



Susquehanna TOWNSHIP

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January 12, 2023

Mr. Steven B. Deck, AICP
Executive Director
Tri-County Regional Planning Commission
112 Market Street, 2nd Floor
Harrisburg, Pennsylvania 17101-2015

Re: Professional Services Contract between Tri-County Regional Planning Commission and Susquehanna Township for the conduct of the Susquehanna Township Comprehensive Bike, Pedestrian and Greenway Plan

Dear Mr. Deck:

The purpose of this letter is to serve as the agreement between Susquehanna Township and Tri-County Regional Planning Commission (TCRPC) for the conduct of the Susquehanna Township Comprehensive Bike, Pedestrian and Greenway Plan.

Scope

Susquehanna Township agrees to contract with Campbell Thomas and Co. to conduct the project as described in the proposal dated December 30, 2022, which is attached hereto by reference and shall be considered as an addendum to this letter agreement as it contains the scope of services and proposed budget. Included in this agreement and attached hereto by reference are the cost proposals for Herbert, Rowland and Grubic Inc. and Connect the Dots. Herbert Rowland and Grubic Inc. will be acting as a sub-consultant to Campbell Thomas and Co. for the preparation of engineering and related services. Connect the Dots will be acting as a sub-consultant to Campbell Thomas and Co. for stake holder and community impact. All selection procedures are in accordance with federal regulations, and Susquehanna Township is ultimately responsible for procurement process compliance.

Changes to the scope of work described within the December 30 proposal will be undertaken only with the written authorization of the Tri-County Regional Planning Commission.

Budget and Basis of Payment

Susquehanna Township will progress with this Susquehanna Township Comprehensive Bike, Pedestrian and Greenway Plan on a "time and materials" basis with a cost not to exceed budget of \$60,000. Included within the cost not to exceed figure are the budgets for

Herbert, Rowland and Grubic Inc, and Connect the Dots, and the required local match (\$30,000).

Monthly progress reports and invoices will be submitted to TCRPC during the term of this contract. Invoices will be submitted by the 10th of the month showing a narrative of the work completed, the hours worked on the assignment, the hourly rates of the people who worked on the assignment, any direct costs incurred and the total amount due, including a breakdown of the federal-local shares.

Invoices are payable upon transfer of funds from PennDOT to TCRPC. TCRPC will not be liable for penalties or interest on invoices not received in time for monthly submission to PennDOT.

Use of Consultants

Existing municipal planning or engineering consultants may be used only if that consultant was previously selected through a competitive selection process. If an outside consultant is sought, selection must be on a competitive basis in accordance with all state and federal requirements.

Susquehanna Township is responsible for all work to be performed by the consultant or subcontractor as if it were to do that work itself, and failure on the part of any consultant or subcontractor for any reason shall not excuse Susquehanna Township for any portion of this work. If the project is not completed, the full amount of the contract award must be repaid.

Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), and Small Business Concern Involvement

Policy for Federally-Funded Projects. It is the policy of the U.S. Department of Transportation (DOT) and the Pennsylvania Department of Transportation (Department) that Disadvantaged Business Enterprises (DBEs) as defined in Section 26.5 of Title 49 Code of Federal Regulations, Part 26, as amended, (Part 26) and this specification, be afforded the opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. Consequently, the DBE requirements of Part 26 apply to this contract.

DBE Obligation. The grantee will take all necessary and reasonable steps to ensure that DBEs have the opportunity to compete for and to perform contracts. The grantee shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of the Department and U.S. Department of Transportation-assisted contracts. While there is no specified DBE goal for this project, Susquehanna Township and Campbell Thomas Co. must provide detailed, verifiable information describing the good faith effort made to locate a DBE. If the good faith effort is determined to be unacceptable, this contract may be rescinded.

Failure to Comply with DBE Requirements. Failure by the grantee to carry out these requirements constitutes a material breach of this contract, which may result in termination of this agreement or such other remedy as the Department deems appropriate, which may include, but is not limited to:

- a. Withholding progress payments;

- b. Assessing sanctions;
- c. Liquidated damages; and/or
- d. Disqualifying the contractor from future bidding as non-responsible.

Small Business Enterprise Participation. The recruitment and utilization of certified Small Business Enterprises (SBEs) serves as an additional requirement in addition to all other equal opportunity requirements of the award. There is no SBE goal for this award.

Schedule

Susquehanna Township will complete the project tasks and deliverables by June 30, 2024. Up to 90% of the budget will be paid upon completion of the Susquehanna Township Comprehensive Bike, Pedestrian and Greenway Plan. The final 10% will be released upon adoption of the Susquehanna Township Comprehensive Bike, Pedestrian and Greenway Plan by Susquehanna Township and upon receipt of one (1) hard copy and one (1) electronic copy of the final product, data and materials by TCRPC.

Prior to payment of the final invoice Susquehanna Township shall make a presentation of the Susquehanna Township Comprehensive Bike, Pedestrian and Greenway Plan to the Harrisburg Area Transportation Study (HATS).

Project Deliverables

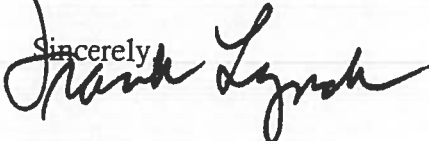
All data and materials including written reports, drawings or other graphic, electronic representations and GIS files, generated under this agreement through the RTP Implementation program shall be the property of TCRPC and it shall have full right to use such data for any official purpose in whatever manner deemed desirable and appropriate, including making it available to the general public.

Press releases and other public dissemination of information concerning the project work must acknowledge the funding support made possible through the RTP Implementation program. The final project product must acknowledge that the project was made possible through the RTP Implementation program.

If the foregoing is acceptable to the Tri-County Regional Planning Commission, please execute the letter agreement in the space below.

Thank you for awarding the RTP Implementation program funding to Susquehanna Township. We look forward to beginning this important project.

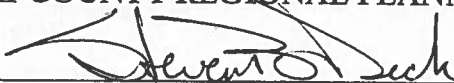
If you have any questions, please do not hesitate to call.

Sincerely,


Frank Lynch, President
Susquehanna Township

Attachments

TRI-COUNTY REGIONAL PLANNING COMMISSION



Accepted by - Steven B. Deck, AICP
Executive Director

2/3/23

Date



Attest

2/3/23

Date

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

**FEDERAL NON-DISCRIMINATION AND
EQUAL EMPLOYMENT OPPORTUNITY CLAUSES
(All Federal Aid Contracts)* (1/76)**

1. **Selection of Labor:** During the performance of the contract, the contractor shall not discriminate against labor from any other State, possession or territory of the United States.
2. **Employee Practices:** During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contract will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the State highway department setting forth the provisions of this nondiscrimination clause.
 - b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
 - c. The contractor will send to each labor union or representative or workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the State highway department advising the said labor union or workers' representative of the contractor's commitments under section 2 and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - d. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations (41 CFR, Part 60) and relevant orders of the Secretary of Labor.
 - e. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the Federal Highway Administration and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
 - f. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or part and the contractor may be declared ineligible for further Government contracts or Federally-assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.
 - g. The contractor will include the provisions of Section 2 in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect

to any subcontract or purchase order as the State highway department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: *Provided, however*, that in the event a contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the Federal Highway Administration, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

3. **Selection of Subcontractors, Procurement of Materials, and Leasing of Equipment:** During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:
- a. **Compliance With Regulations:** The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations) which are herein incorporated by reference and made a part of this contract.
 - b. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in the Regulations.
 - c. **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination of the grounds of race, color, sex or national origin.
 - d. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the State highway department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the State highway department, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
 - e. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the discrimination provisions of this contract, the State highway department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - (1) withholding of payments to the contractor under the contract until the contractor complies, and/or
 - (2) cancellation, termination or suspension of the contract, in whole or in part.
 - f. **Incorporation of Provisions:** The contractor shall include the provision of this paragraph 3 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take

such action with respect to any subcontractor or procurement as the State highway department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier may result of such direction, the contract may request the State highway department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Wherever hereinabove the word "contractor" is used, is shall also include the word engineer, consultant, researcher, or other entity (governmental, corporate, or otherwise), its successors and assigns as may be appropriate.

*Not to be used if otherwise included in Construction or Appalachian Contract Provisions.

SECTION 3. SCOPE OF WORK

A. Executive Summary:

In the Susquehanna Township “Sustainable Susquehanna 2030 Comprehensive Plan” adopted in 2019 and the 2017 Susquehanna Township Parks and Recreation Comprehensive Plan a goal in both plans was the development of a Township Comprehensive Bicycle and Pedestrian plan. Since many times these areas correlate with greenways Susquehanna Township has added the greenway aspect to this plan. The goal is to identify connections of various Township and County infrastructure this would include but not limited to schools, parks, businesses, neighborhoods, and county infrastructure. At the same time identify where existing greenways are and possible greenway connections that can be made to unify the greenway system throughout the Township. The resulting active transportation plan should embrace walking, wheeling (bicycles, wheelchairs, and other micro-mobility options), and public transportation (where applicable) on and along roadways and in off-road trails and greenways. The resulting plan will consider how well the community’s transportation system connects people to jobs, services, and other everyday destinations and prioritize projects that will improve those connections. It will also propose locally appropriate ways to encourage more people to choose active transportation options more often as they are made available, through public outreach, educational programs, events, and collaborations with service agencies and nonprofits.

B. Introduction:

Susquehanna Township encompasses 17.3 square miles and is located just outside of the City of Harrisburg. The Township has a unique confluence of urban character and natural landscapes to the south and more of a primarily suburban feel with residential subdivisions to the north. Home to 25,760 residents it is currently experiencing development that will increase the population in the coming years.

The Township is bisected by strategic transportation assets, including I-81, State Route 322 and Norfolk Southern Railway tracks. With this convenient access to the local and statewide transportation network, the municipality has grown as a center for employment within the Harrisburg-Carlisle Metropolitan statistical area.

C. Public Participation

This is a critical and important element of the planning process. Generally, the most successful plans will have strong grassroot support. The study must include a public input process that will engage the community through the development of the study, which can help gain public support for the trail and reduce potential conflicts.

1. At a minimum the process must include:
 - a. A project study committee must be formed to meet with and guide the planning consultant throughout the creation of the plan. This study committee will consist of 6 to 10 participants.
 - b. In addition to the study committee meetings, there should be at minimum two (2) public meetings, *with* one (1) meeting with the Recreation Advisory Board and one (1) meeting with the Board of Commissioners in addition to the 2 public meetings.
 - c. Study committee meetings and public meetings must be held with representative’s form impacted municipalities, local business leaders, neighborhood and community groups.

- d. The consultant shall also preform an electronic engagement through various means such as the Township Website, social media, or other means. This can be coordinated with the Townships community engagement platform.

D. Physical Inventory and Assessment

1. Prepare detailed mapping of existing and proposed trail corridor or trail connections, and existing and proposed greenways at an appropriate scale.
2. Physiographic Features
 - a. The length, dimensions and right of way (ROW) boundaries
 - b. Topography
 - c. Surrounding land use
3. Natural Features
 - a. Significant natural features (rivers, lakes, ponds, rock outcroppings, wetlands, floodplains, etc.)
 - b. Existing vegetation (rare and endangered plants, invasive species).
 - c. Existing wildlife (rare and endangered species, sensitive habitat areas).
4. Cultural Features
 - a. Historic structures.
 - b. Archaeological sites.
 - c. Business Centers
 - d. Schools
 - e. Parks
 - f. Mass Transit hubs
 - g. Neighborhoods
 - h. Medical Centers
5. Structures within the Corridor
 - a. Existing bridges, canals, culverts, and/or tunnels.
 - b. Existing buildings.
 - c. Potential trail encroachments.
6. Utilities
 - a. Potential conflicts.
7. Intersections and Access Points
 - a. Existing road crossings, active rail lines, driveways, easements, etc.
 - b. Existing and potential pedestrian and vehicular access points.
 - c. Existing community assets and other trails.
8. Environmental Hazards
 - a. Preliminary environmental assessment studies.

E. Wants and Needs

This task will utilize the information gathered through the public participation process and combine it with the physical characteristics of the trail corridor(s) to define the trail vision and active transportation.

1. Discuss how the project relates to and implements existing local, county, regional, and

statewide planning efforts. For example, Comprehensive Plans; Greenway, Open Space, and Recreation Plans; Community Health Needs Assessments, the State Health Improvement Plan, the Statewide Active Transportation Plan, etc.

2. Describe the character of the project area (rural, urban centers, suburbs, industrial zones, etc.).
3. Describe the planned active transportation network and trail uses. (bicycling/mountain biking, cross country skiing, hiking/jogging/fitness/nature trail activities, horseback riding, snowmobiling, aquatic or water activity, motorcycling, four-wheel driving, all terrain off-road vehicles, bicycle commuting, micro-mobility commuting, assistive device use).
4. Describe the managed trail uses for trails within the active transportation network (transportation, nature, cultural, historical, recreation, etc.).
5. Describe the population information and demographic patterns of the project area (current and projected).
6. Develop a socioeconomic profile of potential trail user groups (age, income, physical abilities, minority, disadvantaged populations, etc.).
 - a. Analyze demand.
 - b. Estimate initial usage levels.
 - c. Project future usage levels.
 - d. Estimate seasonal demand versus year-round demand.
 - e. Trail assessment for use of other power-driven mobility devices.
 - f. Population served by walking/biking/transit.
 - g. Commuting Habits
 - h. An assessment of the percentage of the population that cannot drive whether due to age (too young or too old), disability, or lack of access to a vehicle; and
 - i. An account of the level of transportation burden for households both in terms of commute time and percent of household income expended on transportation costs.
7. Determine local access to outdoor recreation and active transportation using the following resources:
 - a. The National Recreation and Park Association (NRPA) [Park Metrics](#) is a comprehensive source of data benchmarks and insights for the effective management and planning of operating resources and capital facilities.
 - b. The Trust for Public Land (TPL) [ParkServe](#) interactive platform tracks park access in urban areas. The web-based tool identifies local parks and open space, determines the percentage of residents who live within a 10-minute walk, and identifies the neighborhoods most in need of new parks.
 - c. DCNR Partnered with the Trust for Public Land (TPL) and WeConservePA to use Geographic Information Systems (GIS) to understand access to outdoor recreation in Pennsylvania. TPL's Research and Innovation Team used the data analysis methods to assist DCNR in identifying [areas with the greatest need and opportunity](#). This [interactive map of outdoor recreation access in Pennsylvania](#) shows the results of the analysis. Data is available for a 10-Minute Walk by Municipality & County and a 10-Minute Drive for Trails and Water.
8. Determine the impact of potential trail uses and user groups on the development of the

trail (surface, width, conflicting uses, facilities, etc.).

9. Identify and address potential impact of the trail on adjacent land uses (agricultural lands, industrial properties, school facilities, businesses, residences, etc.).

F. Legal Feasibility

The ownership status of the, existing roadways, trail corridor, trail alignments, and greenways will be a major factor in determining the legal feasibility of the trail. Many issues affect the feasibility of a trail or greenway, such as land use regulations, environmental regulations, title issues, etc.

- a. If the trail corridor is NOT owned or controlled by the agency and wishing to develop the trail, the study must include:
 - i. Determine the ownership status of the trail corridor or potential trail alignment(s) or greenway.
 1. Identify current property owners, and gauge interest.
 2. Distinguish state highways, local roads, and local roads maintained by federal funds.
 3. Identify other encumbrances such as easements, utility ROW, and major potential barriers to acquisition and development.
 4. Determine the required level of title search activity for each parcel.
 - ii. Determine preferred method for establishing the trail or greenway, such as fee simple acquisition, long-term easement or lease, cooperative agreement, etc.
- b. If the trail corridor is owned or controlled by the agency wishing to develop the trail or greenway, the study must include:
 - i. Review easements, land use agreements, deed restrictions and local zoning to determine if there are any impediments to opening a trail.
 - ii. If the corridor is owned or controlled by multiple agencies, a cooperative agreement or memorandum of understanding should be signed by all parties outlining roles and responsibilities, etc.
 - iii. Identify adjacent property owners and develop a strategy for gaining support.

G. Prepare a Trail Concept Plan

All trail studies should include a conceptual plan that illustrates the vision for the trail and builds upon the physical inventory and assessment mapping. Concept plan should include:

- a. Base map:
 - i. Scale, North Point, Legend, and Date.
 - ii. Distance of the various trail, walkways, and greenways, if applicable, acreage.
 - iii. Political boundaries.
 - iv. Show rights of way and easements that intersect the trail.
 - v. Surrounding properties and uses.
 - vi. Topography: One-to-ten-foot contours. If not available, show spot elevations indicating land character and significant grade changes. Free statewide topographic information is available and can be obtained for your site through the following link:
 - vii. Water Bodies: Streams, rivers, ponds, lakes, etc.
 - viii. Floodplain: Delineate floodway and limits of 100-year (1%) floodplain.
 - ix. Wetlands: Identify locations on and/or immediately adjacent to site.
 - x. Soils.
 - xi. Access points other than trailheads.

- xii. Utilities: Railroads, water, electric, sewage, gas, phone, etc.
 - xiii. Existing structures and manmade features: bridges, tunnels, culverts, fences, encroachments, utility structures, etc.
 - xiv. Active transportation plan in conjunction with other connects.
- b. Identify and describe proposed features:
- i. Active transportation network components, trail, walkway, and greenway location.
 - 1. Develop preliminary map(s) at a study committee meeting for review and discussion.
 - 2. Prepare a written explanation of the proposed connections.
 - 3. Document the range of active transportation infrastructure interventions proposed to move the transportation network toward safety and accessibility for all modes, all means, all ages, and all abilities.
 - ii. Location of trailheads and related facilities (restroom, water, emergency telephone, lighting, parking, maintenance, etc.)
 - iii. Areas for trail access control structures and emergency access points.
 - iv. Linkages to parks, schools, neighborhoods, other trails, businesses, and county amenities, etc.
 - v. Areas where structures are needed (bridges, tunnels, etc.)
 - vi. Significant natural and cultural resources and opportunities for their interpretation.
 - vii. Areas requiring significant effort or large dollar figure to complete the trail.
 - viii. Areas of potential user conflict.
 - ix. Opportunities for interpretation of natural and cultural resources.

H. Trail Management, Operation, Maintenance, and Fiscal Feasibility

The purpose of this work element is to estimate the costs of building, operating and maintaining the trail and associated facilities based on the conceptual/preliminary designs.

- a. Provide detailed cost estimates for land acquisition and development of the trails and priority active transportation projects. The cost estimate should include engineering and other professional services cost; construction and materials cost; project administration cost; and, a contingency of at least 10% of the construction cost estimate. An attempt should be made to adjust estimates to reflect pricing in the proposed year of acquisition and development.
- b. Develop a phased and prioritized multi-year capital development program. Explain the implementation strategy, identify the trail infrastructure to be developed, and provide the costs associated with each phase.
 - i. Identify sources of funding, including in-kind, volunteer, and donated services.
 - ii. Phases of development should coordinate with other planned capital improvements such as transportation projects, sewer expansions, flood mitigation projects, etc.
- c. Determine ownership/maintenance/management options for the trail.
 - i. Identify potential roles of public and private organizations through the use of cooperative agreements or memorandum of understandings.
 - ii. Identify the organizational structure.

I. Implementation Matrix (Appendix B)

This portion of the study should summarize the study's recommendations and implementation strategy into specific action steps. In addition to the categories covered in the performance metrics and matrices each step should identify responsible party(ies), time frame for beginning implementation, associated costs, potential funding sources, and any additional notes.

J. Optional Components

When responding to an RFP, consultants may propose revisions or additions to the Scope of Work based on their experience and professional judgment. There may be new concepts and approaches to trail planning that are not outlined in this scope of work. DCNR encourages innovation. Be creative and resourceful.

- a. Graphics and renderings – It may be helpful for promotional and public outreach efforts to have a few renderings of graphics illustrating how the trail may look once developed.
- b. Signage plan – When developing a new or upgrading a trail system, it might be beneficial to a logo and/or sign type to identify your trail. A consistent sign design can help users to easily identify your trail. In addition, a signage plan can layout the necessary regulatory, safety, and interpretive signage in a logical and consistent manner.
- c. Property title search – Establishing clear ownership to a property may require title research beyond obtaining the current tax records.
- d. Property boundary surveys – Generally, a detailed boundary survey of the entire trail is too costly. Depending on the findings of the study, it may be necessary to survey specific portions of a trail corridor to answer questions of feasibility. A survey should have been performed when the property was purchased, or the easement/lease was signed.
- e. Design and maintenance guide – This may be necessary for longer trails with multiple agencies responsible for construction and maintenance to establish a consistent and cohesive trail.
- f. Sidewalk inventory- a comprehensive sidewalk inventory may not be feasible within the scope of this planning project but assessing any existing data and mapping and making recommendations for future work might be an element of the proposed plan.
- g. Traffic data- incorporating available data from PennDOT is essential, but additional detailed examination whether of speed, origin destination, traffic mix, active modes, etc. could be considered especially in key locations.

K. Resources

[Pennsylvania Trail Design & Development Principles](#), DCNR
[The Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles](#), DCNR
[Trail User Survey Workbook](#), Rails-to-Trails Conservancy
[Model Trail Easement Agreement and Commentary](#), PA Land Trust Association
<http://www.railstotrails.org>, Rails-to-Trails Conservancy
<http://americantrails.org/>, American Trails

http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/ - Federal Highway Administration, Bicycle & Pedestrian Publications

<http://www.dirtandgravel.psu.edu/> - Penn State Center for Dirt and Gravel Road Studies
[PennDOT Connects \(pa.gov\)](http://www.penn.gov)

[Pennsylvania Municipalities Planning Code - PA Department of Community & Economic Development](#)

[Active Transportation \(pa.gov\)](#)
[Vision Zero Network](#)

SECTION 4. CONSULTANT QUALIFICATIONS

The following information is provided to help the grantee select a qualified consultant or consultant team to complete any planning project funded by a grant from the DCNR Community Conservation Partnerships Program. Selection of a qualified consultant will substantially increase the likelihood that the completed project will be comprehensive, accurate, and of the highest quality.

General Consultant Qualifications

Regardless of the planning project type, the lead consultant or consultant team must have documented experience in the following:

- A. Leadership and successful completion of planning studies of the project type funded by the grant.
- B. Development and implementation of public participation processes such as public meetings with elected officials and stakeholders, study committee meetings, focus group meetings, key person interviews, public surveys, etc.
- C. Development of planning documents and design for public park and recreation facilities/areas.
- D. Development of policies and procedures for the management, operation, and maintenance of public park and recreation facilities/areas.
- E. Effective communication of recommendations and implementation strategies to elected officials, non-profit organizations, and stakeholders.

Trail and Greenway Plan

The lead consultant or consulting team must have documented expertise in trail and greenway planning. Professionals typically include community planners, landscape architects, and park and recreation professionals with greenway and/or recreational trail development and management experience. If the project includes any conceptual design work, the Bureau requires that the plan be under the seal of a licensed professional who is authorized by Pennsylvania law to seal such documents. Depending on the project, the professional could be a landscape architect, architect, or engineer. If any jurisdictional agency/agencies reviewing the PNDI Receipt require a field survey to be completed, the Bureau requires a biologist to survey the project site. If a boundary survey is to be completed as part of the scope of work, it must be under the seal of a registered land surveyor who is authorized by Pennsylvania law to seal such documents.

SECTION 5. REQUIRED SUBMITTALS

- A. Letter of Transmittal
This letter must include the following:

Susquehanna Township
Comprehensive Bicycle Greenway & Pedestrian Plan

Budget Summary

External Costs

Type	Description	Amount
Consultant 1	Campbell Thomas, HRG & Connect the Dots (DBE)	\$80,000.00
Consultant 2		
Other		
	Subtotal	\$80,000.00

Internal Costs

Type	Description	Amount
Payroll		
Materials		
Printing		
Travel		
Equipment		
Other		
	Subtotal	\$0.00

TOTAL EXPENSES \$80,000.00

Project Funding Sources

Type	Description/Source	Amount
WalkWorks Award	WalkWorks Minigrant from PDC/DOH/CDC	\$20,000.00
DCNR Grant	C2P2 Planning Grant	\$30,000.00
HATS Grant	HATS Grant	\$30,000.00
Other		
	TOTAL FUNDING	\$80,000.00