

LANSDOWNE BOROUGH  
DELAWARE COUNTY, PENNSYLVANIA



**REQUEST FOR PROPOSALS**  
PROFESSIONAL SERVICES RELATED TO  
PREPARATION OF BICYCLE MASTER PLANS FOR MULTIPLE  
MUNICIPALITIES

Due: 12PM Friday December 18<sup>th</sup>, 2020

## GENERAL ADVERTISEMENT

Notice is hereby given that Lansdowne Borough will receive proposals at Lansdowne Borough Hall, 12 East Baltimore Avenue, Lansdowne, PA 19050 until 12pm, prevailing time, on Friday December 18<sup>th</sup> 2020. All proposals must be sealed and addressed to Lansdowne Borough, Attention: Craig Totaro, at the above address, and marked “– Eastern Delco Bikeway Prioritization Study” on the outside of the envelope. Questions and inquiries should be directed to [totaroc@lansdowneborough.com](mailto:totaroc@lansdowneborough.com)

## GENERAL INFORMATION

Lansdowne Borough and the partnering municipalities seek the services of a consultant who shall be qualified in the area of bicycle trails, buffered and unbuffered bicycle lanes, shared roadways and multi-use trails for developing a final product similar to an area-wide master bike plan. Only consultants with relevant knowledge and experience in the field will be considered. Consultants will be selected based on a combination of qualifications and price.

Lansdowne Borough reserves the right to accept or reject any or all qualifications and to accept only those qualifications that are in the best interest of the Borough.

There are no expressed or implied obligations for the Borough to reimburse responding firms for any expenses incurred in preparing responses to this request.

To be considered, one (1) original (so marked) and three (3) copies of the response and cost proposals must be received prior to the due date and time.

During the evaluation process, the Borough reserves the right, where it may serve the Borough's best interest, to request additional information or clarification from responders, or to allow corrections of errors or omissions.

The Borough reserves the right to retain all responses and to use any ideas included in a response regardless of whether that response is selected. Submission of a response indicates acceptance by the firm of the conditions contained in this request for proposals (RFP), unless clearly and specifically noted in the response and confirmed in the contract between the Borough and the firm selected.

The prospective contractor certifies by submission of their qualifications that neither it nor its principals are currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, state, or local department or agency.

## PROJECT SCOPE, METHODS, AND GOALS

Lansdowne, East Lansdowne, Yeadon and Upper Darby together with the Bicycle Coalition of the Delaware Valley and the Delaware County TMA have engaged to conduct a Bicycle Facilities Planning Study for Eastern Delaware County. This project was awarded a TCDI grant under contract with the DVRPC.

The partners now seek proposals from consultants to perform a set of tasks outlined in this RFP.

The name of the project is *Eastern DelCo Bikeway Prioritization Project*.

The geographic extent of the project is the four participating municipalities and rational connections that may exist immediately adjacent to the municipalities: *The Study Area*.

The general scope of the project is to identify key actions, priorities, and investments that will promote local bicycle ridership and optimize the study area bicycle access to the regional bicycle network.

The project goals/outcomes include:

1. Develop a guide for future investment in the study area's bicycle infrastructure
2. Plan a rational bicycle network to maximize bicycle ridership
3. Identify opportunities for collaborative and cost-effective construction of bicycle facilities

To accomplish these general goals the study will identify a bicycle network for the area and develop implementation strategies. To meet these goals the partners contemplate a range of activities that may include but are not limited to:

1. stakeholder, document review, and public meeting input
2. inventory of specific destinations and specific barriers to riding
3. research from other bicycle planning efforts
4. exploration of potential costs and potential partnerships for implementation

A basic premise on which the study shall rely is municipal interest in low-stress and safe bicycle network that promotes modal shifts to biking within the Study Area. The Study Area has all the ingredients used in bicycle transportation demand modeling including:

1. population and housing density
2. employment density
3. commercial retail property density
4. proximity; transit station or stop density
5. Diversity of land use (mix)
6. proportion of residents living in poverty without access to an automobile
7. roadway density & connectivity
8. low distance from downtown/central business districts.

The result/product of this project is to identify and prioritize strategies for overcoming barriers to area resident bicycle travel and provide a framework for future investment and cooperation towards a more multimodal future.

This is a platform formally adopted in DVRPC's long-range plan Connections 2045 which aims to improve mobility choices by CREATING AN INTEGRATED, MULTIMODAL TRANSPORTATION NETWORK that is well-maintained, improves accessibility and security, reduces congestion and auto-dependence, incorporates new services and technologies, and moves the region toward zero roadway deaths.

The end result of the study will have developed priorities and strategies guided by the overarching goal of expediting the development of an integrated network through identification of quick improvements that will enhance the environment for bicycle travel connecting transit, parks, regional trails and greenways with neighborhoods, business districts, and schools, leisure destinations. The plan will develop specific implementation strategies for identified routes/locations such as traffic calming, way-finding signage, "share the road" signage, tie-ins to trails, commuter connections, and striping of bike lanes.

## STUDY PROCESS AND CONTENT

The selected consultant will:

- a. Work with Lansdowne Borough to convene a Stakeholder Group (which could include any combination of: representatives of the four (4) municipalities, Delaware County, PADOT 6-0, the Delaware County TMA, the Greater Philadelphia Bicycle Coalition, members of the public, and others as recommended by the participating municipalities, e.g. bike groups, SEPTA)
- b. Research and analyze existing bike facility studies covering the Study Area, including, but not limited to:
  - o Delaware County Bicycle Plan
  - o DVRPC Bicycle LTS
  - o DVRPC Safe Routes to Transit Technical Assistance Study of Lansdowne Station
  - o Circuit Trails Network
  - o Delaware County Open Space, Recreation and Greenway Plan conceptual greenway and trail network
  - o Municipal comprehensive plans
- c. Gather background data and prepare a GIS data inventory of the existing bicycle facilities serving the Study area identifying current existing conditions as they relate to bicyclist level of comfort and access
- d. Gather community input on barriers and opportunities, e.g. desired routes and destinations, for increased bicycle ridership
- e. Identify gaps (ability gaps, physical gaps, other as discovered) and barriers/impediments to bicycle travel along primary and secondary routes
- f. Develop recommendations for an *Eastern Delco Bicycle Facility Master Plan* including the key primary, secondary and tertiary bicycle routes that could serve the Study area
- g. Prioritize recommendations of various plans using a prioritization tool e.g. the ActiveTrans Priority Tool, include planning level cost estimates for improvements
- h. Consult with participating municipalities to identify priority bicycle network implementation recommendations and develop concepts and concept level cost estimates
- i. Identify any future planned development or transportation improvements that could impact project implementation, e.g. a Road Diet during the planned resurfacing of Lansdowne Avenue, a potential spine bicycle network for the region
- j. Develop concept level plans and cost estimates for prioritized locations. The study goal for location concept plans is 30. Respondents must identify in their approach the number of concept plans proposed; respondents proposing more than 30 locations will be reviewed more favorably. Concepts for each location should include as appropriate:
  - Project limits and affected alignments
  - Identification of the target bicyclist comfort level
  - Concept level geometrics and plans, including design criteria & typical details, signage requirements, and footprint of bicycle facility improvements
  - Consideration of best practices in bicycle facility design and traffic calming design
  - Consideration of community engagement concepts and ideas for designs and target levels of comfort

- Analysis of potential conflicts, e.g. utility, rail, structures, property ROW, to implementation
- Analysis of potential signalization requirements
- Analysis of CDART data
- ADA compliance requirements

Concept level itemized cost estimates, including industry allowances all soft costs and construction inspection based on current PENNDOT practices and ECMS cost data

- Analysis of permitting, agency considerations, regulatory framework
- Identify future transportation and development projects that could impact future development of desired bicycle facilities

## PROJECT PRODUCTS – DELIVERABLES

Successful completion and full compensation for this project will be delivery of:

1. Hardcopy booklet report
2. Digital version of the hardcopy of the booklet report
3. A narrated video presentation of the report

The general classification of content of the final report shall include but not be limited to the following:

- a. Prioritized Implementation Recommendations
- b. Methodology
- c. Bicycle Network Master Plan Mapping
- d. Design Concept Plans
- e. Cost Estimates for Prioritized Bicycle Network segments
- f. GIS Story Map Version of the Study
- g. Bicycle Network Master Plan
- h. Prioritized Bicycle Network Segments with associated Concepts

## QUALIFICATIONS AND RFP CONTENT

Lansdowne Borough and the partnering municipalities seek the services of a consultant who shall be qualified in the area of bicycle trails, buffered and unbuffered bicycle lanes, shared roadways and multi-use trails for developing an area-wide master bike plan. Only consultants with relevant knowledge and experience in the field will be considered. Consultants will be selected based on a combination of qualifications and price.

Firms interested in responding to this RFP may submit proposals including a minimum of the following:

1. Provide a brief description of the firm, including the number of years the firm has been in existence, range of professional services, office location(s), and staff size.

2. The experience of the firm and/or the proposed project leaders on similar projects completed within the last five (5) years. Please provide information regarding a maximum of five (5) similar projects and include the following items in the narrative:
  - a. Project name and location
  - b. Year completed
  - c. Owner representative's name, title, address, and phone number
  - d. Project description
  - e. Name of project manager and members of the project teams
3. An organizational chart that indicates the project's key personnel and their responsibilities. This chart should also include any proposed subcontractors.
4. Provide for each key personnel and subcontractors all related work experience, education, training, and any other pertinent data that would demonstrate competence and experience in this type of work. Please note if any proposed individuals would be a subcontractor or consultant outside of the lead firm. Explain the firm's past experience with each subcontractor listed. No change in the proposed key personnel or subcontractor's will be approved without the express written consent of the Borough.
5. Identify the project's principal contact and contact information.
6. Detailed budget reflecting sufficient detail and concurrence with work activities called for and proposed and a not to exceed amount.
7. Provide a statement of understanding of the project and include a general project approach that could be employed. Describe a process that was used in the past to successfully complete a similar project.
8. List and describe any prior or ongoing engagements or professional relationships that would constitute a potential conflict of interest, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed project.
9. Provide a covenant and agree that the firm and its officers, employees, and subcontractors will have no interest, including personal financial interest, and will acquire no interest, either directly or indirectly, that will conflict in any manner with the performance of the services called for under this RFP.
10. Identify and describe any potential problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the Borough.
11. A proposed project timeline and estimated cost breakdown which shall include sufficient task detail for all work products called for.

END.