

**Lackawanna Heritage Valley**

**National and State Heritage Area**

213 Railroad Avenue | Scranton, PA 18505

570-963-6730 | [www.LHVA.org](http://www.LHVA.org)

**Request for Qualifications and Proposals**

**To Provide Engineering and Design Services**

**For the Lackawanna River Heritage Trail:**

**Dickson City Rail-Trail Section**

The Lackawanna Heritage Valley National and State Heritage Area (LHV) is requesting Statements of Qualifications and Proposals from registered design and engineering professionals interested in performing design services for a shared-use bicycle and pedestrian trail in Dickson City, Pennsylvania.

Proposals will be accepted until **2 p.m. Tuesday, January 12**. Copies of the Request for Qualifications and Proposals can be obtained on the website at [www.LHVA.org](http://www.LHVA.org) or by contacting:

Lackawanna Heritage Valley

213 Railroad Avenue

Scranton, PA 18505

570-963-6730

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# PROJECT OVERVIEW

The Lackawanna Heritage Valley Authority (LHVA) is requesting qualifications and proposals from registered design and engineering professionals to provide design services for a portion of the Lackawanna River Heritage Trail (LRHT) in the borough of Dickson City.

The Dickson City Rail-Trail section is approximately 0.43 miles long, starting at Eagle Lane and ending on Railroad Street near the section of LRHT currently under construction. This trail is primarily intended to be used by pedestrians and bicyclists. Plans for the segment include a maximum ten foot wide paved trail with a two foot wide crushed stone shoulders where available.

Ideal for walking and biking, the Dickson City Rail-Trail segment of the LRHT connects an existing on road section to a new Section in the Mid Valley. Rich in anthracite coal mining and railroading history, this section of trail follows the former right of way for the Delaware and Hudson Railroad.

Design of the Dickson City Rail-Trail shall be complete within one year of awarding the contract so that construction can begin in summer 2022.

This project is partially funded by a grant from the Community Conservation Partnership Program administered by the Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation. The agencies have certain requirements and standards that must be met by LHVA and its contracted consultant. The agencies will monitor the project. Certain documents and drafts of documents will be subject to review and approval by both agencies.

**There will be a project overview meeting at the Railroad Street entrance on Thursday December 17th at 10:00AM.**

# General Terms

The Lackawanna Heritage Valley Authority (LHVA) reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of LHVA.

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

Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.

Proposals will remain effective for LHVA review and approval for 90 days from the deadline for submitting proposals.

If only one proposal is received by LHVA, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 90-day period that proposals are effective.

The proposer is encouraged to add to, modify or clarify any scope of work items it deems appropriate to develop a high quality plan at the lowest possible cost. All changes should be listed and explained. However, the scope of work proposed must accomplish the goals and work stated below.

# SCOPE OF Work

The selected consultant will provide pre-design, design / engineering, and construction consultation services for the Dickson City Rail-Trail. The consultant will also perform construction engineering services for LHVA on the construction phase and attend any additional meetings. All contract plans, specifications and documents shall be prepared in accordance with all applicable requirements of funding sources. The scope of work includes, but is not limited to:

## Preliminary Design

The Consultant shall prepare preliminary design drawings and cost estimates for the Trail Project based upon field review, pre-design meetings, and environmental scoping and engineering data. The final trail alignment shall be based on field verification and staking.

* The Consultant shall prepare a pre-design for submittal, modification, and approval by LHVA and a final design for submittal, modification, and approval by LHVA, PennDOT (if PennDOT funds are secured), and DCNR.
* The Consultant shall modify the plans based on comments at public meetings and by LHVA, PennDOT (if PennDOT funds are secured), and DCNR.
* The Consultant shall be responsible for attending no more than two separate stakeholder meetings. The Consultant will prepare exhibits as needed for these meetings and be prepared to answer any questions that may arise. Consultant also will be required to submit notes from the meetings.
* The Consultant shall be responsible for attending no more than two public meetings. The Consultant will prepare exhibits as needed for these meetings and be prepared to answer any questions that may arise. Consultant also will be required to submit notes from the meetings.
* The Consultant shall be responsible for attending all municipal and regulatory-agency related meetings. The Consultant will prepare exhibits as needed for these meetings and be prepared to answer any questions that may arise. Consultant also will be required to submit notes from the meetings.
* The design must comply with ADA Accessibility Guidelines and all current applicable Federal regulations, State regulations, and local regulations and codes of enforcement.
* The design must be in accordance with Pub. 408 and reference the AASHTO Guide for the Development of Bicycle Facilities.
* The Consultant shall identify and define any encroachments or permits required and prepare permit application packages to the Department of Environmental Protection (DEP).
* The Consultant shall identify and define any necessary coordination with utilities and register the project with PA One Call System.
* The Consultant shall prepare and submit packages in accordance with the latest PennDOT Design Manual for review agencies and LHVA in paper and electronic format.

## Final Design and Bid Package

The Consultant shall prepare final construction plans, specifications, and all necessary products for a bid through Penn DOT ECMS of the Trail Construction Project.

* The Consultant shall prepare plans, specifications, and estimates using Autotab to be bid through the ECMS system.
* The Consultant shall respond to review comments from permitting/regulatory agencies and will prepare final design and permit plans.
* The consultant shall respond to review comments from utilities and coordinate changes with utilities for final design.
* The Consultant shall prepare a final design and construction bid package for submittal, modification, and approval by LHVA, PennDOT (if PennDOT funds are secured), and DCNR.
* The Consultant shall modify the plans based on comments at public meetings, regulatory agencies, funding sources, and by LHVA.
* The Consultant shall prepare the bid package. Once advertised the Consultant will respond to bidder inquiries.
* If a pre-bid meeting is held, the Consultant shall respond to inquiries and prepare minutes.
* The Consultant shall review bids, perform tabulation, check bids, and recommend award to LHVA. LHVA will perform bid opening and will award bid.
* The Consultant shall prepare and submit packages for review agencies and LHVA in paper and electronic format.

## Construction Phase

The Consultant will work closely with LHVA during this phase. The Consultant will act as the engineer on the project, representing LHVA interests.

* The Consultant shall provide monthly written reports of progress.
* The Consultant shall conduct periodic inspections of the site and attend project meetings, as requested by LHVA.
* The Consultant shall accompany LHVA on the final project inspection of the project.
* The Consultant shall review shop drawings and comments if needed.

# FORMAT OF PROPOSAL (Required Submittals)

One (1) original, four (4) hard copies, and one (1) electronic copy in PDF format of the proposal marked “Dickson City Rail-Trail Design Proposal” shall be delivered to Lackawanna Heritage Valley Authority, 213 Railroad Avenue, Scranton, PA 18505. Proposals will be accepted until 2 p.m. Tuesday **January 12**. The proposal submission shall be in 8-1/2x11” format, minimum font size 11 point, and each page must be numbered and labeled “Dickson City Rail- Trail Design Proposal”. Proposals shall include:

## Cover Letter

The consultant shall provide a cover letter with the following items:

* A statement demonstrating your understanding of the work to be performed.
* A statement that the firm/team meets the Consultant Qualifications (see Consultant Qualifications Section above).
* The contact information of the firm’s Project Manager for the Trail Design Project.
* A clear statement of the firm’s principals and employee’s relationship(s) with officials and employees of LHVA.
* The cover letter shall be signed by the consultant’s Project Manager who is authorized to negotiate and contractually bind the firm with LHVA regarding the requested services. The Project Manager shall be the main contact with LHVA for technical and contractual issues, and shall be responsible for the direction of day-to-day progress.

## Profile of the Firm/Team

The Consultant shall provide a brief statement indicating the firm’s experience in conducting work sought by this RFP. The profile shall include:

* A statement of the firm’s experience in conducting work of the nature sought by this RFP. Advertising brochures may be included as support of this statement.
* The address of the firm’s office where the Project Manager is located.
* The address of subconsultant’s offices, if applicable.
* Resumes of staff and subconsultant staff that are proposed to conduct the work outlined and the specific duties of each person relative to the proposed work.
* Three (3) references from projects that were completed with similar work outlined in this RFP. Contact information for references shall include name, title, organization, phone number, mailing address, and email address.

## Explanation of Work

The proposal shall include a detailed description of the methods and procedures the firm will use to perform the work. Inclusion of examples of similar work is encouraged.

## Work Schedule

The project work schedule shall include time frames for each major work element outlined in the Explanation of Work, target dates for public meetings, and dates of completion for the Preliminary Design, Final Design, and bidding process.

## Proposed Cost

The cost proposal for all project expense shall be organized and itemized by proposed work items in your Explanation of Work and Project Schedule. Include reimbursable expenses that will be claimed.

For each person assigned to the project, the cost proposal shall include the title / rank (organizational level) of the person in the organization, their hourly rate for billing, and the minimum number of hours to be performed on the project.

The itemized costs shall be totaled to produce a contract price. If awarded the contract, a proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended by the LHVA Board of Directors to allow for additional costs.

If awarded a contract, the firm may not change the staffing assigned to the project without approval by LHVA. However, approval will not be denied if the staff replacement is determined by LHVA to be of equal ability or experience to the predecessor.

Your method of billing shall be stated. The preferred practice of DCNR is to pay upon completion of work tasks outlined in your proposal. However, LHVA will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, 10% of the funds available under the contract will be withheld until the final product is approved by DCNR.

## Contract

If awarded a contract, LHVA will provide the contract. See Appendix A of this document for the document titled “Nondiscrimination / Sexual Harassment Clause” that DCNR requires to be attached to and incorporated in the contract as an appendix.

# Evaluation Criteria

## Technical Expertise and Experience

The following factors will be considered:

* The firm’s experience in performing similar work.
* The expertise and professional level of the individuals assigned to conduct the work.
* The clarity and completeness of the proposal and the firm’s demonstrated understanding of the work to be performed.

## 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.

## Cost

The following factors will be considered:

* The number of hours of work to be performed.
* The level of expertise of the individuals proposed to do the work.

## Oral Presentation

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

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