



REQUEST FOR PROPOSAL (RFP)

Capital Area Greenbelt Paxtang Parkway Trail Design and Permitting Project Phase 3 Harrisburg City, Susquehanna Township and Paxtang Borough, Dauphin County

The Capital Area Greenbelt Association (CAGA) is soliciting proposals for a one-time professional services contract to complete the design, engineering, and permitting of the Paxtang Parkway Trail Project (Phase 3). The trail is owned by the City of Harrisburg and located in Susquehanna Township and Paxtang Borough in Dauphin County, Pennsylvania. These services are needed to repair about 4,100 linear feet of the deteriorated asphalt trail surface of the 1.2-mile Paxtang Parkway Trail portion of the Capital Area Greenbelt to restore safe pedestrian and bicycle travel. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

An electronic copy in a PDF format must be emailed to Diane Kripas, Planning Chair, CAGA Board of Directors at dwkripas@gmail.com by Thursday, November 30, 2023 at 4:00 pm.

Consultants with questions may contact Diane Kripas at 717-991-2534 or email questions to dwkripas@gmail.com.

If additional information is needed, please contact:
Diane Kripas, Planning Chair, CAGA Board of Directors
dwkripas@gmail.com
717-991-2534

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NOTE: The term "proposer" or "firm" in this RFP means the person or firm making a proposal based on the RFP.

SECTION 1. BACKGROUND

The Capital Area Greenbelt Association (CAGA) is an all-volunteer non-profit organization formed in 1990 to improve, maintain, and protect the Capital Area Greenbelt (Greenbelt) in the Harrisburg Metropolitan Region, Pennsylvania. The Greenbelt has grown to a 24-mile looped trail with connectors that extends around a large portion of the greater Harrisburg area. The Greenbelt consists of on-road sections as well as off-road paved and gravel paths. The loop and trail extensions connect users to many local and regional parks. Appendix A shows the Greenbelt trail system with the Paxtang Parkway section highlighted.

The Paxtang Parkway is threatened by increased storms and climate change. The 1.2-mile Paxtang Parkway Trail is the chief asset of a preserved wooded valley, a Greenbelt section segregated from motorized traffic, and one of the first miles of trail dedicated to the Greenbelt

30 years ago. The Paxtang Parkway Trail originated as a scenic carriage route when it was built during the “City Beautiful Movement” in the early 1900s. A century later, it is now reserved exclusively for pedestrian and bicycle use. Culverts and public infrastructure were built when farmland was the surrounding landscape. Today, a shopping center and commercial/housing developments surround the Parkway. Intensification of storms and runoff are threatening this trail section, and it is now the most dangerous trail mile for bicycling due to the water-damaged surface. Continued deterioration of this mile threatens the entire looped system. There isn’t an easy, safe off-road alternative route if the next severe storm washes away sections of the trail. CAGA’s top priority is to fix this mile first before expanding the Greenbelt trail system further.

In partnership with the City of Harrisburg, CAGA has secured state and private funding for the design/engineering and permitting of the Paxtang Parkway Trail Project Phase 3. Phase 3 is a 4,100-foot segment of the Paxtang Parkway Trail and represents the southern two-thirds of the trail within the Paxtang Parkway portion of the Greenbelt. Phase 3 rehabilitation will continue the northern 2,400-foot Phase 2 trail restoration that is fully funded by PennDOT and scheduled to begin reconstruction in Fall 2024. Phase 3 funding for design/engineering extends the trail rehabilitation from the southern terminus of Phase 2 to the gate at the Paxtang Parkway Derry Street Trailhead. In September 2023, CAGA submitted a funding request (\$1.4 million) to PennDOT’s Transportation Alternatives Set Aside (TASA) Program to complete restoration of this final phase and purchase and install a pedestrian bridge. The City of Harrisburg secured \$900,000 in PennDOT funds for Phase 2 and CAGA anticipates that the construction of Phase 3 will also be funded by PennDOT (TASA funding). Appendix A provides a map of phased and funded work and photos of trail design and permitting needs.

This design and engineering project is partially funded by a grant (\$83,500) from the Community Conservation Partnerships Program administered by the Pennsylvania Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation (Bureau). The Bureau has certain requirements and standards that must be met by CAGA and its contracted consultant. The RFP has been prepared in accordance with Bureau requirements and standards. The Bureau will monitor the project and certain documents will be subject to Bureau review and approval. The project is also partially funded by a grant (\$45,500) from the United States Environmental Protection Agency Region 3, Chesapeake Bay Program, and the Chesapeake Bay Trust.

SECTION 2. GENERAL TERMS

- CAGA reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of CAGA.
- The contract is subject to the approval of the CAGA Board of Directors and is effective only upon their approval.
- Proposers are bound by the deadline for submittals in response to this RFP as stated above.
- Proposals will remain effective for CAGA review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by the CAGA, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 60-day period that proposals are effective.
- The proposer can add to, modify, or clarify any scope of work items it deems appropriate to

develop detailed high-quality drawings and specifications and complete and obtain Pennsylvania Department of Environmental Protection permits at the lowest possible cost. All changes should be identified with an explanation. However, the scope of work proposed must accomplish the goals and work stated below.

SECTION 3. SCOPE OF WORK

Project Limits: The Paxtang Parkway is a 1.2-mile trail located between Market Street in Susquehanna Township and Derry Street in Paxtang Borough, Dauphin County. Phase 3 starts at the end of Phase 2 (From Market Street gate 2,400 feet south) and is 4,100 linear feet south to the gate near Derry Street. The trail is owned by the City of Harrisburg and there are no right-of-way issues. All work will be completed within the existing publicly owned 20–24-foot trail. The trail is being reduced in size to a 12-foot-wide trail pathway with 4-foot grassed margins on each side.

Complete engineering and design for the trail (4,100 linear feet):

1. Develop a base map of the project area.
2. Complete a site investigation to determine where to locate the restored trail within the existing asphalt area (20-24-foot) and areas of the existing trail that would require removal and reconstruction. Design for a new trail location that would be less vulnerable to stormwater runoff from increased and more severe storms.
3. Investigate any cross-pipes under the trail, determine condition, and address in the design.
4. Develop an erosion and sediment control plan.
5. Complete preliminary engineering and final design for the project, using good trail design practices as described in the provisions of the AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, the AASHTO Guide for the Development of Bicycle Facilities, appropriate PennDOT Design Manuals; and PA DCNR requirements. This will include identifying and meeting any and all local and state permitting and environmental clearances. Note: CAGA has been working through the Pennsylvania Department of Environmental Protection permitting requirements for Paxtang Parkway stream restoration phases and Phase 2 trail construction. Permits are still needed for the culvert replacement and pedestrian bridge.

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6. Prepare for and conduct any required public/municipal coordination meetings and other public involvement as needed.
7. Identify and coordinate any and all utilities as needed. Penbrook Borough has a sewer easement for a public sewer line that is mostly under the trail in this section.
8. Prepare plans, specifications, and estimates (PS&E) package in accordance with PennDOT requirements to be bid by PennDOT as a TASA project. Meet all PennDOT requirements regarding utilities, environmental, pedestrian and bicycle detours, public notifications, etc.

Complete the design for a culvert replacement and a new pedestrian bridge – the proposed work includes replacing the current masonry culvert with a precast reinforced concrete box culvert and installing a prefabricated steel bridge structure on cast-in-place reinforced concrete cantilever abutments.

1. Conduct a geotechnical investigation for the culvert replacement area and proposed pedestrian bridge location.
2. Determine the best location for the new pedestrian bridge.
3. Prepare structural design engineering and plans for the proposed culvert replacement and proposed pedestrian bridge. Design and plans should be prepared in accordance with AASHTO and PennDOT requirements.
4. Develop, submit, and obtain permit approval through the Pennsylvania Department of Environmental Protection for the culvert replacement and pedestrian bridge.

CAGA will provide:

- PDNI report dated March 18, 2022.
- Construction drawings and specifications for Phase 2 trail restoration (2,400 feet) that are nearing completion.

SECTION 4. CONSULTANT QUALIFICATIONS

The lead consultant or consultant team must have documented experience in the following:

- A. Experience with trail design, construction drawings and specifications, obtaining required permits, and successfully bidding and constructing similar projects.
- B. Effective communication of recommendations and implementation strategies (ex. detour plans and temporary trail closures) to elected officials, non-profit organizations, and stakeholders.
- C. Preparing designs and documents for PennDOT's letting process meeting PennDOT and AASHTO standards.

The team must include a structural engineer licensed to practice in Pennsylvania to complete the proposed culvert replacement and new pedestrian bridge design requirements. Construction drawing, and specifications must be sealed by a licensed professional who is authorized by Pennsylvania law to seal such documents.

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SECTION 5. REQUIRED SUBMITTALS

A. Letter of Transmittal

This letter must include the following:

- A statement demonstrating your understanding of the work to be performed.
- A statement confirming that the firm meets the Consultant Qualifications (see Section 4 above).
- The firm's contact person and telephone number.

B. Profile of Firm

This consists of the following:

- A statement of the firm's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
- The location of the firm's office that will perform the work.
- Resumes of individuals (consultants, employees) proposed to conduct the work and the specific duties of each in relation to the work. PA DCNR requires that the project consulting team have the minimum qualifications outlined in Section 4 Consultant Qualifications.
- A reference list of other municipal clients of the firm with contact information.
- Any other information relating to the capabilities and expertise of the firm in doing comparable work.

C. Methods and Procedures

The proposal must 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.

D. Work Schedule

The schedule must include time frames for each major work element and dates for completion of draft and final documents.

E. Cost

- For each major work element, the costs must be itemized showing:
 - For each person assigned to the work, the title/rank (organizational level) of the person in the organization, the hourly rate, and the number of hours to be worked.
 - The reimbursable expenses to be claimed.
- Show the total project cost. If awarded a contract, the proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs.

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- If awarded a contract, the firm may not change the staffing assigned to the project without approval by CAGA. However, approval will not be denied if the staff replacement is determined by the CAGA to be of equal ability or experience to the predecessor.
- The method of billing must be stated. CAGA will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, a minimum of 10% of the DCNR Grant Award will be withheld until the final product is approved by DCNR, at which time project costs will be paid in full.

F. Contract

The contract form and DCNR “Nondiscrimination/Sexual Harassment Clause” is provided in Section 7. DCNR requires that the “Nondiscrimination/Sexual Harassment Clause” be incorporated and/or attached to the contract in its entirety.

SECTION 6. EVALUATION CRITERIA

The following factors will be considered:

- The firm’s experience in performing similar work
- The firm’s experience preparing designs for PennDOT letting
- 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
- Cost

SECTION 7. CONTRACT FOR PROFESSIONAL SERVICES

A proposed contract is included for review. If it is satisfactory to the firm, it should be completed, executed, and submitted with the proposal. If the firm prefers an alternative contract, the firm

may submit it as a part of the proposal submission. However, CAGA reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional services contract.

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CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 20[], by and between the Capital Area Greenbelt Association (CAGA), Dauphin County Pennsylvania and _____ ("Consulting Firm").

WHEREAS, CAGA desires to have certain one-time professional consulting work performed involving the design, engineering, and permitting of the Paxtang Parkway Trail Restoration Project (Phase 3);

WHEREAS, CAGA desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by CAGA;

WHEREAS, the Consulting Firm desires to perform the work in accordance with the proposal it submitted in response to the RFP;

WHEREAS, the Consulting Firm is equipped and staffed to perform the work;

and NOW, THEREFORE, the parties, intending to be legally bound, agree as

follows: THE CONSULTING FIRM WILL:

1. Provide professional consulting services in accordance with the RFP, its proposal in response to the RFP, and the Nondiscrimination/Sexual Harassment Clause, which is attached hereto and incorporated herein as Appendix A.
2. Obtain approval from the CAGA of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by CAGA to be of equal ability or experience to the

predecessor. CAGA WILL:

1. Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$_____.
2. Provide the Consulting Firm with reasonable access to CAGA personnel, facilities, and information necessary to properly perform the work required under this Contract.
3. Except as provided in item 4 below, make payment to the Consulting Firm within 30 days after receipt of a properly prepared invoice for work satisfactorily

performed.

4. Make final payment of 10% of the DCNR funds available to the Consulting Firm under this Contract within 30 days after final product approval by the Department of Conservation and Natural Resources.

IT IS FURTHER AGREED THAT:

1. All copyright interests in work created under this Contract are solely and exclusively the property of CAGA. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work

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made for hire, the Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to CAGA.

2. In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.
3. The Consulting Firm may terminate this Contract at any time upon giving CAGA written notice of not less than 60 calendar days. CAGA may terminate this Contract at any time if the Consulting Firm violates the terms of this Contract or fails to produce a result that meets the specifications of this Contract. In the event of termination of this Contract by either party, CAGA shall within 30 calendar days of termination pay the Consulting Firm for all services rendered by the Consulting Firm up to the date of termination, in accordance with the payment provisions of this Contract.

In witness thereof, the parties hereto have executed this Contract on the day and date set forth above.

WITNESS: FOR CAGA:

_____ TITLE:

WITNESS: FOR THE CONSULTING FIRM: _____

_____ TITLE:

APPENDIX A
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

The Grantee agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act (PHRA) and applicable federal laws, against any citizen of this commonwealth who is qualified and available to perform the work to which the employment relates.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.
4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the Public Employee Relations Act, Pennsylvania Labor Relations Act or National Labor Relations Act, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.

6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.

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7. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to Title VII of the Civil Rights Act of 1964, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

8. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.

9. The Grantor's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

10. The commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

Based on Management Directive 215.16 Amended (8/2/18)

Walk it. Bike it. Run it.



WILDWOOD PARK

There are endless opportunities for fun and adventure at Wildwood Park. Explore the Nature Center, walk the trails and boardwalks, ride your bike,

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pack a picnic lunch, watch the birds, check out the flowers, and much more!



FORMER STATE HOSPITAL GROUNDS

Harrisburg State Hospital opened in 1851 to humanely treat people with mental illness through farm work and outdoor

therapies. The hospital closed in 2006. Look for old buildings and pathways, and listen for birds—the area is a birding hot spot with 150+ species!



RIVERFRONT PARK

The 3.5-mile riverside park was built in 1906 with a stepped riverbank, carriage path along the lower bank and a tree

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Download the most current Greenbelt map at

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GREENBELT SIGNS

Look for this sign as you travel
the trail.

Paxtang
Parkway

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Source: PASDA Imagery dated 2018





PAXTANG PARKWAY PHASE 3
Stream: PA DEP Growing Greener Grant - FUNDED

PAXTANG PARKWAY PHASE 4
Stream: PA DEP Growing Greener Grant - PENDING

**2023 TASA REQUEST:
PAXTANG PARKWAY TRAIL
REHABILITATION PHASE 3**



Work Segment A near
Market Street

Disintegrating Edges

Wide Cracks with Vegetation



Pav









Former road



Trail-Stream Crossing

3 (South end of Segment G)

Disintegrating paving from

Upstream Downstream



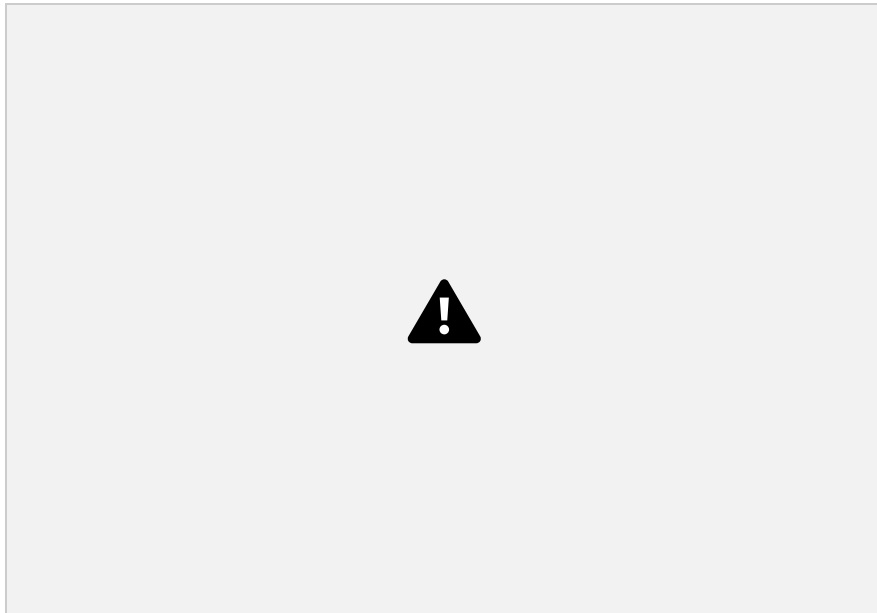
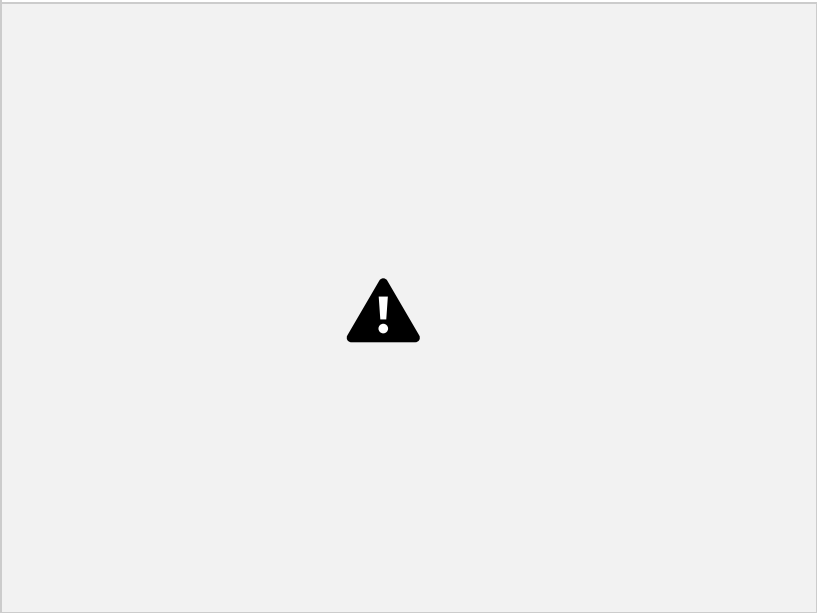
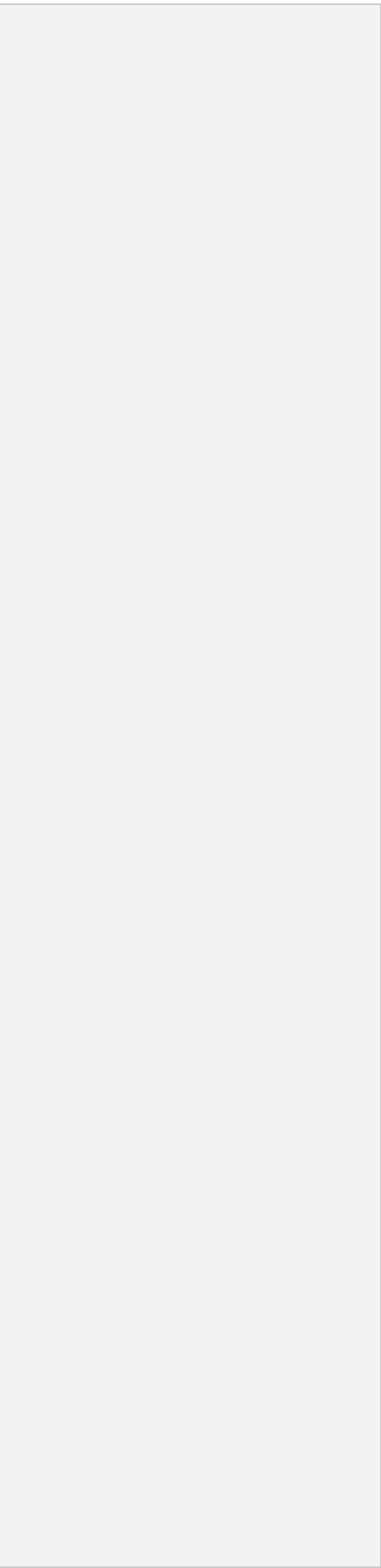
repeated flooding



Erosion is
expanding,
unravelling the pavement,
and weakening the culvert











Derry Street Access





- ✓ Repaving
- ✓ New Gate
- ✓ Transition to narrower trail width