

**SPRINGFIELD TOWNSHIP, BUCKS COUNTY - REQUEST FOR PROPOSAL
ENGINEERING & PLANNING SERVICES
VILLAGES AND ROUTE 309 CORRIDOR STUDIES**



TABLE OF CONTENTS

Section I:	Introduction and Background
Section II:	Instructions to Respondents
Section III:	Scope of Work
Section IV:	Proposal Content
Section V:	Deliverables and Obligations
Section VI:	Evaluation of Proposals
Section VII:	Questions
Section VIII:	Timetable Summary
Section IX:	Form of Proposal
Appendix A:	Non-Collusion Affidavit
Appendix B:	MAP Application & Award

**SPRINGFIELD TOWNSHIP, BUCKS COUNTY - REQUEST FOR PROPOSAL
ENGINEERING & PLANNING SERVICES
VILLAGES AND ROUTE 309 CORRIDOR STUDIES**

I. Introduction and Background

The Township of Springfield, Bucks County, Pennsylvania ("the Township"), a municipality of the Second Class, is requesting proposals to conduct studies and develop implementation strategy and plans in follow-up to recommendations proposed in the recent update to its Comprehensive Plan. The Township is located in upper Bucks County. It directly borders Northampton and Lehigh Counties (Lower and Upper Saucon Townships and Coopersburg Borough, respectively) and can be considered more aligned with the Lehigh Valley region than the Greater Philadelphia or Delaware Valley region. Surrounding Bucks County townships are from west to east on the south side, Milford, Richland, Haycock, Nockamixon and Durham. The Township is approximately 30.8 square miles and has a population per the 2010 Census of 5,035 residents.

In May 2024, the Board of Supervisors (BOS) approved Resolution 2024-11 authorizing an application to the Pennsylvania Department of Community and Economic Development (PA DCED) seeking a matching grant of \$50,000 from the Pennsylvania Municipal Assistance Program for this study. Recently, the Township received notice that our application had been approved. The complete application has been attached as Appendix B of this document.

The BOS has authorized the Township to advertise a Request for Proposals ("RFP") seeking professional services to conduct additional detailed analysis of the Route 309 corridor, and four villages (Zion Hill, Springtown, Pleasant Valley and Passer). The Villages and Corridor Studies: Leveraging our Villages and Commercial Corridor to Promote Livability and Economic Opportunities (hereafter referred to as "Villages and Route 309 Corridor Studies") is intended to develop an implementation plan that can create a tax base expansion while preserving the rural character of the Township. These studies will address existing conditions, infrastructure needs and propose strategies consistent with the Comprehensive Plan as to housing, business development and any related considerations while sustaining the preservation of the Township's natural resources including agricultural lands and ensuring the preservation of the high quality of life enjoyed by its residents.

The Board may create a Villages and Route 309 Corridor Study Committee ("the Committee") to work with the selected engineering /planning professional ("the Firm"). The Committee may include representative(s) from the Board, the Springfield Township Planning Commission, the Springfield Township Parks and Land Preservation Board, the Environmental Advisory Council, Historic Commission and Township Engineer. The Board has utilized this approach on the past two Comprehensive Plan Updates.

II. Instructions to Respondents

- a. Township shall offer a Pre-proposal meeting to prospective respondents. Attendance is NOT mandatory but highly recommended. This meeting will begin at 1 PM on February 20, 2025 to allow prospective respondents an opportunity to view the study area prior to the meeting. Meeting notes will be provided as an addendum to this RFP.
- b. Respondents shall submit proposals in two parts, labeled "Technical Proposal, Comprehensive Plan" and "Cost Proposal, Comprehensive Plan". Cost proposals will not be opened until the technical proposals have been reviewed and selected for interviews.
- c. Bidder / Proposal Documents can be obtained at no cost on PennBid at <https://pennbid.bonfirehub.com/>

**SPRINGFIELD TOWNSHIP, BUCKS COUNTY - REQUEST FOR PROPOSAL
ENGINEERING & PLANNING SERVICES
VILLAGES AND ROUTE 309 CORRIDOR STUDIES**

- d. Bids must be submitted electronically via PennBid no later than 3 p.m. on March 20, 2025.
- e. Late arrivals, electronic transmittals or any other method of delivery will not be accepted. All proposal material may be considered for public information except for specific proprietary information if designated as confidential within Proposal.
- f. Questions regarding this project shall be submitted electronically via the "Ask a Question" feature in PennBid. Responses to questions will be posted on PennBid.

III. Scope of Work

Springfield Township has prepared the following scope of work upon completion of the update of our Comprehensive Plan and submitted to PADCED and approval received for a MAP Grant. Proposers are requested to prepare their response in accordance with these sections for evaluation and selection. Estimated project duration for schedule development is one year.

a. Existing Conditions Analysis:

Conduct a detailed existing conditions analysis of the four villages and corridor. Using the township-wide existing conditions analysis in the Comprehensive Plan recently prepared by Michael Baker & Associates, as a starting point, Firm shall provide a more detailed evaluation of the sites. The existing conditions analysis should include, but not limited to:

- Land use: The existing land use analysis for the comprehensive plan relied on Bucks County Board of Assessment land use data, a field inspection should be conducted to verify existing land uses.
- Zoning: An analysis of the zoning bulk/area and use regulations to determine barriers to development and needed amendments.
- Housing market characteristics (e.g., price, tenure, type of unit, etc.)
- Building conditions survey: This survey will help determine approaches for development, redevelopment, or enhancement (i.e., façade repairs).
- Infrastructure: This assessment will identify the existing infrastructure limitations and capacity, including drinking water, sewage, stormwater, cellular network, and Broadband network.
- Natural features.
- Existing streetscape elements (e.g., signage, trees, lighting, planters, walls, gateway signage, memorials, etc.)
- Pedestrian circulation (e.g., sidewalk network, trails, pedestrian amenities, walkshed, etc.), bike circulation, and road network.
- Historic resources.

b. Sewage Capacity Analysis:

Conduct a review of soil suitability and site capacity along the Route 309 corridor based on use of land application wastewater systems. This corridor was assessed in 2014 by Bucks County Planning Commission. Firm shall determine the net buildable site area capacity along the corridor utilizing similar/comparable methodology.

Firm shall also consider the addition of the current sewage flow from Zion Hill Village to provide a baseload for a potential Corridor facility which currently goes to the Milford Trumbauersville Sewer Authority.

c. Water Availability Analysis

The Firm shall conduct a general review of water resources. Data is available from prior studies by Bucks County and Springfield Township and ongoing investigation by EPA Water TA Program for potential interconnections with adjoining municipalities as well as information to be provided by H&K regarding impacts on area with proposed quarry development on 309 Corridor Study Area.

SPRINGFIELD TOWNSHIP, BUCKS COUNTY - REQUEST FOR PROPOSAL
ENGINEERING & PLANNING SERVICES
VILLAGES AND ROUTE 309 CORRIDOR STUDIES

d. Stakeholder Engagement:

The Firm shall develop an approach to be approved by the Township prior to commencing. The stakeholder engagement will focus on engaging Township boards, authority and commissions, as well as business owners, institutional partners, developers, surrounding municipalities, and other possible stakeholders through interviews and a charette-type workshop. This task will also include a presentation of findings and recommendations at a Board of Supervisors meeting.

e. Identification of Opportunities and Challenges:

Based on the stakeholder engagement, existing conditions analysis, sewage and water analysis, the Firm will identify and prepare a listing of opportunities and challenges for each study area that will guide next two tasks.

f. Recommendations:

The Firm shall develop a set of recommendations for each of the study areas. Recommendations should include, but are not limited to:

- Road network improvements
- Pedestrian circulation improvements (streetscape, crossings, traffic calming, pedestrian amenities – benches, etc.)
- Sense of place – streetscape (plantings, signage, gateway, etc.)
- Design standards/Subdivision and Land Development Ordinance (SALDO) design updates (sidewalks, pedestrian pathways, dimensions, materials, buffering, etc.)
- Trail connections
- Signage
- Business development and attraction (e.g., vacant storefront, pop-ups, temporary events)
- Zoning update to promote mixed use, walkable areas, infill
- Identification of specific redevelopment sites (i.e., catalytic sites)
- Wastewater, water, stormwater, cellular network, and Broadband network infrastructure needs to accommodate development and redevelopment.

g. Conceptual Site Plans:

The Firm will create one conceptual plan for each of the five study areas to analyze potential development opportunities. The conceptual plans can be focused on a specific site or provide an approach for an entire village or section of a corridor. As the village study area are largely infill or minor adjustment, the level of detail for these conceptual plans will be a lessor scale than the 309 Corridor.

h. Implementation Strategy:

The Firm will provide a detailed implementation strategy that identifies the following for each recommendation:

- Funding sources
- Cost estimates
- Timeline
- Partners: The recommendations will build upon existing partnerships with the County and stakeholders and strengthen partnerships with surrounding municipalities.
- Performance Benchmarks: Each recommendation will have associated performance benchmarks to assist in measuring success (e.g., jobs created, tax dollars generated, new housing units, etc.)

The implementation strategy will also include a three-year action plan to jump start the implementation of recommendations.

IV. Proposal Content

**SPRINGFIELD TOWNSHIP, BUCKS COUNTY - REQUEST FOR PROPOSAL
ENGINEERING & PLANNING SERVICES
VILLAGES AND ROUTE 309 CORRIDOR STUDIES**

In addition to the completed Proposal Form in Section IX, include all contact information for the Respondent.

- a. An Executive Summary describing the Proposer's proposed services.
- b. An Approach Section describing the Proposer's approach to the Scope of Work and any recommended adjustments or additions to the proposed scope of work detailing the reasons and purpose thereof.
- c. A staffing plan that includes the names of the individual(s) that will be assigned to the project if awarded. Also note if the individual(s) are based in a location other than the address indicated on the Form of Proposal. Identify the location of such individuals as well as the lead individual for the project. A resume should be included for each person working on the project that includes examples of similar work.
- d. At least three (3) municipal references shall be provided, including name, address, and contact information, and it shall be noted what project for which the reference is listed.
- e. A project timetable to include key milestones, major tasks, and an estimate of the total time for completion of the Plan.
- f. All forms in Appendix A.
- g. A cost estimate should be provided in a separate file as detailed in Section II.
 - Cost Estimate shall be "not to exceed" based upon direct labor hours and expenses, the proposal must include the rate for each position to be used in providing the services. It also must include the percentage of overhead the offeror proposes to charge. Cost charged for overhead must be allowable under 48 CFR Chapter 1, Part 31 Federal Acquisition Regulation.
 - Provide a fee schedule with a breakdown of rates for individual personnel, all reimbursable expenses and if applicable, mark-up percentage for all sub-consultants.
 - Springfield Township has provided as Appendix B, the DCED Application, which includes a projected cost and schedule. Respondent shall provide cost estimate and schedule in a similar manner. Should Proposer cost estimate exceed Grant Application value, Proposer shall provide sufficient detailed explanation for variance for Township to evaluate need for additional funding or decide not to proceed.

V. Deliverables and Obligations

The final Studies will be developed by the Firm and incorporate the elements noted in Scope of Work. The document upon Township approval should be delivered both electronically and with five (5) hard copies in color. Any maps incorporated into the Plan should also be provided electronically and in hard copy, both within the Plan document as well as a copy of each map large enough for public presentation.

At each regular meeting with the Committee, the Firm will provide a written memo of work completed as well as any completed draft sections for review to the Township Manager who will ensure all Committee members and Township organizations are informed of progress.

Invoicing shall occur monthly and include the cost of services, work completed and any out-of-pocket costs in accordance with the contract. Payments will be made to the lead entity who will in turn be responsible for disbursing payments to any sub consultants working on the project. Invoices will be paid at the first available public meeting of the Board following receipt and approval of the invoice.

VI. Evaluation of Proposals

- All proposals will be reviewed by the Township with recommendations made to the Board. A Shortlist of Firms for Interviews may be developed based upon these recommendations of not more than three (3) firms.

**SPRINGFIELD TOWNSHIP, BUCKS COUNTY - REQUEST FOR PROPOSAL
ENGINEERING & PLANNING SERVICES
VILLAGES AND ROUTE 309 CORRIDOR STUDIES**

- All short listed firms will supply (3) hard copies of their proposal to the Township prior to the interview.
- The final selection will be made at a public meeting of the Board.
- Recommendations by the Committee will be based on scoring the proposals. Scoring will be based on the following criteria:

CRITERIA	POINTS
Proposed Approach	0 - 40
Prior Firm Experience	0 - 25
Local Experience	0 - 15
Proposed Staff Qualifications	0 – 20

If shortlisting is used, firms will be again scored in accordance with both the above criteria and the following additional criteria:

CRITERIA	POINTS
Review of References (Note #1)	0 - 20
Interview Response	0 – 20
Fees and Rates	0 - 10

Note #1 – References will be contacted by the Township. A summation of information may result in follow up questions during the interview and score accordingly.

VII. Questions

All questions should be submitted via the “Ask a Question” feature in PennBid no later than 4 p.m., on February 24, 2025. All responses shall be consolidated in an addendum to the RFP which will be posted to the PENNBID website and forwarded to all registered RFP respondents. Any questions received after the deadline will not be addressed.

VIII. Timetable Summary

a. RFP Issued:	Feb. 7, 2025
b. Deadline for RFP Questions:	Feb. 24, 2025
c. Proposal Due by:	March 20, 2025
d. Board Selection/Contract Development	April 22, 2025
e. Notice to Proceed	April 30, 2025
f. Work Completion	May 15, 2026

IX. Form of Proposal

At the beginning of the proposal submitted to Springfield Township, or following a cover / transmittal letter, the

SPRINGFIELD TOWNSHIP, BUCKS COUNTY - REQUEST FOR PROPOSAL
ENGINEERING & PLANNING SERVICES
VILLAGES AND ROUTE 309 CORRIDOR STUDIES

proposal must include the following:

The undersigned, being a duly authorized officer of the organization listed below, does hereby submit this proposal, valid for at least a period of one hundred twenty (120) days, under all terms and conditions (except those noted) as specified in the Springfield Township Request for Proposals for Engineering and Planning Services to Complete the Villages and Route 309 Corridor Study in accordance with Section IV, Proposal Content. Further, I acknowledge the receipt of the following Addenda for the RFP.

ADDENDUM ____ dated _____
ADDENDUM ____ dated _____

Name _____ Title _____
Date _____

X. General Requirements

- Right to Modify, Rescind or Revoke RFP - The Township reserves the right to modify, rescind or revoke this RFP, in whole or part, at any time prior to the date on which the authorized representative of the Township executes a contract with the selected consultant. The Township may also award a contract for a single phase of this project, depending on available funding resources or other factors.
- Right to Reject - This RFP does not commit the Township to proceed with the described project, select a consultant, or to award a contract to any consultant. Schedule of Events - The Township will make a good faith effort to follow the timetable summary set forth in this RFP for evaluating, negotiating and issuing an award.
- Risk of Loss, Damage, Delay - Consultant acknowledges and agrees to release and hold harmless the Township, its officers, employees, agents and staff, from and against any and all claims, liability, damages, and costs, including court costs and attorney's fees, arising out of or pursuant to the delivery of the proposal or failure to deliver the proposal as directed by this RFP.
- Ownership of Property - All proposals become the physical property of the Township upon receipt. All work product prepared by the selected consultant for this project shall be the property of the Township.
- Cost of Participation - The Township specifically disclaims responsibility and/or liability for any and all costs, expenses, or claims relating to or arising out of the consultant's participation in this RFP process, including, but not limited to, cost incurred as a result of preparing, copying, shipping, presenting, and/or clarifying the proposal and the information relevant to the proposal.
- Compliance with Applicable Laws, Regulations and Ordinances - By submitting a proposal, the consultant agrees to and shall comply with all applicable local, county, state and federal laws, regulations and ordinances.
- Insurance - The selected consultant shall, before work commences, procure and maintain at its own expense during the duration of the performance of this project the following types of insurance with insurance companies authorized to operate in the Commonwealth of Pennsylvania and acceptable to the Township Professional Liability in an amount not less than \$500,000 Minimum Limit.
 - Valuable Papers - Coverage in an amount sufficient to assure restoration of any plans, drawings, field notes, records or other similar data relating to work produced in this project in the event of their loss or destruction.

**SPRINGFIELD TOWNSHIP, BUCKS COUNTY - REQUEST FOR PROPOSAL
ENGINEERING & PLANNING SERVICES
VILLAGES AND ROUTE 309 CORRIDOR STUDIES**

- Proposal Effective Date - All proposals must remain in effect and shall not be withdrawn for a minimum of One-Hundred Twenty (120) days from the deadline that the proposals are due at the Township office. Proposals may be withdrawn in writing prior to the deadline that proposals are due at the Township mailing address.
- Selection Committee - The Township reserves the right to appoint a Project Selection Committee in charge of selecting the appropriate consultant for this project. If this is implemented, the Committee will provide recommendations to the Township Board of Supervisors prior to the Board of Supervisors awarding a contract to the consultant.
- Township's Right to Select - The Township reserves the right to select the proposal which it judges to be in the best interest of the project. This may include the Township awarding contracts to separate consultants for each identified Phase if doing so would result in significant cost savings. Should only one proposal be received, the Township reserves the right to initiate negotiations with the proposer or to reject the proposal at any time during the said One-Hundred Twenty (120) day period that proposals remain effective and initiate a new proposal process.
- Interviews - The Township may conduct discussions with any consultant who submits an acceptable or potentially acceptable proposal. The Township reserves the right to request that the applicant provide additional information during the RFP process. The Township anticipates interviewing two or more applicants. As part of the interview process, the applicants should be prepared to make a brief presentation on the applicant firm's expertise and approach to the project. Applicants should also be prepared to answer questions related to their experience and their proposal.

Appendix A

NON-COLLUSION AFFIDAVIT

**SPRINGFIELD TOWNSHIP, BUCKS COUNTY - REQUEST FOR PROPOSAL
ENGINEERING & PLANNING SERVICES
VILLAGES AND ROUTE 309 CORRIDOR STUDIES**

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the fees and rates to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of the awarding of the contract.

_____, being authorized to make this verification on behalf of _____, verifies that the statements made in this NonCollusion Affidavit are true and correct to the best of his/her knowledge, information and belief, and understands that false statements herein are made subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsifications to authorities.

Date: _____

By _____

Print Name

Title

Appendix B

Springfield DCED MAP Application

**SPRINGFIELD TOWNSHIP, BUCKS COUNTY - REQUEST FOR PROPOSAL
ENGINEERING & PLANNING SERVICES
VILLAGES AND ROUTE 309 CORRIDOR STUDIES**