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## REQUEST FOR PROPOSALS (RFP) ACTIVE TRANSPORTATION PLAN

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### PREPERATION OF AN ACTIVE TRANSPORTATION PLAN

#### Overview

The Borough of Bridgeville, in cooperation with the Redevelopment Authority of Allegheny County (RAAC), is seeking a qualified transportation planning consultant to develop an Active Transportation Plan for the Borough. This project is being partially funded through a grant from the Active Allegheny Grant program, Redevelopment Authority of Allegheny County in partnership with the Hillman Foundation.

#### Project Location, Description and Background Information

The Borough of Bridgeville has a population of approximately 5,100 and is connected to the regional road system via I-79, Route 50 and is near I-376 and the Southern Beltway project. Current land uses consist primarily of residential with several concentrated areas of commercial, mixed, and industrial uses along primary corridor routes. A product of mid-twentieth century development, many areas of the Borough lack pedestrian and non-vehicular connectivity. While some of the older residential areas and commercial zones feature sidewalks, there are safety concerns and connectivity issues with them that this plan is to address.

The Bridgeville Active Transportation Project is a planning effort to be completed by a professional planner in partnership with the Bridgeville Planning Commission with a goal to improve pedestrian, bicycle, and multi-modal transportation within the Borough. The study will develop strategies to develop trail connectivity within Bridgeville, connecting its parks, library, public transpiration stops, commercial districts, existing but rather incomplete sidewalk network, regional amenities in our neighboring municipalities, all to the residential areas of the Borough in a safe accessible manner. There are many areas of Bridgeville that need pedestrian improvements to improve overall safety, reduce accidents and make our community more walkable and user friendly. Bridgeville is a perfect community to live, work and shop as many essential services are accessible on foot, however there are many areas of town that are not pedestrian friendly and even unsafe. This includes lack of sidewalks in areas, misaligned crosswalks, dangerous crossings in the business district with heavy vehicle traffic, lack of bicycle areas or signage, lack of pedestrian safety signage, obstacles obstructing sidewalks such as parked vehicles, lack of connectivity throughout the entire town which disconnects citizens from amenities, and a lack of active transportation features for those with disabilities. The hope is that this plan will build upon our

existing pedestrian networks and facilities, essentially completing missing connections. A goal for the Borough is to achieve designation and status as a Walk Friendly Community.

After completing a thorough and impartial assessment of pedestrian and bicycle needs, this plan will address the issues, identify the problems, and provide professional solutions that can be phased in by Borough Council to mitigate the issues and make our community more accommodating and safer. The plan will also allow the Borough to identify areas where the "complete streets" concept can be implemented. Another aspect of this project will be to study and develop a strategy to connect Bridgeville to neighboring trail networks in Upper St. Clair, South Fayette and beyond to the Montour and Panhandle Trails.

In 2020, the Bridgeville Planning Commission completed a ranking of issues facing the community and Pedestrian Safety, Trail Connectivity, Traffic Study on the Main Arteries, and Efforts to Enhance our Small-Town Charm were four of the eight principal concerns that the Commission deemed a priority that needs addressed. Working in partnership with the Bridgeville Police Department, the BPD has studied accidents over the last ten years and have identified 17 reportable pedestrian accidents in the Borough. The Commission is hoping that this crash data will aid in addressing a plan to improve pedestrian safety at these accident locations.

#### **Consistency with Municipal Comprehensive Plan**

The Borough of Bridgeville's most recent Comprehensive Plan is from 2005. The Bridgeville Planning Commission has recently completed an in-depth review of the plan to see what areas of the plan need to be focused on. The core community development objectives of the adopted Bridgeville Plan include: "capitalize on the existing transportation network and proximity to major highways and public transportation providers, while providing a safe and pedestrian friendly atmosphere." The plan also encourages residents and visitors to visit our downtown, and foster relationships to promote a safe and healthy environment. Bridgeville is now at the next step where it needs an in-depth Active Transportation Plan to specifically identify and provide manageable solutions to the specific problems and areas of the Borough to make pedestrian, bicycle, and vehicular traffic more safe, welcoming, and encouraged. This plan is consistent with the core objectives of our 2005 Plan and is a priority of our community to advance. Bridgeville Borough is also in the early phases of updating the 2005 Comprehensive Plan and is currently seeking funding to complete the full update project.

#### **Consistency with County Comprehensive Plan**

The Transportation Element of Allegheny Places identifies the lack of continuous sidewalk network and the lack of consistently incorporating bicycle and pedestrian facilities into road, bridge and transit projects as key challenges in facilitating bicycle and pedestrian travel within Allegheny County (Page 41). The plan further calls for providing integrated, active transportation alternatives, including bikeways, sidewalks, and transit to accommodate the safe passage of pedestrians within communities (Page 41 – 42). In addition, the Active Allegheny Plan calls for local municipalities to adopt plans to achieve consistency with the Transportation Element (Page 6-1). The plan further calls for municipalities to identify where facilities can be added that encourage pedestrian and bicycle travel, and encourages the installation of such facilities as part of the land development process (Page 6-2). Through the development and implementation of an active transportation plan, Bridgeville Borough will be able to achieve these important County transportation goals and objectives.

#### **Citizen Participation**

Citizen participation will be obtained through a series of community workshops and outreach meetings with residents, as well as with owners of businesses located in the Mixed-Use Zoning District. In

addition, information explaining the project will be provided on a dedicated portion of the municipal website, and comments will be able to be provided electronically.

### **Scope of Services**

The following scope of work provides an outline of services that are expected to be offered as part of the development of the plan:

1. Inventory of Existing and Proposed Bicycle and Pedestrian Facilities:
  - The consultant will inventory all existing and proposed pedestrian and bicycle facilities. The consultant will also be required to inventory all existing regional trails, parks and recreational facilities located within three miles from the border of the Borough.
  
2. Mapping of Existing and Proposed Bicycle and Pedestrian Facilities / Improvement Recommendations:
  - The consultant will create an ESRI map layer of the existing and proposed bicycle and pedestrian facilities in Bridgeville Borough as well as within a three-mile border of the Borough. The completed map layer will be provided to the Borough (and its consulting engineer) for future use at the Borough's discretion.
  
3. Identify Sidewalk Connections:
  - The consultant will inventory the existing sidewalk network with the Borough and identify missing links and within the current network. In addition, the consultant will develop an implementation strategy to connect gaps within the existing network and make recommendations to improve the safety of our current pedestrian infrastructure. The consultant will ensure that any new sidewalk connections can be designed and constructed according to PennDOT and Borough design standards.
  
4. Complete Streets:
  - The consultant will identify areas of the Borough where "complete streets" should be considered. In addition, the consultant will develop an implementation strategy to provide complete streets within the Borough.
  
5. Trail Connections:
  - The consultant will provide recommendations and an implementation strategy on how to connect Bridgeville Borough, mainly its parks and Downtown, along Chartiers Creek, to the regional trail network. Ensure that any proposed new trail connections can be designed and constructed according to PennDOT, FHWA, AASHTO, MUTCD and all other applicable bicycle and pedestrian design standards.
  
6. Meetings with Steering Committee:

A Steering Committee of approximately 10 to 15 members consisting of residents, business owners, Planning Commission members, Allegheny County Planning staff, the Borough Council and Borough staff will be created to coordinate with the consultant throughout the planning process. It is expected that the consultant will meet with the Steering Committee at key points in the planning process (6-8 meetings). Due to the COVID-19 pandemic, the consultant should explain how meetings with the Steering Committee will be handled remotely and/or in person in compliance with CDC and State/County guidelines and protocols as required.
  
7. Public Process:
  - Involvement of the public in the planning process is critical to its success. The consultant

will participate in two (2) community workshops to receive input as well as to inform residents, staff, stakeholders, and other agencies about the Plan. Due to the COVID-19 pandemic, the consultant should explain how the public process will be handled remotely and/or in person in compliance with CDC and State/County guidelines and protocols as required.

- The first meeting will be an opportunity for residents to share their bicycling and walking experiences, opinions, advice, and have a chance to learn about the planning process. It is anticipated that this meeting will be an interactive workshop in which participants can mark-up maps indicating such items as the destinations they want to go to by bicycle or walking, the routes they prefer to use for recreation and transportation, the streets they avoid, the types of bicycle and pedestrian facilities they like, safety issues, and where bicycle parking or other amenities are needed.
- The second meeting will be a presentation of the draft plan and will provide the public with an opportunity to review and comment on the draft plan prior to submittal to the Borough Council for approval.

#### 8. Produce an Implementation Plan:

- The consultant will identify implementation strategies and priorities for future bicycle and pedestrian facilities, consisting of coordination with new and maintenance projects.
  - The consultant will assist in prioritization of recommended improvements for local capital projects and will advise on possible appropriate County, State, and Federal grants. The recommendations will be based on a short term (5 year), intermediate term (10 year) and long term (20 year) implementation timeframe.
- The plan shall be consistent with the following plans, and shall build upon what has been previously proposed:
  - Borough of Bridgeville – Municipal Comprehensive Plan (2005)
  - County of Allegheny – AlleghenyPlaces (County Comprehensive Plan - 2008)
    - Transportation Element Update (2014)
    - County of Allegheny – ActiveAllegheny (County Active Transportation Plan – 2010)

#### **Proposal Evaluation**

Proposals received will be reviewed by appointed and elected officials and will be evaluated in the following areas:

1. The names and qualifications of the personnel who will be assigned to work with the Borough.
2. The type and tenure of the experience of both the agency and the individuals who will prepare the plan and facilitate the planning process.
3. References from other municipalities
4. Draft workplan and what is proposed to be included in the final project.

At the discretion of Borough, qualified applicants will be interviewed. Firms will be expected to be available for interview during the evaluation process, either in person or via the Zoom virtual platform. Please note that the Borough reserves the right to modify the criteria by either adding additional criteria to the evaluation or deleting criteria found to be not applicable to the decision-making process.

#### **Proposal Submission**

**The proposal must be received in hand by the Borough no later than 1:00 PM, Thursday, May 20, 2021, and must be submitted by mail or hand delivered.**

Fifteen (15) hard copies and an electronic copy of the proposal must be provided. Facsimile or email copies will not be accepted. All proposals must be marked "Proposal for Active Transportation Plan" and must also state the name of the proposer. Any proposal received after the due date and time will not be accepted or opened. All proposals shall be valid for 90 days from the submission deadline.

**RFP Submission Contents**

Proposers must provide at least three (3) municipal clients as references; preferably from municipalities located within Allegheny County with adopted Active Transportation Plans. In addition, proposers shall include a list of similar plans completed by the firm within the last five years that demonstrate experience preparing Active Transportation Plans. The list of similar plans should include agency names, contact persons, phone numbers and email addresses of the contact persons, and details of the final plan.

The following information must be included with your submission:

- Title page. Indicate "Borough of Bridgeville – Active Transportation Plan," with the date, name of firm, physical and mailing address(es), telephone number, and principal contact person.
- Table of contents. Identify the proposal content by section and page number.
- Transmittal letter. Address the letter to the "Borough of Bridgeville", and in no more than three pages:
  - o Briefly summarize your firm's understanding of the services to be performed.
  - o Indicate your level of commitment to supervising, staffing, and completing the work within the required time periods.
  - o Give the names, titles, postal and e-mail addresses, and telephone numbers of the persons authorized to represent your firm regarding the proposal.
- Business profile. Describe your firm regarding:
  - o Organizational size, structure, length of time in business, locations of main and any branch offices.
  - o Location of the office from which the work is to be done, and number and type of professional staff employed there.
  - o Demonstrated transportation planning expertise and successful execution of projects of a similar scope and scale.
  - o Demonstrated expertise with bike and pedestrian transportation engineering and trail development.
  - o Any other factors relevant to execution of the proposed scope of services of the proposal.
- Proposed Schedule:
  - o A proposed schedule of services and deliverables, and the key personnel to complete the work within the proposed time schedule.
- Project Budget:
  - o A budget breakdown of the proposed cost in an amount not to exceed \$27,000.00 shall be provided. The budget breakdown shall include an hourly rate schedule and anticipated number

of hours for each of the project personnel assigned to each task; a cost allocation between the prime proposer and any subcontractor(s); cost for each documentation component; and a summary of non-labor costs and reimbursable expenses.

- A nondiscrimination notice statement.
- A non-collusion statement.
- Any and all other information that the proposer feels would be helpful.

**Insurance and Security**

Be advised that if selected proof of insurance coverage and bonding requirements as required by Allegheny County must be provided. See Exhibit "A" for information about bonding and insurance requirements.

**Terms and Conditions**

1. This RFP does not commit the Borough of Bridgeville to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
2. The Borough of Bridgeville reserves the right to extend the date by which the submittals are due.
3. The Borough of Bridgeville reserves the right to cancel, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the Borough of Bridgeville cancels or revises the RFP, such action shall be published as an addendum to the RFP.
4. All submittals become the property of the Borough of Bridgeville. Except for the name of firms on the final list, no information contained in a proposal submittals shall be made public until after the award and execution of a contract.
5. The Borough of Bridgeville reserves the right to consider the requested options as a whole, in part, or not at all when determining the best product that best serves the municipality's interest.
6. The Borough of Bridgeville reserves the right to request additional information and/or clarifications from any or all Respondents to this RFP.
7. All proposals must remain in effect for 90 days after the proposal due date.
8. The Borough of Bridgeville is an equal opportunity employer. MBE/WBE/DBE/VOSB firms are encouraged to submit proposals on the Project.

**Proposals shall be addressed to:**

Mr. Joe Kauer, Borough Manager  
Borough of Bridgeville  
ATTN: Active Transportation Plan RFP  
425 Bower Hill Road  
Bridgeville, PA 15017

**Direct any questions regarding the RFP to:**

Mr. Joe Kauer, Borough Manager

Borough of Bridgeville

425 Bower Hill Road

Bridgeville, PA 15017

[jkauer@bridgevilleboro.com](mailto:jkauer@bridgevilleboro.com)

412-221-6012 x111

Questions involving procedural or technical matters shall be in writing by email to the above-named person no later than May 10, 2021. Questions received after that date may not be answered.

**Exhibit "A" Allegheny County – Bonding and Insurance Requirements**



**ALLEGHENY COUNTY ECONOMIC DEVELOPMENT  
ACTIVE ALLEGHENY GRANT PROGRAM  
GRANTEE/CONTRACTOR BONDING AND INSURANCE REQUIREMENTS**

**CONTRACTORS**

In the event a Grantee hires any contractors, the Grantee shall require all said **CONTRACTORS** engaged in the provision of goods, supplies or services pursuant to this **AGREEMENT**, to provide at minimum certifications of bonding and insurance listed below.

Type of Insurance	Applicable	Insurance Limits
<b>CONTRACTOR BONDING</b> <ul style="list-style-type: none"> <li>• Bid Bonding</li> <li>• Performance Bonding</li> <li>• Payment Bonding</li> </ul>		5% 100% 100%
<b>CONTRACTOR INSURANCE</b>  <u>Auto Liability</u> <ul style="list-style-type: none"> <li>• Aggregate Bodily Injury and Property Damage</li> </ul>	X	Minimum Limit \$500,000
<b>COMPREHENSIVE GENERAL LIABILITY</b> <ul style="list-style-type: none"> <li>• Aggregate Bodily Injury and Property Damage</li> <li>• Products Liability and Completed Operations</li> <li>• Explosion, Collapse and Underground Damage</li> </ul>	X  X  X  X	Minimum Limit \$500,000
<b>PROFESSIONAL LIABILITY</b> (if Applicable)		Minimum Limit \$500,000
<b>WORKER'S COMPENSATION INSURANCE</b>	X	Coverage A – Statutory Limit  Coverage B – Employer's Liability – Minimum Limit \$500,00.00
<b>BUILDERS' RISK</b>  Coverage must include: <ul style="list-style-type: none"> <li>• Structural damage while under construction.</li> <li>• Equipment and machinery used to service the building.</li> <li>• Supplies used during the course of construction</li> </ul>		Minimum Limit:

**Contractors are required to provide Active Allegheny Grantees proof of the above required insurance.**