

**EASTERN CUMBERLAND COUNTY REGIONAL TRAILS GROUP
REQUEST FOR PROPOSALS**

PROFESSIONAL DESIGN SERVICES

EASTERN CUMBERLAND COUNTY

REGIONAL TRAILS MASTER PLAN

**NOVEMBER 11, 2011
Revised November 14, 2011**

PROPOSAL DUE DATE: DECEMBER 2, 2011

**SUBMIT PROPOSALS TO: LOWER ALLEN TOWNSHIP
ATTN: ECC REGIONAL TRAILS GROUP
2233 GETTYSBURG ROAD
CAMP HILL, PA. 17011**

**EASTERN CUMBERLAND COUNTY
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1. General Information

1. On behalf of the municipalities that are participating in the Eastern Cumberland County Regional Trails Group (hereinafter Municipalities), Lower Allen Township plans to engage the services of a Professional Design firm to perform services related to development of a Trails Master Plan for Eastern Cumberland County.
2. The Municipalities comprising the group are as follows:
 1. Camp Hill Borough
 2. East Pennsboro Township
 3. Hampden Township
 4. Lower Allen Township
 5. Mechanicsburg Borough
 6. Monroe Township
 7. Silver Spring Township
 8. Upper Allen Township
3. The total project budget is \$29,800.
4. This project is being funded in part by a Regional Connections Grant from the Tri-County Regional Planning Commission.
5. Scheduled completion date: 10-1-12

2. Consultant Selection Process

1. The consultant selection procedure will be as follows:
 1. Proposals will be received until 4:00 PM on Friday, December 2, 2011..
 2. The Municipalities Selection Committee (Committee) will review the Proposals.
 3. Firms may be invited to participate in an oral presentation/interview.
 4. Scope of work and contract terms will be negotiated with the preferred firm.
 5. If scope and contract terms are not agreed upon within a reasonable time, the Committee will conclude negotiations with the preferred firm and initiate negotiations with the next ranked firm.
 6. Upon successful negotiation of scope and contract terms, the recommendation will be made to the Lower Allen Township Board of Commissioners to enter into a contract with that firm, on behalf of the Municipalities.
2. Items to be considered in the selection process include, but will not be limited to:
 1. General information about the firm.
 2. Firm and key personnel experience with projects similar in size and scope.

3. Municipal contracts held by firm in PA within the past three years.
4. Name and relevant experience of key personnel to be assigned to the project.
5. Size and qualifications of staff at the location where the work will be performed.
6. Innovative approaches to successful completion of the project.
7. Demonstrated technical proficiency and capacity to produce deliverables on schedule and within the formats required.
8. Proposed schedule, with significant milestones, for completing the project.

3. Project Description

1. The project involves development of a Trails Master Plan for Eastern Cumberland County, said area being defined as the participating Municipalities.
2. For the purposes of this project, the term “trail” includes the following:
 1. Off-road routes, paved and unpaved, available for a variety of non-motorized uses.
 2. Routes that are part of or adjacent to paved streets, used by pedestrians and cyclists.
3. There are several sources of existing data regarding trails, including individual municipal maps, plans and reports. The purpose of this project is to compile that data into a single, consistent plan, and to coordinate plans for future facilities on a regional basis.

4. Scope of Services

1. Review and Compilation of Existing Data
 1. Obtain current GIS mapping database from Cumberland County, to be used as base mapping for the project.
 2. Compile data from existing municipal plans into a common data format.
 3. Existing plans will include but not be limited to: Comprehensive Plans; Park and Recreation Plans; Greenway and Open Space Plans (including the Cumberland County Plan); Official Maps.
 4. It is anticipated that the following maps will be available:
 1. Arcview mapping previously prepared for Eastern Cumberland County, including trail facilities for Camp Hill, Hampden, Lower Allen, Mechanicsburg and Upper Allen.
 2. Camp Hill maps in PDF and paper format.
 3. East Pennsboro maps in paper format.
 4. Lower Allen maps in Arcview format.
 5. Silver Spring maps in paper format
 6. Upper Allen maps in Arcview format.
2. Municipal Input and Coordination
 1. Solicit input from Municipalities, including but not limited to:
 1. Proposed or planned trails.
 2. Facilities that should be considered for connection within a trail network (i.e. parks, schools, transportation facilities, commerce centers).
 3. Adequacy of existing facilities to function as trail routes (i.e. roads with adequate shoulder width).
3. Public Input
 1. Conduct two workshops that provide the public with opportunity to have input to the plan, one each in the eastern and western areas of the study area.

2. Conduct one public meeting to present the Draft Plan to the public.

4. Plan Contents

1. The Plan should include but not be limited to:

1. Compilation in a single source the various inputs from Municipalities and the public, as noted above.
2. An overall plan for connecting individual routes and facilities, and for developing future trail routes and facilities. This should include not only facilities within the Municipalities' boundaries, but connections to nearby trail facilities (i.e. Capital Area Greenbelt; Carlisle area trail initiative)
3. A color-coded user map indicating the adequacy of use of existing routes by cyclists and pedestrians.
4. Following is a suggested Plan format, however modifications will be considered, and innovative concepts are encouraged:
 1. Introduction and purpose
 2. Goals and objectives
 3. Summary of public participation
 4. Map and summary of existing facilities
 5. Map and summary of proposed facilities
 6. Implementation Plan:
 1. Strategies/toolbox for trail development
 2. Priorities for trail development
 3. Budget estimates
 4. Management options for trails
 5. Common signage

5. Preparation of a Draft Plan

1. Prepare a Draft Plan, considering the existing data compiled, input from Municipalities, and input from the public.
2. Circulate the Draft Plan to Municipalities for review and comment.

6. Meetings and Project Management

1. Contact Municipal staff to solicit input and collect data, meeting with staff if needed. Attendance at meetings of governing bodies of the individual Municipalities is not anticipated.
2. Meet with the Municipalities Steering Committee to review the Draft Plan.
3. Prepare and make a presentation of the Final Plan to the Harrisburg Area Transportation Study (HATS) Technical Committee.
4. Provide internal management of project schedule and budget, and personnel working on the project.

7. Deliverables

1. Submit ten copies of the Draft Plan, which includes text, graphics and maps, for review and comment by Municipalities. Provide a copy in electronic format that can be posted on Municipal websites.
2. Submit ten printed copies of the Final Plan and Report, which includes text, graphics, maps and a compilation of the Plan development process..
3. Submit ten electronic copies on disk of the Final Plan documents, in the following formats:

1. Word (.doc)
2. PDF
3. ArcView (ESRI)

5. Proposal Submission

1. Submit 10 complete copies of the Proposal no later than 4:00 PM on Friday, December 2, 2011 to:

Lower Allen Township
Attention: ECC Regional Trails Group
2233 Gettysburg Road
Camp Hill, Pa. 17011

2. Proposals should include the following components:
 1. General information about the firm.
 2. Firm and key personnel experience with projects similar in size and scope.
 3. Municipal contracts held by firm in PA within the past three years.
 4. Name and relevant experience of key personnel to be assigned to the project.
 5. Size and qualifications of staff at the location where the work will be performed.
 6. Proposed schedule, with significant milestones, for completing the project.

Special emphasis will be placed on Items 7 and 8 in reviewing the proposals.

7. Innovative approaches to successful completion of the project.
8. Demonstrated technical proficiency and capacity to produce deliverables on schedule and within the formats required.

Any questions regarding this Request For Proposals should be submitted in writing, via e-mail, to:

Daniel J. Flint, P.E.
Township Engineer/Community Development Director
E-mail: daniel_flint@lower-allen.pa.us

6. Project Schedule

The anticipated project schedule is as follows:

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|------------------------------------|---------|
| 1. Notice to Proceed | 2-1-12 |
| 2. Draft Plan available for review | 8-1-12 |
| 3. Final Plan and Report complete | 10-1-12 |