

REQUEST FOR PROPOSALS

Design Consultant for the Sutcliffe Park Trail Reconstruction Project



Borough of Conshohocken | 400 Fayette Street, Suite 200 | Conshohocken, PA 19428
Ph: (610) 828-1092 | Fax: (610)828-0920

Issue Date: Thursday, January 12, 2023

Responses Due by: Monday, February 6, 2023

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SECTION 1: INTRODUCTION:

The Borough of Conshohocken, located at 400 Fayette Street, Suite 200, Conshohocken, PA 19428, currently is seeking proposals for design consultation and project implementation assistance for the complete reconstruction and expansion of the Sutcliffe Park walking trail.

Sutcliffe Park is the largest of Conshohocken's parks. Park amenities include baseball fields, basketball courts, a tot lot, a fitness court, picnic pavilions, and a paved walking trail, which circumnavigates the perimeter of the park. An interior walk divides the trail into three (3) walking loops. The trail is one of the Park's most heavily used amenities. Constructed in 1998, portions of the trail have deteriorated due to weather and use.

The Borough has designed a project to completely reconstruct the existing walking trail, add an accessible walking loop, complete a connection to the tot lot, add two (2) additional access points one on the east and one on the west side of the park, improve drainage in areas where water pools, add landscaping and benches, and add signage to describe the trail and the various loops distances, and to acknowledge assistance to the park. A combination of funding has been assembled to complete the project including: Borough Capital Fund; the PA Department of Conservation and Natural Resources Bureau of Recreation and Conservation Keystone Recreation, Park and Conservation Fund; and the Commonwealth of Pennsylvania Commonwealth Financing Authority. The Project is subject to all State and Local regulations, and grant contract requirements. Borough oversight of the construction project is the responsibility of Christopher Small, Senior Building Inspector and the selected design consultant. All grant and project scope questions as it pertains to the funding of the construction and compliance with individual grant requirements should be forwarded to Christine Stetler, Community Development and Grant Coordinator.

SECTION 2: SCOPE OF SERVICES:

The Scope of Services which follows is based on the conceptual plan for the project included in Appendix A. The selected firm will be responsible for final design, bidding and contracting and construction supervision of the project. Services will include the following.

Complete design of all new elements shown on the conceptual plan for the project (see Appendix A) including reconstruction of the existing walking paths, installation of a new ADA compliant walking paths for improved accessible into and through the park, construction of drainage swales, landscaping, park benches, signage design and installation, tree removal as needed, and other new elements shown on the conceptual plan. All accessible elements are to meet the requirements of 2010 ADA Standards.

Apply for and secure any third-party permits (NPDES) and or reviews (Montgomery County Conservation District) necessary for completion of the project.

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Meet with Borough staff, the DCNR Project Manager, and Greenways, Trails and Recreation staff as needed throughout the project's implementation including meetings regarding final design and construction meetings.

Upon approval of final design, develop construction bid documents including PA Department of Labor and Industry prevailing wage determination to be provided by Borough staff.

Provide a construction cost estimate.

Publicly bid the construction of the project electronically through Pennbid. The Borough will formally advertise the project to meet municipal procurement requirements. All responses received by the Borough will be forwarded to the Design Consultant. The Design Consultant will be responsible for responding to all questions from potential bidders.

Participate in bid opening and evaluation of bids received, and preparation of a recommendation for award of the construction project.

Provide a construction contract in conjunction with Borough staff.

Conduct a pre-construction meeting for the successful bidder in conjunction with Borough staff.

Conduct ongoing inspections of work in progress, and construction meetings as needed.

Review and recommend approval to the Borough of all invoices and any change orders received from the contractor for payment.

Review signage to be installed as part of the project in conjunction with Borough staff.

Participate in close-out activities as needed including the close-out of Borough construction permits and third-party permits required for the completion of the project.

At the conclusion of the maintenance bond period, conduct an inspection; and provide the Borough with a recommendation concerning the bond's release.

SECTION III: Contents of Proposal:

Executive Summary: Provide an Executive Summary of not more than two (2) pages detailing and substantiating why the firm should be considered most qualified and be selected by the Borough to provide the services listed above.

Contact Information: Provide general information for the firm including: name, address, office telephone number, office fax number, and e-mail address of the principal individual contact responsible for the RFP response.

Overview: Provide general information about the history of the firm, overview of qualifications pertinent to this RFP, and demonstration of comparable services for other municipalities in Pennsylvania and Montgomery County.

Understanding of Scope of Work: Provide an understanding of the scope of work as described herein. Include a description of the firm's experience working with Pennsylvania state funded projects and requirements; and how that experience relates to the ability to satisfy the scope of work.

Schedule of Fees: Provide a schedule of fees including hourly rates for all personnel to be involved in the project, estimated hours for specific activities, reimbursable expenses including travel, and any other applicable fee information. Provide a not-to-exceed price for the Scope of Services.

Project Schedule: Provide a project schedule detailing a timeline for all proposed tasks to be completed including but not limited to design completion, preparation of bid documents, bidding, contracting, pre-construction and other meetings, inspections, authorizations for payment, punch list inspection, and maintenance bond release.

References: Provide at least three (3) client references from the past five (5) years; one (1) of which was for the provision of similar services, and one (1) of which involved the use of state grant funds. Include contact names, titles, phone numbers, and e-mail addresses.

SECTION IV: TIMELINE AND SUBMISSION PROCEDURES:

Copies of the Request for Proposals are available at Conshohocken Borough Hall, 400 Fayette Street, Suite 200, Conshohocken, PA 19428; Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. Copies of the RFP also are available on the Borough website(www.conshohockenpa.gov).

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Qualified applicants shall submit in a sealed envelope, one (1) original copy, and one (1) electronic copy via flash drive to:

Borough of Conshohocken
Attn: Christine Stetler, Community Development and Grant Coordinator
400 Fayette Street, Suite 200
Conshohocken, PA 19428
cstetler@conshohockenpa.gov

Proposals shall be stamped received no later than 4:00 p.m. February 6, 2023.

The tentative schedule and target milestone dates are as follows (excludes progress meetings to be scheduled in coordination with the selected service provider).

RFP Advertised	January 19, 2023
Proposal Due Date	February 6, 2023
Borough Council Consideration and Award of Contract	February 15, 2023

SECTION V: SELECTION PROCESS:

1. All proposals submitted by the deadline will be opened after the deadline. Proposals which are deemed complete will be further evaluated by Borough Administration. Any firm submitting a complete proposal may be required to provide additional detailed information.
2. Technical evaluation of the proposals will be based on the following:
 - a. The firm's history of providing a similar scope of work to those described herein.
 - b. Qualifications of the firm's personnel including management, support staff, and the individual proposed to serve as the primary Borough representative.
 - c. The firm's general approach to providing the required services under this RFP.
 - d. Time frame for completion.
 - e. Capacity of the firm to perform the work within time limitation, taking into consideration the current and planned workload of the firm.
 - f. Costs: Fee schedule, expenses and charging policies.
3. The Borough reserves the right to reject any or all responses to the RFP.

APPENDIX A

Conceptual Plans