



TREDYFFRIN TOWNSHIP

Guidelines for Consultant Proposals **for a Multi-Municipal Bicycle/Pedestrian Trail Network** **Plan for the Eastern Great Valley**

May 2008

I. OVERVIEW

Tredyffrin Township, a local government in suburban Philadelphia, is accepting proposals for a one-time contract to perform professional services involving the development of a multi-municipal comprehensive plan element for a network of trails within the Eastern Great Valley.

The trail network described in this RFP, known as “The Patriots Path,” will link Valley Forge National Historical Park in Tredyffrin Township with both the Paoli Massacre Site in Malvern Borough and the Battle of the Clouds Park in East Whiteland Township, with no major acquisition of right-of-way. The main function of this path will be to honor the sacrifice of the 53 continental soldiers who lie in the mass grave at the Paoli Massacre Site, as well as the other soldiers who gave their lives in the cause of liberty during the Campaign of 1777.

Throughout 2007, Chester County Planning Commission staff met with staff from Valley Forge National Historical Park and attended public meetings with participating municipalities to gather input on the Patriots Path concept. On November 13, 2007 the Chester County Planning Commission approved the distribution of the *Report to the Chester County Board of Commissioners: An Evaluation of Patriots Path Trail Opportunities in the Eastern Great Valley*. This Report documented the general viability of the Patriots Path from the perspective of recreational use and historic interpretation. The report also suggested methods for making this project a true network by working from Chester County’s proposed Chester Valley Trail, and including segments such as the Cedar Hollow Trail (the former Warner Spur) in Tredyffrin Township and the Valley Creek Park Spur in East Whiteland Township.

This is a multi-municipal project and will be partially funded by the Vision Partnership Program of Chester County, in conjunction with Tredyffrin Township, East Whiteland Township, and Malvern Borough. This Request for Proposals (RFP) has been prepared to meet the requirements and standards of the Vision Partnership Program. A representative from the Chester County Planning Commission will monitor the project. Certain documents and drafts of documents will be subject to review and approval by the County. Please note that this project will not move forward if this grant is not received.

Each municipality that is a partner in this study has developed some level of township-wide trail or sidewalk planning of its own. Each township’s trail planning includes features such as segments of trails, paths and sidewalks that are either existing or proposed and that currently do

not link together to form a community-wide trail system. To date, there has been no multi-municipal planning to link together the separate municipal trail systems. The purpose of this study is not to create an entirely new trail, but to focus on linking together existing and proposed trails within the partnering municipalities to create a functioning network with the Chester Valley Trail as the major connector. The study should specifically note potential trail connections that will be difficult to navigate, such as the crossing of Swedesford Road to the Cedar Hollow Trail in Tredyffrin Township and the Valley Creek Park Spur in East Whiteland Township.

II. SCOPE OF WORK

Tredyffrin Township seeks proposals for the following work.

A. Compilation of Study Area Information

The study area for this project will encompass:

- All of Malvern Borough.
- Those Parts of Tredyffrin Township within 0.5 miles of each of the following features:
 - Valley Forge National Historical Park
 - Abandoned Wilson Road
 - Wilson Farm Park
 - Chesterbrook Boulevard east of Adams Drive
 - the Proposed County Chester Valley Trail
 - Teegarden Park
 - Mill Road Park
 - Cedar Hollow Road Park
 - The proposed Cedar Hollow Trail (former Warner Spur) and areas of the Township west and north of it.
- Those Parts of East Whiteland Township within 0.5 miles of these features;
 - the Proposed County Chester Valley Trail
 - Old Lancaster Pike
 - the Great Valley Corporate Center
 - Valley Creek Park Spur and areas of the Township east and north of it.

The following information must be analyzed to determine the workable parameters for the proposed trail routes.

1. Brief introduction to and general description of the study area, which includes, but is not limited to, the following features:
 - *Topographic features:* deep stream valley, forested stream basin, upland open farm fields

- *Surrounding land uses:* commercial; industrial park, intermixed, mid to high-density residential properties; utility conveyances
 - *Historic features:* provide for trail routes that align users with structures, landscapes, and roads used for troop movements.
 - *Environmental issues:* The Valley Creek Watershed is an Exceptional Value Watershed and is currently the subject of a PA Act 167 Stormwater Management Plan. The study area also includes other environmentally sensitive areas including streams, wetlands, forests and established non-invasive species of trees, natural areas that provide wildlife habitat, and corridors that allow for the movement of native species across the landscape.
 - *Soil types:* vary throughout the area of study
 - *Vegetation*
 - *Wetlands*
 - *Floodplains*
 - *Riparian buffers*
 - *Access*
 - *Current uses:* land uses and activities by current property owners/tenants will have to be developed by the consultant.
 - *Zoning*
2. Analysis and description of how the physical features of the study area impact the potential layout and design of the trail including:
- *The advantages for certain trail types*
 - *The disadvantages for certain uses*
 - *Areas that may not be suitable for public use*
 - *Areas that need special environmental protection and/or mitigation*
 - *Other use limiting aspects of the trail*
 - *Compatibility with existing land uses:* the impact on and from adjacent land uses due to activities, traffic, noise and/or aesthetic characteristics
 - *Safety and crime deterrence:* areas where topography, poor lighting, or nearby structures or vegetation could provide visual buffers that might be prone to crime or vandalism.

B. Activities and Facilities Analysis

The purpose of this analysis is to identify trail/sidewalk routes (alignment), materials, buffer areas, and landscaping that would be appropriate for trails.

1. Describe the basic trail alignment, addressing:
 - All major road crossings and connections to adjacent trails. Illustrate the preferred trail alignment for each link by providing scaled plan and section views. Discuss options for transitioning between differing trail surfaces;

- Consistency with relevant historical analyses, such as the troop movements of revolutionary war-era soldiers along the study corridor, wherever possible;
 - The identification of intersections that could be improved by PennDOT to facilitate pedestrian crossings;
 - The identification of physical barriers that would preclude trail use; and
 - The identification of potential destinations, including any scenic or historically significant public properties along the trail corridor.
2. Describe the basic trail standards and requirements such as:
- Composition (materials);
 - Size;
 - Dimensions;
 - Orientation;
 - Maximum sustainable percent grade permissible;
 - Grade reversals;
 - Outslope;
 - Surface material;
 - Grading and drainage;
 - Buffers;
 - Control points;
 - Landscaping; and
 - Long term maintenance.
3. For each trail that is proposed, list the accepted published national, state, or local standards (reference the standard by name) used to determine the size, dimensions, orientation, minimum and maximum surface slope (grade), buffer areas and setback requirements, open or undisturbed space requirements such as for riparian buffers and landscaped areas.
4. List the size and standards of support facilities required for the proposed trails or that could be developed based on the public participation process, community needs, public safety concerns, and study area analysis. Support facilities would normally include roads, parking, restrooms, maintenance facilities, storm water management system and structures, utility installations, signage, furniture, etc. Any and all services must take advantage of existing service opportunities and/or be self-contained so as to minimize disturbance of the natural environment.

C. Cost Estimates

1. Development (construction) costs. For each trail segment not located on County or federally-owned property, provide a detailed **current** cost estimate for the development of the proposed trail, buffers, landscaping, and associated facilities. Cost evaluations shall include all recommended aspects of the Plan, including but

not limited to, one-time outlays for engineering and other professional services cost, construction cost, project administration cost, and a contingency of at least 10% of the construction cost estimate. Cost evaluations shall also include annual outlays for security, general maintenance, habitat protection and improvement, control of invasive species, reforestation, etc.

2. Phased capital program. Develop a phased and prioritized multi-year capital development plan. This should identify which areas and facilities are to be developed/improved and in which years and the costs associated with each. Implementation strategies to financing this capital plan should also be addressed (bonds, grants, fund-raising, etc.).
3. Operating Costs & Revenue. The purpose of this work element is to estimate a net annual cost of operating and maintaining the site based on the recommendations and management plan proposals as included in the Plan. An annual budget estimate shall be calculated for each municipality for of the cost and revenue items checked below. The consultant must include in the narrative report an itemization of these estimates by description and amount along with appropriate subtotals and totals. Clarifying notes and analysis should also be included in the narrative report.

D. Plan Preparation

1. Study Committee Work

A Study Committee, led by a representative of Tredyffrin Township and comprised of representatives of each of the other partner municipalities with ex officio members (representing Chester County Parks and Recreation Department and Valley Forge National Historic Park), will provide direction and oversight of the planning process. As the grantee, Tredyffrin Township will make any decisions in consultation with Chester County.

2. Public Meetings

To provide transparency and incorporate public participation into the planning process, the consultant will conduct three general public input meetings, and one meeting specifically for the business community. The purpose of all four meetings is to gain an understanding of local community needs and desires, consider potential trail materials and activities, seek information and/or assistance from the municipalities, and develop recommendations to be considered for the Plan.

E. Final Products

Eighteen (18) total bound copies and four (4) total electronic copies of the final report shall be submitted to the grantee and County and include all of the following information:

1. Narrative Report: All aspects of the planning process and the Final Plan (i.e., all work elements set forth in *A* to *D* above) must be presented in a narrative planning report that includes the following items and is organized as follows:
 - A brief executive summary setting forth the key aspects of the planning process and the final plan
 - Background information including a description and summary of the public participation process
 - Study Area information and analysis
 - Activities and Facilities Analysis
 - Summary discussion of important design considerations not covered previously in the report - identification of the Trail Area, Buffer area, and Landscaped area
 - Brief description of the alternative plans presented, summary of the public discussion on the alternative plans and a description of the final plan proposal including rationale for the trails, buffers, landscaping, and facilities proposed
 - Presentation of itemized cost estimates including ongoing annual management and maintenance costs and capital improvement phasing plan
 - Discussion of other considerations and recommendations that the community should be aware of in proceeding to construct the improvements proposed by the plan.
2. Plan Drawings (Maps): The Base Map and Final Master Plan drawing must be developed in digital format and a complete GIS-format electronic version must be provided in the quantities indicated above. The maps of each study area must be prepared reflecting the final proposed long-term, full development of the trail in accordance with the following specifications and including the following information:
 - a. One reproducible colored drawing must be provided to each participating municipality and the Chester County Parks & Recreation Department.
 - b. The scale of the map shall be the same as the Base Map.
 - c. All features, uses and structures proposed for the site must be drawn to scale and identified by name and/or description and shown in their exact proposed location. (This includes all existing features, uses and structures that are to remain as part of the trail network.)
 - d. All roadways, driveways, trails and walkways must be identified by type of surfacing proposed.
 - e. The following items and information must be shown on the map:

- Study name
- Name of municipality/owner
- Scale / North Arrow / Date / Legend
- Seal of designing landscape architect or engineer registered in Commonwealth of Pennsylvania
- Acreage of study area
- Study area boundaries lines
- All uses, facilities and structures proposed for the study area.
- Existing structures and facilities that are proposed to remain on the study area.
- Proposed grading to accommodate development of the trail (minimum of ten foot contour interval)
- Circulation patterns (proposed access roads / service drives / parking / trails / walks / ramps / paths and bridges)
- Stormwater management facilities
- Natural and man-made barriers
- Destinations such as parks, scenic areas, shopping districts, downtowns, historic districts, public schools, libraries, and recreation centers
- User facilities such as public restrooms, parking, police stations, hospitals, restaurants, pharmacies, grocery stores, and bike shops
- Sensitive Habitat Areas as defined by Pennsylvania Natural Diversity Index
- Water features (streams / rivers / ponds / lakes)
- Wetlands areas
- Flood plains (delineate floodway and 100 year flood level)
- Major drainage structures (culverts / catch basins / inlets / ditches / under drains)
- Study area control structures (fences / dikes / walls)
- Rights-of-way
- Vegetation (trees and forested areas / meadow areas, farmland, known communities of invasive species)
- Boundaries of existing and proposed riparian buffers
- Notations and legends necessary to fully explain the size, type and location of any proposed use, feature, or facility.

III. PROPOSAL SUBMISSION

Twelve (12) copies of the proposal shall be submitted to Tredyffrin Township and include all of the following information.

A. Work Proposal

The submittal must contain all of the following information as requested in response to this request for proposals.

A comprehensive action plan shall be developed identifying:

1. Profile of the firm – This should be a brief statement indicating the firm's experience in conducting work of the nature sought by this RFP. Advertising brochures on the firm may be submitted as a part of this profile as long as the brochures specifically address the experience of the firm related to the work to be performed. Additionally, this profile should include:
 - The location of the firm's office that will provide the proposed services;
 - Resumes of individual consultants or employees proposed to conduct the work and the specific duties of each consultant or employee relative to the proposed work;
 - A brief reference list of other municipalities served by the firm should be provided with telephone numbers and names of contact persons; and,
 - Any other information describing the office may be included if it relates to the capabilities and expertise of the firm in doing comparable work.
2. Primary tasks to be performed as per the Scope of Work (Section II of this RFP)
3. Procedures/Methods - the proposal must include a detailed description of the procedures and methods you propose to use to complete the work requested by Tredyffrin Township. This is important because the methods and procedures proposed will receive primary consideration in evaluating your proposal. Examples of similar work will be helpful and may be included.
4. Person(s) responsible for each task.
5. Timetable - A project work schedule should be provided which includes time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents. The study shall be completed within eighteen (18) months of the date of notice to proceed. Only work done within the VPP contract timeline will be eligible for reimbursement.
6. Resources to be utilized
7. Possible obstacles or problem areas associated with the accomplishment of each task.

B. Cost Proposal

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. 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 Tredyffrin Township and Chester County.

C. Qualifications

Provide information about the company or organization's experience with the type of work proposed (please include references) and the experience and qualifications of each person who will work on the project. Include the consultant's capacity to handle the workload specified in the overview, and specific examples of similar work, particularly in developed areas. Proof of insurance is required.

Chester County requires that the project consulting team have certain qualifications per the Chester County Vision Partnership Program Municipal Planning Grant Manual (October 2007) document attached as Appendix A. **Please be prepared to confirm that your consulting team meets these qualifications.**

Please note that after the County awards the Vision Partnership Program Grant, the Township, the County and the Consultant will be required to enter into a 3-party contract to ensure the grant requirements and the scope of work are met.

Please provide both paper and electronic versions of entire proposal.

D. Timeline

The study shall be completed within eighteen (18) months of the date of notice to proceed.

IV. TOWNSHIP INFORMATION

A. Information and services to be provided by the Townships

Project Coordination and Public Participation

- Arranging for meeting space, advertising for public meetings
- Providing web site for posting study-related data
- Updates to the Township Supervisors at appropriate intervals
- Tredyffrin Township is responsible for preparing the VPP grant application and grant administration
- The municipalities must choose the consultant prior to being awarded the County grant
- Each municipality, as well as Chester County, will provide its most recent trails planning document:
 - Tredyffrin Township – *Park, Recreation, & Open Space Plan (2005)*
 - East Whiteland Township – *Park and Recreation Plan (2003)*
 - Malvern Borough – *Revitalization Plan (2002)*

- Chester County – *Linking Landscapes (2002), Report to the Chester County Board of Commissioners: An Evaluation of Patriots Path Trail Opportunities in the Eastern Great Valley (2007)*
- The Townships and Borough will provide available study area information such as previous survey and inventory work; existing base mapping; boundary descriptions, copies of deeds, etc.; deed restrictions and easements; aerial photos; zoning map; future land use map; existing utility information and mapping; flood plain and wetlands information and mapping.
- Digital base mapping will be provided by the Townships and Chester County (pending County approval) from available sources.

B. Selection schedule

The Townships intend to progress in contracting for this multi-municipal trail network plan in a series of steps. The schedule that follows has been developed to provide adequate time for firms to prepare both a definitive proposal and to permit the Townships time to consider the proposals submitted. The following is the tentative schedule:

Issue RFP to Consulting Firms	May 28, 2008
Mandatory Pre-Proposal Meeting	June 12, 2008
Completed Proposals due to Township	June 23, 2008
Interviews	July 7-10, 2008
Malvern Borough approval	July 15, 2008
Tredyffrin Township approval	July 21, 2008
East Whiteland Township approval	August 13, 2008
Chester County approval	September 30, 2008
Conduct Study	October 2008 – May 2009

All proposers shall be required to attend a pre-proposal conference meeting on June 12th, 2008 at 3:00 P.M. at the Tredyffrin Township Municipal Building. Any contact for additional information and RSVPs should be made to John L. Farrell, Assistant to the Manager, Tredyffrin Township, at 610-408-3602.

C. General information about consultant selection

Proposals are due to the Township on **June 23, 2008**. They should be sent to:

John L. Farrell
 Assistant to the Manager
 Tredyffrin Township
 1100 DuPortail Road
 Berwyn, PA 19312

Proposals will be reviewed by Township staff. The final contract(s) must be approved by the Tredyffrin Township Board of Supervisors as well as the Chester County Commissioners.

All proposals shall remain effective subject to Tredyffrin Township review and approval for a period of 60 days from the date the proposals are submitted. The Township retains the right to reject any or all proposals, in whole or in part. Although cost clearly will be an important factor, the selection will not be based on cost alone. Experience working with developed communities, among several government entities, and will trail retrofitting is preferred.

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, and the cost of the proposal. The apparent ability of the firm to be independent and objective in performing the requested work will also be considered.

1. Technical Expertise and Experience - the technical expertise and experience of the firm will be determined by the following factors:
 - The overall experience of the firm in conducting similar work that is to be provided to Tredyffrin Township.
 - The expertise and professional level of the individuals proposed to conduct the work for Tredyffrin Township.
 - The clarity and completeness of the proposal and the apparent general understanding of the work to be performed.
2. Procedures and Methods - The methods and procedures proposed to be utilized to conduct the work requested as they relate to thoroughness and objectiveness will be of primary importance in evaluating proposals. This includes evaluation of the soundness of the approach relative to the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the work to ensure timely and orderly completion.
3. Cost - 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 Tredyffrin Township and the overall level of expertise of the specific firm's personnel proposed to do the work for Tredyffrin Township. All, or selected, firms submitting proposals may be invited to give an oral presentation explaining their proposal.

APPENDIX A

Consultant Qualifications

The successful consulting team **must** meet the requirements of Section 4.0 of the *Vision Partnership Program Grant Manual - October 2007* (available at www.chesco.org/planning or a printed copy can be obtained by calling the Chester County Planning Commission at 610-344-6285), and should meet the following experience requirements:

1. Experience developing and implementing public participation techniques such as community visioning, holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc. The successful team should also be able to build community consensus.
2. At least one member of the consulting team with prior experience conducting studies of the project type (natural preserves, 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, trails, and basic outdoor recreational support facilities including experience developing and recommending to local government officials policies and procedures related to managing and operating these amenities.
4. Experience setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.

PROJECT SPECIFIC CONSULTANT QUALIFICATIONS

This study area contains significant recreational, historic and archaeological resources, including the Paoli Massacre Site and Valley Forge National Historic Park. The successful team should include individuals with an understanding of the complexities of managing public natural resources and can partner with other professionals and scientists to address public concerns on the balance between conservation and human activity.

Appendix B

