

**Schuylkill Project/New Manayunk Corporation (Manayunk Development Corporation)**

# **ANNOUNCEMENT**

## **REQUEST FOR PROPOSALS (RFP)**

**Feasibility and Final Design Planning for Ivy Ridge Trail and Schuylkill (Manayunk) Bridge**

The New Manayunk Corporation/Schuylkill Project (NMC/SP), Philadelphia County, Pennsylvania, is accepting proposals for a one-time contract to perform certain professional services (consulting) work for the NMC/SP Board involving the development of **Final Design and working drawings for the Schuylkill Bridge and a Feasibility Plan for the Ivy Ridge Trail** in the Manayunk section of Philadelphia and across into Lower Merion Township. Information relating to submitting a proposal including specific requirements, the organization of the proposal, proposal evaluation criteria, and the proposed contractual agreement are available from the Project Director upon request to bona fide bidders at no cost or on-line at [www.destinationschuylkillriver.org](http://www.destinationschuylkillriver.org).

**All proposers shall be required to attend a pre-bid conference meeting on February 10, 2011, 1 PM prevailing time** at the Manayunk Development Corporation Offices, 4312 Main Street, Philadelphia, Pa. 19127. Any contact for additional information should be made to Kay Sykora, Director – the Schuylkill Project, at 267-270-3073.

In addition, an onsite meeting will be held for interested parties at Dupont and High Streets, Philadelphia, Pa. 19127 on February 21, 2011 at 11 am.

Sealed proposals (1) original and four (4) hard copies, must be received by the Project Director of the Schuylkill Project at the New Manayunk Corporation, 4312 Main Street, Philadelphia, PA 19127, no later than Friday, March 11, 2011 at 4:00 PM prevailing time.

NMC/SP requests an electronic version of the entire proposal in a PDF file format on CD and the financial information in Excel format on the same CD.

The proposal must provide the name, address, telephone and fax numbers, and e-mail address of an authorized representative of the Respondent who may be contacted during the period of proposal evaluation.

If you are interested in submitting a proposal for this work, you may obtain an RFP by contacting/or: Please make your submission as follows: The (1) original, four (4) copies, and (1) CD to:

Kay Sykora, Project Director  
Schuylkill Project/New Manayunk Corporation  
4312 Main Street  
Philadelphia, Pa. 19127  
267-270-3073  
[ksykora@manayunk.org](mailto:ksykora@manayunk.org)

**TABLE OF CONTENTS**

**RFP FOR Feasibility Planning for Ivy Ridge Trail and Final Design for the Schuylkill (Manayunk) Bridge  
Manayunk section of Philadelphia, Philadelphia County**

GENERAL INFORMATION

Section 1. BACKGROUND

Section 2. GENERAL TERMS

General Requirements

Work Requirements (Scope of Work)

Section 3. SCOPE OF WORK

Section 4. CONSULTANT QUALIFICATIONS

Section 5. REQUIRED SUBMITTALS

Section 6. EVALUATION CRITERIA

Section 7. CONTRACT FOR PROFESSIONAL SERVICES (form)

Appendices to Contract

- Appendix A: Nondiscrimination/Sexual Harassment Clause (required)
- Appendix B: General DCNR Consultant Qualification for all Project Types
- Appendix C: Non-collusion Affidavit of Bidder/Proposer
- PA DCNR Site Development Drawing(s) Checklist
- Map of Manayunk Bridge

NOTE: In this document the term "proposer" shall mean the person or firm making a proposal based on this RFP. The term "proposer" and the term "firm" is used interchangeably. Also, the term "you" or "your" shall refer to the proposer.

## SECTION 1. BACKGROUND

This project is partially funded by the Community Conservation Partnership Program administered by the Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation (Bureau). The Bureau has certain requirements and standards that must be met by New Manayunk Corporation/Schuylkill Project (NMC/SP) and its contracted consultant. Accordingly, this Request for Proposals (RFP) has been prepared to meet these requirements and standards. The Bureau will monitor the project. Certain documents and drafts of documents will be subject to review and approval by the Bureau.

The Bureau's grant contract number is BRC-TAG-16-79.

Refer to Section 3: Feasibility Planning for Ivy Ridge Trail and Final Design for Schuylkill (Manayunk) Bridge, Page 9: Background Information and Data, for specific information on the project.

## SECTION 2. GENERAL TERMS

No proposal may be withdrawn for a period ninety (90) days after the opening of the proposal.

SP/NMC reserves the right to cancel this RFP and/or reject any or all proposal, to waive informalities in any proposal, to award a contract based on any whole or part of a proposal, and to award a contract to the Respondent whose proposal is, at the sole discretion of SP/NMC, determined to be in the best interest of the project, the PA Department of Conservation and Natural Resources and the City of Philadelphia.

SP/NMC will accomplish project evaluation and award in accordance with this RFP and with guidance from a project steering committee consisting of representatives from the City of Philadelphia, SEPTA, Lower Merion Township, Montgomery County, DVRPC, the Bicycle Coalition and other local related non-profit organizations.

The contract is subject to the approval of the NMC/SP Board of Directors and is effective only upon their approval.

If SP/NMC awards a contract, it will post notification of such an award for public review on the SP/NMC DestinationSchuylkillRiver.org web site.

A copy of this RFP and answers to inquiries may be obtained during normal business hours from Kay Sykora, Director-Schuylkill Project at 215-267-3073 or email [ksykora@manayunk.org](mailto:ksykora@manayunk.org).

**If you download this RFP from the Destination Schuylkill River website and intend to submit a proposal, you must notify the Schuylkill Project/New Manayunk Corporation and request that they add you to the list of entities that have a copy of the RFP and want to receive any and all addenda issued. SP/NMC is not responsible for any RFP obtained from any source other than SP/NMC and SP/NMC might not accept proposal from those who download this RFP and fail to notify SP/NMC that**

**they intend to submit a proposal. Please notify: Kay Sykora at 215-267-270-3073 or [ksykora@manayunk.org](mailto:ksykora@manayunk.org).**

Please submit questions to SP/NMC at least **two weeks before the proposal deadline**.

Respondent shall have a minimum of five (5) years experience in successful greenway design and development. This experience shall include methodology for planning, designing, funding, and constructing bicycle/pedestrian trails on unused rail lines and rail bridges.

Respondent shall have experience in addressing all federal, state, and local regulations (USDOT, PennDOT, SEPTA regarding use of unused railways and bridges, and City of Philadelphia Streets Department regarding streets and roadway approvals: Philadelphia Water Department, City of Philadelphia Streets Department, Department of Licenses and Inspections, and other utilities regarding utility clearances and approvals; Army Corps of Engineers, PA Department of Environmental Protection, and other agencies regarding river and floodway development projects; etc.)

Respondent shall provide specific examples of projects that have been funded and constructed with an urban context or urban park system within the last five years.

All proposers are bound by the deadline and location requirements of this RFP as previously stated in the Announcement.

If only one proposal is received by NMC/SP, NMC/SP may initiate negotiations with the firm submitting the proposal or seek additional proposals on an informal or formal basis during the ninety (90) day period that proposals must remain effective.

The property owner for the bridge and the area for the proposed Ivy Ridge Trail is Southeastern Pennsylvania Transportation Authority (SEPTA). SEPTA will be involved in all aspects of the planning and must review all drawings, means and methods.

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. However, the scope of work proposed, at minimum, must accomplish the goals and work outlined below and the Scope of Work Checklist attached as Appendix B. The firm submitting a proposal must sign the Checklist as prepared and return it with the proposal.

- **All RFP Proposers must adhere to DCNR standards shown on Page 27**
- Refer to PA DCNR Scope of Work Checklist on Page 29

### SECTION 3. SCOPE OF WORK

**Definitions:** For the purposes of this study the following words shall have the following definitions:

**Site:** shall be interchangeable with “trail and bridge” or “trail corridor”. Included in this area is the inactive rail line starting with the Schuylkill (Manayunk) Bridge and across the river in Philadelphia to the Ivy Ridge Station.

#### **PROJECT AREA**

The trail project starts at the end of the Cynwyd Heritage Trail (which will run from the Cynwyd Station, directly on the SEPTA regional rail line bed, through Lower Merion Township to the Schuylkill River and bridge). The project, for purposes of this RFP, begins with the SEPTA Schuylkill (Manayunk) Bridge across the Schuylkill River into Manayunk. It then continues on the inactive rail line to the Ivy Ridge Station. The actual project is a total distance of approximately 1 mile. The proposed trail is made up of two sections:

- **The SEPTA Schuylkill (Manayunk) Bridge** - Starting at the end of the Cynwyd Heritage Trail, the bridge runs from Cynwyd Heritage Trail across the Schuylkill River to Dupont Street in Manayunk.
- **The Ivy Ridge Trail** - From the Philadelphia side of the SEPTA Schuylkill (Manayunk) Bridge, at Dupont Street, the unused rail line continues along the elevated rail line paralleling High Street, the bridge area that spans Leverington Avenue, the old Canton Street freight yards, the section behind homes along Umbria Street and ends at the Ivy Ridge Station.
- **Ivy Ridge Station to Schuylkill Trail in Shawmont** - Identify property ownership, for the final trail link, from Ivy Ridge Station to the connection at Shawmont – the Real Estate Dept. of SEPTA will assist the research.

#### **INTENT OF THE PLANNING – FEASIBILITY AND FINAL DESIGN**

This project reflects the multi-municipal interest of Philadelphia, Lower Merion Township and Montgomery County in the connection of the Cynwyd Heritage Trail to Philadelphia and the Schuylkill River trail over the Manayunk Bridge and creation of a new Ivy Ridge Trail as a biking and pedestrian trail. The Schuylkill Project has secured funding from the William Penn Foundation and the PA Department of Conservation and Natural Resources. In addition, the City of Philadelphia has received a commitment on January 6, 2011, of \$1.3 million in capital funding from PADOT’s Pennsylvania Community Transportation Initiative (PCTI), with an 18 month period of time to design and advertise the Trail Construction Contract for the Manayunk Bridge segment of the trail. To accommodate the availability of these funds, the scope of this RFP is for a phased approach for the Feasibility Planning and the Final Design/working drawings. The City of Philadelphia will manage the construction phase of the project.

The goal of this project is to create a new trail that will provide a crucial link between: 1) the Cynwyd Heritage Trail in Lower Merion, 2) the Fairmount Park Bikeway/Manayunk Tow Path that is part of the

Schuylkill River Trail (SRT), and 3) Umbria Street, the street favored by road bicyclists who travel through Manayunk on Main Street to reach the paved section of the SRT at Port Royal Avenue, or Shawmont Avenue when that section is completed. When complete, this new trail connection will provide bicyclists and pedestrians with more paved, off-road trail between Philadelphia, Lower Merion Township (LMT) and Montgomery County. It will also serve as the first bicycle/pedestrian river crossing on the Schuylkill River in Philadelphia. It will also lay the groundwork through property research for the last section from Ivy Ridge Station to the Shawmont section of the Schuylkill Trail. SEPTA is supportive of the project and has been engaged in numerous meetings with both Lower Merion Township and Philadelphia officials.

## **PLAN OVERVIEW**

Because of the availability of PCTI Capital Dollars for this project, the project is being phased to allow work to start immediately on the phase of the project due to start construction.

Phase 1A: Final Design and construction drawings (details listed below) for construction of the trail on the Schuylkill (Manayunk) Bridge. The design work must conform to PennDOT's standards and advertised in PennDot's Engineering and Construction Management System according to standards previously mentioned including:

- Environmental Clearance
- Right of Way Clearance
- Utility Clearance
- Preliminary Engineering and Final Design
- A completed PS & E or Plan Specification and Estimates Package

Funding of \$50,000 is available now from the William Penn foundation and we are currently seeking additional design funds. Develop final design and construction drawings for the Manayunk Bridge. The bridge was refurbished in the late 1990s. The key information, important to this project, is the fact that the entire track bed/top section of the bridge was reconstructed, including drainage, with all of the materials in the track bed area replaced. The bridge was never used by trains after its restoration. SEPTA Engineers have offered to provide all necessary documentation of the work completed and plan to work with the selected consultant team. The following information is needed within 12 months (1 Year) (attached is map describing area of bridge covered by Phase 1):

- Projected construction costs (within 2-3 months) of a trail on top of the Manayunk Bridge, starting on the Lower Merion side of the bridge at the end of the Cynwyd Heritage Trail, across the bridge, including access from bridge/trail to Dupont and High Streets in Manayunk.
- Initiate work on construction/working drawings to begin construction bidding for the bridge
  - See list of considerations in scope

**Phase 1B** –When funds become available, conduct tasks necessary to prepare remaining final design/working drawings for Manayunk Bridge and construction bidding documents. Deliverable is construction bid set.

**Phase 2** –This phase will address Feasibility planning for the Ivy Ridge Trail and will study the range of options for connections to Manayunk and the Schuylkill Trail. A review of property ownership from the Ivy Ridge to Shawmont will also be conducted. This phase will also create final design/working drawings for the Ivy Ridge Trail. A report reviewing all options, data, analysis is required at the completion of this phase.

The Feasibility Analysis will include a thorough exploration of all potential connections of the bridge and trail to the Schuylkill Trail. This property is owned by SEPTA, who has agreed, in concept, to lease their property to a municipality/municipalities or other entity for the trail. Currently over ½ of the bicyclists leave the Schuylkill Trail in Manayunk and continue on road along Umbria Street, because they dislike the gravel surface of the Schuylkill Trail. The Ivy Ridge Trail will allow bicyclists to ride a hard surface trail past the tight urban streets in Manayunk and allow riders to bypass this dangerous section of street and return to the street at the Ivy Ridge Station, where the street is wider and general density is less. From the station, they can travel on Umbria Street to Shawmont Avenue and pick up the trail there to connect into Montgomery County’s segment of the Schuylkill River Trail.

The options for connections to the Schuylkill River Trail are:

- Cynwyd Heritage Trail
- Dupont Street
- The abandoned stairwell from Dupont St to Green Lane (Streets Dept.)
- Canton Street
- Wright Street
- Gates Street
- Ivy Ridge Train Station

#### Connection Descriptions

The Ivy Ridge Trail Feasibility Study (Phase 3) will assess the feasibility of conditions for connections to the Schuylkill River Trail next to Main Street Manayunk at either the foot of Dupont and High Streets ( trail will come in just above grade at an old RR station location and can go for ¼ mile on road to the entrance to the Schuylkill Trail at the foot of Leverington Avenue), at Canton Street just above Leverington (trail could come in on grade into area that belongs to SEPTA and was an old Freight siding – bicyclists can then travel on road down Canton Street 100 feet to Leverington Avenue and another 100 feet on Leverington Avenue to the Schuylkill Trail), and/or at various street crossings and/or at the Ivy Ridge Train Station.

#### Bridges

The trail would cross the Schuylkill (Manayunk) Bridge to Manayunk, the elevated rail line paralleling High Street, a second bridge at Leverington Avenue, and a third at Fountain Street. Conditions of

these bridges and profiles of the trail across them need to be addressed. Of critical importance is the need to assess and address security issues. These issues include protection from anything falling or being thrown from the bridges onto highways and other facilities under the bridges.

Remainder of the Trail – two sections

The trail then goes along the old Canton Street freight area, and behind housing facing out on Umbria Street on the unused Ivy Ridge rail line and ends at the Ivy Ridge Station at the foot of Parker Avenue and Umbria Street. The trail would then go on road along Umbria Street (which is wide at that point) to Shawmont Avenue and Nixon Streets. and then connect to the segment of the Schuylkill River Trail to be constructed from Shawmont to Port Royal Avenue with recent TIGER funding.

Property ownership research will begin, aided by SEPTA staff, on the section of future trail starting at Ivy Ridge Trail Station (about ¾ mile) and ending at the Shawmont section of the Schuylkill Trail. SEPTA recommends that one task by the consultant would be to identify the individual parcels through the BRT and individual parcel Tax ID. The proposed trail that will be covered in this Feasibility Plan is all under the ownership of SEPTA, who is working with us during the planning. The section that will have property ownership research is owned privately.

**Phase 3** – This phase will create final design/working drawings for the Ivy Ridge Trail, following the alignment developed in Phase 2. Deliverable is final design.

**PROJECT MANAGEMENT AND ORGANIZATION**

The New Manayunk Corporation/Schuylkill Project (NMC/SP) will manage this project. The Bicycle Coalition of Greater Philadelphia and Pennsylvania Environmental Council will provide staff support and help with public outreach and communication about the project on their websites and online outlets. A Project Advisory Committee will be formed with representatives from Philadelphia's Park and Recreation Dept., Lower Merion Township, Philadelphia's Office of Transportation and Utilities, Pennsylvania Department of Conservation and Natural Resources (PA DCNR), SEPTA, Friends of Ivy Ridge Trail, Friends of Cynwyd Heritage Trail, Montgomery County Planning Commission, Ridge Park Civic Association, and Manayunk Neighborhood Council. The consultant will produce minutes of all meetings.

**PUBLIC PARTICIPATION (this portion of the RFP relates only to the Feasibility Planning for the Ivy Ridge Trail)**

To provide transparency and incorporate public participation into the planning process, the Project Advisory Committee, described above, will oversee a series of open public meetings to engage public officials and residents of both Philadelphia and Lower Merion Township.

Because this project is multi-municipality, there are several levels of public engagement. One level involves all related municipal interests and community leaders called the Advisory Committee, a second level of key partners who will sit on a Steering Committee and at the same time there will be an open community process to engage, the local community. The number and type of meetings, by group, are

detailed on pages 10 and 11. For the public meetings, there will be three (3) meetings scheduled in Manayunk. Meetings will be held at several intervals during the planning process:

- Beginning of project – information sharing and gathering stage
- Draft of concepts – describe the Project to the public and invite comment
- Final plan presentation to the public.

In addition, the consultant will conduct key person/agency interviews as appropriate.

## **BACKGROUND INFORMATION AND AVAILABLE STUDIES**

### Relationship of proposed trail to Existing Park System in both Philadelphia and Montgomery County –

This project will be a trail that will connect the green space and park elements of Lower Merion Township across the Schuylkill Bridge to the Schuylkill Trail as it passes through the Manayunk section of Philadelphia. The trail will also connect to the Ivy Ridge Train Station allowing road bikes to bypass some of the densely urban portions of Manayunk. The Schuylkill Trail is a 108 mile multi-purpose trail that starts in Schuylkill County and parallels the river into Philadelphia. Five counties are currently working to complete all of the segments of the trail. Some of the most complete sections of the trail currently are in Montgomery and Philadelphia counties and numerous funding and projects to complete the trail are currently underway. The proposed Ivy Ridge Trail will connect to some of the following parks through the Schuylkill Trail -- Fairmount Park, Wissahickon Valley, Center City and the Schuylkill Banks, Valley Forge Park and various parks throughout Montgomery County that are linked to the Schuylkill Trail through developing trail systems.

### Bridge Plans and Studies

SEPTA Engineers have offered to provide all necessary documentation of the work completed on the bridge in the 1990's.

Plans and Studies – A number of planning efforts have led to this proposed trail project. This project will advance the objectives of the Montgomery County Open Space Plan, the Schuylkill Heritage Master Plan, the LMT's Open Space Plan, Philadelphia's Green Plan, Pedestrian/Bicycle Plan and Greenworks. It also advances the goals and recommendations of PA's Statewide Comprehensive Outdoor Recreation Plan, especially that of strengthening connections between outdoor recreation, healthy lifestyles and economic benefits in communities. Websites are listed below that allow consultants to further research existing planning:

Montgomery County Open Space Plan

<http://planning.montcopa.org/planning/cwp/view.asp?a=3&q=1982>

Schuylkill Heritage Master Plan

[http://www.schuylkillriver.org/Studies\\_Reports.aspx](http://www.schuylkillriver.org/Studies_Reports.aspx)

Lower Merion Township's Open Space Plan

<http://www.lowermerion.org/Index.aspx?page=251>

Master Plan for the Schuylkill River and Trail – East Falls through Manayunk

[http://www.destinationschuylkillriver.org/plans\\_and\\_projects/trails\\_and\\_connections.php](http://www.destinationschuylkillriver.org/plans_and_projects/trails_and_connections.php)

Philadelphia's Green Plan

<http://www.greenplanphiladelphia.com/area/pash>

Philadelphia’s Bike and Pedestrian Plan

<http://planphilly.com/event/philadelphia-pedestrian-and-bicycle-plan-0>

State of Pa. Outdoor Recreation Plan

<http://www.paoutdoorrecplan.com/>

**SECTION 3 - SCOPE OF WORK – TASKS TO BE PERFORMED**

**Phase 1 TASKS – Final Design and Working Drawings, Bid set for Manayunk Bridge**

1A. Projected construction costs (within 2-3 months) of a trail on top of the Manayunk Bridge, starting on the Lower Merion side of the bridge at the end of the Cynwyd Heritage Trail, across the bridge, including access from bridge/trail to Dupont and High Streets in Manayunk.

1B. Construction/working drawings for construction bidding for the bridge

**Phase 2 Tasks – Feasibility Study for Ivy Ridge Trail**

**2A. PUBLIC PARTICIPATION**

Describe the public participation process including the techniques used, key participants, level of participation, number of meetings; and list the results (major areas of consensus) of the public participation process. Include copies of meeting reports as appendices to the study report.

Meeting Type	No. of Attendance-Required Meetings
Steering Committee Meetings	
Initial Meeting prior to start of plan	1
Meetings during process	2
Final Draft	<u>1</u>
Total	4
Advisory Committee Meetings	
Initial Meeting prior to start of plan	1
Meeting during process	1
Final Draft	<u>1</u>
Total	3
Promoted General Public Meetings	
Beginning of planning – 1 meeting Philadelphia	1
Mid – point planning – review options	1
Final Draft	<u>1</u>
Total	3
Key Person Interviews:	
Philadelphia Planning	1
Delaware Regional Planning Commission (DVRPC)	

Philadelphia Parks and Recreation	1
SEPTA Planning and Real Estate	<u>1</u>
Total	3

Note: The Consultant shall prepare and submit for distribution minutes of all meetings s/he is required to attend.

## **2B. STUDY AREA INFORMATION AND ANALYSIS**

Specific information relevant to the study area must be gathered and reported to establish a basis for the planned use of the study area and site. This information must be analyzed to determine the workable parameters for the proposed uses and facilities.

### **1. Mapping and Plan Drawings**

Base Map. An existing conditions map of the study area must be prepared in accordance with the following specifications and include the following information: (Note: this map must be prepared early in the planning process so that it can be used as a tool in the early discussions with the study committee.)

- a. Color shall be used.
- b. The scale of the map shall be 1 inch equals 200 feet, or as feasible based on printing size limitations (as approved by DCNR)
- c. The following items and information must be shown on the map (if provided by the Schuylkill Project):
  - Study name
  - Name of municipality/owner
  - Scale, Graphic Scale, North Arrow, Date, Legend
  - Seal of designing landscape architect registered in Commonwealth of Pennsylvania
  - Acreage of study area
  - Site boundaries with bearings and distances
  - Zoning of study area and zoning of surrounding properties
  - Boundary lines of adjacent property parcels where they intersect with the planning study area. These lines should be shown to the extent that they provide information regarding density of surrounding lands, points of change in use of adjacent properties, and points of access to the study area
  - Existing uses of surrounding property (Example: single family residential, multi-family residential, commercial, industrial, undeveloped natural areas)
  - General location and type of easements on the study area
  - Deed restrictions on the study area
  - Topography (minimum of ten foot contour interval)
  - Existing structures and facilities including utilities installations and storm water facilities
  - Circulation patterns (existing access roads / service drives / parking / trails / walks / ramps / paths and bridges)

- Natural and man-made barriers
- Sensitive Habitat Areas
- Water features (streams / rivers / ponds / lakes)
- Wetlands (identify any on study area)
- Flood plains (delineate floodway and 100 year flood level)
- Drainage structures (culverts / catch basins / inlets / ditches / under drains)
- Study area control structures (fences / dikes / walls)
- Rights-of-way
- Vegetation (existing trees and forested areas / meadow areas, farmland, known communities of invasive species)
- Soils and limiting subsurface conditions
- Boundaries of existing riparian buffers
- Other study area features that may impact the use and development of the site

Study Area Plan Drawing. A drawing (map) of the study area must be prepared reflecting the final proposed long-term, full development of the study area in accordance with the following specifications and including the following information:

- a. One colored drawing must be provided to the community (owner) (see (K), 2. below). The drawing must either be a reproducible colored drawing or a reproducible non-colored drawing that can be colored to meet the requirement of section (K), 2. below.
- b. The scale of the map shall be the same as the Base Map.
- c. 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 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 study area topography to accommodate proposed development of the site (minimum of ten foot contour interval)
  - Circulation patterns (storm water management, proposed access roads/service drives / parking / trails / walks / ramps / paths and bridges)
  - Natural and man-made barriers
  - Sensitive Habitat Areas as defined by WPC (2006)
  - 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.
- f. A GIS-format electronic version of the study area/site mapping shall be provided to NMC/SP for its use.

## **2. Ownership Analysis**

Currently SEPTA owns the property and has expressed that they are in negotiations with Municipalities to lease the ground for the trail. Lower Merion Township Planning Commission and Philadelphia Parks and Recreation have expressed willingness to take responsibility for the trail and the bridge. As part of the planning process, the various agencies will be involved in finalizing the ownership, leasing and operating responsibilities of the trail and bridge.

## **2C. DESIGN CONSIDERATIONS**

Note – The design considerations listed in this section are all relevant to this total project. In the case of the Schuylkill (Manayunk) Bridge, because to the timeline for available Capital monies and the fact that the bridge was reconstructed by SEPTA in the late 1990s, this planning process will move immediately to Preliminary drawings and construction drawings for the bridge. The remainder of the project will involve Feasibility Planning and Final Design for the remainder of the Trail starting from the end of the bridge to the Ivy Ridge Train Station.

In determining the uses and facilities to be planned for the site and the size and location of the facilities, the following must be considered and reported on to the extent that they are applicable to the entire study area:

1. Protection of 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.
2. Endangered species; conservation strategies for maintaining and improving their habitat.
3. Invasive species minimization and management.
4. Significant historic areas and structures.
  - Pennsylvania Historical and Museum Commission review.
  - Visual interpretation of unidentified potential locations that might warrant protection until they can be examined in further detail.

- Protection Strategies for preserving such locations and interpreting them for the general public, if appropriate (interpretative signage, etc).
- 5. Both the site's limitations and positive points, as well as the various standards related to the proposed areas, facilities, and activities as identified and reported on under STUDY AREA INFORMATION AND ANALYSIS and ACTIVITIES AND FACILITIES ANALYSIS.
- 6. Applicable laws and regulations relating to health and safety including state and local building regulations and zoning.
- 7. Handicap accessibility standards as prescribed by the Americans with Disabilities Act (ADA) and the State Building Code.
- 8. Accepted best design practices as established by professional associations and standards identified and reported on above.
- 9. Safety of users of the property (emergency response coordination, cell phone/communications within the canyon, police/ranger personnel or other criminal deterrence), protection of identified cultural and ecological locations.
- 10. Provide comparative assessments of comparable types of sites in other locations.

An assessment must be made of the following:

- The trail alignment throughout the defined area
  - The trail profile
- Structural issues – attention has to be given to the existing structural infrastructure of the inactive rail line and the bridge. Note the bridge had significant structural improvements in the mid 1990s, including the complete reconstruction of the rail bed, including drainage and other repairs from Lower Merion to Philadelphia.
- The bridges – what design elements are needed to secure the bridges for users i.e. fencing? This design element is important both from the standpoint of safety, but also to prevent anything to fall or be thrown on to the roadways and other areas underneath the bridge. Extensive consultation with SEPTA Engineering, Maintenance and Construction Division will be required to address these issues.
- The trail connections to existing trails. These connections need to be worked out so they function in the best possible way.
  - Cynwyd Heritage Trail
  - Connections in Manayunk to the Schuylkill Trail
  - Connections to Umbria Street at the Ivy Ridge Train Station (and/or on to Shawmont)
- Related Landscape design – along entire trail
  - On the bridge –
  - Elevated portion of abandoned rail line paralleling High Street in Manayunk.
  - Canton Street Freight area
  - Abandoned rail line behind homes on Umbria Street

## 2D. PRELIMINARY DESIGN

1. Develop preliminary alternative concept plans and present the plans at a study meeting for review and discussion. These may be bubble drawings. Show trail alignment, trail connections to other trails, circulation in both directions from and to Philadelphia and Lower Merion Township, any support facilities, landscaping, amenities.
2. Evaluate the preliminary alternatives.
3. Prepare a written evaluation of each alternative highlighting both the positive and negative points, and through community discussions and public participation determine which solution, or combination of ideas from the alternatives, offers the best compromise. Consideration must be given not only to what the community desires, but also to site limitations, applicable laws and regulations, and accepted best design practices and standards.
4. Prepare a draft of the final Feasibility Plan that shows the proposed trail, designates any possible conservation, buffer, and non-conservation areas.
5. Once the alternatives have been evaluated and the draft of the final conceptual plan has been prepared, it should be presented at a public meeting for final comment. The proposed trail and landscaping, along with the existing areas and facilities identified in section D.1. are to be shown on this final plan in proper orientation, size and shape.
6. Upon approval by appropriate agencies (NMC/SP, DCNR, local & county planning agencies), the consultant will be instructed to prepare the final product.

## 2E. DEVELOPMENT COST ESTIMATES

1. Development (construction) costs for Ivy Ridge Trail. Cost evaluations shall include, by area and facility, a detailed current cost estimate for the development of the proposed areas and facilities. The cost estimate should include: engineering and other professional services cost, construction cost, project administration cost, and a contingency of at least 10% of the construction cost estimate.

3. Phased capital program. Develop a phased and prioritized capital development plan. This should identify which areas and facilities are to be developed/improved and the costs associated with each. Implementation strategies from financing this capital plan should also be addressed (bonds, grants, fund raising, etc.).

## 2F. OPERATING COSTS AND REVENUE

The purpose of this work element is to estimate a net annual cost of operating and maintaining the Trail, from Montgomery County side of the bridge through Ivy Ridge Trail. An annual budget estimate shall be calculated for each 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.

## **1. Operating Costs/Maintenance**

Currently both Lower Merion Township and Philadelphia Parks and Recreation efforts are supplemented by large numbers of volunteers. As a part of the planning there is a need to outline who and how this trail will be maintained. Both municipalities are aware of this and the Schuylkill Project (which supports volunteers) is planning to do some capacity building to help maintain and expand volunteer support for our trail maintenance.

Maintenance Plan should take into consideration costs of: Administration. (Example: insurance, office supplies, phone, public relations, rentals, training, etc.); Personnel (Include a list employment positions, number of employees in each position, estimated salaries or wages by position, fringe benefits, estimated overtime cost, temporary employment, etc. Shared services shall also be considered); Supplies and materials. (Example: maintenance vehicle fuel and supplies, tools and mechanical supplies, utilities, equipment rental, etc.); Restoration including but not limited to reforestation, invasive species management, and monitoring; Programming costs, if any (Include a general description and numbers of anticipated programs, anticipated numbers of participants by program, anticipated costs by program); Contracted services cost for operation and maintenance. (Indicate the type of service anticipated to be contracted for); Annual capital outlay for major equipment; Debt Service (To the extent that long term financing is anticipated to fund the proposed site improvements and any major equipment purchased.)

## **2G. FINAL DESIGN**

- Conceptual design of preferred alignment.
- Provide projected costs for the agreed upon final alternative and discuss financing options and strategies for implementation.
  - Report including drawings, summary of alternatives, costs and strategies for implementation.
  - CD and bound copies.

## **2H. NARRATIVE REPORT**

All aspects of the planning process and the final feasibility plan (i.e., all work elements set forth in Sections A to G above) must be presented in a narrative planning report that includes the following items and is organized as follows:

1. A brief executive summary setting forth the key aspects of the planning process and the final plan
2. Background information including a description and summary of the public participation process
3. Study Area information and analysis
5. Summary discussion of important design considerations not covered previously in the report
6. 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 uses and facilities proposed
7. Presentation of itemized cost estimates including ongoing annual management and maintenance costs and capital improvement phasing plan

9. Discussion of other considerations and recommendations that the community should be aware of in proceeding to construct the improvements proposed by the plan.

## 2I. FINAL Deliverables

1. **Narrative Report**. This must be a written bound report that is organized according to a table of contents and includes all of the items specified in section I above with each section of the report clearly labeled. The number of copies of the report that must be provided to the municipality is indicated below.

Number of bound copies to be prepared and provided to grantee:	10
Number of bound copies to be prepared and provided for DCNR:	3
Total number of bound copies required:	13
<b><u>Number of electronic copies to be provided to grantee:</u></b>	<b><u>25</u></b>
Number of electronic copies (Adobe PDF format on CD/DVD)	
including GIS layers to be provided to DCNR:	1
<b><u>Total number of electronic copies required:</u></b>	<b><u>26</u></b>

2. **Plan Drawings (Maps)** The same number of full-scale Base Maps and full-scale Final Study Area Plan Drawings shall be prepared and provided as the number of Narrative Reports indicated above. **In addition, one full-scale colored Final Feasibility Study Area Plan drawing shall be provided to the grantee and three to DCNR.**

The Base Map and Final Plan drawing must be developed in digital format and a complete GIS-format electronic version must be provided to the grantee.

Number of electronic copies to be provided to grantee:	1
Number of electronic copies to be provided to DCNR:	1
<b><u>Total number of electronic copies required:</u></b>	<b><u>2</u></b>

### **Phase 3 TASKS – Final Design for working Drawings for Ivy Ridge Trail**

1. Prepare final design for Ivy Ridge Trail from Dupont Street to Ivy Ridge Station, based upon the selection of the preferred alternative from the Phase 2 Feasibility Analysis.

### **SECTION 4. CONSULTANT QUALIFICATIONS**

The successful consulting team must 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. The successful team must also be able to build community consensus.

2. At least one member of the consulting team with minimum of five (5) years prior experience conducting studies of the project type (bridge structural analysis, greenways, rails-to-trails feasibility, trail profiles). 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**

Respondent shall have experience in addressing all federal, state, and local regulations (USDOT, PennDOT, SEPTA regarding use of unused railways and bridges, and City of Philadelphia Streets Department regarding streets and roadway approvals: Philadelphia Water Department, City of Philadelphia Streets Department, Department of Licenses and Inspections, and other utilities regarding utility clearances and approvals; Army Corps of Engineers, PA Department of Environmental Protection, and other agencies regarding river and floodway development projects; etc.)

Respondent shall provide specific examples of projects that have been funded and constructed with an urban context or urban park system within the last five years.

#### **SECTION 5. ORGANIZATION AND REQUIRED SUBMITTALS FOR PROPOSAL**

A. Letter of Transmittal

This letter should include:

- a statement indicating your understanding of the work to be performed;
- an affirmation of the firm or team's qualifications for professionally and expertly conducting the work as understood;
- the firm's contact person concerning the proposal and a telephone number where that person can be reached.
- a clear statement of the firm's, and/or the principals of the firm, relationship(s) with, or knowledge of any officials or employees of NMC/SP and the nature of this relationship or knowledge; and

FAILURE TO CLEARLY STATE AND FULLY DISCLOSE ANY OF THE INFORMATION REQUIRED IN THE LETTER OF TRANSMITTAL SHALL BE GROUNDS FOR New Manayunk Corporation/Schuylkill Project (NMC/SP) TO REJECT THE FIRM'S PROPOSALS AND WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF ANY CONTRACT ENTERED INTO BETWEEN NMC/SP AND THE FIRM WITHOUT PAYMENT OF WORK COMPLETED.

B. Profile of 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 along with telephone numbers and names of contact persons; and,
- any other information describing the office as long as it relates to the capabilities and expertise of the firm in conducting the proposed scope of work.

Note: DCNR requires that the project consulting team have certain qualification per the DCNR document attached as Appendix B. Please be prepared to confirm that your consulting team meets these qualifications.

C. Explanation of Work to be Performed

The proposal must include a detailed description of the procedures and methods you propose to use to complete the Scope of Work requested by NMC/SP. 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.

D. Comparable Work Experience

Provide examples of 3 projects of similar scope conducted by prime firm professionals and members of the team who are proposed to work on this project.

E. Work Schedule

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. Detail time and tasks for each Phase of this project. Note that some Phases can be conducted concurrently..

F. 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 NMC/SP.

Your method of billing must be indicated. The preferred practice of NMC/SP is to pay for this type of consulting service upon completion of the work and receipt of the required report; however, NMC/SP will consider paying on a periodic basis as substantial portions of the work are performed, 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 NMC/SP and DCNR.

G. Other Submittals

Additionally, documents attached as appendices to this RFP shall be fully executed and returned with the proposal as follows:

- Appendix A: Nondiscrimination/Sexual Harassment Clause (required)
- Appendix B: General DCNR Consultant Qualification for all Project Types
- Appendix C: Non-collusion Affidavit of Bidder/Proposer

## SECTION 6. EVALUATION CRITERIA

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.

### A. 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 NMC/SP;
- The expertise and professional level of the individuals proposed to conduct the work for NMC/SP; and
- The clarity and completeness of the proposal and the apparent general understanding of the work to be performed.

### B. Procedures and Methods

The following factors will be considered:

- The techniques for collecting and analyzing data;
- The sequence and relationships of major steps;
- The methods for managing the work to ensure timely and orderly completion.

### C. Cost

The following factors will be considered:

- The number of hours of work to be performed; and
- The level of expertise of the individuals proposed to do the work.

### D. Oral presentation

Any or all firms submitting proposals may be invited to give an oral presentation of their proposal

SECTION 7. CONTRACT FOR PROFESSIONAL SERVICES

A proposed agreement is included (next page) for your review. If you believe that this agreement is adequate, it should be completed in all material respects, including execution, and returned with the proposal. If you feel that an alternative agreement is more suitable, you may submit such as a part of your proposal. However, NMC/SP reserves the right to enter into the enclosed agreement with the successful firm or to negotiate the exact terms of a professional (consulting) services contract.

**AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 201\_, by and between New Manayunk Corporation/Schuylkill Project (NMC/SP) of Philadelphia County, Pennsylvania, a 501(c)3 non-profit corporation, hereinafter referred to as New Manayunk Corporation, and \_\_\_\_\_, hereinafter referred to as "Consulting Firm".

WHEREAS, NMC/SP desires to have certain one-time professional consulting work done involving the Feasibility Planning for Ivy Ridge Trail and Schuylkill (Manayunk) Bridge; and,

WHEREAS, NMC/SP desires to enter into a contract for this work as indicated in the Request for Proposals, hereinafter referred to as "RFP", and made a part of this agreement, included herein by specific reference, and attached as Appendix A to this agreement; and,

WHEREAS, the Consulting Firm desires to provide services requested in the RFP to NMC/SP based on the formal proposal submitted in response to NMC/SP's RFP, said proposal made a part of this agreement, included herein by specific reference and attached as Appendix B to this agreement; and,

WHEREAS, the parties to this agreement have further negotiated changes or additions to Appendix A and/or Appendix B and have set forth these changes or additions as Addendum to this agreement as follows: [List any addendum here. If none, state "none".]

AND WHEREAS, the Consulting Firm is equipped and staffed to provide the services set forth in the RFP;

NOW, THEREFORE, the parties mutually agree as follows:

TERMS AND CONDITIONS

THE CONSULTING FIRM WILL:

Provide professional consulting services as specified in the RFP and accepted by the Consulting Firm's proposal and amended by any addendum listed herein and attached hereto.

Assign the following individuals to do NMC/SP's required work as the minimum number of hours as indicated:

NAME	POSITION	MINIMUM HOURS	HOURLY RATE
------	----------	---------------	-------------

Any changes to the staffing proposed above shall be subject to the approval of NMC/SP, however, staff changes by the Consulting Firm will not be denied where the staff replacement is of equal ability or experience to the predecessor.

**New Manayunk Corporation/Schuylkill Project (NMC/SP) WILL:**

Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for total amount not to exceed\_\_\_\_\_. Provide reasonable access to all NMC/SP personnel, facilities, and information necessary to properly conduct and complete the work required under this Agreement.

Bear the responsibility for implementing provisions and/or recommendations of the final adopted plan completed under the terms of this contract unless implementation is required as a part of the requested work in the RFP, the Consulting Firms proposal, or any negotiated addendum that is part of this agreement.

Make payment to the Consulting Firm within thirty (30) days after receipt of a properly prepared invoice for work satisfactory completed. [Revise this provision to reflect actual payment system agreed to.]

Make final payment to the Consulting Firm within thirty (30) days after final product approval by DCNR.

**FURTHER, IT IS AGREED BY BOTH PARTIES THAT:**

The final product produced by the Consulting Firm pursuant to this agreement, including the study/plan narrative report, maps, drawings, and other documents prepared by the Consulting Firm and intended to be appended to the study/plan narrative report or be included by reference, shall be owned by NMC/SP and DCNR.

In witness thereof, the parties hereto have executed this Agreement on the day and date set forth above.

WITNESS:

FOR NMC/SP:

\_\_\_\_\_

\_\_\_\_\_

TITLE: \_\_\_\_\_

WITNESS:

FOR THE CONSULTING FIRM:

\_\_\_\_\_

\_\_\_\_\_

TITLE: \_\_\_\_\_

APPENDIX A

To Request for Proposals

For: Feasibility Planning for Ivy Ridge Trail and Schuylkill (Manayunk) Bridge

NONDISCRIMINATION

**Nondiscrimination and equal opportunity are the policy of the New Manayunk Corporation/Schuylkill Project (NMC/SP) in all its decisions program, 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 agrees as follows:

(a) Contractor shall not discriminated 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 insure 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 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 New Manayunk Corporation/Schuylkill Project 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 NMC/SP Board 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 NMC/SP Board.

(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 \_\_\_\_\_

## APPENDIX B

To Request for Proposals

For: Feasibility Planning for Ivy Ridge Trail and Schuylkill (Manayunk) Bridge

### **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 Steering 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.

APPENDIX C

To Request for Proposals

For: Feasibility Planning for Ivy Ridge Trail and Schuylkill (Manayunk) Bridge

## 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/proposals 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 PEC 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: \_\_\_\_\_



Commonwealth of Pennsylvania  
 Department of Conservation and Natural Resources  
 Bureau of Recreation and Conservation

**Community Conservation Partnerships Program (C2P2)  
 Development Projects**

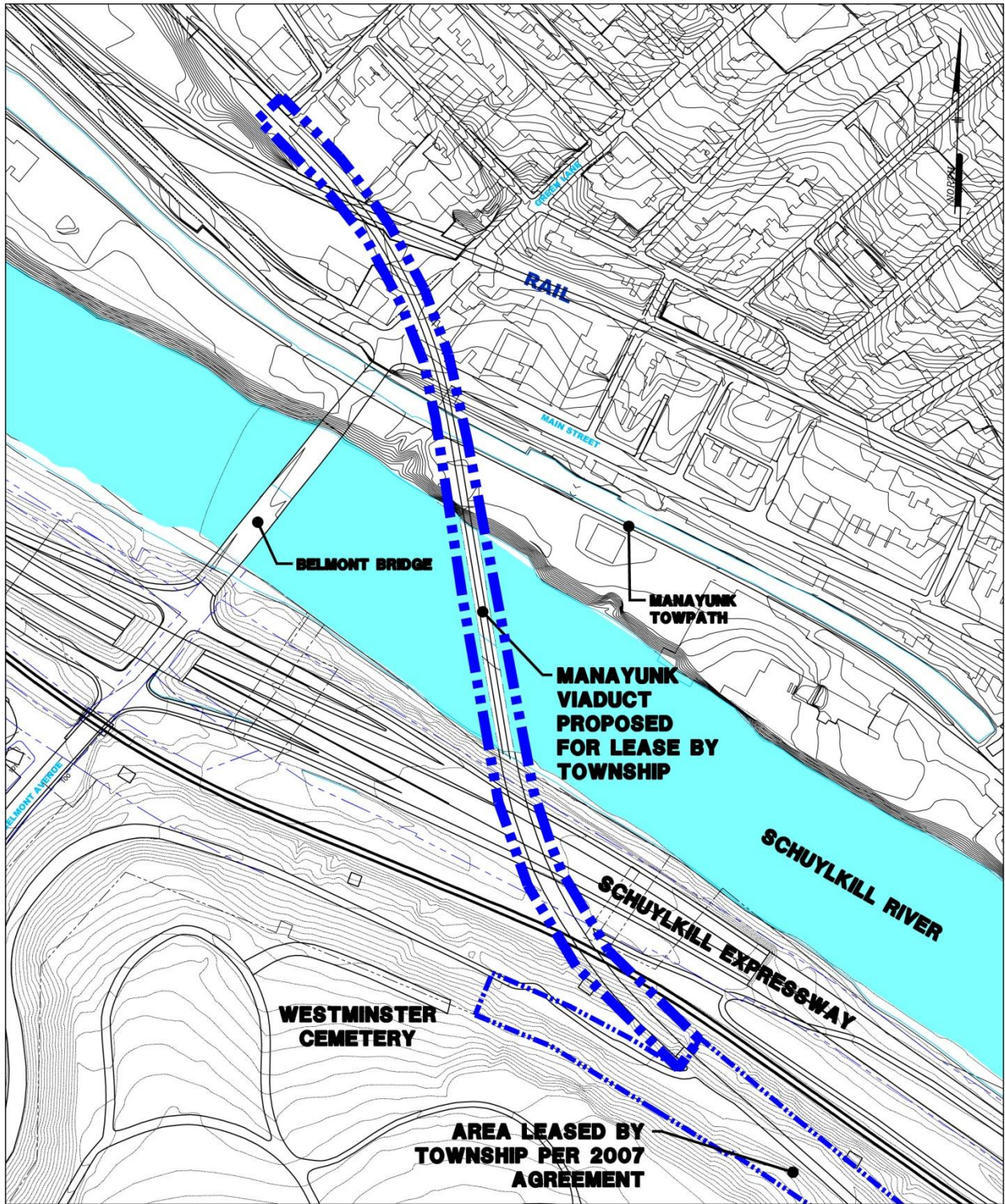
**Site Development Drawing(s) Checklist**

This checklist is provided to assist the designer in providing a **Site Development Drawing(s) (SDD)** that meets the information needs of the Department of Conservation and Natural Resources. The data outlined below shall be shown on all SDD unless specific exception is provided by the Department. **All new items to be funded under this project and all existing improvements on the site should be clearly identified.** For additional clarity, photographs keyed to the SDD should also be submitted. If the area to be developed is less than the total park property, a master site development drawing for the entire park should be submitted. Consistent terminology should be used in relating work items on the SDD with cost estimates and narrative project descriptions. Cost estimates should be developed to coincide with work items being funded. **Note: The individual preparing the SDD must be a licensed professional. Depending on the nature of the project, this could be a landscape architect, an architect, or an engineer. For a grant application, we do not require a seal on the SDD.** Final construction drawings and specifications must be under the seal of a licensed professional who is authorized by Pennsylvania law to apply the seal.

Check	No.	Item
<input type="checkbox"/>	1.	Project Name and Applicant/Grantee.
<input type="checkbox"/>	2.	Scale, North Point, Legend, and Date.
<input type="checkbox"/>	3.	Acreage of Site: Acreage of area being developed by this project. If less than the entire site, indicate acreage of area being developed and area of entire site.
<input type="checkbox"/>	4.	Project Boundary Map: Show exterior boundaries of site with metes and bound information. Indicate if owned or leased by the applicant.
<input type="checkbox"/>	5.	Surrounding property and use: Show ownership, use, street names, and rights of way.
<input type="checkbox"/>	6.	Topography: One to ten foot contours. If not available, show spot elevations indicating land character and significant grade changes.
<input type="checkbox"/>	7.	Vegetation: Existing.
<input type="checkbox"/>	8.	Water Areas: Streams, rivers, ponds, lakes, etc.
<input type="checkbox"/>	9.	Floodplain: Delineate floodway and limits of 100-year (1%) floodplain.
<input type="checkbox"/>	10.	Wetlands: Identify locations on and/or immediately adjacent to site.
<input type="checkbox"/>	11.	Soils.
<input type="checkbox"/>	12.	Recreation facilities: Identify existing, proposed, relocated, deleted, future, etc.
<input type="checkbox"/>	13.	Buildings (Also see Item No. 22).
<input type="checkbox"/>	14.	Circulation: Access roads, service drives, parking, trails, ramps, steps, paths, bridges, etc.
<input type="checkbox"/>	15.	Drainage structures: Culverts, catch basins, inlets, ditches, drain tile, swales, rain gardens, etc.
<input type="checkbox"/>	16.	Site Control Structures: Fences, walks, dikes, walls, gates, etc.
<input type="checkbox"/>	17.	Interior Property: Show rights of way and easements.

*Feasibility and Final Design Planning for Ivy Ridge Trail and Schuylkill (Manayunk) Bridge*

<input type="checkbox"/>	18.	Utilities: Water, electric (show voltage), sewage, gas, phone, etc.
<input type="checkbox"/>	19.	Landscaping: Show general location of existing and any proposed trees, shrubs, etc. Show areas to be turfed, seeded, paved, planted with native plants, etc.
<input type="checkbox"/>	20.	Work limits: Show limits of work to be undertaken in this project.
<input type="checkbox"/>	21.	Phasing: Color code work stages if project is for less than total development.
<input type="checkbox"/>	22.	Floor plans: Provide floor plans for all structures and indoor recreation facilities to be developed/rehabilitated.
<input type="checkbox"/>	23.	Project sign location.



**EXHIBIT C**  
**MANAYUNK VIADUCT PROPOSED LEASE AREA**  
LOWER MERION TOWNSHIP

