



REQUEST FOR PROPOSALS

Professional Design Services
for
The Route 202 Property

Solebury Township
3092 Sugan Road
Solebury, PA 18963

February 20, 2024

**Proposal must be received by 11:00 am prevailing
time on Monday, April 8, 2024**

I. Introduction

Solebury Township invites landscape architectural or park planning teams to submit a response to the Request for Proposals (RFP) for the master planning of the Route 202 Property located at 6516 Lower York Road, Solebury PA 18963. Details of required assistance are located below under Scope of Services. The entire RFP may be viewed at <https://www.soleburytpw.org/files/> under Route 202 Property.

II. Background

Solebury Township, Bucks County, Pennsylvania, is located about 35 miles northeast of Philadelphia. Solebury Township (Township) occupies about 27.2 sq. mi. and its current population is approximately 8,709 (2020 Census).

Solebury Township's Board of Supervisors, through the Parks & Recreation program, embraces the philosophy that leisure time activities enhance the quality of life by offering an abundant variety of both passive and active recreational opportunities at our local and State parks. The program offers are currently configured as follows:

- Three parks with playing fields (Laurel, Pat Livezey & Canal)
- Two undeveloped but designated active parks (North Pointe & Solebury)
- Two passive parks (Aquetong Spring & Solebury Trail)
- One mixed use (Magill's Hill)

The Route 202 Property Project Area (Project Area) was purchased by the Township in 2020 and contains three tax parcels totaling approximately 13 acres. The parcel numbers are 41-022-135-001, 41-022-137 and 41-022-138. The Project Area is located near the geographic center of the Township and is located adjacent to Route 202 and a large retail shopping area and in close proximity to the most densely populated area of the Township. The Project Area is depicted on Exhibit A.

The Township's Board of Supervisors first performed a community survey and subsequently appointed an advisory committee comprised of ten resident volunteers and two Board liaisons (Committee). The Committee was charged with utilizing the survey results along with data from professional staff/consultants, their own independent research and input from the public to make recommendations to the Board of Supervisors for the future use of the Project Area. The Committee met twelve times over the course of the 2023 calendar year and produced the "Solebury Township 202 Property Advisory Committee Final Report" on December 27, 2023, which is available at <https://www.soleburytpw.org/route-202-property/files/202-property-advisory-committee-final-report>. That report was accepted by the Board of Supervisors on January 16, 2024 and will be utilized by the selected design professional to create a master plan that will guide more detailed design of the Project Area into a park. The completed design will be utilized to seek funding and plan the development of the Project Area.

III. The Project

The proposed project entails the development of a master plan for an existing, undeveloped park site. At a minimum, the project should include the following:

- Review of the “Solebury Township 202 Property Advisory Committee Final Report” dated December 27, 2023.
- Review of the Township’s Comprehensive Plan, Zoning Ordinance, Subdivision and Land Development (SALDO) Ordinance and other related documents.
- Development and facilitation of the project schedule, and coordination of all activities, tasks, meetings, and deliverables.
- Receipt and consideration of community input from current park/recreation users and stakeholders.
- Coordination with the Township Engineer to finalize the site survey.
- Coordination with Township Engineer for identification of the location of utility connections for future park development.
- Preparation of opportunities and constraints map of the Project Area.
- Preparation of preliminary conceptual design alternatives for the Project Area.
- Preparation of Master Plan and report identifying the preferred conceptual design, and the recreational amenities planned for the site including the location and configuration of all site elements
- Preparation of a cost estimate for the preliminary conceptual design alternatives, the preferred conceptual design, and estimated construction costs to completion of the project.

IV. Specific Response Requirements

All proposals should be submitted in accordance with the instructions detailed below. Responses should address the following requests for information or questions.

1. Letter of Transmittal

Each proposal should be accompanied by a letter of transmittal which summarizes the key points of the proposal and which is signed by an authorized officer.

2. Firm Experience and Qualifications

- A. Provide an overview of the firm and its qualifications. Include the location of your firm’s primary office, as well as any other offices in the Commonwealth of Pennsylvania or other states.
- B. Describe the relevant design experience of your firm and proposed key-personnel for the past five (5) years.
- C. Describe your firm’s equal employment opportunity policies and programs.

- D. Submit evidence of errors and omissions insurance coverage.
- E. Submit three (3) references for different projects of like size with names and direct line telephone numbers.

3. Professional Design Services Team

- A. Provide summaries of experience for each individual who would be assigned to represent the Township. Describe the specific roles that each would be expected to play with respect to the Township and identify the lead or senior designer.
- B. Provide detailed resumes for each of the designers summarized above, including without limitation their respective education, licenses and certifications.

4. Conflicts of Interest

- A. Describe any material financial relationships that you or your firm or any employee has with any individual or organization that may create a conflict of interest in representing the Township.
- B. Describe any family relationship that any employee of your firm has with any public servant that may create a conflict of interest or the appearance of a conflict of interest in representing the Township.
- C. Describe any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in representing the Township and the manner in which such conflicts described in this paragraph will be resolved.

5. Fee Proposals

- A. It is preferred that you provide a not-to-exceed fee proposal.
- B. Otherwise, provide an hourly fee proposal for lead designer, associates and staff as applicable. Fees should include all costs associated with labor, fringe benefits, overhead, profit and out-of-pocket expenses for which you expect reimbursement. In addition, provide the hourly billing rates for any staff that will serve the Township for any work that may be authorized by the Township. Clearly indicate the amount (if any) charged for drive time associated with this assignment. Describe any added reimbursable costs for such expenses as printing, mileage, data or sub-consultants. Rate must also include what increment of time is billable. Indicate whether the firm will hold the fee proposal for one, two, or three years.

6. Evaluation Criteria and Selection Process

The Township Board of Supervisors reserves the right to:

- A. Select a proposal in its entirety or some portion(s) thereof;
- B. Reject any and all proposals, in whole or in part;
- C. Waive any technical defects or irregularities;
- D. Request oral presentations and/or individual interviews from those individuals or firms determined to be in a competitive range;
- E. Make the final selection using criteria judged to be the maximum benefit to the Township as a whole.

Solebury Township is not required to make selections from these submissions, if, in their opinion, qualifications are not appropriate.

7. Selection Criteria

The Township will establish an order of ranking of a minimum of three (3) firms based on the Township's evaluation of the proposals received in response to this solicitation, provided that at least three (3) firms submit proposals. The final ranking will be established directly from the proposals. The following factors, listed in order of importance, will be considered by the Township during the evaluation of the business partners submitting Proposals:

A. Capacity to Perform:

Respondents shall demonstrate the capacity to provide the services described in the RFP and to respond to the public, the Township, and other stakeholders in a timely manner. Defined expectations for timeliness of service delivery and stakeholder communication should be outlined with the submittal. (30 points)

B. Community Outreach Strategy:

All proposals will be evaluated with regard to community outreach. Respondents shall submit a detailed community outreach plan that accounts for stakeholder engagement ranging from community members, governmental/private organizations that are stakeholders in parks/open space initiatives, elected officials, etc. (30 points)

C. Creativity and Understanding of Township:

Proposals will recognize that Solebury is a unique place rich in history, agriculture, environmental stewardship, preservation, community involvement and creativity with restaurants, shopping and festivals located within and local to our Township. (20 points)

D. Submission Quality:

Proposals shall be well-organized, professionally communicated, and meet all RFP specifications. (10 points)

E. Cost Structure:

The Township is not required to accept the lowest bid for this RFP. However, as with any public procurement process, cost will be considered in the overall scoring of all proposals. (10 points)

8. Proposal Submission

A. Proposals, including any/all attachments, cover letter and tabs should not exceed twenty (20) pages in length on 8 ½” x 11” paper, single spaced using a minimum font size of 12 pt. **Please do not provide marketing materials.**

B. Proposals shall be created or scanned as a PDF file and submitted in electronic format via email or included with the hard copy submission. Faxed proposals will **not** be accepted.

C. One (1) original hard copy of the proposal to be submitted.

D. Proposal must be received by 11:00 am prevailing time on Monday, April 8, 2024.

E. Electronic PDF proposals shall be submitted to the Township Manager:
ccataldi@soleburytpw.org
Subject line shall be: Professional Design Services RFP

Hard copy of proposal shall be mailed to:
Township Manager
3092 Sungan Road
Solebury, PA 18963
Attn: Professional Design Services RFP

F. All questions concerning this RFP must be submitted to the email in Section E above by 4:00 pm on Monday, March 25, 2024.

- G. Addenda, reports, and responses to questions will be distributed by 4:00 pm on Thursday, March 28, 2024 at <https://www.soleburytwp.org/files/> under Route 202 Property.

The Township will not accept late proposals. The Township reserves the right to reject any or all proposals or accept what is, in its judgment, the proposal which is in the Township's best interest. The Township further reserves the right, in the best interests of the Township, to waive any technical defects or irregularities in any and all proposals submitted.

9. Pre-Proposal Meeting

The Township plans to conduct a **virtual** Pre-Proposal Meeting on Wednesday, March 6, 2024 at 2:00 pm to review the site location and point out bid requirement which includes components that must remain, new components desired to be included, and components that can be removed from the existing location. Bidders interested in attending the pre-proposal meeting should register for the pre-proposal meeting via email to Catherine Cataldi (ccataldi@soleburytwp.org) by 8:00am on March 6, 2024. Attendance is not required to submit a proposal.

10. Insurance.

The successful bidder shall maintain general public liability insurance, which shall include coverage for acts of independent contractors or subcontractors, in an amount not less than \$1,000,000 for each occurrence and \$2,000,000 in the aggregate. The successful bidder shall also maintain property damage insurance in an amount not less than \$1,000,000 for each occurrence and \$2,000,000 in the aggregate. With submission of the signed Agreement, the successful bidder shall submit evidence of the required insurance coverage naming the Township as additional insured or (co-insured as appropriate) and agrees to provide copies of the policies of insurance upon request by Township. Such insurance shall be carried with financially responsible insurance companies, licensed in Pennsylvania and approved by the Township and shall be kept in force during the entire term of the Agreement.

11. Proposer Interviews

Should it desire, Township will conduct interviews with the top three (3) selected firms during the week of May 6, 2024. The Township requests the proposers seek to make themselves available during this time in person (preferred) or virtually. Any cost incurred by the respondents in preparing or submitting a response to this RFP or interviewing for this project shall be the respondents' sole responsibility.

12. Disclosure

During the RFP selection process, all proposals shall remain confidential. The entire selection process (procurement) file shall be opened to the public (which includes all proposers) after an agreement is approved by the Township, except those items for which confidentiality has been requested in writing by the bidder, and providing that the Township Solicitor has reviewed and determined this to be properly confidential under the Commonwealth Open Records Act and other relevant statutes and regulations.

13. Selection Timetable

Selection will be based on proposals submitted, Staff's recommendation, and final determination by Township Board of Supervisors. There is no specific selection timeline, however proposals are to be considered valid for at least ninety (90) days after submission of the proposal.

14. Successful Bidder

- A. Bidder acknowledges and understands that the Township is a Pennsylvania local agency for the purposes to the Pennsylvania Right-to-Know Law, 65 P.S. §67.101 et seq. (RTKL), and as a result thereof, the successful bidder may be subject to certain right to know requests related to the Township. Therefore, successful bidder shall cooperate with the Township in complying with the RTKL, and any other similar laws, in complying with requests for public records made under such laws. The successful bidder's cooperation shall include, but not necessarily be limited to, prompt communication with the Township regarding the existence of a record, the length of the record and other information requested by the Township and promptly providing access to or copies of the record. If the successful bidder fails to cooperate with the Township in response to a request for a public record, then the successful bidder shall indemnify the Township for any and all costs incurred, including attorneys' fees of the Township, as well as any costs, including any attorneys' fees of the requester, fines or other penalties imposed upon the Township by a court of competent jurisdiction relating to the Successful Bidder's failure to cooperate with the Township.
- B. The engagement of the successful bidder shall be subject to an agreement of letter agreement satisfactory to the Township Solicitor.

End of Request for Proposal

EXHIBIT "A"

