

## **REQUEST FOR PROPOSALS**

### **ACTIVE TRANSPORTATION PLAN FOR LOWER SAUCON TOWNSHIP Northampton County, Pennsylvania**

**TO:** Qualified Professional Planning Consultants

**FROM:** Lower Saucon Township Council

**RFP TIMELINE:** Release Date: December 17, 2020  
Proposal Due Date: January 14, 2021  
Consideration of Award: January 20, 2021

**MAILING ADDRESS:** Lower Saucon Township  
3700 Old Philadelphia Pike  
Bethlehem, PA 18015

**PROJECT CONTACT:** Leslie Huhn, Township Manager  
**TELEPHONE:** 610-865-3291  
**EMAIL:** [manager@lowersaucontownship.org](mailto:manager@lowersaucontownship.org)

**ALTERNATE CONTACT:** Cathy Gorman, Dir. of Finance  
**TELEPHONE:** 610-865-3291  
**EMAIL:** [dirfin@lowersaucontownship.org](mailto:dirfin@lowersaucontownship.org)

Lower Saucon Township is soliciting proposals from qualified professional planning consultants for the completion of an implementable, action-oriented Active Transportation Plan for Lower Saucon Township, which is situated in Northampton County, Pennsylvania.

A copy of the Request for Proposals (RFP) is attached. A letter of interest along with a proposal and other required documents must be received at the mailing address listed above no later than January 14, 2021.

Lower Saucon Township reserves the right to reject any or all proposals, or parts thereof, and to waive any informalities or irregularities in any proposal received. The award of the proposal will be based on presentations and negotiation between Lower Saucon Township and the prevailing party. All proposals must indicate that they remain valid and in full effect for a period of ninety (90) days after the deadline for submission of proposals, subject to extensions as may be negotiated by the parties.

## **I. INTRODUCTION**

Lower Saucon has secured funding, through the 2020 WalkWorks Program, to move forward with an Active Transportation Plan for the Township. Funding is being provided by the Pennsylvania Department of Health in partnership with the University of Pittsburgh Center for Public Health Practice. The plan will explore public transit service, identify ways to incorporate complete streets concepts to improve pedestrian infrastructure and make recommendations to connect and raise awareness of the local pedestrian and trail systems. Developing this plan would establish straightforward policies for decision making throughout the area with respect to enhancing and increasing access to recreational, economic, and cultural destinations through safe activity-friendly routes.

### *Background*

The 2010 census identifies Lower Saucon Township as having 10,772 residents. The main arterial road is Route 378. Plans for economic development for this area and Old Philadelphia Pike are being reviewed. A section of the Saucon Rail Trail is within Lower Saucon Township's jurisdiction and runs parallel to Route 412, an already developed arterial route. The Township surrounds the Borough of Hellertown on three sides of its boarder and the City of Bethlehem. The Saucon Valley School District serves the residents of Lower Saucon Township with Lehigh University's Stabler Arena being adjacent to the Township as well.

Lower Saucon Township Council desires to create a safe pedestrian plan that focuses on cycling and walking modes of transportation in the Township to connect these areas to promote healthier forms of travel throughout the area and identify areas that may be added to LANTA's route to assist in transportation to lower income residents or senior citizens to areas within the Township.

### *Study Area*

We are focusing from Old Philadelphia Pike/Route 378 area to the Saucon Valley School District in the Polk Valley area. Creating a route on the outlying areas of the Borough of Hellertown but incorporating them in the design through the Saucon Rail Trail.

## **II. PROGRAM GOALS AND OBJECTIVES**

The study will explore opportunities to expand and connect existing pedestrian and bicycle infrastructure, multi-use trails and greenways, and public transit. The recommendations will be specific to the study focus area; however, potential connections throughout the entire urbanized area and its periphery will be evaluated at a later date by working with adjacent municipalities.

The resulting Active Transportation Plan must be unique to Lower Saucon Township and expressed through short and long term goals, objectives and an action-oriented implementation plan that is acceptable to Lower Saucon Council and the project steering committee and the LVPC. The chosen consultant should actively engage the community in developing the plan via the following minimum activities (some of which may be done by the Township):

- Public meetings with professionally facilitated, idea-generating and consensus-building exercises
- Creating website opportunities for the public to view plan proposals and respond with comments
- Networking directly with community leaders including municipal officials, school and college officials, community service groups, business owners, regional planning and

economic development agencies, transportation organizations, local nonprofit agencies, abutting municipalities and other citizen leaders.

- Leading official public meetings and hearings

The selected consultant is encouraged to devise additional creative public input techniques.

### III. SCOPE OF WORK

The consultant will provide a broad range of planning services necessary for the completion of the Active Transportation Plan. Interested consultants must involve a multi-disciplinary team either through their own firm or by subcontracting or cooperating with other firms to accomplish the required planning services. The consulting team must provide the knowledge, skills, and abilities necessary to undertake all aspects of the scope of work, with a focus on;

**A. Existing Conditions** – Analyze existing and planned conditions and solicit input from the community to determine the community’s active transportation needs and opportunities for healthy and active living.

- Review health and demographic datasets to determine opportunities for equitable transportation improvements.
- Gain insight into transportation challenges from members of the community.
- Assess existing roadway conditions to recommend safety improvements for active transportation users working with PennDOT officials.
- Assess existing trails to identify opportunities to create connections to the Stroud Greenway.
- Assess existing public transit services and identify opportunities to increase access to LANTA services.
- Work with municipal staff to compile a comprehensive list of pedestrian facilities.
- Review Multi-Municipal Comprehensive Plan to identify areas for connection.

**B. A Network of Pedestrian Infrastructure** – Identify a robust network of streets and trails that can be enhanced through infrastructure improvements to prioritize the use of active transportation and facilitate a healthier built environment.

- Develop recommendations for a healthy and equitable active transportation network that connects all residents to local destinations and regional trails.
- Identify facilities and amenities that enhance the environment in pedestrian priority areas and complete gaps in the sidewalk network.

**C. Pedestrian Infrastructure Improvements** – Develop a comprehensive list of pedestrian, bicycle and public transit infrastructure improvements necessary to create a complete active transportation network and encourage active living for all residents.

- Develop a complete context-specific list of recommended improvements to pedestrian facilities.
- Develop a list of strategies for intersection improvements that facilitate active forms of travel.
- Develop graphic illustrations of reconditions.
- Identify areas of concern for development such as easement restrictions.

**D. Policies & Programming** – Create a list of health-focused policies and programs to be implemented that facilitate and support the use of active transportation.

- Recommend policies that support the design and development of roadways that encourage the use of active transportation
- Recommend zoning ordinance provisions that support bicycle and pedestrian-friendly development patterns that are less auto-dependent.
- Recommend programs that educate all users of the road of their rights and responsibilities.

**E. Implementation Strategies** – Construct a framework for implementing the plan that addresses project cost, complexity, partners, and phasing.

- Implement network, policy, and program recommendations.
- Coordinate with agencies affected by the implementation of this plan.
- Develop a series of metrics to measure the progress of the plan.
- Recommend potential funding resources for the implementation of projects identified in the plan.

**F. Public Participation** – The public involvement process will include, at a minimum:

- A series of public meetings designed to solicit public input in creative ways and to build consensus. Submitted proposal should specifically note how many public meetings are proposed and would be considered appropriate for the project.
- Interviews with Lower Saucon Township partners, which shall include representatives from the education sector (both school district and college); civic and non-profit organizations; political representatives (elected and appointed officials) and residents.
- Monthly meetings with the project steering committee and an additional meeting with specific designees of assignments.

All committee and public meeting agendas will be set and distributed in coordination with Lower Saucon Township staff. Consultant will be responsible for recording all public outreach and design any outreach documents.

**G. Graphics Illustrations, Charts, Etc.** – The Active Transportation Plan requires the use of maps, charts, and other illustrations to graphically depict the major elements of the plan. Specifically, the selected consultant shall develop charts and illustrations for handouts and prepare materials for public meetings, hearings, and presentations. The consultant shall also provide the same materials for published reports and other required published materials.

**H. Deliverables** – Deliverables for the various stages of the plan will be as follows:

- Each version of the plan shall include an executive summary with maps, charts, and other supporting documentation.
- Digital copies of all working drafts of the plan shall be made available to Lower Saucon Township staff and all project steering committee members for review.

- Once the plan is through the committee, digital copies of the final draft shall be provided to Lower Saucon Township staff and the Lower Saucon Township Council for review.
- Once the plan is ready for advertisement, a sufficient number of bound copies of the plan shall be provided along with a PDF version. Document shall include notation of the funding source.
- Once the plan has been adopted, a sufficient number of bound copies shall be provided.

#### IV. RESOURCES

**A. Background Information** – Lower Saucon Township staff will provide background resources as requested and as available at the time of the study. Such background resources include:

- Copies of regional comprehensive plans, transportation plans, open space, and recreation plans.
- GIS data and shapefiles.
- Other pertinent background data.

Background information will also be available through steering committee meetings and interviews. Staff will be made available to the consultant for informational purposes; however, at no time will the selected consultant be permitted to substitute staff to perform any responsibilities assigned under the contract.

**B. Professional Mapping Services** – Lower Saucon staff will work with the project consultant to produce all base mapping required during project planning and a series of draft and final maps to be included in the final plan. The following professional mapping services will be provided to support the project:

**C. Existing data compilation and base mapping** – Lower Saucon staff will provide, when possible, base mapping to represent existing conditions. Base mapping will include, at a minimum:

- Environmental Data: Streams, water bodies, wetlands, and steep slopes.
- E911 and PennDOT Data: Roads, intersections, signals, bridges, bus stops, bus routes, and rail lines.
- Pedestrian Data: Bike routes, bike lanes, trails, sidewalks, crosswalks, signals, signage, and amenities.
- Destinations/Points of Interest: Civic Buildings, municipal buildings, county buildings, schools, and parks.

**D. Field verification and data collection** – Lower Saucon staff will work with project consultation to identify gaps in existing data sets. Lower Saucon staff will schedule and conduct site visits to inventory the study area for missing data. The data to be collected may include, but is not limited to, the following:

- Pedestrian Data: Bike routes, bike lanes, trails, sidewalks, crosswalks, signals, signage, and amenities.
- Destinations/Points of Interest: Social services, grocery stores, retail food, retail sales/services, entertainment venues, healthcare facilities, building footprints,

park-n-rides, religious facilities, museums, historic districts, and historic structures.

- E. Study Maps** – Lower Saucon staff or steering committee will work with the project consultant to provide mapping to be included in the final plan. Mapping may include, but is not limited to, representation of the following recommendations;
- A Network of Pedestrian Infrastructure.
  - Pedestrian Infrastructure Improvements.
  - Policies & Programming.
  - Implementation Strategies.
- F. Printing** – Lower Saucon staff will print all draft and meeting materials needed for coordination with the project steering committee and/or project partners. The project consultant will be responsible for providing staff with any meeting content, in digital format, within a reasonable timeframe for printing. Staff will not be responsible for printing materials needed by the project consultant to perform the tasks outlined in the project scope of work.
- G. Public Participation** – Lower Saucon staff will coordinate all outreach and scheduling of project steering committee and public meetings. The project consultant will be responsible for setting meeting agendas and recording all public outreach. Additionally, the project consultant will be responsible for outreach and scheduling for key person interviews, contact information for partners will be provided by staff and project steering committee.

## **V. COMPLETION SCHEDULE**

It is Lower Saucon Township's desire to move forward in an efficient way that still allows for a thorough public input process. The Active Transportation Plan will be completed no later than September 30, 2021.

## **VI. PROPOSAL CONTENT**

At a minimum the proposal shall respond to the following:

- A. Cover Letter** – A brief cover letter shall be provided that summarizes the following key points of the applicant's proposal.
- Confirms an understanding of the scope of work described above and agrees with the general requirements of this RFP described in Section 8 below. The letter shall include the applicant's full name, mailing address, phone number, primary contact person and e-mail address.
- B. Project Personnel and Qualifications** – A narrative shall be provided by the applicant and by each prospective subcontractor the applicant proposes to use for the proposed project, including types of services for which the applicant and prospective subcontractor are qualified. The narrative shall describe the services for which the applicant and/or subcontractor are qualified to perform. A curriculum vitae for each person to be employed in the project shall be attached to the narrative.

- C. **Project List/References/Samples** – Provide at least three (3) similar completed projects on which the applicant was responsible for tasks similar to those required by this project. Include name, address, phone number and e-mail address of individuals that can be contacted for references. A portfolio of samples of work product shall be included.
- D. **Project Approach and Work Program** – The proposal shall include a work program of techniques and methodologies to accomplish the scope of work. The applicant shall demonstrate a capacity for professional creativity, innovation, and contemporary planning approaches and shall carefully describe how their techniques will be utilized to implement the scope of work.
- E. **Project Schedule** – Include a timeline for the performance of the work program, including the completion of all tasks and the delivery of all materials, which includes milestones for the completion of the project within an eight (8) month timeframe. Preference will be given to applicants who demonstrate the ability to complete the project earlier than 8 months.
- F. **Disclosure of Interests** – Include a disclosure of any known competing interests or potential conflicts of interest for the consultant and any subcontractor(s), including the consultant’s work for persons who own land or have development interests in the area.
- G. **Cost Proposal** – In a sealed envelope clearly marked “Lower Saucon Township Active Transpiration Plan Cost Proposal” insert the cost proposal. The envelope shall also contain the name of the applicant and the contact person for the applicant. The cost proposal must be on a “not to exceed” basis and shall contain the following:
- Labor hours and billing labor rates for each key staff person and labor category for other staff.
  - Labor overhead.
  - A detailed breakdown of expenses including reproduction, travel, printing, mailing, conference calls, other telecommunications, and other direct project expenses.
  - Total proposed price detailed by task for the completed project. The number of hours and individuals assigned to the task shall be included.
- H. **Funding Assistance** – The applicant should be aware and acknowledge that the project is being funding by the PA WalkWorks program and that any and all requirements of that grant funding are requirements under this agreement.

## VII. SELECTION CRITERIA

- A. Once RFP’s have been provided and the timeframe for further submissions is closed, Lower Saucon Township will review submissions of prospective consultants.
- B. The consultant selected for this project must provide work samples that highlight an ability to assess the political/relational aspects of a municipality, draw strong inferences from their observations and effectively communicate recommendations that can be implemented within the bounds of fiscal and human resources capabilities. Work samples should demonstrate:
- Efficient use of words and minimal use of technical jargon.
  - Use of accepted publication layout principles.

- Ideas illustrated by drawings, photos, and simulations.
  - Findings related to real issues, with detailed recommendations.
  - Inclusion of ready-to-use samples of tools and practices.
- C. A prospective consultant will be evaluated on their ability to meet the expected project completion schedule and detailed budget requirements.
- D. A prospective consultant will be evaluated on their ability to solve problems, meet needs and assist Lower Saucon Township in pursuing opportunities to achieve a unique plan.
- E. A prospective consultant will be evaluated on their ability to focus both on the planning process and the results, to include consideration of the following characteristics of a good plan:
- Vision and assessment of issues.
  - Goals that reflect public values and vision.
  - Fact-based planning.
  - Policies that are sufficiently specific to be tied to definite actions.
  - Commitment to action with timelines, responsible parties and financing sources.
  - Monitoring and evaluation.
  - Internal consistency.
  - Organization and presentation that is understandable for a wide range of readers.
  - Integration with other public and private plans.
  - Compliance with legislation.

## VIII. GENERAL REQUIREMENTS

- A. **Right to Modify, Rescind or Revoke RFP** – Lower Saucon Township reserves the right to modify, rescind or revoke this RFP, in whole or part, at any time prior to the date on which the authorized representative of Lower Saucon Township executes a contract with the selected consultant.
- B. **Right to Reject** – This RFP does not commit Lower Saucon Township to select a consultant or to award a contract to any consultant.
- C. **Schedule of Events** – Lower Saucon Township will make a good faith effort to follow the timeline set forth on the first page hereof for evaluating, negotiating and issuing an award to a consultant within the timeframes designated.
- D. **Risk of Loss, Damage and/or Delay** – Lower Saucon Township shall not be responsible for damages to an applicant for lost proposals, failure to award a proposal or changing the terms of the RFP.
- E. **Ownership of Property** – All proposals become the physical property of the Lower Saucon Township upon receipt. Work product samples submitted to the selection committee may be retained by Lower Saucon Township but shall not become the property of Lower Saucon Township. All proposals, correspondence and documentation submitted by an applicant is



subject to the Pennsylvania Right-To-Know Law. If an applicant is required to provide documentation pursuant to a Right-To-Know Law request, applicant shall timely provide the same at no cost to the Township.

- F. Cost of Participation** – The Township is not responsible for any and all costs, expenses, or claims relating to or arising out of the consultant’s participation in this RFP process.
- G. Compliance with Applicable Laws, Regulations and Ordinances** – By submitting a proposal, the consultant agrees to and shall comply with all applicable local, county, state and federal laws, regulations and ordinances.
- H. Insurance** – The selected consultant shall, for itself and each subcontractor or material man to be used in the project shall, before work commences, procure and maintain at its own expense during the duration of the performance of this project, the following types of insurance with insurance companies authorized to operate in the Commonwealth of Pennsylvania and acceptable to Lower Saucon Township:
  - i. Worker’s Compensation and Employer’s Liability:**
    - a. Worker’s Compensation – Statutory
    - b. Employer’s Liability – in an amount not less than \$500,000 per each occurrence
    - c. Provide Worker’s Compensation Addendum WC 00 0313
  - ii. Commercial and General Liability – in an amount not less than:**
    - a. \$500,000 General Aggregate
    - b. \$500,000 Personal Injury
    - c. \$500,000 Each Occurrence
  - iii. Business Automobile Liability with a combined single limit not less than:** \$500,000 per each accident
  - iv. Professional Liability in an amount not less than:** \$500,000 Minimum Limit
  - v. Valuable papers** – Coverage in an amount sufficient to assure restoration of any plans, drawings, field notes, records or other similar data relating to work produced in this project in the event of their loss or destruction.
  - vi.** Each insurance policy shall be endorsed as primary non-contributory and shall contain waivers of subrogation against the Lower Saucon Township. Lower Saucon Township shall be listed on each insurance policy as an additional insured. The policy may not be canceled or material term changed without twenty (20) days prior written notice to the Lower Saucon Township, which written notice requirement shall be made by endorsement to the policy.
- I. Proposal Effective Date** – All proposals must remain in effect and shall not be withdrawn for a minimum of ninety (90) days from the deadline that the proposals are due at the Lower Saucon Township office. Proposals may be withdrawn in writing prior to the deadline that proposals are due at the Lower Saucon Township office.

- J. Lower Saucon Township's Right to Select** – Lower Saucon Township reserves the right to select the proposal which it judges to be in the best interest of the project and is not obligated to select the lowest priced proposal. Should only one proposal be received, Lower Saucon Township reserves the right to initiate negotiations with the proposer or to reject the proposal at any time during the said ninety (90) day period that proposals remain effective and initiate a new proposal process.

**IX. CONTRACTUAL REQUIREMENTS**

Once a consultant is chosen, a written contract will be prepared for services between Lower Saucon Township Council and the consultant. The contract will require that payment will be made on a reimbursement basis for services actually performed. The acceptance of this RFP does not obligate to any financial responsibility to the consultant without an acceptance by both parties of a signed contract.

**END DOF RFP**