)). The Consultant shall also provide twenty (20) bound originals of the Study and twelve (12) electronic copies. (Three (3) Hard Copies to be forwarded to DCNR) The final product shall be easy to reproduce and shall be pdf ready for website upload. The Final Electronic Copies shall be one continuous pdf document (Maps and Narrative).

OTHER REQUIREMENTS AND/OR ITEMS

The Consultant shall comply with all requirements of the DCNR Bureau of Recreation & Conservation GIS Standards. Consultant will be required to purchase GIS files from the County for this study. Consultant should contact Vince LaValle at Beaver County Courthouse for further details. DCNR Standards:

Bureau of Recreation & Conservation

GIS Standards

Recommended Projection for data transfer at a Local level: State Plane

Map Projection Parameters for the Pennsylvania North Zone are:

- Lambert Conformal Conic
 - Standard Parallel: 40° 53' (.883333)
 - Standard Parallel: 41° 57' (.950000)
 - Longitude of Central Meridian: 77° 45'
 - Latitude of Projection Origin: 40° 10'
 - False Easting: 2,000,000 ft
 - False Northing: 0

Map Projection Parameters for the Pennsylvania South Zone are:

- Lambert Conformal Conic
 - Standard Parallel: 39° 56' (.93333)
 - Standard Parallel: 40° 58' (.96666)
 - Longitude of Central Meridian: 77° 45'
 - Latitude of Projection Origin: 39° 20'
 - False Easting: 2,000,000 ft
 - False Northing: 0

Recommended Projection for data transfer at a State level: Albers

- Albers Conical Equal Area, NAD 83
 - Standard Parallel: 40
 - Standard Parallel: 42
 - Longitude of Central Meridian: -78
 - Latitude of Projection Origin: 39
 - False Easting: 0
 - False Northing: 0
 - Planar Distance Units: Meters

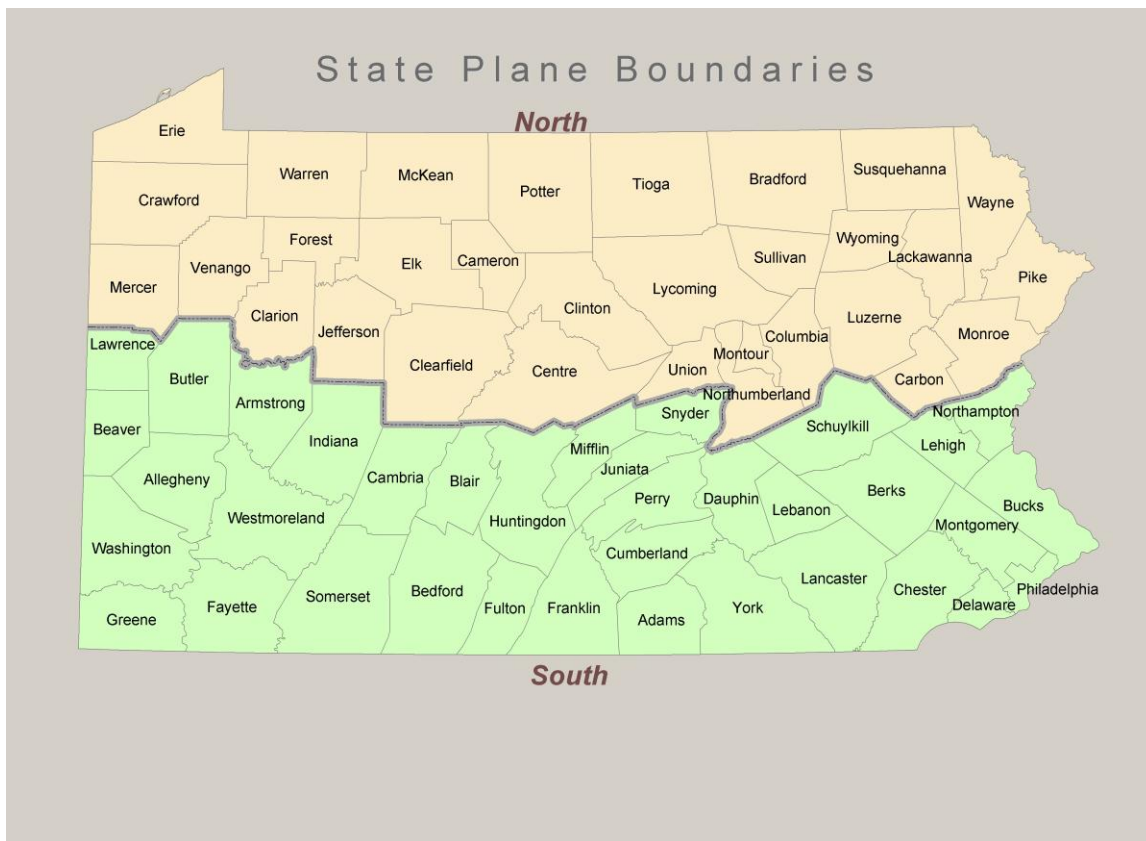
Data accuracy should be 1:1,200 or better

All shapefiles should include Metadata to include:

Agency
Subagency
Project Award Date
Project Status: Planned, Active, and Completed
Project Status Date
Grant#
Subgrant# (for multiple project locations from the same grant)
Grant Program
Grant Subprogram
Grant Amount
Project Name
Project Description
Application Organization
Contact Name
Contact Address
Contact City

Contact State
Contact Zip code
Project Name
Project Address
Project City
Project State
Project Zip code
Comments
Digital Photo File Name (or directory)

At the very least you should have contact information for the creator of the data, a projection file and a definition description for the attributes.



All applicants must create a GIS layer of the project site, either a shapefile or Coverage. Each layer must contain a polygon and a point location for the project site, as well as a projection file associated with the layers.

The Consultant shall understand that some in-kind Service has been secured for this project:

1. Vanport Township will supply meeting room, refreshments and copies of the minutes, and agendas as needed. (\$500 in-kind)
2. Glasgow Borough has offered up to \$500 in-kind service which includes copies, interviews or duties as needed by the consultant.

THIS CERTIFICATION IS REQUIRED]
APPENDIX A
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

During the term of this Contract, the Consulting Firm 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 this Contract, the Consulting Firm, or any person acting on its behalf 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 Consulting Firm nor any person on its 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 this Contract on account of gender, race, creed, or color.
3. The Consulting Firm shall establish and maintain a written sexual harassment policy and shall inform its 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 Consulting Firm shall furnish all necessary employment documents and records to and permit access to their books, records, and accounts by the Commonwealth of Pennsylvania, Department of Conservation and Natural Resources (DCNR) and Department of General Services (DGS) for purposes of investigation, to ascertain compliance with provisions of this Nondiscrimination/Sexual Harassment Clause. If the Consulting Firm does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by DCNR or DGS.

DATE: _____

(NAME OF CONTRACTOR)

BY _____

TITLE _____