

AGENDA
EAST GOSHEN TOWNSHIP
TRAIL COMMITTEE MEETING
September 12, 2016
7:00 PM

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE
2. OLD BUSINESS
3. NEW BUSINESS
 - A. Review RFP**
 - B. Set Next Meeting Date**
4. CHAIRMAN'S REPORT
5. COMMITTEE MEMBER CONCERNS
6. CORRESPONDENCE
7. PUBLIC COMMENT
8. ADJOURNMENT

DATES OF IMPORTANCE

Sep 15, 2016	Farmers Market	3:00pm
Sep 15, 2016	Liv Live Concert (Amphitheater)	5:00pm
Sep 15, 2016	Car Cruise (Park)	7:00pm
Sep 20, 2016	Applebrook Golf	7:00pm
Sep 20, 2016	Board of Supervisors	7:00pm
Sep 21, 2016	Futurist Committee	7:00pm
Sep 22, 2016	Farmers Market	3:00pm
Sep 29, 2016	Farmers Market	3:00pm
Oct 04, 2016	Board of Supervisors	7:00pm
Oct 05, 2016	Planning Commission	7:00pm
Oct 06, 2016	Farmers Market	3:00pm
Oct 06, 2016	Park and Recreation Commission	7:00pm
Oct 10, 2016	Municipal Authority	7:00pm
Oct 12, 2016	Conservancy Board	7:00pm

Mark Gordon

From: Cilurso, Karen P. <kpcilurso@dvrpc.org>
Sent: Friday, September 02, 2016 2:08 PM
To: Mark Gordon
Cc: Griffies, John
Subject: RE: East Goshen TCDI RFP

Mark,

Thank you for sending the RFP.

I am going to be away next week, but I wanted to get you my initial comments.

1. As per federal guidelines, cost is not to be used as a factor for evaluation. Applicants should submit a proposal based on qualifications. Once the two consultants are chosen, you may then enter into price negotiations with the first choice. If no agreement on price is reached, you may go to the second choice.
2. You may want to have percent allocations next to the evaluation criteria. This will help consultants in responding to the RFP.
3. You mention the TCDI application. However, the RFP itself needs to have a clearly stated scope of work. This scope of work should provide a bit more detail than the TCDI application (remove as an attachment and place into the RFP). Please remove the TCDI program guidelines. The program guidelines are primarily for the TCDI application not the administrative requirements.
4. Since you are stating that you will interview two consultants, please provide a date that all applicants will be notified if they are chosen.
5. The interview date for the chosen consultants should be listed in the schedule.
6. The scope of work should have a schedule. Such as all tasks must be done no later than June 30, 2018.

Thanks.

Karen P. Cilurso, AICP/PP
Manager, Community Revitalization
Office of Smart Growth
Delaware Valley Regional Planning Commission
190 N. Independence Mall West
Philadelphia, PA 19106
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From: Mark Gordon [<mailto:mgordon@eastgoshen.org>]
Sent: Friday, September 02, 2016 11:37 AM
To: Cilurso, Karen P.
Subject: East Goshen TCDI RFP

Hi Karen,

I just uploaded a copy of our Draft RFP for Consultant search for the Paoli Pike Corridor Master Plan.

I hope I did it right!

I've attached it with this email if I haven't. If I remember correctly I think you wanted to see the RFP before it's advertised.

Let me know any thoughts you have and what I need to add.

Thanks,
-Mark

Mark A. Gordon, CFM

Director of Code Enforcement / Zoning Officer

East Goshen Township

1580 Paoli Pike

West Chester, PA 19380

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REQUEST FOR PROPOSALS

**East Goshen Township is Seeking a Planning Consultant to
Develop a Master Plan for the Paoli Pike Corridor within East
Goshen Township, Chester County, PA**

TOWNSHIP OF EAST GOSHEN

September 1, 2016

RFP's Due: October 14, 2016 10:00 A.M. Local Time

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5. Evaluation Criteria

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Summary

Introduction

The East Goshen Township Board of Supervisors is soliciting proposals from Professional Planning Consultants to prepare a Corridor Master Plan for Paoli Pike as outlined in the approved Transportation and Community Development Initiative (TCDI) program application, and in accordance with all program guidelines.

East Goshen Township has received grant funding for this project through the Federal TCDI program administered by the Delaware Valley Regional Planning Commission. East Goshen Township is the Project Sponsor for the project and the successful consultant will be required to enter into a contract with the DVRPC and East Goshen Township as outlined in the TCDI Program Guidelines. The Paoli Pike Corridor Master Plan shall follow the project scope outlined in the approved TCDI application unless modified and approved by East Goshen Township and the DVRPC.

Proposals

All proposals shall be received by the Township no later than **October 7, 2016; 4:00 P.M. Local Time.**

Proposals shall be delivered to:

East Goshen Township
Attn: Mark A. Gordon, Township Zoning Officer
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 by e-mail to Mr. Gordon at mgordon@eastgoshen.org. All updates, amendments, and answers to respondent questions about this RFP, as well as any changes to the proposed schedule, will be posted on the Township website, www.eastgoshen.org.

Schedule of Events

The proposed schedule for the RFP process is as follows:

Issue Request for Proposals:	September 16, 2016
Cutoff for Written Questions:	September 30, 2016 by 4:00 P.M.
Amendments Posted:	October 7, 2016 by 4:00 P.M.
Proposals Due:	October 14, 2016 by 10:00 A.M.
<u>Finalist Notified:</u>	<u>on or before November 16, 2016</u>
<u>Interviews:</u>	<u>on or before December 20, 2016</u>

Technical Specifications

1. General

The East Goshen Township Board of Supervisors is soliciting proposals from professional planners to develop a Master Plan for the Paoli Pike Corridor within East Goshen Township, ~~as outlined in the approved TCDI Application.~~ The Paoli Pike Corridor Master Plan will support objectives identified within the “2015 East Goshen Township Comprehensive Plan” and the “Paoli Pike Trail Feasibility Study and Master Plan, 2016”. The selected planning consultant will enter into a contract with the Township to develop a master plan for the corridor, to be completed no later than ~~September-January 1, 2017~~2018.

2. Study Scope of Work and Plan Approach

A detailed description shall be included outlining the approach and the ~~standards that the final version of the Study and Plan will meet.~~deliverables for each phase of the following scope of work:

- Existing Conditions Analysis – Identify opportunities and constraints related to circulation and potential development of a pedestrian-oriented physical environment.
- Review of Prior Planning Efforts – Review of prior planning studies for background and consistency with goals and objectives.
- Bicycle and Pedestrian Circulation Plan – Specific recommendations for sidewalk, trail and path layout, local neighborhood connections to the Paoli Pike trail. This includes identification of

potential locations for public spaces such as plazas, and gathering areas. Confirmation of the recommendations made in the *Paoli Pike Trail Feasibility Study and Master plan*, as well as recommendations for further bicycle connections that should be developed as part of an integrated bicycle circulation network within the Paoli Pike corridor.

- Traffic Calming Plan – Specific recommendations for calming traffic along Paoli Pike with emphasis near East High School and the East Goshen Township Park, to improve pedestrian safety, while maintaining appropriate levels of service.
- Streetscape Plan – Specific recommendations for streetscape environment improvements within the Town Center including street lighting, gateway treatments and trail amenities. Review the need for connected and continuous pedestrian facilities within the Town Center.
- Economic Analysis – Identify realistic opportunities for new infill development and/or redevelopment of underutilized sites.
- Land Use Recommendations – Identify zoning and ordinance updates to promote pedestrian-oriented and mixed-use development.
- Implementation Plan – Action plan with specific implementation tasks, responsible parties, potential partners, estimated costs, and fundraising strategies.
- Graphical concept plans, renderings, and cross sections of the recommended improvements

The Master Plan is intended to fulfill all four of the key principles noted within DVPRC's *Connections 2040 Plan for Greater Philadelphia* (<http://www.dvrpc.org/reports/13042.pdf>):

1. Manage Growth and Protect the Environment – The Master Plan will establish guidelines for land use along the corridor, to encourage pedestrian-oriented development.
2. Create Livable Communities – The Master Plan will identify opportunities to develop a walkable Town Center, which will help establish a sense of place for the Township and provide an attractive venue for community interaction.
3. Build the Economy – By providing a clear framework for new development, as well a clear plan to provide effective multimodal infrastructure, the Master Plan will encourage new private development of the desired type and scale.
4. Establish a Modern Multimodal Transportation System – The Master Plan will develop recommendations for a circulation plan that balances the needs of pedestrians, bicycles, and vehicular traffic, to maximize mobility to and through the corridor.

All deliverables associated with the scope of work shall be completed no later than January 1, 2018.

3. Required Information

- a. Provide a sample of your standard contract for services.
- b. Provide an enhanced scope of work to include project deliverables and a project schedule for the Master Plan.

~~c. Provide a detailed breakdown of all project costs.~~

~~d.c.~~ Provide three municipal references from Southeast Pennsylvania where you have completed similar planning projects.

4. Township Obligation in Support of the Planning Process

- a. The Township Board of Supervisors has formed the “Paoli Pike Corridor Master Plan Committee”. Once RFPs are received, the Township selection committee will review the proposals and make recommendations 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 Paoli Pike Corridor Master Plan Committee will assist the planning consultant and oversee the planning process.

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 (10%)
b. Completeness of Proposal (20%)
c. Project Approach (20%)
~~d. Project Cost~~
e.d. _____ Technical Proposal (50%)

EnclosuresReferences

- a. Paoli Pike Trail Feasibility Study and Master Plan, 2016~~Paoli Pike Corridor Master Plan TCDI Grant Application~~
a.b. 2015 East Goshen Township Comprehensive Plan
~~b. FY 2017 TCDI Program Guidelines~~

Summary

Type of Contract

If a contract is entered into as a result of this RFP, the contents of the selected firm's proposal will become contractual obligations of the firm. Negotiations may be undertaken with one or more consultants whose proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work. The selected firm must enter into and adhere to all aspects of the DVRPC / TCDI Grant Agreement that the Township will enter into with the DVRPC.

Cost of Proposal

This request for proposals does not, under any circumstances, commit the Township to any cost incurred by any consultant prior to execution of the agreement between the selected consultant and the Township. Each prospective consultant is solely responsible for all costs associated with the preparation of a response to this RFP.

Rejection of Proposals

The Township reserves the right to reject any and all proposals received as a result of this request and to negotiate separately with competing consultants.

Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the consultant's ability to meet the requirements of the RFP.