

TO : INTERESTED PARTIES

FROM : JOHN E. PICKETT, AICP, DIRECTOR
DELAWARE COUNTY PLANNING DEPARTMENT

SUBJECT : EAST COAST GREENWAY FEASIBILITY STUDY –
DARBY CREEK TO FLOWER STREET

DATE : ~~December 22, 2006~~ Updated January 3, 2007

The Delaware County Planning Department (DCPD) seeks proposals from consulting planners with a background in shared use path planning to assist the County, the City of Chester, Eddystone Borough, Ridley Township, and The East Coast Greenway Alliance (ECGA) in the preparation of a feasibility study to determine the appropriate route for the East Coast Greenway (ECG) through Ridley Township, Eddystone Borough, and Chester City connecting already planned and programmed portions in Tinicum Township with those under construction in Chester City at Rivertown. Work on the project will commence upon consultant selection and subsequent execution of a contract. Assistance to be provided is outlined in the attached Scope of Work at a cost not to exceed \$85,000. (Note: due to the potential for conflict of interest, firms otherwise engaged in service to Ridley Township, Eddystone Borough, and Chester City municipalities are excluded from bidding on the project, unless there is not a conflict of interest with the work presented or the municipality has a system in place to avoid such a conflict.)

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Proposals are requested no later than 11:00 a.m., Eastern, Tuesday, February 6, 2007, and should be labeled and submitted according to the instructions in Attachment 3 to:

Mailing address:
Court House and Govt. Center Bldg.
201 W. Front Street
Media, PA 19063-2708

Location:
Toal Building (2nd floor)
2nd and Orange Streets
Media, PA 19063

Ten (10) copies of the proposal are to be submitted. Any questions concerning this request should be directed to Justin Dula of the Planning Department at (610) 891-5219, dulaj@co.delaware.pa.us.

ATTACHMENT 1: BACKGROUND

Scope of Work Summary

Scope of Work

The City of Chester, Eddystone Borough, Ridley Township, the ECGA, and DCPD propose to prepare a feasibility study to determine the appropriate route that can serve in the near term as the route of the ECG from the Darby Creek border of Ridley Township to Rivertown in Chester City as well as the best option for eventually moving this route off-road in the future. Please refer to the attached **East Coast Greenway Route Selection Guidelines** (attach as Attachment 7) for clarity on the Alliance's criteria for routing for both the interim on-road route portions and the permanent off-road trail (see project area map attached).

Background Information

The proposed feasibility study is being conducted to determine the best way of continuing the ECG through Ridley Township, Eddystone Borough, and Chester City connecting already planned and programmed portions in Tinicum Township with those under construction in Chester City at Rivertown (see project area map attached). The study will include an examination of on-street signed routes and off-street shared use paths both in the publicly owned right-of-way (ROW) and in the underutilized railroad ROW. The results of this feasibility study will vary depending on public support, ownership status, and the existence of environmental hazards and structural challenges like bridges, tunnels, culverts, etc. This study should address the major issues so that local decision makers have sufficient information to decide which route is most cost effective, of highest user quality, and would be most responsive to economic development goals. Where different options serve different goals, the positives and negatives for the routes should be fully explored in the document in order to allow for an informed decision. All examined routes need to be consistent with the requirements for bike routes set out in the American Association of State Highway and Transportation Officials (AASHTO) *Guide for the Development of Bicycle Facilities*.

This feasibility study is an extension of the *Delaware County Industrial Heritage Parkway: Route 291/13 Beautification and Greenway Plan*. The goal of the proposed feasibility study is to re-evaluate the route recommendations contained in the Route 291/13 plan relative to other route recommendations developed since the completion of that plan (including routing the ECG through downtown Chester City, a spur to the Ridley Township Marina, and any other routes deemed advisable to study). The purpose of this evaluation is to decide on a final route for the ECG through Ridley Township, Eddystone Borough, and Chester City. We will expect a study that produces sufficient mapping and documentation to proceed to the ROW acquisition and development phase (Preliminary Engineering) for the various appropriate sections of the alignment. The study must also meet all requirements of the Department of Conservation and Natural Resources (DCNR) and the Pennsylvania Department of Environmental Protection (DEP), who provided funding for this study. The study should be sufficient to lead to preliminary engineering of all segments pursuant to Pennsylvania Department of Transportation (PennDOT) standards.

Background on the East Coast Greenway

The East Coast Greenway is the nation's first long-distance *urban* trail system, a city-to-city transportation corridor for cyclists, hikers, and other non-motorized users. By connecting existing and planned trails, a continuous, safe, green route 3,000 miles long is being formed linking Calais, Maine at the Canadian border with Key West, Florida. It incorporates waterfront esplanades, park paths, abandoned railroad corridors, canal towpaths, and highway corridors, and in many areas it temporarily follows streets and roads to link these completed trail sections together.

Already, 21% of this route is along off-road trail and the aim is for it to be **entirely** off-road and traffic free. The Alliance will continue to work toward that end until it is 100% off road. Obviously, that will take many years, much as the Appalachian Trail has taken decades to be moved off road. Many people are surprised to learn that the Appalachian Trail was largely on road too in the beginning.

Our route will be an urban alternative to the Appalachian Trail, located in the flat coastal plain instead of up on the ridgeline of the Appalachians, and going through the heart of the 25 major cities along the eastern seaboard. It will offer a varied landscape, passing at times in the shadows of skyscrapers, at times winding through suburban neighborhoods, but also will often take the user into the surprisingly rural areas that still exist within our East Coast Megalopolis. It will enable residents to travel short distances from their homes to local points of interest and tourists to travel for a few days or even weeks to explore the rich history and culture within the East Coast region.

While seeking a relatively direct connection between cities, the route has been chosen even more to offer an interesting, varied travel experience. It will link with a host of other greenways and trails being developed within the region, forming a true trail network, with the ECG functioning much like I-95 does within the interstate highway system.

The Alliance is the power behind this project, a non profit organization that works via a staff based in Wakefield, RI and volunteer committees in each state to spearhead and coordinate this enormous trail-building effort. The Alliance will not own or directly manage any portion of this trail. Rather, it will be owned and managed by municipal, county, and state agencies. The Alliance works to ensure continuity and a consistent quality of route.

The off-road portions of the Greenway serve muscle-powered users of all abilities including cyclists, walkers, skaters, skiers, equestrians, and people in wheelchairs. Increased public use will be facilitated by moving more miles of this route off road and by the marking of the route with ECG trail markers, the publication of maps, cue sheets and user guides, and the provision of common services such as food, accommodations, and emergency services.

DCNR's grant contract number for this project is BRC-TAG-12-234.

ATTACHMENT 2: SCOPE OF STUDY REQUIREMENTS

I. Public Participation Process

1 Public Participation

- 1.1 Study Committee creation
 - 1.1.1 Ensure that the Study Committee contains a good cross-section of the community but is still able to function as a committee (e.g., representatives of public officials, adjacent landowners, nearby residents, advocacy groups).
 - 1.1.2 Suggest members from these groups for inclusion on a Study Committee that will make final decisions regarding which route will be constructed.
 - 1.1.3 Create a formal committee structure including a management strategy (e.g., who will run meetings, who will monitor the group).
- 1.2 Conduct needed Study Committee meetings and public meetings with representatives from impacted municipalities, PennDOT, local business leaders, neighborhood and community groups, East Coast Greenway Alliance members, political leaders, ROW owners, and adjacent property owners.
- 1.3 As public participation in feasibility studies in lower income neighborhoods can be difficult to achieve, we hope to hire a consultant team with appropriate experience and allow them to devise a public participation strategy. The Study Committee would work with the consultant to devise and conduct other public participation activities that meet the “DCNR Guidelines for Public Participation,” such as surveys of adjacent property owners (statistically significant sampling or every property owner), key person interviews (minimum 25), etc., as needed.
- 1.4 Facilitate at least two public meetings in coordination with the larger public participation strategy devised by the consultant.
- 1.5 Provide a written summary of the public participation process, including Study Committee meeting minutes.
- 1.6 Meet with the Study Committee to discuss potential route options and eliminate choices that are clearly inferior.

II. Conduct Study

2 Study Purpose

- 2.1 Describe why the study is being conducted (background).
 - 2.1.1 Describe the mission of the East Coast Greenway.
 - 2.1.2 Describe the goals of the East Coast Greenway.
 - 2.1.3 Detail the routing objectives and criteria for the East Coast Greenway per **East Coast Greenway Route Selection Guidelines** document attached.
- 2.2 Identify boundaries or limitations of the study area.
- 2.3 Describe the area under study.
- 2.4 Identify the area of consideration for the ECG.
- 2.5 Coordinate with DCPD to provide general GIS mapping of the study area.
- 2.6 Relate to plans already existing in the study area including, but not limited to:
 - 2.6.1 Delaware County Industrial Heritage Parkway: Route 291/13 Beautification and Greenway Plan
 - 2.6.2 River Conservation Plans
 - 2.6.3 Delaware County Industrial Heritage Parkway Route 291/13 Landscaping and Signage Manual
 - 2.6.4 East Coast Greenway Darby Creek Crossing Feasibility Study
 - 2.6.5 Delaware County Bicycle Plan
 - 2.6.6 Municipal Comprehensive Plans
 - 2.6.7 East Coast Greenway Publications (e.g., *ECGA Trail Signage Manual*)
 - 2.6.8 Other plans that the Study Committee decides are of importance
- 3 Legal Feasibility**
 - 3.1 Determine the ownership status of the parcels within routes of greatest potential.
 - 3.1.1 Identify property owners and contact, if appropriate, to describe the project and determine their level of interest in supporting the project.
 - 3.1.2 Undertake a title search for the ROW for which the title is not clear.
 - 3.2 Identify property owners adjacent to the ROW and/or located on potential trail alternative routes and contact these owners if appropriate.
 - 3.3 Based on the results from above, evaluate acquisition and/or easement agreement options such as type of agreements required, preferred arrangement from property owners, etc.

- 3.4 Find and include enabling legislation for the organization the Study Committee determines should construct the trail in order to determine legal feasibility of the group to construct the trail.

4 Demand for and Potential Use of the Trail

- 4.1 Provide general demographics of potential route users.
 - 4.1.1 Define a reasonable local project service area as well as an estimate of regional/national use based on the fact that this will be part of a national route.
 - 4.1.2 Describe the community character (urban center, suburban, industrial, etc.).
 - 4.1.3 Collect and analyze project area population information and demographic patterns (current and projected).
 - 4.1.4 Develop a profile of potential route users (bikers, walkers, in-line skaters, etc.).
- 4.2 Analyze potential demand, use, and benefits of the route.
 - 4.2.1 Estimate initial use levels.
 - 4.2.2 Project future use levels.
 - 4.2.3 Estimate seasonal demand.
 - 4.2.4 Estimate year-round demand.
 - 4.2.5 Estimate health benefits of the route.
 - 4.2.6 Estimate transportation benefits of the route.
 - 4.2.7 Estimate educational benefits of the route.
 - 4.2.8 Estimate environmental benefits of the route.
 - 4.2.9 Estimate social and cultural benefits of the route.
- 4.3 Identify and evaluate potential route links/connections including:
 - 4.3.1 Possible connections to neighboring developments for both recreational and commuter use by residents and employees.
 - 4.3.2 Possible connections with other existing and proposed bike/pedestrian routes.
 - 4.3.3 Possible connections to nearby attractions, businesses, transit, restrooms, schools, parks, neighborhoods, governmental buildings, trail use needs such as bicycle related businesses or food stores, etc.
- 4.4 Determine the compatibility of route development with adjacent land uses.
 - 4.4.1 Identify and address potential impacts on adjacent land uses (industrial properties, school facilities, businesses, residences, etc.).

- 4.4.2 Estimate market impacts of the proposed facility on adjacent land uses, with a focus on possible increased business from tourism.

5 Physical Inventory and Assessment of the Proposed Routes

- 5.1 Work with the DCPD GIS section in the preparation of detailed GIS mapping of proposed route alignments at an appropriate scale.

Note: *Mapping will be done by DCPD GIS staff. Consultants should only consider map review, coordination, and editing in their cost estimates.*

- 5.2 Physical Features Analysis – identify and map:

- 5.2.1 Length, dimensions, and boundaries of proposed routes.
- 5.2.2 Steep slopes.
- 5.2.3 Topography (use of topographic information on USGS maps is acceptable).
- 5.2.4 Composition of soils and geology, where applicable.
- 5.2.5 Surrounding land uses.
- 5.2.6 Erosion and drainage problems along proposed routes, where applicable.
- 5.2.7 Traffic, road capacity, and other preliminary information for on-road facilities.

- 5.3 Natural Features Inventory – identify and map:

- 5.3.1 Significant natural features (streams, floodplains, wetlands, overhead obstructions, etc.)
- 5.3.2 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).

- 5.4 Identify cultural, historic, and recreational resources.

- 5.4.1 Historic sites
- 5.4.2 Existing and proposed parks, schools, and recreational areas.
- 5.4.3 Existing and proposed trails and on-road bicycle routes.

- 5.5 Structures in the potential routes.

- 5.5.1 Provide a general assessment of existing bridges and culverts.
- 5.5.2 Identify potential and/or obvious encroachments on potential routes.

- 5.6 Infrastructure and Utilities

- 5.6.1 Identify and map the location of utilities in relation to route and alternative route locations (water, sanitary sewers, electrical and gas lines, telephone, etc.).

- 5.6.2 Assess the capacity of these utilities to serve route development.
- 5.6.3 Determine instances where the physical location of the utilities may be an impediment to route development.
- 5.6.4 Identify potential utility relocation needs.

5.7 Intersections and Access Points

- 5.7.1 Identify and map existing road crossings, active rail lines, driveways, etc.
- 5.7.2 Inventory access points located within the corridor for possible vehicular and pedestrian accesses to and through the corridor.
- 5.7.3 Note intersection improvements required for on-road portions (missing sidewalks, crosswalks, etc.).

5.8 Environmental Hazards

- 5.8.1 Based on preliminary assessments, determine the need for environmental assessment studies based on previous parcel use.

5.9 Land Ownership – identify and map:

- 5.9.1 Using tax parcels provided by the County, identify true ownership of land parcels to be used in the Land Acquisition Strategy.

6 Prepare a Concept Plan

Note: *The plan original can contain color graphics, but the plan should also be able to be successfully reproduced in black and white.*

- 6.1 Meet with the Study Committee to discuss potential route options and eliminate choices that are clearly inferior.
- 6.2 Develop a trail concept plan incorporating all data obtained and conclusions reached in previous tasks.
- 6.3 Prepare a Plan GIS map which identifies:
 - 6.3.1 Possible route locations.
 - 6.3.2 Proposed location of access points for off-road portions.
 - 6.3.3 Facility opportunity areas (restrooms, water, emergency telephone, lighting, parking, maintenance, interpretive signs, etc.).
 - 6.3.4 Areas where separate soft surfaces for joggers are to be included.
 - 6.3.5 Areas for barriers to control automobile access (removable to allow for emergency access).
 - 6.3.6 Areas where route intersection improvements are needed and type of improvement recommended (stop signs, warning signs, crossing pavement, etc.).

- 6.3.7 Areas needing natural buffers and/or screening.
 - 6.3.8 Proposed linkages to nearby attractions, businesses, transit, restrooms, schools, parks, neighborhoods, governmental buildings, trail use needs such as bicycle related businesses or food stores, etc.
 - 6.3.9 Locations of potential gateway gardens.
 - 6.3.10 Areas where utilities would need to be relocated during construction or would share ROW with the route when completed.
 - 6.3.11 Areas where rare, threatened, or endangered species habitats need to be protected.
 - 6.3.12 Identify location of natural areas or habitats. Identify opportunities to expand these areas.
- 6.4 Develop conceptual designs for mitigating potential conflicts between proposed trail users (bicyclists, pedestrians, in-line skaters, etc.).
- 6.5 Identify auxiliary facilities necessary to operate the route and provide designs for these areas such as drainage systems, emergency vehicle access, facilities to meet the needs of persons with disabilities, parking facilities, fencing or buffer systems, and rest areas. Identify green technology possibilities for these facilities and the life cycle cost difference between standard and green technologies.
- 7 Create Route Operation, Maintenance, and Security Strategies**
- 7.1 Determine ownership options for involved entities and show cost estimates for various options.
- 7.2 Develop a sample budget for staffing and maintenance, including all anticipated cost categories with projections of operating expenses and revenues per project phase.
- 7.2.1 Determine maintenance options for involved entities and show cost estimates for all options.
 - 7.2.2 Include information on any maintenance equipment and manpower needs and costs.
 - 7.2.3 Estimate when these needs will occur to allow for budgeting.
 - 7.2.4 Create a timeline for the maintenance strategy.
- 7.3 Determine management options for involved entities and show cost estimates for all options.
- 7.4 Identify potential roles of public and non-public agencies.
- 7.5 Identify areas for in-kind contributions from involved entities.
- 7.6 Propose the appropriate organizational structure to provide route

maintenance, operation, and security.

- 7.7 Identify typical route maintenance tasks, both routine and periodic, and estimate costs for tasks.
- 7.8 Work with involved parties to propose individuals or groups responsible for maintenance tasks.
- 7.9 Identify potential revenue opportunities that can help with maintenance of the route and means by which that revenue will be collected.
 - 7.9.1 Include a permitting fee structure for special events (e.g., charity walks, company events).
 - 7.9.2 Determine a contact organization for special event permitting.
 - 7.9.3 Provide an estimated cost range for special event permitting.
 - 7.9.4 Identify marketing and advertising opportunities on the trail.
 - 7.9.5 Determine a contact organization for marketing and advertising on the trail.
 - 7.9.6 Provide an estimated cost range for marketing and advertising on the trail.
 - 7.9.7 Include additional sources that are identified by the consultant or Study Committee during the feasibility study process.
- 7.10 Identify zoning ordinance updates that may be needed or beneficial to the creation of the route.
- 7.11 Identify internal policy and administrative changes that will be needed to successfully build and manage the routes.
- 8 Determine Financial Feasibility through Land Acquisition and Implementation Strategies**
 - 8.1 Provide a **Land Acquisition Strategy** including:
 - 8.1.1 A determination of who owns the land currently through title searches on the chosen route.
 - 8.1.2 The best method of acquiring land (e.g., fee simple acquisition, easement).
 - 8.1.3 Cost estimates for any required land acquisition or purchase of easements.
 - 8.1.4 A timeline for acquisition.
 - 8.2 Develop an **Implementation Strategy** including a phased implementation plan if the project is too large to be completed under one contract or certain segments pose problems. Include an implementation timeline highlighting the strategy recommendations.

- 8.2.1 Prepare construction cost estimates for the bike route and proposed facilities, including supporting facilities identified in 6.3 and 6.5.
- 8.2.2 Identify potential green technology, construction methods, and materials that could be used and estimate the cost differential between green and standard technology.
- 8.2.3 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.
- 8.2.4 Include site information for parcels to be developed that contains all of the information required in the *Development Application Site Plan Checklist* (<http://www.dcnr.state.pa.us/brc/grants/20062007/2006-2007developmentchecklist.pdf>), including:
 - 8.2.4.1 Acreage of area to be developed.
 - 8.2.4.2 Project boundary map.
 - 8.2.4.3 Surrounding property and use including ownership, street names, and ROW.
 - 8.2.4.4 Topography.
 - 8.2.4.5 Existing vegetation.
 - 8.2.4.6 Water areas.
 - 8.2.4.7 Wetlands.
 - 8.2.4.8 Soils.
 - 8.2.4.9 Recreational facilities including existing, proposed, relocated, deleted, future, etc.
 - 8.2.4.10 Buildings.
 - 8.2.4.11 Circulation including access roads, service drives, parking, trail ramps, steps, paths, bridges, etc.
 - 8.2.4.12 Drainage structures.
 - 8.2.4.13 Site control structures including fences, walks, dikes, walls, etc.
 - 8.2.4.14 ROW and easements.
 - 8.2.4.15 Utilities.
 - 8.2.4.16 Landscaping.
 - 8.2.4.17 Work limits.
 - 8.2.4.18 Phasing if the implementation strategy calls for work to be completed in phases.
 - 8.2.4.19 Floor plans for all structures to be developed.
 - 8.2.4.20 Project sign locations, including interpretative signs to be consistent with existing plans.

9 Prepare the Final Study

- 9.1 Prepare the plan containing the elements specified above in the style, format, and font specified by DCPD. As noted above, the plan should be easily produced in black and white. Editable electronic copy of the document using Microsoft Office software (Word, Excel, etc.) and maps and figures prepared in jpg, PDF format, or other County-compatible

software.

- 9.2 Prepare a draft report that describes the study methodology, study findings, and recommendations and provides required mapping. The Study Committee and DCNR must approve the draft and may request revisions to the draft before the final plan is prepared. Draft copies should be made available to DCNR (3), DEP (1), the municipalities (3), the County (2), and each of the Study Committee members. The draft and final reports must include a stand alone Executive Summary (ES) containing the main points of the full document.
- 9.3 The number of final report copies required should be decided based on the needs of the Study Committee and municipalities. Approximately 100 copies will be needed. Delaware County and the three municipalities require five (5) paper copies of the report and one electronic version of the report each. DCNR requires three (3) paper copies of the report. DEP requires one (1) bound copy of the plan and two (2) digitized copies. The plan will also be placed on the internet, and an electronic version in PDF format will be required.

III. Cost and Billing

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. The proposed hourly rate for billing shall be included for each person. The hours of work and cost shall be itemized for each major work element of the proposal and guaranteed by a staff availability statement or certification for project staff signed by an authority with the firm. An itemized estimate of reimbursable expenses must be included. The total amount of maximum payment must be stated.

The cost shall be based on the hours of work provided and "out-of-pocket expenses" and shall not exceed the maximum cost proposed unless an amendment to the contract is negotiated and approved by the proper authority of the County.

Your method of billing must be indicated. The preferred practice of the County is to pay for this type of consulting service on a bi-annual or quarterly basis as substantial portions of the work are performed; however, the County will consider paying on a more frequent basis but not more than one time per month. Regardless of the billing method used, ten percent (10%) of the total contract price will be withheld until the final product is approved by DCNR and DEP.

**ATTACHMENT 3: PROPOSAL REQUIREMENTS AND PROCEDURE
FOR CONSULTANT SELECTION**

Communication

All questions concerning the expression of interest should be faxed or emailed to Mr. Justin Dula, Senior Planner, DCPD. In order to maintain consistency of information and response, no other person at the County will receive or respond to questions. Responses to the questions will be faxed or emailed to all parties who submit an expression of interest and only to those parties that submit an expression of interest in submitting a proposal by supplying email information or requesting another form of communication.

So that appropriate responses can be prepared and distributed, questions received after 3 p.m. on January 24, 2007 will not be addressed. Responses will be issued by 4 p.m. on January 31, 2007.

In order to ensure that all potential bidders are notified of any addenda, interested bidders should provide a contact and email/fax/mail the following information to DCPD upon decision to submit a proposal to this RFP.

Name: Justin Dula
Title: Senior Planner, Transportation Section
Organization: Delaware County Planning Department
Address 1: 201 W. Front Street
Address 2: Media, PA 19063-2751
Phone: (610) 891-5219
Fax: (610) 891-5203
Email: dulaj@co.delaware.pa.us
Website: <http://www.co.delaware.pa.us/planning/transportation.html>

Submissions of Proposals

Sealed submission must be delivered and stamped by 11:00 am on February 6, 2007 to:

Justin Dula
Senior Planner, Transportation Section
Delaware County Planning Department
201 W. Front Street
Media, PA 19063-2751

Envelopes shall be clearly labeled:

Delaware County Planning Department
East Coast Greenway Feasibility Study – Darby Creek to Flower Street
RFP, 2-6-07, Deadline
Bidders name, address, and phone number

The proposal for the consultant portions of the East Coast Greenway Feasibility Study – Darby Creek to Flower Street should include the following:

1. A brief history of the firm and any sub-contractors.
2. Experience record of the firm and any sub-contractors, with special emphasis on the development of shared use path feasibility studies; provide references and telephone numbers.
3. Demonstrated experience in the preparation of shared use path feasibility studies including the items included in the detailed scope of work.
4. Demonstrated experience in meeting facilitation and conflict resolution.
5. The names of the key managerial and technical staff who will be involved with the project as well as specific information regarding their technical, planning, and public relations/communications skills. Such information shall include the estimated number of person-hours to be assigned to each task by each staff member, the associated rate for each staff member, and an individual qualifications profile for each staff person involved.
6. The proposal should contain a statement assuring that, once management and technical staff have been assigned to the project, they will not be replaced by other personnel unless they leave the company. A statement should also be included which states that, in the event that any person originally assigned to the project is replaced, the new person, who is to be equally qualified, will be subject to the concurrence of the County Project Manager.
7. Proposed project methodology related to or presented in the form of a series of tasks to be accomplished; and
8. A proposed time schedule and budget for each task. The budgetary breakdown will include cost estimates by task plus direct project costs.
9. Signed DCNR Nondiscrimination Certification, Attachment 5 of this RFP.

Submission of a proposal constitutes express acceptance by the proposer of all provisions of this RFP including all attachments.

Selection Process

All proposals will be reviewed and evaluated. If oral presentations are required, they will be scheduled for the week of March 12, 2007. The proposals and oral presentations will be reviewed by a committee composed of representatives from DCPD, the municipalities, and or their designees. An external peer review may also be conducted. The committee's selection of one applicant will be based upon several weighted criteria including:

- Demonstrated experience of the firm and identified staff in completing shared use path feasibility studies projects;
- Comprehensiveness and creativity of approach to the feasibility study;

- Familiarity with the physical, political, and legal planning environment in which the study will take place;
- Relationship of costs to work proposed;
- Level of expertise of staff persons assigned to the study;
- Demonstrated experience in facilitation and conflict resolution;
- Responsiveness of the proposal to the RFP;
- Quality of the organization of the entire effort;
- Demonstrated expertise in the preparation and presentation of technical materials to the public, municipal officials, and other interested parties;
- Ability to establish local presence or to otherwise assure consultant availability.

The proposer is encouraged to add to, modify, or clarify any of the scope of work items it deems appropriate to obtain a high quality plan at the lowest possible cost. All changes should be listed and explained. The consultant is also encouraged to partner with other firms when appropriate.

The County reserves the right to award no contract for any study for which no proposal is evaluated as satisfactory. If only one proposal is received, the County may initiate negotiations with the firm submitting the proposal or seek additional proposals on an informal or formal basis during the sixty (60)-day period that proposals must remain effective.

The final selected applicant, or in the case of a tie, applicants, will be requested to participate in contract negotiations. If for any reason it shall not be possible to reach agreement with the chosen applicant/s, negotiations shall be undertaken with other applicants in order of their final ranking. A contract shall be proposed for award to the highest ranked applicant with whom agreement can be negotiated in accordance with the terms and conditions offered. The contract is subject to the approval of County Council and is effective only upon its approval.

ATTACHMENT 4:
GENERAL DCNR CONSULTANT QUALIFICATIONS FOR ALL PROJECT TYPES

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

1. 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 with prior experience conducting studies of the project type (greenway, rails-to-trails feasibility, etc.). This member should be the project leader and assume overall project coordination responsibilities between the grantee and the consulting team.
3. Experience with the planning, design, and general operation of greenways, open space, and natural areas, motorized and non-motorized trails, and basic recreational support facilities.
4. For recreational greenways and trails, experience developing and recommending to local government officials policies and procedures related to managing and operating these amenities.
5. Experience setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.

ATTACHMENT 5:

DCNR NONDISCRIMINATION CERTIFICATION

Nondiscrimination and equal opportunity are the policy of the Commonwealth and County in all of their decisions, programs, and activities. The purpose is to achieve the aims of the United States and Pennsylvania Constitutions, Executive Order 1972-1, the Pennsylvania Human Relations Act, Act of October 27, 1955, (P.L. 744), as amended, (43 P.S. § 951, et. seq.) and (43 P.S. § 153), by assuring that all persons are accorded equal employment opportunity without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.

During the term of this contract, the contractor, to include all subcontractors, agrees as follows:

(a) Contractor shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, ancestry, national origin, age, sex, or handicap. Contractor shall take affirmative action to ensure that applicants are employed and that employees or agents are treated during employment without regard to their race, color, religious creed, ancestry, national origin, age, sex, or handicap. Such affirmative action shall include, but is not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Contractor shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this nondiscrimination certification.

(b) Contractor shall, in advertisements or requests for employment placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.

(c) Contractor shall send each labor union or workers' representative with whom it has a collective bargaining agreement or other contract or understanding a notice advising said labor union or worker's representative of its commitment to this nondiscrimination certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.

(d) It shall be no defense to a finding of noncompliance with this nondiscrimination certification that contractor has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

(e) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons so that contractor will

be unable to meet its obligations under this nondiscrimination certification, contractor shall then employ and fill vacancies through other nondiscriminatory employment procedures.

(f) Contractor shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of contractor's noncompliance with the nondiscrimination certification or with any such laws, this contract may be terminated or suspended, in whole or part, and contractor may be declared temporarily ineligible for further County of Delaware contracts, and other sanctions may be imposed and remedies invoked.

(g) Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the County Solicitor of the County of Delaware, for purposes of investigation to ascertain compliance with the provisions of this certification. If contractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the County Solicitor of the County of Delaware.

(h) Contractor shall actively recruit minority and women subcontractors or subcontractors with substantial minority representation among their employees.

(i) Contractor shall include the provisions of this nondiscrimination certification in every subcontract, so that such provisions will be binding upon each subcontractor.

(j) Contractor's obligations under this clause are limited to the contractor's facilities within Pennsylvania or, where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE:_____

(NAME OF CONTRACTOR)

BY _____

TITLE _____

**ATTACHMENT 6:
NON-COLLUSION AFFIDAVIT OF BIDDER/PROPOSER**

_____, _____
(NAME) (TITLE)

(FIRM)

do hereby certify that:

I am fully informed respecting the preparation and contents of the attached bid/proposal and of all pertinent circumstances respecting such bid/proposal.

Such bid/proposal is genuine and is not a collusive or sham bid/proposal.

Neither the bidder/proposer nor its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder/proposer, firm, or person to submit a collusive or sham bid/proposal in connection with the contract for which the attached bid/proposal has been submitted or to refrain from bidding/proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder/proposer, firm, or person to fix any overhead, profit, or cost element of the bid/proposal price or the bid/proposal price of any other bidder/proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the County of Delaware or any person interested in the proposed contract.

The price or prices quoted in the attached bid/proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder/proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

DATE: _____

SIGNED:

ATTACHMENT 7:
East Coast Greenway Route Selection Guidelines



East Coast Greenway Route Selection Guidelines

12/12/06

Route Vision

The goal of the East Coast Greenway Alliance (ECGA) is to establish a *safe traffic free* pathway for muscle-powered users of all abilities as a connection between our eastern seaboard cities.

Making this route off-road is the highest priority, although it is understood that this is a long-term reality. In the shorter range, the route will include many on-road sections, much like the Appalachian Trail did for decades. With a premium put on this route being traffic-free, a more circuitous route that is off-road is preferred to a shorter route that is on-road.

The ECG is above all an urban trail system. That is, it is less a “coastal” route than an urban connector. This route *must* go through the 25 major cities that the ECGA has identified as essential destinations along this route.¹ It should also link in smaller urban centers and towns. Going to the heart of the city or town is also part of the ECG vision.

This route should be chosen for its varied and interesting landscape and for what it accesses **including key points of interest, transit hubs and user services and amenities. Again, in choosing a route one that incorporates these qualities is preferred, even if it is more circuitous. It should--**

- Pass through a varied range of built landscapes including residential (urban, suburban, small town), commercial, and industrial areas
- Include a variety of natural landscapes including rivers and lakes, coastal beaches, wetlands, farmland, forested areas, and public parks and open spaces
- **Access key transportation nodes, such as transit, train and bus stations and airports.**
- Bring the traveler to or near points of interest that a tourist will want to visit or which showcase the history, architecture, culture and natural features along the route.

The route should provide amenities and services that multi-day users will need.

These amenities include (but are not limited to) overnight accommodations (hostels, camp sites, B&B's and hotels), restaurants, food stores, convenience stores, bike repair shops, emergency health services, telephones, picnic areas and benches, drinking water, public restrooms, and public libraries for Internet access.

¹ Calais, ME; Bangor, ME; Portland, ME; Portsmouth, NH; Boston, MA; Providence, RI; Hartford, CT; New Haven, CT; New York City, NY; Jersey City, NJ; Newark, NJ; Trenton, NJ; Philadelphia, PA; Wilmington, DE; Baltimore, MD; Annapolis, MD; Washington, DC; Richmond, VA; Raleigh, NC; Wilmington, NC; Charleston, SC; Savannah, GA; Jacksonville, FL; Miami, FL; Key West, FL

Who is the target user audience for the ECG?

East Coast Greenway users will include walkers, cyclists, wheelchair users, equestrians, skaters and skiers. However, initially, to get a route established, the focus will be on accommodating walkers and touring cyclists, and the other users only when it is feasible. Providing for a route that serves these other users, with their more challenging requirements, remains our ultimate goal but will come about incrementally.

The Greenway will serve users of all abilities—children, families, the elderly, and the disabled including wheelchair users. Avid cyclists who seek speed will not find the Greenway to be their preferred route. Rather, it will cater to those who seek a relatively unchallenging, leisurely, safe, and pleasant outdoor travel or recreational experience. (Due to its location in the coastal plain, and because much of it uses canal towpaths and rail corridors, it will be a relatively flat route.)

Time Frame for Implementation

The short-term goal is to make a Continuous Route from Calais, Maine to Key West available to the public. The continuous route links completed Permanent Trail with Interim (on road) Route. It is the current priority to get this route defined, cue-sheeted, mapped² and signed, so that by the end of 2007 people can **cycle or walk from Calais to Key West**. However, traveling this route will involve some challenges, since large portions are on road, and at times these roads are busy with traffic. Most likely, use of this “interim” route will be mainly by experienced bicyclists and some hearty walkers. It is not being targeted to the ECGA’s core user population that includes people of all abilities. Only the completed trail segments are being marketed to those users.

Our longer-term goal is to move much of the on-road route off-road. We aim to complete 80% of the off-road permanent route where 80% of the people live by 2010.

This is a long-term project. Full consideration will be given to routing possibilities that may take a decade or even several decades to achieve if they can help meet the goal of being off-road. *The highest priority is to maximize the percent of this route that is off-road.*

Permanent Route Criteria

- **Off road.** Traffic-free.
- **Firm surface.** Easily navigated by a touring bicycle or a wheelchair; may be paved or a fine stone dust surface or other natural surface that a touring bicycle can easily and comfortably navigate.
- **Publicly accessible,** Open and free for public use from dawn to dusk every day of the year. In a few areas we will need to incorporate fee-charging ferry service but we seek crossings that minimize the cost and provide frequent service. And

² ECGA is currently planning to develop detailed maps of the permanent and interim routes using Google Earth maps.

possibly, short sections of bicycle-accessible transit will be needed to achieve key water or other crossings.

- **Width requirements for the trail tread.** The aim generally is for a 12 foot wide pathway but that may not always be achieved initially. In the more rural areas, where use may be lower, a narrower tread may suffice. Over time, increasing use will lead the public to demand increased path width **as needed**.
- **Avoid steep grades and steps that prohibit wheelchair access and make bicycle access difficult.**
- **Avoid areas that are unpleasant or uninteresting** in favor of route that is pleasant, varied and scenic.

Interim On-road Route Criteria

- **Serves as a direct link between existing off-road ECG trail segments.**
(Proximity to proposed permanent off-road trail should be a consideration in order to make it easy to add completed trail to the continuous route)
- **Safe route for cyclists with average skill.**
 - Priority is given to streets with low and-or slow moving traffic and with marked bike lanes.
 - Streets with wide shoulders are a secondary priority along with streets with no shoulders but **very low** traffic.
 - Preference given to streets that are well maintained (good surface and no debris).
 - Preference given to streets that have well-marked, safe intersection treatments for pedestrians and other users.
 - Avoid hilly routes, especially those with steep grades
- **Parallel walking route available.** (sidewalks or footpaths open to public use)
- **The most pleasant and interesting route to walk or cycle, as well as the safest.**
Getting “there” quickly is less important than the quality and safety of the experience. Avoid roads that tend to be major traffic corridors, or those that carry heavy truck traffic. State highways may have generous shoulders but often also have heavy traffic and may be designated truck routes.
- **A route that accesses services and points of interest.** Aim to avoid any roads, which tend to be major traffic corridors, or those, which carry heavy truck traffic.