



REQUEST FOR PROPOSALS

**Seeking a Planning Consultant to Develop a Master Plan
for the East Goshen Township Park**

TOWNSHIP OF EAST GOSHEN

June 8, 2015

RFP's Due: July 8, 2015, 4:00 P.M. Local Time

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Summary

Introduction

The East Goshen Township Board of Supervisors is soliciting proposals from Professional Planning Consultants to prepare a master plan for its East Goshen Township Park, 1661 Paoli Pike West Chester PA 19380. East Goshen Park is on the north-side of Paoli Pike and joined on the south-side by Applebrook Park. East Goshen Park information can be found online at www.eastgoshen.org.

Proposals

All proposals shall be received by the Township no later than July **8, 2015; 4:00 P.M. Local Time.**

Proposals shall be delivered to:

East Goshen Township
Attn: Jason Lang, Director of Recreation
1580 Paoli Pike
West Chester, PA 19380

Please submit 6 (six) hard copies and an electronic copy of the complete RFP. All questions regarding this RFP shall be submitted in writing (mail or e-mail) to Mr. Lang at the above address or to jlang@eastgoshen.org. All updates and amendments to this RFP as well as any changes to the proposed schedule will be posted on the Township website, www.eastgoshen.org. Notification of these postings will be e-mailed to prospective planning firms who request the RFP package and provide an e-mail address to the Township.

Schedule of Events

The proposed schedule for the RFP process is as follows:

Issue Request for Proposals:	June 8, 2015
Cutoff for Written Questions:	June 22, 2015 by 4:00 P.M.
Proposals Due:	July 8, 2015 by 4:00 P.M.
Review and Select Interviewees:	July 15, 2015 at 7:00 P.M.
Conduct Interviews:	To be determined
Award Contract	August 11, 2015, 7:00 P.M.

Technical Specifications

1. General

The East Goshen Township Board of Supervisors is soliciting proposals from Recreation and Trail Planners to develop an East Goshen Township Park Master Plan.

The selected planning consultant will enter into a contract with the Township to conduct a study and develop the master plan; to be completed no later than December 31, 2015

2. Master Plan Specifications

The Master Plan will include these key components:

- Inventory of current park facilities, amenities and their current life cycle status with a focus on the playground area
- Recommendations for future improvements to facilities and amenities
- Analysis of current and future community recreational needs, focused on the proposed Paoli Pike Trail and Town Center

A detailed description shall be included outlining the approach and the standards that the final version of the Plan will meet.

3. Required Information

- a. Provide a sample of your standard contract for services.
- b. Provide a project schedule for the Master Plan.
- c. Provide a detailed breakdown of all project costs.
- d. Provide three municipal references from Pennsylvania where you have completed similar Plan projects.

4. Township Obligations in support of the Master Plan

- a. Once RFPs are received the Township selection committee will review the proposals and make a recommendation to the Board of Supervisors. The Board of Supervisors will review all RFPs and consider the committee recommendation to interview at least two (2) consultants. Upon the Board’s selection of a consultant, the Plan committee will assist the planning consultant and oversee the study and plan development.

5. Evaluation Criteria

The Board of Supervisors will evaluate the proposals based on, at a minimum, the following criteria (in order of importance):

- a. **Experience of Consultant**
- b. **Completeness of Proposal**
- c. **Project Approach**
- d. **Project Cost**
- e. **Technical Proposal**

Summary

The Board of Supervisors of East Goshen Township reserves the right to waive any technicalities and to select the proposal which it deems, at its sole discretion, best suited for the intended purpose and which best serves the interests of East Goshen

Township and its residents. RFP respondents who chose to participate in this RFP process will receive no compensation for their submissions from East Goshen Township.