



**REQUEST FOR PROPOSALS**  
**TO PROVIDE**  
**PLANNING CONSULTANT SERVICES**  
**FOR**  
**PEDESTRIAN AND BICYCLE IMPROVEMENTS PLAN**

**Issued: January 13, 2015**

Contact Person:

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**BOROUGH OF CHAMBERSBURG, PA  
100 South Second Street, Chambersburg, PA 17201**

**REQUEST FOR PROPOSALS TO PROVIDE  
PLANNING CONSULTANT SERVICES FOR  
PEDESTRIAN AND BICYCLE IMPROVEMENTS PLAN**

**SCHEDULE**

- Request for Proposals issued January 13, 2015
- Deadline for submitting questions March 6, 2015 at 5:00 p.m. (ET)
- Deadline for “Receipt of Confirmation” form March 6, 2015 at 5:00 p.m. (ET)
- Proposals due March 13, 2015 at 5:00 p.m. (ET)

**BACKGROUND**

The Borough of Chambersburg, Franklin County, PA, (the “Borough”) is soliciting proposals for consultant services to prepare a Pedestrian and Bicycle Improvements Plan as described in the Scope of Work section of this Request for Proposals. The plan will include a prioritized list of new sidewalk installations, pedestrian street-crossing safety enhancements, development of a network of bicycle routes to include extension of the existing Rail Trail and connections between the network and existing public areas such as parks, downtown, community centers, government facilities and streams, and creation of a public education campaign designed to encourage walking and bicycling as alternative modes of transit and, at the same time, making those activities safer.

The Borough of Chambersburg, situated as the County Seat of Franklin County, has a population of 20,360. The Borough encompasses 6.8 square miles of land with a variety of residential, commercial and manufacturing uses, including a vibrant downtown. An existing sidewalk network in mature neighborhoods – along with all new development constructed since 2004 – provides pedestrian access through most of the town. Walking trails are maintained in larger public parks while walking and bicycle enthusiasts alike enjoy the 1.1 mile Rail Trail that follows the Conococheague Creek near the downtown. Experienced and daring cyclists hone their skills on the Chambersburg Bike Park that is maintained by dedicated volunteers and supported by the Borough Recreation Department.

Transportation, land use and recreation planning are important components of the Borough's mission. Bicycle and pedestrian facilities and accessibility are part of goals and objectives outlined in the Comprehensive Plan and Comprehensive Parks, Recreation and Open Space Plan. In August 2014 the Borough adopted its first Official Map depicting future street network improvements that could accommodate bicycle and pedestrian enhancements. Also, since 2004 the Borough has aggressively enforced a sidewalk installation policy for all new development as well as in neighborhoods where sidewalks were never installed or where there are gaps in the existing sidewalk network. Planning and sidewalk initiatives are conducted under the leadership of Town Council through recommendations from the Planning and Zoning Commission, Recreation Advisory Committee and Curb and Sidewalk Compliance Committee.

Summit Health – Franklin County's largest health care provider and the largest employer in the Borough – has a keen interest in pedestrian and bicycle accessibility in the Borough. According to the 2012 Community Health Needs Assessment, Summit Health's goal is to continue their collaboration with others in the community to improve the health and health care needs of our neighbors. Realizing the health benefits of bicycling and walking, Summit Health approached the Borough with the idea of forming a partnership to improve bicycle and

pedestrian access in the Borough by improving connectivity with existing trail and sidewalk networks and by incorporating Healthy Community Design and Complete Streets Concepts to public policies, programming and physical improvements associated with bicycle and pedestrian accessibility.

In January 2015 a stakeholders group comprised of bicycle enthusiasts and representatives from the Borough, Summit Health and Downtown Chambersburg, Inc. secured approval from Town Council to seek a consultant to prepare a Pedestrian and Bicycle Improvements Plan for the Borough and to conduct a fundraising campaign to pay for the consultant services.

## **SCOPE OF WORK**

### **Task 1: Policy and Program Review and Recommendations**

1. The consultant will review Borough codes, policies and programming related to pedestrian and bicycle accessibility and safety and recommend changes and improvements, including, but not limited to the Bicycles and Skateboards Code, Streets and Sidewalks Code, Subdivision and Land Development Code, Zoning Code, Curb and Sidewalk Policy and Recreation Department programming. The consultant will also review the Franklin County Comprehensive Plan and Franklin County Greenway and Open Space Plan components related to pedestrian and bicycle accessibility and safety.
2. The consultant will recommend changes and improvements that are consistent with the Municipalities Planning Code to incorporate Pennsylvania Department of Transportation (PennDOT) and/or Federal Highway Administration (FHA) initiatives that identify and remove barriers for walking and biking to create local policies that will improve conditions for pedestrians and bicyclists, such as Complete Streets Concepts as well as any other applicable initiatives such as Healthy Community Design.

### **Task 2: Development of Pedestrian and Bicycle Route Networks**

1. The consultant will develop a network of pedestrian and bicycle routes in the Borough.
  - a. Identify destinations that are accessed on a day-to-day basis by pedestrians and/or bicyclists for non-recreation purposes such as houses of worship, public or private schools or institutions for higher education, healthcare facilities, the downtown area, retail areas along Lincoln Way, Norland Avenue and Wayne Avenue and manufacturing areas such as Chambers 5 Business Park.
  - b. Identify destinations that are accessed regularly by pedestrians and/or bicyclists for recreation purposes such downtown retail, restaurant and historic attractions, the Conococheague Creek and Falling Spring Creek, the Rail Trail, Chambersburg Bike Park, Memorial Park, Mill Creek Acres Park, Mike Waters Memorial Park, Nicholson Square Park and other Borough recreational facilities.
  - c. Ensure that the network provides appropriate routes to access the destinations identified in 1a and 1b.
  - d. Identify areas in the Borough that have greater likelihood or concentrations of pedestrian and/or bicyclist origins, including but not limited to areas with concentrations of low-income residents, children and elderly populations.
  - e. The consultant will propose new future connections to the network in the Borough as well as connections to pedestrian and/or bicycle routes in adjacent municipalities.

- i. Ensure that any proposed new trail connections can be designed and constructed according to PennDOT and/or FHA bicycle and pedestrian design standards.
  - ii. Evaluate any proposed new trail connections for consistency with the Official Map and recommend any necessary amendments to the Official Map to accommodate any proposed new trail connections.
  - iii. Provide cost estimates for each proposed new trail connection, including but not limited to acquisition, construction, and life-cycle maintenance costs.
  - iv. Provide potential funding sources for any proposed new trail connections.
- f. The consultant will produce a Pedestrian and Bicycle Route Network Map in a format reproducible in print and electronic media (Borough website, Summit Health website, etc.) as well as in an ArcView format compatible with Borough GIS.
  - g. The consultant will produce a map of all new future connections to the network in a format reproducible in print and electronic media (Borough website, Summit Health website, etc.) as well as in an ArcView format compatible with Borough GIS.
  - h. The consultant will provide recommendations for publicizing the Pedestrian and Bicycle Route Network Map, including roadway markings and signs.

### Task 3: Development of a Public Education Campaign

- 1. The consultant will develop a campaign to encourage walking and bicycling in the Borough that can be implemented in a low cost and administratively efficient manner by the Borough, Summit Health and/or other community organizations. Possible elements might include, but not be limited to:
  - a. Bicycling programs that can be administered and hosted by the Borough Recreation Department at facilities such as the Rail Trail or Chambersburg Bike Park.
  - b. Events that can be held in conjunction with community events such as Old Market Day and Applefest.
  - c. Creation of a “Walking School Bus” program to be coordinated with the Chambersburg Area School District.
  - d. The consultant will develop materials to promote the campaign that can be reproduced in paper and electronic formats.
  - e. Bicycling as a form of transportation.
  - f. Opportunities for marketing in non-English languages, such as Spanish and Haitian.

### **PLANNING PROCESS AND PUBLIC PARTICIPATION**

The consultant will provide a planning process that includes:

- 1. Formation of an Advisory Committee that will work with the consultant throughout the planning process. The advisory committee should include representatives from the Borough, Summit Health and Downtown

Chambersburg, Inc.; however, the consultant must identify a rationale and criteria for the number of committee members and how members should be selected.

2. A strategy for public and stakeholder input to include, but not be limited to, meetings, charrettes, key person interviews and interactive/social media. A creative strategy incorporating non-traditional public input methods is preferred. Stakeholders might include:
  - Borough of Chambersburg to include the Mayor, Town Council members, staff and boards/commissions already noted.
  - Chambersburg Police Department
  - Summit Health
  - Downtown Chambersburg, Inc.
  - Downtown Business Council
  - Greene Township, Guilford Township and Hamilton Township
  - Franklin County Metropolitan Planning Organization
  - PennDOT
  - Chambersburg Area School District
  - Chambersburg Memorial YMCA
  - Franklin County Cyclists
  - Wilson College
  - Healthy Communities Partnership
  - Chambers 5 Business Park (Ventura Foods, Nursery Supplies, etc.)
  - Pet Ritz and Snackworks near Henninger Field
  - Cumberland Valley Business Park (formerly part of Letterkenny Army Depot)
  - Franklin County Area Development Corporation
  - Keystone Health
  - Chambersburg Area Development Corporation
  - Franklin County Redevelopment Authority
  - Franklin County Tourism Bureau
  - Cumberland Valley Lead Foot Club
  - South Mountain Partnership
  - Chambersburg Senior Activity Center
  - Chambersburg Hispanic American Center
  - Local Fitness Centers
3. A schedule – to complete the project in 12 months or less – indicating the number of Advisory Committee meetings, stakeholder sessions and other public participation methods necessary to complete the project.

## **PROPOSAL SUBMISSION**

The Proposer must prepare a proposal that will include the tasks and products defined in the RFP. Proposals should be thorough enough to give the project evaluation committee the opportunity to know that the Proposer fully understands the scope of the work.

Proposers are encouraged to review established planning documents and local code regulations when preparing a proposal.

The planning documents below can be obtained from the Borough website at [www.chambersburgpa.gov](http://www.chambersburgpa.gov); click on the Documents link on the front page and then scroll down to the “Planning Documents” section.

- 2012 Summit Health Community Health Needs Assessment
- Borough Comprehensive Plan
- Borough Comprehensive Parks, Recreation and Open Space Plan
- Borough Official Map
- Borough Curb and Sidewalk Policy
- Franklin County Comprehensive Plan
- Franklin County Greenway and Open Space Plan
- Greene Township Conococheague Trailway
- Wilson College Campus Enhancement Plan

The local code regulations below can be obtained from the Borough website at [www.chambersburgpa.gov](http://www.chambersburgpa.gov); click on the Online eCode 360 Library link on the front page and then select:

- Chapter 104: Bicycles and Skateboards
- Chapter 254: Streets and Sidewalks
- Chapter 258: Subdivision and Land Development
- Chapter 300: Zoning

## **PROPOSAL SUBMISSION INFORMATION**

A complete proposal shall include the following information:

1. Transmittal letter that includes:

- Proposer’s name and mailing address
- Federal Tax ID number
- Contact person’s name, title, phone number(s), email address
- Signature of authorized officer of the proposer

2. Qualifications of the Firm

Proposers shall provide a brief description of the Proposer’s firm, size, organizational structure, number of full-time and part-time employees, area of expertise, and number of years the firm has been in the business of conducting the services described in this RFP.

Proposers shall include a list of similar plans completed by the firm – preferably in Pennsylvania completed according to PennDOT and/or FHA bicycle and pedestrian design standards – over the last five (5) years and demonstrate the firm’s experience relating to public processes of pedestrian and bicycle planning of similar projects. The list of similar plans should include agency name, contact person, and phone number of contact person along with details of deliverables and final plan.

Proposers shall demonstrate an understanding of the project scope and demonstrate that they can work with many community and municipal organizations. Public meetings, Advisory Committee meetings, and communications with Borough staff and other public agencies are important components of the proposer’s

work. Additionally, proposers should demonstrate that they can incorporate regional planning initiatives. The selected consultant will be required to follow all applicable Federal, State, and local regulations.

In addition, proposers shall include any current project commitments and of the availability of the proposed key personnel.

### 3. Key Personnel

This section shall include a list of the key personnel in the firm and describe their experience as related to transportation analysis and transportation planning. Also include a statement regarding the firm's intention to subcontract any portion of the work to any other firm, a description of that work, and experience of the subcontracted personnel. Proposers should include any registrations, certifications, professional licenses or other similar qualifications maintained by the proposer and/or other individuals that are part of the project team.

### 4. Proposed Schedule

Proposers shall submit a proposed schedule of services and deliverables, and the ability of the firm to meet the scope of work as outlined. Include projected work load and availability of key personnel to complete the work within the proposed schedule.

### 5. Cost

The Proposer shall provide a "not-to-exceed" lump sum fee for services required to complete the project. The proposer shall provide a detailed budget breakdown of the lump sum cost. The detailed budget breakdown shall include an hourly rate schedule and anticipated number of hours for each of the project personnel assigned to each task; a cost allocation between the prime proposer and any subcontractor(s); costs for each documentation component; and a summary of non-labor costs and reimbursable expenses.

### 6. Financial Information

The proposer shall include the following financial information with their proposal:

- a. The proposer shall list any litigation or arbitration, whether it be past, present or pending, involving the proposer or any member of the proposer's firm relating to any projects that the proposer or any member of the proposer's firm has been involved in during the last five (5) years shall be identified.
- b. Has the proposer failed to complete any contract or has any contract been terminated due to alleged poor performance or default, or has the proposer been found in violation of any provision of federal, state or local regulations? If so, please provide an explanation.
- c. Has the proposer been convicted of any criminal conduct or been found in violation of any federal, state or local statute concerning antitrust, public contracting, employment discrimination, or prevailing wages? If so, please provide the circumstances.
- d. Has the proposer ever filed for bankruptcy? If so, when, and describe the impact it would have on the ability to honor contractual commitments.

- e. Please note that audited financial reports for the last three (3) years are not required to be included with the proposal, however, the Borough reserves the right to request this financial information prior to the award of a contract.

## 7. Additional Information

Any additional information that is relevant for the Borough to consider in reviewing and comparing the firm's proposal. Proposers may propose alternative tasks that will meet the plan objectives identified in this RFP.

## **PROPOSAL SUBMISSION REQUIREMENTS**

One original and two (2) copies of the proposal plus any supporting documentation must be submitted in a sealed envelope marked "Proposal to Provide Planning Consultant Services for Pedestrian and Bicycle Improvements Plan" no later than March 13, 2015 at 5:00 p.m. (ET) to:

Phil Wolgemuth  
Assistant to the Borough Manager  
Borough of Chambersburg  
100 South Second Street  
Chambersburg, PA 17201

Proposers may choose to provide additional copies if and when invited to do so for presentation purposes. Submissions will not be returned.

Proposals must have information submitted in the same order of the criteria as listed in this RFP to be deemed complete and responsive. The information requested through this RFP is necessary for the Borough to responsibly evaluate all proposals. Failure to supply the requested information may result in rejection of a proposal. Proposals deemed incomplete and/or non-responsive may not be considered. The Borough is not responsible for the costs incurred by proposers in connection with this RFP process.

Proposal pages shall be numbered. Proposals must have a Table of Contents listing the page numbers and providing documentation that demonstrates they have met each of the criteria listed.

Neither faxed nor emailed proposals will be accepted.

Proposals may include any materials and information that the proposer feels is necessary to satisfy as many of the recommended features of the requested services described as is practicable.

All proposals shall remain firm for one-hundred and twenty (120) calendar days after the proposal opening, which may be extended in writing by both the Borough and the preferred proposer.

## **QUESTIONS AND ADDENDA**

Proposers are encouraged to contact the Borough with any and all proposal questions. Inquiries involving procedural or technical matters shall be in writing, e-mail is acceptable, to the following contact no later than March 6, 2015 at 5:00 p.m. (ET):



Phil Wolgemuth  
Assistant to the Borough Manager  
Borough of Chambersburg  
100 South Second Street  
Chambersburg, PA 17201  
Phone: 717-261-3232  
pwolgemuth@chambersburgpa.gov

Questions received after the date and time above may not be answered. Inquiries about this RFP shall be directed in writing to Phil Wolgemuth at the address above or e-mailed to pwolgemuth@chambersburgpa.gov. All questions and responses will be posted on the Borough website at [www.chambersburgpa.gov](http://www.chambersburgpa.gov); click on the Documents link on the front page and then scroll down to the “Sealed Bids & Proposals” section.

The Borough reserves the right to issue an addendum from time to time prior to the submission deadline. Only questions answered by Addenda will be binding. Oral statements, interpretations or clarifications will not be binding or legally effective. All Proposers are encouraged to periodically check the Borough website for new information on this RFP.

All prospective proposers who obtained the RFP electronically must fax or email a “Receipt of Confirmation” form, which is included in this RFP, no later than March 6, 2015 at 5:00 p.m. to Phil Wolgemuth at 717-264-0224 or pwolgemuth@chambersburgpa.gov.

A formal pre-proposal conference to discuss this RFP and tour the Borough is not scheduled at this time. Proposers are encouraged to contact Phil Wolgemuth at the address above or e-mail at pwolgemuth@chambersburgpa.gov to schedule a meeting if they so choose.

## **PROJECT EVALUATION**

An evaluation committee comprised of bicycle enthusiasts and representatives from the Borough, Summit Health and Downtown Chambersburg, Inc. will review and rank the proposals using the factors listed below to select the preferred proposer.

The evaluation factors are:

1. Project Team (35% of score)

Experience of the proposed key personnel and staff with all aspects of the project scope.

2. Proposal (50% of score)

Quality and appropriateness of the proposal to the project scope. The proposal will be reviewed on a basis of knowledge, creativity, experience and understanding of the project.

3. Firm (15% of score)

Experience of the firm and key personnel with similar projects and prior performance as a principal consultant on similar projects.

The Borough reserves the right to interview any of the proposal candidates or none of the candidates following the submission of proposals. Date and times of the interviews, if necessary, shall be determined by the Borough. The Borough reserves the right to modify and/or waive any of the RFP Schedule as set forth herein as deemed to be in its best interests.

The evaluation team will recommend the selected proposer to Town Council, who will make the final selection.

All proposals shall remain effective for a period of 90 days from the date the proposals are submitted.

The Borough reserves the right to reject any or all proposals, in whole or in part. The Borough shall not be obligated to provide reasons for the rejection of any proposal. All proposals will be evaluated based on the technical and professional expertise and the experience of the firm. Although cost clearly will be an important factor, the selection will not be based on cost alone, and prior experience with similar projects will likely be an important factor in selection of the consultant.

## **PROJECT SCHEDULE**

Notification to the selected firm is expected in June 2015. The target completion date for the project is July 31, 2016.

## **PROJECT FUNDING**

The project will be financed by donations and local, state and federal government grants. There is currently no funding allocated to the project; however, a fundraising campaign to pay for consultant services will commence when the RFP is released. Proposers are encouraged to provide as part of their proposal any experience securing financing on behalf of a local government or other organization for projects of this nature.

## **AWARD OF CONTRACT**

The selection of the consultant will be made solely on the basis of the Borough's determination of which proposer will best fulfill the best interests of the Borough, and is not necessarily dependent upon and/or solely determined by cost. The evaluation committee will make a final recommendation of the preferred proposer to the Town Council. The preferred proposer shall then enter into a professional services agreement with the Borough for the work contemplated in this RFP.

This RFP does not commit the Borough to award a contract for the scope of work described herein. All information submitted in response to this RFP shall become the property of the Borough, and as such, may be used by the Borough in any manner.

The Borough has the sole discretion and reserves the right to cancel this RFP at any time prior to entering into a formal agreement. The Borough reserves the right to reasonably request additional information or clarification of information provided in proposals without changing the terms of this RFP. The Borough reserves the right to waive any technicalities or irregularities in any proposal.

Neither the Borough nor any of its officers, agents, consultants or employees shall be responsible for the accuracy of any information provided as part of this RFP.

The relationship between the Borough and the consultant is that of an independent contractor and a contracting entity. Nothing herein shall be construed to give the consultant any interest as an employee, joint venture or

partner of or with the Borough. Furthermore, as an independent contractor and not as an employee of the Borough, the Consultant hereby waives any and all claims from the Borough to any form of workers' compensation insurance coverage or compensation provided through federal, state or local laws, regulations or ordinances which affect employees and employers. The consultant hereby agrees to carry and provide his own insurance for injury, occupational disease, sickness and/or retirement.

No conflicts of interest shall be permitted in services rendered to the Borough. Any potential conflict of interest that may exist or has the appearance of conflicting, in any manner with the performance of services for the Borough, must be disclosed and addressed.

The successful consultant is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title, or interest therein, or its power to execute such agreement to any other person, company, or corporation without the previous consent and approval in writing by the Borough.

Ownership of all data, materials and documentation originated and prepared for the Borough pursuant to this RFP shall belong exclusively to the Borough and may be subject to public inspection under the Pennsylvania Right to Know Law, 65 P.S. § 67.101 *et seq.*

Proposers, by submitting a proposal to the Borough, agrees to expressly release the Borough, its agents, attorneys, representatives, heirs and assigns from any and all rights, losses, damages, claims, actions or causes of action, whether in contract or tort, law or equity, whether known or unknown, suspected or unsuspected, which proposer ever had, now has or ever will have against the Borough, former clients and/or references related to the discussion in any manner of any member of the proposer's performance and/or qualifications.

**Receipt of Confirmation of  
Documents for**

**REQUEST FOR PROPOSALS TO PROVIDE  
PLANNING CONSULTANT SERVICES FOR  
PEDESTRIAN AND BICYCLE IMPROVEMENTS PLAN**

All prospective proposers who obtained the Request for Proposals (“RFP”) documents electronically must fax or email this "Receipt of Confirmation" form no later than March 6 at 5:00 p.m. (ET) to:

Phil Wolgemuth at 717-264-0224 or pwolgemuth@chambersburgpa.gov.

The undersigned confirms receipt of all 10 pages of the RFP documents dated January 13, 2015 for the project referenced above as posted electronically at [www.chambersburgpa.gov](http://www.chambersburgpa.gov).

**Name of Proposer:** \_\_\_\_\_

**Name of Recipient:** \_\_\_\_\_

**Signature of Recipient** \_\_\_\_\_

**Title of Recipient** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Fax No:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Date:** \_\_\_\_\_