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# LOWER ALLEN TOWNSHIP

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COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

## REQUEST FOR PROPOSALS



PROFESSIONAL SERVICES

## Gettysburg Road Corridor Study

November 24, 2020

*PROPOSAL DUE DATE:*

*December 16, 2020*

**SUBMIT PROPOSALS TO:**

**LOWER ALLEN TOWNSHIP**

**PROPOSAL FOR PROFESSIONAL SERVICES**

**2233 GETTYSBURG ROAD**

**CAMP HILL, PA. 17011**

LOWER ALLEN TOWNSHIP  
REQUEST FOR PROPOSALS

**Lower Allen Township plans to conduct a Corridor Study for a 2.5 mile portion of roadway in Lower Allen Township resulting in proposed changes to land uses, zoning ordinances, roadway usage, and streetscaping. Use of GIS mapping in presenting the final product will be emphasized.**

## A. General Information

1. Lower Allen Township (LAT) is requesting proposals from qualified firms to complete the process of preparing a Corridor Study that will examine traffic patterns, access and mobility changes, changes in land use, and multi-modal use of 2.5 miles of Gettysburg Road (SR 2014 from St. Johns Road to the Lemoyne boundary). (See attached Map)
2. LAT is a Township of the First Class, governed by a five-member Board of Commissioners. The Township population, according to U.S. Census data, was 17,437 in 2000, and 17,856 in 2010, and an estimate of 18,335 in 2014. The Township includes an area of 10.26 square miles.
3. The Scope of Services included herein will be the framework for the Study process. Additional new approaches to the process may be proposed and included in proposals.
4. Funding for the study is being supplied by federal funds passed through to the Tri-County Regional Planning Commission and Harrisburg Area Transportation Study (HATS) onto Lower Allen.
5. The proposed budget for the project is \$50,000.
6. The funds for the grant must be expended by July 31, 2021.

## B. Consultant Selection Process

1. A variation of the Qualifications Based Selection (QBS) process will be used. The procedure will be as follows:
  - a. Written technical proposals will be received and reviewed by the Selection Committee. A separate price proposal must be submitted with the technical proposal, but in a sealed envelope, identified as such.
  - b. The Selection Committee will review the technical proposals and rank the firms. Price proposals may then be considered.
  - c. Shortlisted firms (expected to be a minimum of three) may be invited to participate in an oral presentation/interview with the Committee.
  - d. The Committee will negotiate the fee and contract terms with the top ranked firm.
  - e. If a fee and contract terms are not agreed upon within a reasonable time, the Committee will conclude negotiations with the top ranked firm and initiate negotiations with the next ranked firm.

- f. Upon successful negotiation of a fee and contract terms, the recommendation will be made to the Lower Allen Township Board of Commissioners to enter into a contract with that firm.
  - g. Successful Firm will need to agree to the Terms provided in Appendix A + E.
2. Items to be considered in the selection process include, but will not be limited to:
- a. General information about the firm.
  - b. Firm experience with projects similar in size and scope particularly those located in Pennsylvania, PennDOT District 8 in the past three years.
  - c. Name and relevant experience of key personnel to be assigned to the project.
  - d. Size and qualifications of staff at the location where the work will be performed.
  - e. Innovative approaches to successfully completing the project.
  - f. Demonstrated commitment and expertise in using GIS and other computer tools for visual analysis of features and production of a graphics based plan.
  - g. Demonstrated technical proficiency and capacity to produce the deliverables on schedule and within the formats required.
  - h. Use or inclusion of a Disadvantaged Business Enterprise (DBE)
  - i. Proposed schedule, with significant milestones, for completing the project.

## C. Scope of Work

1. REVIEW AND COMPILE DATA FROM PAST STUDIES
  - a. Roadway Changes
    - a. Gettysburg Road widening project
    - b. 15-581 Interchanges project
    - c. Sidewalk installation projects
  - b. Access and mobility changes from 2000-present
    - a. Land development plans along the corridor
    - b. Spatial data/mapping
    - c. Multimodal Use
      - i. Capital Area Transit stops/routes
      - ii. Bike routes/usage
  - c. PennDOT data
    - a. Crash Data
    - b. ADT
2. IDENTIFY EXISTING ISSUES
  - a. Public Outreach- survey/meeting with residents and businesses
  - b. Identify current business mix
  - c. Identify long term vacancies
  - d. Barriers to redevelopment; physical geographic; procedural/ordinances

- e. Access and mobility changes
- f. Intersection issues
- g. Pedestrian routes

### 3. IDENTIFY POTENTIAL IMPROVEMENTS

- a. Proposed land use changes
- b. Proposed zoning changes
- c. Proposed ordinance changes
- d. Proposed roadway and access changes
- e. Proposed pedestrian improvements
- f. Proposed streetscape projects with associated costs and funding strategy
- g. Proposed redevelopment opportunities and incentives

### 4. MAPPING

Use ESRI ArcGIS to provide mapping functions to document the items identified above through the study process, including:

- a. Current conditions
- b. Proposed modifications and improvements
- c. Prioritization of proposed work
- d. Long Term analysis

### 5. IMPLEMENTATION PLAN

Develop an Implementation Plan including:

- a. A list of specific required actions.
- b. Recommended priority and schedule for completion.
- c. Budget-level cost estimate and potential source(s) of funding.

### 6. MEETINGS

- a. Kick-off meeting with staff to compile data and establish contacts and roles
- b. Public Meeting w/ residents to showcase existing issues and potential changes
- c. Presentation to Planning Commission
- d. Presentation to Board of Commissioners

### 7. FINAL REPORT AND ADOPTION

The Final Study will be prepared summarizing the previous activities, and heavily dependent on visual mapping information and presented to the Board of Commissioners for adoption.

### 8. SCHEDULE

It is anticipated that the project will be completed in 6 months.

## D. Proposal Submission

1. Submit three complete copies of the technical proposal and one copy of the price proposal (including Scope of Work task cost breakdowns) no later than 4:00 P.M. on December 4, 2020 to:  

Lower Allen Township  
Proposal For Professional Services  
2233 Gettysburg Road  
Camp Hill, Pa. 17011
2. Technical Proposals should include the components listed in Section B.2. Consultant Selection Process on page 3 of this document.
3. Technical and price proposals should be formatted to address the eight Scope of Work items.

Any questions regarding this Request For Proposal should be submitted in writing, via e-mail or regular mail, to:

Erin Trone  
Assistant Manager/Community Development Director  
e-mail: [etrone@latwp.org](mailto:etrone@latwp.org)  
mail: 2233 Gettysburg Road  
Camp Hill, Pa. 17011

## E. Deliverables

1. All drafts and final documents, including maps and graphics, are to be submitted in paper, PDF, and shapefiles/Geo datatbases compatible with the Township's computer system. The Township is currently using ESRI ArcGIS.
2. All drafts and final documents, including maps and graphics, are to be submitted in a format that can be easily posted on the Township website for public viewing.
3. All documents and electronic files submitted become the property of Lower Allen Township.
4. The Township's existing GIS database is to be used as the base mapping for all Plan documents, unless updated data becomes available from Cumberland County.