



REQUEST FOR PROPOSAL
MAIN STREET STREETScape AND PLAZA DESIGN
September 19, 2022

Question and Answer Period Ends Wednesday, October 5, 2022

Proposals are due by 4:00 PM on Friday, October 21, 2022

Greater Honesdale Partnership
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Section 1: General Information

A. Statement of Intent

As outlined in more detail in **Section 4: Scope of Work**, this Request for Proposals (RFP) seeks a Consulting/Engineering Firm who can design/engineer the streetscape improvements on Main Street (Route 6) from Fourth Street through Park Street within the Borough of Honesdale. The vision of the *Main Street Streetscape and Plaza Design (Streetscape Plan)* is a safe, accessible, attractive, active, and vibrant street that aligns with and supports community priorities identified in the *Downtown Honesdale Revitalization Plan (Derck & Edson, 2021)* www.visithonesdalepa.com

The Greater Honesdale Partnership (GHP) is requesting proposals from qualified consultant/engineering teams (Consultant) who can assist the GHP by completing creative design/engineering services for streetscape improvements. The Consultant must be experienced in streetscape design/engineering and be able to deliver maps, reports, surveys, final designs and specifications, final cost estimates, bid packages and bid process oversight that result in successful project outcomes. The Consultant will coordinate efforts with the GHP, the GHP Design Committee (who will have active oversight of the project), Honesdale Borough Council, Honesdale Borough Planning Commission, PennDOT, and utility service providers to determine the best approach to elements of the project and to determine necessary permits and approvals. The proposals should be prepared simply and economically, providing straightforward and concise descriptions of the Consultant organizations' capabilities and sufficient information to satisfy the requirements of this RFP. False or inaccurate information will result in the rejection of the Consultant organizations' response. This project is the interim step between conceptual planning accomplished through the *Downtown Honesdale Revitalization Plan* and construction/implementation of the *Streetscape Plan*. The expectation is that the deliverables accepted by the GHP will be the basis for construction contracts, equipment and material purchase, and other activity associated with implementing the *Streetscape Plan*.

B. Background

The Borough of Honesdale is located in central Wayne County, which is situated in the northeast corner of Pennsylvania approximately 90 miles from New York City. Wayne County is one of four counties that comprise the Pocono Mountains region and is sometimes locally referred to as being in the Northern Pocono Mountains. Wayne County is a 6th-class county with a population of approximately 51,200. According to Census 2020, Honesdale, which is the County Seat, has a population of 4,458. This number of residents is nearly the same as 50 years ago because the geography of the area, which includes hills and valleys, inhibits expansion of the Borough. Honesdale is a jewel of northeastern Pennsylvania, boasting a core downtown commercial center, charming residential areas, rich history, and friendly citizens. Its picturesque setting is worthy of a Norman Rockwell painting...in fact, Central Park was the inspiration for Honesdale native and *Winter Wonderland* lyricist Dick Smith as he penned his famous verses for the renowned song.

Honesdale incorporated in 1831 and grew in the mid-1800's through 1920's with the rise of the coal industry. Nothing built northeastern Pennsylvania more than coal. Population centers, large and small, grew with the influx of immigrant workers who labored in the mines, built canals, constructed towns, and became captains of industry. More than a century later, the footprint of many communities is the same, and the coal industry's environmental, cultural, and socio-economic influences remain. Coal from the anthracite region was transported via a gravity railroad over Moosic Mountain to Honesdale, where it was loaded onto the Delaware & Hudson (D & H) Canal and transported to the Hudson Valley. Located at the head of the D & H Canal, Honesdale had a central role in commerce during the early days

of the coal industry. At one time, the largest stockpile of coal in the world was located at Honesdale's coal pockets. Honesdale can boast to being the "*Birthplace of the American Railroad*" as the first commercial steam engine to operate in the western hemisphere – *The Stourbridge Lion* – ran along rails within the Borough in 1829. This heritage still is a major influencer on the town. *The Stourbridge Railroad* operates today along tracks laid in the last century from Honesdale to Lackawaxen, PA. Approximately 30,000 people annually enjoy passenger excursions along the Lackawaxen River and canal towpath. Most of Honesdale's Main Street anchor buildings are canal-era—beautiful structures, but with maintenance and sustainability challenges.

Honesdale's core downtown sits in a valley between two hillsides which are populated with residential and agricultural uses. Wayne County's two major roadways – U.S. Route 6 and S.R. 191 – are the main thoroughfares through the downtown. Main Street (Route 6 East) is almost three-quarters (3/4) of a mile long with a traffic light at either end. In the days of Friday night shopping and soda fountains, it would not be rare to see a couple of cars drag racing down its length. As the world moved to multi-car families, streets became congested and during the early part of this century over 18,500 cars were moving through areas of the Borough in one day. In 2009, PennDOT began construction on a traffic congestion project which expanded the 4th Street bridge at the south end of town and added a new Church Street bridge over the Lackawaxen River to Park Street. This project resulted in Main Street and Church Street (Route 6 West/S.R 191 North) becoming a one-way couplet. The project has reduced congestion, but it has also set up issues of pedestrian safety, visibility, and traffic speed. A significant component of this project is to improve pedestrian safety. During project design, consideration should be given to the future possibility of reverting to two-way thoroughfares.

Two rivers – the Dyberry and Lackawaxen – run through the Borough and join at an area locally known as "Industrial Point." Recently, there has been significant planning and grant acquisition by the *Wayne Pike Trails & Waterways Alliance* and community partners to utilize the rivers more fully. *The Alliance* is a consortium of several groups with a common goal of envisioning a trail system embracing the river that runs through the Honesdale-Hawley corridor and the natural beauty of the area's parks and woodlands. The Lackawaxen River Trails System includes river access points (one at Industrial Point, one in Indian Orchard, and another in White Mills already funded by state grants) and walking trails within the Borough. The Downtown Honesdale Revitalization Plan has identified a 12th Street Pavilion (along the Lackawaxen River) as a priority project. This project would connect the river access point and trail system to Main Street. This RFP references "plaza design," which is essentially design/engineering work that integrates Main Street via side streets with the Borough's recreational and cultural activities, such as the Lackawaxen River Trail System, including access to 55-acre Gibbons Park with an overlook at Irving Cliff, downtown events, and Central Park concerts/activities.

Honesdale's location within a river valley also brings challenges. Honesdale has had its share of tragic floods, the most notable being the flood of 1942 which claimed 24 lives. In the 1950's, the Army Corp. of Engineers embarked on a flood protection project and two large dams – the Jadwin Dam and Prompton Dam – now prevent flooding on the scale of the 1942 food. However, stormwater runoff from the hillsides is still a major concern and minor flooding occurs along Main Street and 4th Street on a regular basis. Therefore, the *Streetscape Plan* must consider stormwater/drainage issues and ways to complement or augment the Borough's stormwater system. The GHP would like the Consultant to incorporate low impact development (LID) within the design/engineering plans. There should also be consideration given to low maintenance—the objective would be to have streetscape components more easily maintained by Borough or PennDOT crews, or easily replaced or repaired should any deteriorate or degrade. Sustainability is a key to this project.

A main driver for the downtown revitalization planning and this streetscape initiative has been the deterioration of key infrastructure. The streetlights along Main Street have reached the end of their life

span, with one even falling on a car this past year. *PPL Electric Utilities* has started to replace the worst metal streetlight poles with simple wooden poles. Honesdale’s long Main Street is striking when lit with seasonal decorations or lined with waving American flags. The mismatch of older metal and plain wooden poles is certainly contrary to the image local residents and businesses want for their town. The streetlight plan should consider vehicular and pedestrian safety, as well as aesthetics and use for parades and seasonal celebrations. A main component of the streetscape plan is undergrounding the electric utility lines that serve the streetlights on Main Street (not commercial or residential service – these are served by lines coming from the back of the buildings.)

The *Downtown Honesdale Revitalization Plan* provides a comprehensive foundation for the streetscape design/engineering. Revitalization goals identified by the community are:

- Create a welcoming atmosphere for locals and visitors
- Protect the small-town feel and historic architectural character
- Improve the appearance of downtown buildings, sidewalks and streetscapes
- Promote downtown living
- Enhance the parking experience
- Create a clear vision for revitalization and economic development

“**Enhance Main Street Streetscapes**” is the number one revitalization priority project that was identified to support revitalization goals. The *Downtown Honesdale Revitalization Plan* has considerable information as to vision, qualities, and character the community would like for Honesdale. The GHP Design Committee will oversee this project. The GHP Design Committee is comprised of Directors, staff and business members of the GHP, Honesdale Borough officials, staff and Economic & Revitalization Committee representatives, the Pocono Mountains Visitor Bureau, Wayne County GIS Department, Wayne Economic Development Corporation, and community members.

C. Improvement Area

The **Improvement Area** encompasses a) the entire public Right-of-Way on Main Street (Route 6) from Park Street to 4th Street for nine blocks and a length of approximately 3,300 feet. The Consultant will also be asked to prepare reports and include recommendations for a plaza design, i.e., providing an integrated design/plan for connecting Main Street to the Borough’s side streets and current and planned recreational and cultural activity; this includes downtown and Central Park activities, and the 12th Street Pavilion/trail connection project, and parking configurations.

D. Response Title

The RFP title for this project is “**Main Street Streetscape and Plaza Design.**”

E. Project Phasing

The GHP envisions the phasing of the project as follows:

Phase 1: Preliminary Work, includes two Tasks:

Task 1: Stakeholder Engagement

Task 2: Street and Utilities Survey

Phase 2: Infrastructure Improvements, includes two Tasks:

Task 3: Utility Relocation and Undergrounding

Task 4: Stormwater/Drainage Improvements

Phase 3: Design Plans and Specifications, includes two Tasks:

Task 5: Design Plans and Specifications

- Task 6: Construction Administration and Support (during bidding phase)
- Incidental Tasks
- Task 7: Meeting Attendance/Conference Calls

The above description of phasing is flexible, and the Consultant can submit their own phasing schedule as long as the design intent is met.

F. Project Elements

The project work and improvements are to include but are not limited to:

1. Survey for topography and existing underground utilities, including potholing as needed.
2. Utilities: relocate underground, final design, coordination with utility providers.
3. Stormwater/Drainage improvements.
4. Main Street (Route 6) improvements:
 - a. Crosswalk design and materials.
 - b. Bicycle travel in corridor.
 - c. Traffic calming/safety measures, such as curb extensions/bump outs.
 - d. Curbing/gutters.
5. Sidewalk design to ensure pedestrian safety and to accommodate street and pedestrian amenities for people of all ages and abilities including but not limited to:
 - a. Streetlights – pedestrian and roadway.
 - b. Sidewalk materials/pattern.
 - c. Benches and other seating.
 - d. Bike rack style and location.
 - e. Bus stop/shelter.
 - f. Landscaping and irrigation improvements, including plant palette (i.e., number, size, and type of plants to be used), planters, and tree grates as applicable.
 - g. Trash and recycling receptacles
 - h. Parking meters – style/location/technology.
 - i. Street art.
 - j. Public spaces.
 - k. Wayfinding and identify signage
 - l. Low impact development (LID).
 - m. Trail connection.
 - n. Outdoor dining
 - o. Banner hardware/electrical outlets.

In addition to the improvements, the consultant will prepare the following reports and include recommendations for:

1. Plaza Design - that is, providing an integrated design/plan for connecting Main Street to the Borough's side streets and current and planned recreational and cultural activity; this includes Central Park activities, and the 12th Street Pavilion/trail connection project.
2. Parking configuration.

G. Cost & Timing

The project is funded through a *Local Share Account – Monroe County* grant (“Grant”) awarded by the *Pennsylvania Commonwealth Financing Authority*. GHP intends to comply with open and competitive bidding procedures for the engagement of services for a professional Consultant. Funds will be used to pay the Consultant for costs associated with the development and delivery of the preliminary and final design/engineering plans, cost estimates, and bid packages in the manner and format specified in **Section 4: Scope of Work**. The Consultant will be required to submit monthly progress reports to the GHP Design Committee so that the planning progress can be tracked, and the Consultant properly compensated.

The contract awarded for this project will be a **FIRM FIXED-PRICE** contract. Periodic payments for the Consultant’s efforts will be contingent upon receipt of deliverables deemed satisfactory. The contract terms shall remain firm during the project and shall include all charges that may be incurred in fulfilling the terms of the contract. An invoice schedule will be negotiated as part of the Consultant’s contract.

GHP anticipates awarding the contract on **December 15, 2022**. The length of the agreement will be negotiated as part of the Consultant’s contract. It is anticipated that all Tasks, with the exception of Task 6: Construction Administration and Support (bid process), will be completed in six to eight months. Any change to the terms of the contract would have to be upon written approval of both the GHP and the *Commonwealth Financing Authority*.

H. Primary Consultant Responsibilities

The selected Consultant Firm will be required to assume responsibility for all services offered in the proposal and requested herein whether the Consultant produces them. Furthermore, GHP will consider the selected Consultant as the sole point of contact regarding contractual matters.

I. Project Team Requirements

The ideal project team will be led by a Consultant with a history of successful streetscape project experience. It is important that the Consultant and project team lead be well versed in this type of project and have past experience coordinating with the required stakeholders, such as utility service providers, government entities, nonprofit community organizations, and the general public. At a minimum the Consultant and project team must possess and be versed in performing the following:

1. Streetscape and Landscape Design
2. Streetlight Design
3. Traffic Engineering and Analysis, and Traffic Calming
4. Civil Engineering and American with Disabilities Act (ADA) Compliance
5. Stormwater Management and Design (Low Impact Development – LID – experience)
6. Project Management
7. Utility Relocation/Utility Undergrounding Project - Streetlights
8. Public Art implementation
9. Multi-agency coordination
10. Multimodal transportation (bicycle/pedestrian design/bus transit facilities)
11. Multigenerational design (accommodating all ages and abilities)
12. Presenting information to the Public (community meetings)
13. Plans, Specifications, and Engineers Estimate preparation
14. Experience working with Businesses and phasing construction activities to reduce impact during construction

J. Supporting Resources

Downtown Honesdale Revitalization Plan – available at www.visithonesdalepa.com

Wayne County Trail Feasibility Study – available at

<https://www.waynecountypa.gov/DocumentCenter/View/3076/Trail-Study-FinalReport>

Contact Judith Poltanis, Honesdale Borough Secretary, at 570-253-0731 x10 for the documents/plans shown below:

Central Wayne Multi-Municipal Plan

Honesdale Borough Zoning Ordinance

Honesdale Borough Subdivision and Land Development Ordinance

Honesdale Borough Stormwater Management Plan

SECTION 2: RFP Procedure

This section describes the general RFP procedures used by GHP.

A. Schedule of Events

EVENT	TARGET DATE
1. RFP Release Date	September 19, 2022
2. Deadline to Submit Written Questions	October 5, 2022
3. Release of Responses to Written Questions	October 12, 2022
4. Proposal Deadline – Proposals must be received and Date/Time stamped by 4:00 PM on this Date	October 21, 2022
5. Review of Proposals	October 24 – November 2, 2022
6. Interview of Short List	November 7 – 16, 2022
7. Announcement of Standing	November 21, 2022
8. Recommendation to GHP Board of Directors	December 14, 2022
9. Contract Start Date	December 15, 2022

B. Submission of Proposals

Proposal: One (1) original, four (4) copies, and one (1) Adobe PDF copy on USB Storage Device or another storage mechanism must be received and date/time stamped by GHP **no later than 4:00 PM on Friday, October 21, 2022**. The response should be delivered to the address shown below in a sealed envelope labeled “**Main Street Streetscape & Plaza Design**” clearly marked on the outside of the envelope. Proposals should be in the format required in **Section 5: Proposal Format** (please note that **Attachment A Cost Summary Form** must be bound and sealed separate from the main contents of the proposal). The person authorized to obligate the company must sign the original proposal.

Proposals received late will not be opened or given any consideration for the proposed services unless doing so is deemed to be in the best interest of the GHP, as determined in the sole discretion of the GHP. GHP is not responsible for any delivery errors caused by delivery carriers.

The proposal shall be delivered to:

Greater Honesdale Partnership
Attn: **MAIN STREET STREETScape AND PLAZA DESIGN**
32 Commercial Street, Suite 3
Honesdale, PA 18431

Upon receipt by the GHP, all proposals will be date/time stamped. All proposals received prior to the deadline for proposals would be kept in a secure place.

C. Confidentiality

This project will be funded in whole or in part by a grant from the *Pennsylvania Commonwealth Financing Authority*. Be advised that any subcontract that eventually arises from this RFP is subject to the Grant Contract's compliance provisions, including the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104 ("RTKL"). Submission of any materials in response to this RFP constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting material (1) you are considering consenting to the release of such materials by GHP if requested under the RTKL without further notice to you and (2) you agree to indemnify and hold harmless the GHP for release of such information.

If the GHP receives a request for any portion of a document submitted in response to this RFP, the GHP will not assert any privileges that may exist on behalf of the person or entity submitting the proposal, and the GHP reserves the right to disclose the requested materials without notice to the party who originally submitted the requested material. To the extent consistent with the RTKL and applicable case law interpreting those provisions, the GHP and/or its officers, agents, and employees retain discretion to release or withhold any information submitted in response to this RFP.

Submission of a proposal constitutes a complete waiver of any claim whatsoever against the GHP and or its officers, agents, or employees that the GHP has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal to be inspected.

D. RFP Inquiries

RFP addenda and Q&A responses will be sent to all Consultants on the initial distribution list and to others who have subsequently asked to be added to the distribution list (via an email to sandi@visithonesdalepa.com).

Questions regarding the RFP should be sent via email to sandi@visithonesdalepa.com no later than **October 5, 2022**. Questions and/or requests for clarifications received after this deadline would not be answered. The GHP will address each question no later than **October 12, 2022**, and all questions and their responses will be sent electronically to all Consultants. All requests must go through the GHP.

E. RFP Modification

GHP reserves the right to modify or change any information presented in this RFP. Any RFP modification will be provided to all Consultants on the initial distribution list or those who have indicated an interest by written request via e-mail to sandi@visithonesdalepa.com.

F. RFP Acceptance or Rejection

GHP reserves the right to accept any RFP response, to reject any or all RFP responses, to waive irregularities or informalities in any RFP response, to make the award in any manner deemed in the best interest of Honesdale and the GHP.

G. Contract Cancellation

If the Consultant's proposal progresses to a contract for services, GHP reserves the right to terminate all or any part of the contract at any time upon prior written notice to the selected Consultant. Thereafter, GHP will pay Consultant costs properly allocated to work performed prior to termination.

H. Business Ethics

No person shall offer, give, or agree to give any GHP Design Committee member, GHP Director, or GHP employee any gratuity, discount, or offer of employment in connection with the award of a contract by GHP. No GHP Design Committee member, GHP Director, or GHP employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount, or an offer of employment in connection with a GHP contract.

I. Nondiscrimination

The items below pertain to the nondiscrimination, sexual harassment, and drug-free workplace policies that must be observed by GHP and its contractors, subcontractors, and consultants. The Contractor or Subcontractor is required to comply with all federal and state nondiscrimination laws and statutes as evidenced by the Nondiscrimination/Sexual Harassment Clause and Drug-free Workplace Policy which will become part and parcel of the contract. **(See Attachments B and C)** The GHP will not execute a contract prior to receiving executed nondiscrimination, sexual harassment, and drug-free workplace documents from the Contractor and/or Subcontractor.

- A. Contractors or subcontractors, in all solicitations or advertisements, will not discriminate against any employee, candidate for employment, or applicant for employment because of race, color, creed, gender, age, sexual orientation, gender identity or expression, or national origin.
- B. Contractors or subcontractors shall maintain written sexual harassment and drug-free workplace policies and shall inform their employees of the policies.
- C. Contractors or subcontractors shall abide by all applicable federal or state statutes, ordinances, laws, and regulations, including, but not limited to the Americans with Disabilities Act.

In the event a contractor or subcontractor is in non-compliance with the nondiscrimination clause, the contract may be canceled, terminated, or suspended in whole or in part.

J. Additional Proposal Matters

Respondents to this RFP should note the following disclaimer:

This RFP intends to provide a general framework to assist consultants in preparing proposals. This project will include all materials needed to develop final bid packages for construction related to the *Main Street Streetscape and Plaza Design* project and final estimates for all elements/costs associated with the project. This RFP does not provide a complete understanding of the project, nor does it contain all matters upon which an agreement must be reached. GHP reserves the right to include additional or modified performance specifications. The issuance of this RFP and the receipt of proposals do not bind or otherwise impose a legal obligation upon the GHP, the Commonwealth of Pennsylvania, and the *Pennsylvania Commonwealth Financing Authority*. Approval and final payment are contingent upon the receipt of all deliverables required in the **Scope of Work**. All deliverables will be used to support future grant applications for the *Main Street Streetscape and Plaza Design* project.

This RFP does not commit GHP and the *Commonwealth Financing Authority* or any of its affiliates or subsidiaries to pay for any cost incurred in the review of this RFP, the preparation and submission of a proposal, or any costs incurred by respondent prior to executing a binding and definitive agreement between a Consultant and GHP. Further, GHP has no obligation to accept a proposal or to proceed with

any possible activities described herein. No representations or warranties whatsoever being made as to the accuracy or completeness of the information contained in this RFP.

This RFP is not a commitment or contract of any kind. The GHP reserves the right to pursue any and or all ideas generated by this RFP

GHP reserves the right to amend this RFP through written or electronic notification.

Section 3: Proposal Evaluation

All proposals received will be evaluated by the GHP Design Committee. During the evaluation process, the GHP Design Committee may require a proposer's representative to answer specific questions orally and/or in writing. Once a finalist or group of finalists is selected, additional interactions or information may be required. The most qualified individual or firm may be recommended to the GHP Board of Director by the GHP Design Committee based on the overall strength of each proposal, and the evaluation is not restricted to considerations of any single factor such as cost. Execution of an agreement has been tentatively scheduled for **December 15, 2022**.

A. Evaluation Criteria

Responses to this RFP must adhere to the format for proposals detailed in **Section 5: Proposal Format**. The criteria used as a guideline in the evaluation will include but not be limited to the following:

- A. Firm qualifications and experience, particularly with completing streetscape design and engineering, the skills, qualifications, and experience of key personnel, and experience with other public or private agencies to provide these services.
- B. Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solutions/services.
- C. Customer service.
- D. History of successfully managing other contracts with public or private agencies.
- E. Ability to meet any required timelines or other requirements.
- F. References.
- G. Compliance with the GHP RFP and contractual requirements.
- H. Creativity and innovation with regards to the streetscape plan.
- I. Cost of services.

The GHP may consider any other criteria it deems relevant, and the GHP Design Committee is free to make any recommendations it deems to be in the best interest of Honesdale and the GHP. Inaccuracy of any information supplied within a proposal or other errors constitute grounds for rejection of the proposal. However, the GHP may, in its sole discretion, correct errors or contact a proposer for clarification.

If a proposer fails to satisfy any of the requirements identified in this RFP, the proposer may be considered non-responsive, and the proposal may be rejected.

The Consultants proposed cost, while an important consideration, will be measured in addition to the above factors in determining the most advantageous proposal. The GHP reserves the right to accept other than the proposals with the lowest costs, and to new negotiate with proposers on a fair and equal basis when the best interest of the GHP are served by doing so.

Evaluations will be structured, ranked on a point system, and fair. Selection of, and contract negotiations with the Consultant, will be conducted according to GHP's procurement practices, the Grant Contract requirements, and any code or legal requirements of the Commonwealth of Pennsylvania.

B. Presentations

Any or all responding Consultants may be invited to make a presentation. If so, GHP will coordinate with the respondents to set a date and time during the period of **November 7 - November 16, 2022**, for their presentation. All costs incurred by the Consultant regarding the presentations will be the responsibility of the Consultant.

C. Disqualification

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- A. Evidence of the Consultant's inability to successfully complete the responsibilities and obligations of the proposal.
- B. Evidence of incorrect information submitted as part of the proposal.
- C. Any attempt to improperly influence any member of the evaluation team.
- D. Existence of any lawsuit, unresolved contractual claim, or dispute between the Consultant and GHP.
- E. A Consultant's default under any previous agreement with GHP, which resulted in the termination of the Agreement.
- F. Inability to meet Subcontractor compliance requirements of the Grant Contract, including but not limited to Nondiscrimination/Sexual Harassment, business ethics/integrity, and disbarment.

D. Notice to Proposers

The GHP is not required to give notice to proposers in any specific format or on any particular timeline. At some point prior to execution of a final agreement for the requested services, the GHP will notify those who submitted proposals of their non-selection—the GHP has targeted **November 21, 2022**, for doing so. Proposers may be notified at different times depending on the needs of the GHP.

Section 4: Scope of Work

The following recommended scope of work for the project is meant to provide a guideline for the preparation and review of proposals. Responses to this RFP may suggest alternative approaches to the scope, so long as the end result as outlined is achieved. Consultant is advised that each phase outlined below may be issued a Task Order with a not to exceed amount, culminating in a not to exceed amount for the entirety of the contract. The Consultant will need adequate staffing and resources such as tasks may be worked on in parallel. The Consultant will need to identify the areas of potential delay and develop a work plan that will limit these delays to the greatest extent possible.

The Consultant will engage with the Greater Honesdale Partnership Design Committee, the Honesdale Borough Council, Honesdale Planning Commission, PennDOT, and utility service providers in successfully completing the scope of work. The Improvement Area is defined in **Section 1**.

PHASE 1: PRELIMINARY WORK

Task 1: Stakeholder Engagement

Conduct an initial meeting with the Greater Honesdale Partnership Design Committee, Honesdale Borough Council, and Honesdale Borough Planning Commission to review the scope of work and gather input. Additional stakeholder meetings will be conducted throughout the project as described in **Task 7**.

Task 2: Street and Utilities Survey

This task is to conduct a survey and map the existing physical conditions and infrastructure, including public and private, of the Improvement Area including any potholing, as needed. Items to be surveyed and mapped include but are not limited to existing utilities and infrastructure (sewer, water, electric, cable, etc.) both above and below ground, drainage structures, sanitary and stormwater collection systems, sidewalks, crosswalks, curb and gutter, handicap ramps, pedestrian entries, roadway striping, landscape/irrigation, street trees, street grates or wells, parking, road lights/signals, public signage, travel/turn lanes and widths, driveways, bus stops, alleyways, driveways, access to storefronts/businesses, existing land uses, and any physical features not mentioned above but would be required and that might affect the project. As part of this survey the Consultant will need to provide up-to-date aerial photography of the project limits. Other items determined to be of importance by the Consultant should also be mapped. Consultant is advised that no additional task orders will be issued to survey the project area in the future if more information is needed to complete other Tasks in this RFP.

Map topographic elevation data for existing curb and gutter, facade frontages and building entries abutting near rights-of-way.

Identify/discuss planned utility upgrades by location and timing.

Identify any conflicts between existing conditions and proposed streetscape design, with rights-of-way, traffic calming of Route 6 (Main Street), PennDOT regulations, or Honesdale Borough easements.

Include any details regarding any input from PennDOT as to the need for improved pedestrian safety, traffic studies, traffic calming, and any proposed improvements.

Identify any governmental/regulatory agency (e.g., PennDOT, PA DEP, and Honesdale Borough) permits that would be needed for the proposed streetscape design.

Address the use/need for construction easements during construction. Because of the commercial nature of the Improvement Area, it will be necessary that all properties retain customer access at all times.

The Consultant team will also outline any testing work needed at this point to ensure any potential design will be feasible. Any potholing work, soils testing, soil amendment testing, or other required testing will need to be accounted for and addressed by the Consultant teams. The Consultant will be responsible for preparing and obtaining any and all tests that are required for the successful completion of this project.

The Consultant will meet with the Greater Honesdale Partnership Design Committee to review the Street and Utility Survey and costs for discussion, modification, and authorization to proceed.

Deliverable: One reproducible hard copy (11" X 17"), one electronic file (.pdf) and one set of Autodesk Civil 3D, 2022 version drawings of the survey (one draft and one final Civil 3D .dwg format) and one electronic file (.jpeg) of the aerial photography.

PHASE 2: INFRASTRUCTURE IMPROVEMENTS

Task 3: Utility Relocation and Undergrounding

Part of the overall project goal is to relocate or underground the existing streetlight utilities in the Improvement Area. The Consultant will need to coordinate with all affected utility service providers within the project site to relocate or underground. Design of the utility undergrounding of PPL's overhead facilities, with the exception of streetlight design, will be in coordination with PPL. Extensive coordination and collaboration will be needed between PPL, PennDOT, Honesdale Borough, the Greater Honesdale Partnership, and the Consultant. The Consultant will be responsible for designing the streetlight system for the Improvement Area. The Consultant should also consider future maintenance access and activities. The Consultant should also consider current and future internet connection and technology and may provide alternative approaches and cost-effective ways to make internet connection.

Deliverable: One reproducible hard copy, one electronic file (.pdf) and one set of CAD drawings (Autodesk Civil 3D, 2022 .dwg format) of the Utility Relocation and Undergrounding (60% Draft Plans with responses to comments, 90% Draft Plans with responses to comments, 100% Draft Plans with responses to comments, and 100% Final Plans).

Task 4: Stormwater/Drainage Improvements

Part of the overall project goal is to improve the drainage infrastructure and the efficacy of the storm water system in the Improvement Area. Honesdale has a known problem of flooding and inadequate stormwater drainage due to the topography of the area. The Consultant will need to provide recommendations to improve the existing storm water system, as it relates to this project, that will increase the capacity and efficiency of the current system and does not exacerbate existing conditions. This design will be incorporated into the overall project. The Consultant will need to ensure that compliance with all state and local storm water requirements are met. Part of this task will be to incorporate low impact development (LID) as it relates to stormwater management systems, retention, and treatment.

All stormwater planning must be coordinated with Honesdale Borough and in compliance with all state and local requirements and regulations.

Deliverables: One reproducible hard copy, one electronic file (.pdf) and one set of CAD drawings (Autodesk Civil 3D, 2022 version .dwg format) of the stormwater/drainage improvements (60% Draft Plans with response to comments, 90% Draft Plans with response to comments, 100% Draft Plans with response to comments, and 100% Final Plans).

PHASE 3: DESIGN PLANS AND SPECIFICATIONS

Task 5: Design Plans and Specifications

The design of the project will be to incorporate all requirements and ensure that conflict does not arise during construction. The Consultant shall design the *Streetscape Plan* under the recommendation and guidance of the aforementioned stakeholders to be aligned with and support the *Downtown Honesdale Revitalization Plan*. The plan should include input from utility service providers and from PennDOT as to the need for improved pedestrian safety, traffic calming, and any proposed improvements, and meet all federal, state, and local requirements.

The plans and specifications shall include but not be limited to: existing and proposed conditions (including potential conflicts), Utility relocation/undergrounding, Stormwater/Drainage improvements, Main Street (Route 6) improvements (including all elements identified in **Section 1**), Sidewalk improvements (including all elements identified in **Section 1**), streetlight design, Plaza Design as described in **Section 1**, parking configuration and any other items needed for a creative design of the project. The Consultant shall consider low impact development (LID) and sustainability (both environmental and financial).

The Consultant will need to provide a preliminary and final engineer's cost estimate and develop preliminary (60%, 90%, 100% drafts), and 100% final plans, and a final construction bid package that will include all the necessary plans, specifications, permits, monitoring requirements, and reporting requirements. The items above may be used as a guide and are not to be a comprehensive list of items to be developed and prepared, and any items not mentioned above, but required for a creative successful project design, including items for the various tasks above, will be included and no additional compensation will be allowed therefore.

Deliverables: One reproducible hard copy (11" X 17"), one electronic file (.pdf) of the Preliminary and Final Estimates, Preliminary and Final Bid Package, one reproducible hard copy, one electronic file (.pdf) and one set of CAD drawings (Autodesk Civil 3D, 2022 version .dwg format) of the final design (60% Draft Plans with response to comments, 90% Draft Plans with response to comments), 100% Draft Plans with response to comments, and 100% Final Plans).

Task 6: Construction Administration and Support

The Consultant will be required to provide construction administration and support during the bid process. This includes support during the bidding phase which will include but not be limited to: pre-bid walkthroughs, responding to RFI's, and attending pre-bid meetings.

Please provide an add alternate bid item for the following: During construction the Consultant will be required to respond to RFI's, review and approve submittals, review of shop drawings, address design changes if needed, and part-time construction observation and inspection.

Deliverable: One reproducible hard copy, one electronic file (.pdf) and one set of CAD drawings (Autodesk Civil 3D, 2022 version .dwg format) of the As-Built drawings.

INCIDENTAL TASKS

Task 7: Meeting Attendance/Conference Calls

There will be several meetings during the course of the project that will require attendance by the Consultant and other key personnel on the Consultant's team based on the phase of the work. The Consultant should budget (at a minimum) attendance at the following meetings:

- Kick-off Meeting with key stakeholders.
- Utility Relocation/Undergrounding Meeting with stakeholders.
 - Three (3) project meetings.
- Stormwater/Drainage Improvements meeting with stakeholders.
 - Three (3) project meetings.
- Main Street (Route 6) improvements with stakeholders.
 - Three (3) project meetings.
- Community meetings and Borough Council meetings to comment on design.
 - Minimum of three (3) project meetings; at least one of the meetings shall be with property and business owners within 100 feet of the proposed project area boundaries to introduce this stage of the *Downtown Honesdale Revitalization Plan* and to gather input and identify stakeholder concerns.
 - Consultant will be required to provide visual displays of the streetscape improvement project such as artist renderings of the streetscape improvements and show include proposed and existing plans overlaid on an aerial map.
- Field Inspection Meetings - field meetings as required to facilitate design.
- Meetings and conference calls with Greater Honesdale Partnership Design Committee and staff, at a minimum a monthly progress report.
- Pre-construction meeting.

This is not intended as a full list of meetings that will be required of the Consultant but should be used as a guideline on the level of effort and frequency of required meetings. The Consultant will need to prepare and distribute meeting agendas, record and distribute meeting minutes, and provide conference call-in number for any required conference calls or meeting link for any required virtual meetings.

Section 5: Proposal Format

The proposal should be submitted in the following format:

A. General Instructions

All proposals should adhere to the specified content and sequence of information described in this RFP.

Submit one (1) original, four (4) copies, and one Adobe (PDF) copy on a USB storage drive or another storage mechanism per the requirements set forth in **Section 2**.

B. Cover Letter

Provide a one-page cover letter on the Consultants letterhead which includes the address, phone number, and email address of the contact person or persons and an indication of who is authorized to represent the proposer in negotiations. Also include the same for the Agency Open Records Office.

Unless the proposer is an individual, all proposals must be signed with a firm/company/partnership/entity name and by responsible officer or employee indicating that officer or employee's authorization to commit the proposal to the terms of the proposal obligations assumed by such signature must be fulfilled.

C. Specified Content and Detailed Sequence of Information in the RFP

Each proposal should include tabbed sections addressing the information requested in the order listed below. The proposer should be sure to include all information that it believes will enable the GHP Design Committee, and ultimately the GHP Board of Directors, to make a decision. Any necessary exhibits or other information, including information not specifically requested by this RFP but that the Consultant believes would be helpful, should be attached to the end of the proposal. The party submitting the materials should keep in mind the limitations on confidentiality described in **Section 2.C**.

D. Tabbing of Sections

Be sure the proposal is properly tabbed using the following sections:

TAB 1 Firm Qualifications and Experience (10 pages maximum)

- a. Provide a one-page introduction that demonstrates an overview of your firm's history and provide a project overview based on the **Scope of Work** presented in this RFP. The Consultant will provide a high-level description of their approach to addressing the project tasks.
- b. Provide a statement of qualifications for your organization, a statement of the size of firm, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFP.
- c. Provide a summary and details of prior experience working with municipalities, PennDOT, PPL Electric Utilities, and related agencies that govern the proposed design work. If your firm does not have prior experience with the entities listed, please provide past experiences with a similar scope and scale of the project and how these past projects are similar to what is requested in this RFP.
- d. How many full-time employees (FTEs) do you plan to assign to this project if you are selected?
- e. How many people in total are employed by your company? Please delineate between employees and subconsultants.
- f. If applicable, list the professional qualifications for each individual that would be assigned to provide services requested by this RFP. In lieu of listing this information, you may submit a resume or curriculum vitae (CV) for each such individual. The resume/CV will not be counted towards the page limit for Tab 1.
- g. If your firm requires the services of other sub-consultants for some of the qualifying elements, please indicate and include sub-consultant information in support of their qualifying experience for that particular element. Include that information with the proposal.

TAB 2 Proposed Approach (20-page maximum)

This section must describe the Consultant’s proposed approach for meeting the services required by the GHP as listed in **Section 4 Scope of Work**. Relevant considerations include the quality and feasibility of the consultant’s approach to meeting these needs, the manner in which the adequate staffing is to be provided, equipment and other resources provided by the Consultant (if applicable). Be aware of the following considerations when responding to the RFP:

- a. Describe how you will fulfill the requirements the GHP included in this RFP. Provide a detailed project approach description. Identify any unique insights or strengths that your firm may have related to this project. Provide a description of the required task and how each task will be undertaken by the design team. Add details on how each task will be accomplished and provide a potential timeline of the anticipated work and key issues that may affect this timeline. Include any issues that you believe will require special considerations or attention during the design phase.
- b. Identify how you will meet all other aspects of the Scope of Work and related requirements listed in **Section 4** and list any items you cannot provide.
- c. Provide information on how deliverables will be provided to the GHP and how comments on draft deliverables will be addressed.
- d. Provide information on any other pertinent services, if any, you can offer that will enhance the project or project delivery.

TAB 3 Customer Service (1 page maximum)

- a. How do your services meet the needs of the GHP customers and/or the public?
- b. In the event of a routine problem, who is to be contacted within your organization?
- c. In the event of the identification of a problem by the GHP, its customers, and or other applicable constituents, describe how you typically approach such a situation, including the timing of your initial response.

TAB 4 Cost to the GHP for Primary Services (8 pages maximum)

- a. A **Cost Summary Form**, attached hereto as **Attachment A** and made part of this RFP, shall be completed and submitted. The Consultants and any subconsultants must also provide a cost estimate of sufficient level of detail to document expenses by task. The following will be reviewed to support the reasonableness of the quotation. **This portion of the proposal must be bound and sealed separately from the remaining proposal.**
 - 1. Direct Labor Costs – Itemize so as to show the following for each category of personnel with a different rate of pay per hour:
 - Category (Planner, Project Manager, Engineer)
 - Estimated Hours
 - Rate per Hour
 - Total cost for each category and for all direct labor costs
 - (The above cost breakdown, at a minimum, will required to be shown on submitted invoices for work done on a specific task.)
 - 2. Labor Overhead – Specify what is included and the rate used.
 - 3. Travel – Itemize proposed mileage and cost/mile.
 - 4. Consultant Costs – Itemize
 - 5. Subcontract Costs – Itemize

6. Cost of Supplies and Materials – Itemize
7. Other Direct Costs – Itemize
8. General Overhead Costs – Specify what is included and the rate used.
9. Total Cost

TAB 5 References (1 page maximum)

A total of six references are requested per the requirements shown below.

- a. List at least three business/municipal references for which you have recently provided similar services. Include contact names, phone numbers and email addresses for all references provided.
- b. Provide at least three client references for whom you provide more than occasional services. Include contact names, phone numbers and email addresses for these firms/individuals.

TAB 6 Statement of Compliance (1 page maximum)

- a. Each proposal must include a statement of each proposer’s commitment and ability to comply with the requirements outlined in **Section 2.I.** for nondiscrimination, sexual harassment, equal employment opportunities, and drug-free workplace policies that must be observed by GHP and its contractors, subcontractors, and consultants.

Attachment A

Cost Summary Form

The Consultant and any subconsultants must provide a cost estimate of sufficient level of detail to document expenses by Task. Refer to **Section 5. TAB 4** for an outline of information that must accompany this **Cost Summary Form** to support the reasonableness of the quotation for each Task shown below. **This portion of the proposal must be bound and sealed separately from the remaining proposal.**

Phase 1: Preliminary Work

Task 1: Stakeholder Engagement \$ _____

Task 2: Street and Utilities Survey \$ _____

Phase 2: Infrastructure Improvements

Task 3: Utility Relocation and Undergrounding \$ _____

Task 4: Stormwater/Drainage Improvements \$ _____

Phase 3: Design Plans and Specifications

Task 5: Design Plans and Specifications \$ _____

Task 6: Construction Administration and Support \$ _____

Incidental Tasks

Task 7: Meeting Attendance/Conference Calls \$ _____

Direct Costs (Mileage, Reproductions, etc.) \$ _____

Other (please specify) _____ \$ _____

TOTAL COSTS \$ _____

Alternate Bid Item \$ _____

Support during construction phase, such as responses to RFIs review and approval of submittals, review of shop drawings, address design changes, part-time construction observation and inspection.

Attachment B

Nondiscrimination/Sexual Harassment Clause

During the term of the Contract, the Applicant (known herein as “Grantee”) agrees as follows:

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.

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 Grantee'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.

Signature

Date

Printed

Name Title

Company Name

Attachment C

Certification Regarding Drug-Free Workplace Requirements

The Consultant certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Consultant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Consultant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance programs, and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the contract, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction;
- (e) Notifying the GHP within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) thru (f).

Company: _____

Typed Name and Title of Certification Official: _____

Signature: _____ Date: _____