To: Interested Parties

From: Linda F. Hill, Director

Subject: Request for Qualifications: Professional Engineering Services and Construction Oversight

Date: May 15, 2020

The Delaware County Planning Department (DCPD) has prepared a Request for Qualifications (RFQ) for professional engineering, design and construction oversight services related to the Little Flower Open Space Development Phase I-A, the Rose Tree Park Destination Playground and Pedestrian Mall Extension, and Redevelopment of the Upland Park Playground.

The County of Delaware will retain a qualified professional with experience preparing park development drawings in accordance with the PA DCNR grant program requirements for the development of complete construction plans and bid specifications in compliance with the all applicable local codes, ordinances, and regulations, as well as construction management.

Submissions are required no later than 4:00 p.m., EDT, Friday, June 5, 2020, and should be submitted to:

Delaware County Central Purchasing Department
Court House and Government Center Bldg.
Room 228
201 West Front Street
Media, PA 19063

Five (5) copies of the Statement of Qualifications are to be submitted. Any questions concerning this request should be directed to Steven Beckley at Beckleys@co.delaware.pa.us no later than 4:00 p.m., EDT Wednesday, May 27, 2020.
Request for Qualifications

Park Design Professional Services for Three Delaware County Parks

County of Delaware

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Section 1: Scope of Work

This Scope of Work is provided here as a courtesy to respondents to this Request for Qualifications. Responses, however, are not required to address the scope items directly since it should be a “Statement of Qualifications” and not a “Proposal.”

The County is seeking qualifications from consultants to provide design/engineering, and bidding services, and construction management for Little Flower Manor Park Phase I-A in Darby Borough and Upper Darby Township; Rose Tree Park Destination Playground and Pedestrian Mall Development; and Upland Park Playground Redevelopment. All contract plans, specifications and documents shall be prepared in accordance with applicable requirements of funding sources. The scope of work is specific to each of the 3 sites. It may include, but is not limited to site survey, site parking, amenities, preliminary and final site design/engineering drawings and specifications, and all necessary permits and environmental clearances.

Following are the Project Overviews for the 3 included project sites. Each project is partially funded by a separate park design and development grant from the Community Conservation Partnership Program administered by the Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation (Bureau). The Bureau has requirements and standards that must be met by the County and any consultant. The Bureau will monitor each project. Certain documents will be subject to review and approval by the Bureau.

Project Overview - Little Flower Open Space Phase I-A

The County is undertaking the first phase of development of a new County park in Darby Borough and Upper Darby Township. Work is to include the development of a park entrance and main access drive with signage for park identification, wayfinding, stormwater education/interpretation signage, and project acknowledgement; a parking area; community garden space; two picnic groves (including tables, benches, and receptacles); crushed stone internal walking paths a paved sidepath along the park’s frontage on Springfield Road; and a multi-purpose lawn open space. The project will also include site clearing and grubbing, excavation, construction surveying and layout, stormwater management BMP’s, erosion and sediment pollution control measures, ADA access, installation of trees and other landscaping.

The Plan for the site is detailed in the “Little Flower Open Space Master Site Development Plan,” dated December 2018. The Master Plan is available to download online at the Delaware County Planning Department website here: [https://www.delcopa.gov/planning/pubs/LittleFlowerOpenSpaceMasterSiteDevelopmentPlan.html](https://www.delcopa.gov/planning/pubs/LittleFlowerOpenSpaceMasterSiteDevelopmentPlan.html) Phase I-A is detailed on pages 3-12 to 3-15.

An image from the master plan, showing Phase I-A conceptually, is also attached to this RFQ - see Appendix D.

All work shall be completed no later than 11/31/2022.
Project Overview – Rose Tree Park Destination Playground

The County is developing a “destination playground” at Delaware County’s showcase County-scale park, Rose Tree Park, and extending an adjacent existing pedestrian mall/walkway to connect two parking areas to the playground and enhance overall park walkability. The mall/walkway expansion will also improve the park’s ability to host festivals and events. The improvements will affect an approximately 2.92-acre (127,237 sq. ft.) area within this 117.90-acre park.

These elements were included as conceptual recommendations in the County’s 2015 master plan for the park.

This plan is available to download online at the Delaware County Planning Department website. See the Delaware County Open Space, Recreation, and Greenway Plan, Volume III: County Parks and Recreation Plan, Chapter 5: Rose Tree County Park [https://www.delcopa.gov/planning/pubs/OpenSpacePlanVolIII.html](https://www.delcopa.gov/planning/pubs/OpenSpacePlanVolIII.html)

An image from a concept plan is also attached to this RFQ - see Appendix B.

All work shall be completed no later than 12/31/2023.

Project Overview – Upland Park Playground Redevelopment

This is a project to remove an aging and damaged playground at Upland Park and design and build a new playground area on the same general location that is consistent with the park’s 2015 master plan. The improvements will affect an approximately 0.93-acre (40,376 sq. ft.) area within this 60.10-acre park.

The master plan for Upland County Park is available to download online at the Delaware County Planning Department website. See the Delaware County Open Space, Recreation, and Greenway Plan, Volume III: County Parks and Recreation Plan, Chapter 7: Upland County Park [https://www.delcopa.gov/planning/pubs/OpenSpacePlanVolIII.html](https://www.delcopa.gov/planning/pubs/OpenSpacePlanVolIII.html)

An image from a concept plan is also attached to this RFQ - see Appendix C. This concept, on which the DCNR grant application was based, included a new playground area that contains a children’s playground structure or structures, an outdoor "adult" exercise area, seating walls, benches, tables, trash receptacles, landscaping, sidewalk and pathways, and signage.

All work shall be completed no later than 11/31/2023.

Design Considerations

The following must be considered to the extent that they are applicable to the project:

- All design and engineering work shall be completed in accordance with the latest PennDOT criteria and guidance specifications.
- All design work pertaining to multi-use trails must follow: the AASHTO Guide for the Development of Bicycle Facilities, 2012 edition; Americans with Disabilities Act and Accessibility Guidelines (ADAAG) and all current and applicable State and local codes. The standards for the multi-use trail include a minimum 10’ width with a minimum 2’ clear zone on both sides for off-road trails and 14’ width between rub rails for any bridges or boardwalks.
- Applicable laws and regulations relating to public health and safety including land subdivision, zoning, and the Uniform Construction Code.
- Compliance with the American Society for Testing Materials (ASTM) standards.
- Protection/enhancement of environmental sensitive areas including streams, wetlands, forests and established trees, gardens, and natural areas that provide wildlife habitat and protect water quality.
- Consideration must be given to making all or portions of playgrounds accessible to children with disabilities and constructed using natural and sustainable materials.
- Project Partnerships – In its DCNR grant contract, the County has committed to the following partnerships that impact the park’s design and will involve the design consultant’s attention:
- Stormwater Management - The County’s consultant will be responsible for designing stormwater management facilities in compliance with federal, state, and local stormwater management requirements.
- Tree Planting - The County’s consultant will work with County staff and Pennsylvania Horticultural Society to develop a plan for tree planting in general conformance with landscaping and recommended trees identified in the Little Flower Open Space Master Plan;
- Community Garden - The County’s consultant will work with the County Parks Department for design of the size, orientation, and drainage associated with the proposed community garden at the Little Flower Open Space.

Task 1: Survey

- The Consultant shall provide all necessary survey information and base mapping for 2 sites.
- All survey services for this project shall be performed in accordance with, and shall conform to, accepted Surveying and Engineering general practices and procedures.

Task 2: Environmental Studies/Permits

- The Consultant shall identify coordinate and define any permits required for the projects to proceed and prepare application packages.
- The Consultant shall identify and define any necessary coordination with utilities and register the projects with PA One Call System.
- The Consultant shall be responsible for attending all municipal and regulatory-agency related meetings. The Consultant will prepare exhibits as needed for these meetings and be prepared to answer any questions that may arise.

Task 3: Preliminary Engineering

The Consultant shall prepare preliminary design drawings and cost estimates for the Little Flower Open Space Phase I-A, Rose Tree Park Destination Playground, and Upland Park Playground Redevelopment projects based upon field review, pre-design meetings, and environmental and engineering data. The drawings shall be based on field verification and staking. This includes, but is not limited to, the following, as needed:

- Utility Coordination
- ADA Review Submission
- Utility Review Submission
- Erosion and Sediment Control Plans
- Post-Construction Stormwater Management Plans
- Maintenance and Protection of Traffic During Construction
- Plans Specifications and Estimates (PS&E)

Task 4: Final Design and Specifications

The Consultant shall prepare final documents necessary to obtain final approval and a public bid of the Little Flower Open Space Phase I-A project, the Rose Tree Park Destination Playground and Pedestrian Mall Development, and the Redevelopment of Upland Park Playground. This includes, but is not limited to, the following, as needed:

- ADA Review Submission
- Utility Review Submission
- Erosion and Sediment Control Plans
- Post-Construction Stormwater Management Plans
- Maintenance and Protection of Traffic During Construction
- Construction Review Submission
• Plans Specifications and Estimates (PS&E)
• Construction Bid Documents

Task 5: Construction Management

Provide project oversight including:

• Project scheduling
• Review of proposed field changes
• Preparation of job minutes and progress reports
• Preparation of change orders
• Review and approval of contractor payments
• Conduct on-site job meetings, weekly, or as needed
• Problem resolution
• Monitor project progress
• Ensure compliance with all plans, specifications and field changes
• Generate final punch list
• Certification to the owner of completion and compliance with all construction plans and specifications

Section 2: Consultant Qualifications

• At least one member of the team must have prior experience developing park and trail design/engineering drawings in accordance with PA DCNR guidelines. This person should be the project leader and assume overall project coordination responsibilities between the County and the consulting team.
• Documented expertise in park and trail design and construction and experience with park development and management.
• Experience in playground design and development.
• At least one member of the consulting team should be from the following disciplines: registered landscape architect, engineer.
• Experience with PennDOT as it relates to Highway Occupancy Permitting.
• Experience in construction oversight.

Section 3: General Terms

• Statement of Qualifications
  • Qualifications shall be submitted prior to the deadline established in this RFQ and be clearly marked “Park Development Professional Services Statements of Qualifications”
  • All respondents are bound by the deadline and location requirements of this RFQ. Late submissions will not be considered.
  • Responders RFQ are responsible for all costs incurred in the preparation and submission of qualifications; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any related to this RFQ. The County is not liable for any costs incurred by a respondent in response to this RFQ and the respondent (including all related parties) disclaims and voluntarily and knowingly waives any and all rights to reimbursement for any such costs.
  • Submissions shall first be examined for completeness in meeting the terms and conditions of this RFQ and those determined to meet said requirements will be given further consideration.
  • The County reserves the right to reject any and all submissions or any portion thereof and to select the submission that it judges to be in the best interest of the County.
  • The County reserves the right to award no contract for any project.
  • The County reserves the right to cancel or modify this RFQ. There is no guarantee that the County will place the requested services under contract.
  • If only one submission is received, the County may initiate negotiations with that firm or seek additional submissions on an informal or formal basis.
• The contract is subject to the approval of County Council and is effective only upon their approval.

• Submittal of Statements of Qualifications
  • Five copies must be received no later than 4:00 p.m., EDT, Friday, June 5, 2020, by Delaware County at:

  Delaware County Central Purchasing Department
  Court House and Government Center Bldg.
  Room 228
  201 West Front Street
  Media, PA 19063

• Questions and Addenda
  • Questions or requests for clarification regarding this Request for Qualifications should be directed to Steven Beckley at BeckleyS@co.deleware.pa.us no later than Wednesday, May 27, 2020.

• Copyright
  • All copyright interests in work created under this Contract are solely and exclusively the property of Delaware County. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work made for hire, the Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to Delaware County.
  • In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.

Section 4: Required Response Submittals (Statement of Qualifications)

• Letter of Transmittal
  Must include the following:
  • Name of the company submitting the Statement of Qualifications.
  • Statement demonstrating your understanding of the work to be performed.
  • Statement confirming that the firm meets the Consultant Qualifications (see Section 2 above).
  • The firm’s contact person and telephone number.

• Title Page
  Must include the following:
  • Name of this RFQ.
  • Name, address, telephone number, and email of the respondent.
  • Name and title of person authorized to commit the respondent to contractual arrangements.

• Profile of Firm
  Must include the following:
  • Statement of the firm’s experience in conducting work of this
  • Location of the firm’s office, and that of all sub-consultants, that will perform the work.
  • Organization chart for firm, including all sub-consultants.
  • Hourly rates of all individuals (consultants, employees) proposed to conduct the work.
  • Resumes of individuals (consultants, employees) proposed to conduct the work and the specific duties typical of each individual in relations to this type of work.
  
  A statement assuring that once management and technical staff have been assigned to the project they will not be replaced by other personnel unless they leave the company. A statement should also be included which states that in the event that any person originally assigned to the project is replaced, the new person, to be equally qualified, will be subject to the approval of the County Project Manager.

  • Minimum of three (3) references of other municipal clients of the firm with contact information.
  • Any other information relating to the capabilities and expertise of the firm in performing comparable work.
Section 8: Evaluation Criteria and Consultant Selection

The County recognizes that procuring professional services is unique from procuring materials, equipment, supplies or labor. The cost of professional services, although an important factor, will not be the sole consideration. Strong weight will be given to other factors, which include, but are not limited to:

- Demonstrated experience of the firm and staff persons involved in designing park and playground facilities with uniqueness, attractiveness, and creativity;
- Cost reasonableness. Hourly rates of staff and demonstrated ability to estimate costs and to propose a design contract and a design a development project that will be of a reasonable budget.
- Level of expertise of staff persons assigned to the project;
- Demonstrated experience with PA DCNR funded park projects;
- Demonstrated experience of the firm and identified staff in sustainable parks site design.
- Demonstrated expertise in the preparation and presentation of technical materials to the public, government officials, and other interested parties;
- Familiarity with the physical, political, and legal planning environment in which the projects will take place;
- Ability to establish a local presence or to otherwise assure consultant availability.

Proposals will be reviewed by a committee composed of representatives from the Delaware County Parks and Recreation, Planning, and Public Works Departments and/or their designees. The final selected applicant will be requested to participate in contract negotiations. If for any reason it shall not be possible to reach agreement with the chosen applicant/s, negotiations shall be undertaken with other applicants in order of their final ranking. A contract shall be proposed for award to the highest ranked applicant with whom agreement can be negotiated in accordance with the terms and conditions offered. The contract is subject to the approval of County Council and is effective only upon their approval.

Questions and Request for Clarification

Any questions or request for clarification regarding the above Request for Qualifications should be directed to Steven Beckley at Beckleys@co.delaware.pa.us no later than 4:00 p.m., EDT Wednesday, May 27, 2020.
Appendix A: Nondiscrimination/Sexual Harassment Clause

The Grantee agrees:

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 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 in violation of the PHRA and applicable federal laws against or intimidate any of its employees.

3. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees 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.

4. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate 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.

5. 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 Small Business Opportunities (BSBO), for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

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 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.

8. 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.
Appendix C: Concept Plan - Rose Tree Park Destination Playground and Pedestrian Mall Extension

Red Lines = Walkways removed from original DCIR grant project concept to cut project costs to allow completion with smaller grant award.

LEGEND

■ PlayGround
■ Pedestrian Mall
■ Building
■ Grass
■ Vegetation
■ Scale: 1" = 20'
Appendix D: Concept Plan & Map - Upland Park Playground Redevelopment

UPLAND COUNTY PARK
PLAYGROUND
DEVELOPMENT

SCALE: 1" = 10'

CONCEPT PLANNING
FACILITIES
ANCHOR PARK
TRAILHEAD
OUTDOOR PLAY AREA
COURT PARK
PARKING

ENGINEERS
BMC
12
Upland County Park Playground Redevelopment – Site Location within Upland County Park