

Paoli Pike Trail – Feasibility Study and Master Plan

Trail Committee Meeting #1

May 21, 2015 - 7pm - East Goshen Township

Agenda

- **Introductions**
- **Project Overview**
 - Background and Goals
 - Scope of Work
 - Schedule
 - Role of the Trail Committee
- **Design Guidelines**
 - Examples of other multi-use trails
- **Existing Conditions and Alignment Evaluation**
- **Next Steps**
 - Property Owners Meeting on June 9, 2015, 7pm
 - Public Meeting on June 16, 2015
 - *Open House: 6pm – 7pm*
 - *Presentation during Board of Supervisors Meeting: 7pm*
 - Trail Committee Email Coordination: Review comments received and select preferred alignment
 - Trail Committee Meeting #2: August 2015 (date TBD)

Memorandum

East Goshen Township
1580 Paoli Pike
West Chester, PA 19380

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Fax: 610-692-8950
E-mail: mgordon@eastgoshen.org

Date: 5/14/2015
To: Paoli Pike Trail Steering Committee
From: Mark Gordon, Zoning Officer 
Re: Paoli Pike Trail Steering Committee Kick Off Meeting, Thursday May 21, 2015.

Dear Trail Committee Members,

Welcome to the Paoli Pike Trail Committee! As you know the Township has received a \$52,500 grant from the PA Department of Economic Development's Greenways, Trails and Recreation Program to Conduct a Feasibility study and develop a master plan for a Multimodal Trail along Paoli Pike. The Township will contribute matching funds of 25% (\$17,500) for a total project cost of \$70,000.

The Board of Supervisors issued an RFP for planning consultants in January, nine proposals were submitted for consideration. Township Staff evaluated the nine proposals and narrowed the field to four firms. The Board of Supervisors interviewed the four firms and voted unanimously to hire McMahon Associates in partnership Glackin Tomas Panzak Land Planning.

The Board of Supervisors also directed staff to organize a Committee to oversee the planning process. That Committee is Chaired by Supervisor Janet Emanuel and comprised of a primary and alternate member from the following ABCs: Planning Commission, Parks and Recreation Commission, Historical Commission, Conservancy Board and the Commerce Commission.

The Paoli Pike Trail Steering Committee will be comprised of the following primary (P) and alternate (A) members from the following ABC's.

Board of Supervisors:	1 member, Janet Emanuel
Planning Commission:	1 member, Monica Close (P), Lori Kier (A)
Parks and Recreation:	1 member, Joe Zulli (P), and Betsy Williams (A)
Conservancy Board:	1 member, Erich Meier (P), Walter Wujcik (A)
Historical Commission:	1 member, Chris Reardon (P)
Commerce Commission:	1 Member, Don Zembruski (P), Vince Lord (A)
Special Resident Member:	Michael Broennle
Staff:	2 members, Mark Gordon and Jason Lang

The Project Manager for the Project is Natasha Manbeck, PE from McMahon Associates. The Staff and Janet already met with Natasha to cover down on a number of administrative items and to help finalize the schedule for completing the project.

The meeting agenda and packet materials will be sent to you electronically only, hard copies of some materials will be available at the meeting. Natasha and her team have done a significant amount of work already, we will have a lot to discuss on Thursday night, see you then.

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Scope of Work

McMahon Associates, Inc. (McMahon) will serve as the prime consultant, with support from Glackin Thomas Panzak (GTP). The scope of work includes the following tasks and services.

Task 1—Project Management

McMahon will prepare an initial project schedule with key milestones, including meetings the Trail Committee, key stakeholders, and the public. The project manager will maintain and monitor the schedule and budget on a monthly basis. McMahon will submit monthly status reports and invoices to East Goshen Township.

Deliverables: Initial project schedule; Monthly progress reports and invoices

Task 2—Existing Conditions Analysis

The McMahon Team will compile, review, and analyze appropriate data to identify opportunities and constraints for implementing the Paoli Pike Trail. The McMahon Team requests that data from the Township be provided at project initiation to maintain the project schedule.

- **Relevant Plans and Studies:** Review previous and current plans related to the Paoli Pike corridor, such as the *Central Chester County Bicycle and Pedestrian Plan*, *Sustainable Communities Assessment for East Goshen Township*, *Township Comprehensive Plan* (2005 and current draft documents)
- **Base Map:** Develop a base map illustrating existing conditions using on readily available data and an aerial image background. The base map will incorporate available GIS data from the Township and Chester County, such as parcels, contours, streams, floodplains, and existing trails. Additionally, the base map will identify key destinations for walking and biking trips along the corridor and potential regional trail connections beyond the project area.
- **Field Inventory:** Conduct a field visit to inventory existing transportation facilities, key land uses, environmental features, and other visible physical features along the Paoli Pike corridor. The field visit will include inventorying existing trails and pedestrian facilities, as well as roadway travel lanes and shoulder areas. Photographs will be taken to document existing features, opportunities, and constraints.
- **Right-of-Way:** Review and compile available right-of-way data along the Paoli Pike corridor based on GIS parcel data, traffic signal permit plans, land development plans, sanitary sewer plans, and PennDOT improvement plans for the intersections along Paoli Pike. Right-of-way lines and property owner information will be presented in a map and table format.

Deliverables: Summary of opportunities and constraints related to implementing a multi-use

trail along the Paoli Pike corridor; Base map depicting the existing conditions inventory, including right-of-way

Task 3—Alternatives Evaluation

Based on the Existing Conditions Analysis (Task 2), the McMahon Team will lead an alternatives evaluation as outlined below. The McMahon Team will coordinate with the Township and Trail Committee to identify project objectives and design guidelines.

- **Design Guidelines:** The McMahon Team will identify appropriate design guidelines and standards for the trail and other transportation elements of the Paoli Pike corridor based on PennDOT’s Design Manual, American Association of State Highway Transportation Officials (AASHTO) publications, and other resources. The McMahon Team will identify requirements for trail widths based on anticipated users and input from the Trail Committee. Additionally, we will identify minimum requirements for travel and turning lane widths, shoulder widths, medians, buffer areas, and other potential elements of a typical section based on the functional classification/roadway type and land use context. The McMahon Team will evaluate options for reducing travel lane and/or shoulder lane widths to provide additional space to implement the trail and minimize the need for additional right-of-way. Design guidelines will be presented in a tabular format.
- **Alignment Evaluation:** The McMahon Team will evaluate the potential trail alignment identified below and identify any significant issues related to connectivity, safety, environmental impacts, right-of-way impacts, feasibility, constructability, or capital and maintenance costs. This “fatal flaw” analysis will identify key issues that would warrant consideration of an alternative alignment.
 - Airport Road to Boot Road: Northside
 - Boot Road to Chester Road: Southside
 - Chester Road to Line Road: Southside

Based on this analysis and public input, the McMahon Team will work closely with the Township and the Trail Committee to select a preferred alignment that will be further developed in Task 4.

Deliverables: Summary of project objectives; Design guidelines/standards table; Summary of alignment evaluation

Task 4—Trail Conceptual Plan

The McMahon Team will develop a colored schematic concept plan for the preferred alignment of the Paoli Pike trail between Airport Road and Line Road. The conceptual exhibit will be based on available aerial photography and information gathered during the Existing Conditions Analysis (Task 2) and Alternatives Evaluation (Task 3). The concept plan will include horizontal geometry of the trail (and roadway elements), pavement markings, and signage. It may also include access management and traffic calming features, fencing/barriers, and other streetscape elements (i.e. landscaping, lighting, street furniture, wayfinding) to create a safe and comfortable environment for walking and biking along Paoli Pike. The concept plan will

identify potential trail bridges/structures to cross the branches of the Chester Creek and Ridley Creek.

The concept plans will highlight improvements for key intersections and trail crossings. This may include Airport Road, Ellis Lane, Boot Road (S.R. 2020), Chester Road (S.R. 0352), and Line Road, as well as any other key crossings based on the trail alignment and key destinations. The McMahon Team will develop up to two photographic renderings to show how the trail may look when constructed at selected locations along the corridor. This will help the public to visualize the concept plan and proposed improvements

The McMahon Team will present a draft concept plan to the Trail Committee and refine the plan based on their input. The final concept plan and renderings will be appropriate for presenting to other interested stakeholders, including PennDOT, property owners, and the public.

Deliverables: Conceptual trail plan; Two photographic renderings; Text and graphics to summarize the conceptual plan

Task 5—Implementation Plan and Funding Strategy

The McMahon Team will develop a detailed implementation plan, with a particular focus on providing a realistic funding strategy for design and construction of the trail conceptual plan. The McMahon Team will evaluate the trail conceptual plan and develop a prioritized implementation plan to design and construct the Paoli Pike Trail. This implementation plan will serve as a blue print for the Township to implement the trail. We anticipate that the project may need to be implemented in a phased approach over time, due to priorities, funding availability and eligibility, right-of-way requirements, ease of construction, and other considerations. The McMahon Team will identify how the overall trail conceptual plan can be segmented into specific capital projects. For each capital project, we will identify the priority level, responsible parties, potential timeframes for implementation, next steps, and opinions of cost and potential funding sources, as further described below. The McMahon Team will also identify any improvements that can be implemented through routine maintenance, such as restriping lanes as part of a resurfacing project.

- **Opinions of Cost:** Based on the Conceptual Trail Plan (Task 4) and the capital projects identified in the Implementation Plan, the McMahon Team will develop order of magnitude cost estimate by phase (i.e. design, right-of-way, utilities, and construction). These estimates will reflect rough approximations of material quantities and unit costs from recently bid similar projects. The estimates will be appropriate for Township budgeting purposes and to pursue future grants.
- **Funding Strategy:** Using the Implementation Plan and Opinions of Cost, McMahon will identify potential funding sources and grant opportunities for design and construction of the improvements. In particular, federal and state competitive funding grant programs will be evaluated to determine the best opportunities to submit grant applications based on program eligibility and other requirements. For each viable grant opportunity, we will identify next steps to build support for project funding and position the project to be

successful in competitive application processes. Additionally, we will identify key information and materials that may be necessary for grant applications, based on previous guidelines. The funding strategy will be presented in the Final Report.

Deliverables: Implementation plan in tabular or graphical format, including a summary of opinions of cost and the funding strategy; Detailed opinions of cost for each capital project in tabular format

Task 6—Draft and Final Report

The McMahon Team will prepare a Draft and Final Report with text, maps, tables, renderings and other graphics to summarize Tasks 2—5. Below is an outline of the review schedule for the Draft and Final Reports.

- **Draft Report for Trail Committee Review:** The McMahon Team will provide the Township and Trail Committee with a PDF version of the Draft Report for a two-week review period. The schedule includes two-weeks for the McMahon Team to incorporate comments from the Township and Trail Committee, revise the Draft Report, and prepare for the public review and comment period.
- **Draft Report for Public Review:** The McMahon Team will provide a PDF version of the Draft Report for posting on the Township’s website for public comment. The schedule includes two-weeks for the McMahon Team to coordinate with the Township and Trail Committee to address public comments and finalize the report.
- **Final Report:** The McMahon Team will provide the Township with ten hard copies and a PDF version of the Final Report. The Final Report will be appropriate for submitting to the Commonwealth Financing Authority (CFA) to comply with the GTRP grant agreement.

Deliverables: PDF of the Draft Report for Trail Committee Review; PDF of the revised Draft Report for Public Review; Ten hard copies and a PDF of the Final Report

Task 7—Stakeholder and Public Involvement

The McMahon Team will facilitate the stakeholder and public meetings outlined below. The McMahon Team will coordinate with the Township at project initiation to identify potential dates for the Trail Committee, Technical Coordination, and Public Meetings. The McMahon Team will prepare agendas, boards, presentations, meeting flyers, and other announcements. In addition to preparing the meeting materials, the McMahon Team will summarize the public involvement activities in the Final Report.

- **Trail Committee Input:** The McMahon Team will facilitate three Trail Committee Meetings and work with the Township to correspond (via email or another electronic means) with the Trail Committee between meetings to gather input. The draft topics for the meetings and correspondences are outlined below.

Meeting #1: Review project scope and schedule; Discuss Existing Conditions Analysis (Task 2) and Alternatives Evaluation (Task 3); Discuss preferred alignment; Prepare for property owners and public meeting

Correspondence #1: Review input from property owners and public meeting; Select preferred alignment

Meeting #2: Present draft Trail Conceptual Plan (Task 4); Discuss priorities for Implementation Plan and Funding Strategy (Task 5); Prepare for Technical Coordination Meeting; Prepare for public plans display

Meeting #3: Review input from Technical Coordination Meeting and public comment period; Finalize Trail Conceptual Plan; Discuss priorities for implementation and funding

Correspondence #2: Distribute and request comments on Draft Report (Task 6)

- **Technical Coordination Meeting:** The McMahon Team will facilitate one technical coordination meeting with representatives of PennDOT District 6-0 to review the draft trail conceptual plan and key trail crossings at intersections. This is particularly important because Paoli Pike is a state-owned roadway and design of the trail may require PennDOT approval.
- **Special Session for Property Owners:** The McMahon Team will help to coordinate and facilitate a special session for property owners with frontage along the Paoli Pike corridor. The McMahon Team will coordinate with the Township and Trail Committee regarding the most appropriate format for this meeting. For example, the property owners' meeting could be held just prior to and in conjunction with the public meeting.
- **Public Input:** The McMahon Team will work closely with Township staff and the Trail Committee to facilitate two public meetings and a public comment period for the project.

Public Meeting #1: The McMahon Team suggests an open-house format to present an overview of the project, summarize existing conditions and the alternatives evaluation, and request input on the preferred alignment and conceptual trail plan.

Public Comment Period on Draft Trail Conceptual Plan: The McMahon Team will work with the Township to post the Draft Trail Conceptual Plan online for public comment. Additionally, the McMahon Team will provide boards and materials appropriate for posting at the Township Building (or another selected location) to provide the public an opportunity to review the plans and provide written comments.

Public Meeting #2: The McMahon Team will present the Draft Report at a Board of Supervisors meeting.

Online Community Engagement: McMahon will assist with providing opportunities for the community to review materials and provide comments online, either through the Township's website or through an online community engagement platform, known as MindMixer. (MindMixer functions as a virtual town hall, where community members can generate ideas, provide feedback, and vote or prioritize recommendations from their computer or mobile device.) If the MindMixer option is selected, the McMahon Team can

develop a MindMixer project website and use the website to post materials for review and initiate community dialogue related to proposed Paoli Pike Trail.

Deliverables: Meeting invitations/flyers; Agendas and meeting summaries; Maps, boards, and presentations for meetings

Agreement for Professional Services

This Agreement is entered into at East Goshen Township on the 14th day of April in the year 2015 between East Goshen Township (herein after referred to as the Client) and McMahon Associates, Inc. (herein after referred to as the Consultant).

Client: East Goshen Township
1580 Paoli Pike
West Chester, PA 19380
Contact: Louis F. Smith, Township Manager

Consultant: McMahon Associates, Inc.,
840 Springdale Drive, Exton, PA 19341
Contact: Natasha Manbeck, P.E., AICP

Project: Paoli Pike Multi-modal Trail Feasibility Study and Master Plan (herein after referred to as the Project)

Description of Services: See the attached Project scope of work and schedule.

Fee:

Task	Cost
Task 1 - Project Management	\$ 1,200
Task 2 - Existing Conditions Analysis	\$ 9,500
Task 3 - Alternatives Evaluation	\$ 2,400
Task 4 - Trail Conceptual Plan	\$ 12,200
Task 5 - Implementation Plan and Funding Strategy	\$ 12,800
Task 6 - Draft and Final Report	\$ 10,100
Task 7 - Stakeholder and Public Involvement	\$ 15,000
Sub-consultant (Glackin Thomas Panzak)	\$ 6,500
Expenses	\$ 300
TOTAL	\$ 70,000

I have reviewed all terms of this contract, and I am authorized to sign in the space below for execution of this contract.

CLIENT

By: E. M. Shane
E. Martin Shane

Title: Chairman, Board of Supervisors

Date: 4-23-15

CONSULTANT

By: Christopher J. Williams
Christopher J. Williams, P.E.

Title: Vice President & General Manager - Exton

Date: 4/28/15

General Terms and Conditions of Agreement for Services

1. **General Responsibility:** Consultant agrees that it shall act as an independent contractor, and shall perform the services provided for in this Agreement, in accordance with the generally accepted standard of care of Consultant's profession.
2. **Invoices and Payment for Services:** The conditions of this Agreement call for the execution of this contract with the understanding that invoices for services will be submitted by the Consultant monthly and are payable within 30 days of issuance. All invoices not paid within 30 days are subject to a 1.5% monthly interest charge, and all projects with overdue balances exceeding 90 days will be subject to a stoppage of all work. Any changes in the specific work program described above will result in an adjustment of the conditions and fees.
3. **Insurance:** The Consultant will maintain at its own expense Workman's Compensation and Employer's Liability Insurance, General Liability Insurance, Automotive Liability Insurance, and Professional Liability Insurance, and upon request, will furnish the Client a certificate to verify same.
4. **Indemnification and Hold Harmless:** Consultant agrees to indemnify and hold Client, his employees and agents harmless of, from, and against any claims, costs, expenses (including attorney's fees), judgments, penalties, liabilities or losses which may be sustained by or secured against Client, his employees and agents arising from the negligent acts, errors or omissions of the Consultant, his employees and agents arising out of, or connected with the performance of this Agreement.
5. **Termination:** This Agreement may be terminated by either the Client or Consultant effectively immediately upon receipt of written notice for breach of the obligations under this Agreement, or for any other cause, including but not limited to cancellation of the Project. Payment will be due for services rendered through the date written notice is received.
6. **Attorney Fees:** Should suit be filed to enforce, or for the breach of the terms of this agreement, the prevailing party shall be entitled to award of reasonable attorney's fees.
7. **Governing Law:** This contract shall be governed by Pennsylvania law.
8. **Severability:** If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall remain in full force and effect and are binding on the client and consultant.
9. **Binding Status:** The Client and Consultant bind themselves, their partners, successors, assigns, heirs, and/or legal representatives to the other party to this Agreement, and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement.
10. **Nondiscrimination/Sexual Harassment Clause:** The consultant will comply with the terms outlined in Exhibit A (attached).

EXHIBIT A

NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

During the term of the Contract, Grant 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, by reason of gender, race, creed, or color, discriminate 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 against or intimidate any of its employees on account of gender, race, creed, or color.
3. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
4. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of gender, race, creed, or color against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the contracts relates.
5. The Grantee, any subgrantee, any contractor or any subcontractor shall, within the time periods requested by the Commonwealth, furnish all necessary employment documents and records and permit access to their books, records, and accounts by the granting agency and the Bureau of Minority and Women Business Opportunities (BMWBO), for purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause. Within thirty (30) days after award of any grant, the Grantee shall be required to complete, sign and submit Form STD-21, the "Initial Contract Compliance Data" form. Grantees who have fewer than five employees or whose employees are all from the same family or who have completed the STD-21 form within the past 12 months may, within the 15 days, request an exemption from the STD-21 form from the granting agency.
6. 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.
7. 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.

Paoli Pike Trail—Feasibility Study and Master Plan

Schedule



