



ABINGTON TOWNSHIP

REQUEST FOR PROPOSALS (RFP):

**Planning and Design Services for
Inclusive Park and Playground
in Abington Township**

PROPOSAL INFORMATION

Submittal Deadline:
Tuesday June 14, 2022

ONE WEEK EXTENSION: Tuesday, June 21, 2022

Submit Proposals to:

Richard J. Manfredi
Township Manager
Abington Township
1176 Old York Road
Abington, PA 19001

Any inquiry concerning this RFP should be directed by e-mail to:

Ashley McIlvaine
Assistant Township Manager
amcilmvaine@abingtonpa.gov



ABINGTON TOWNSHIP
Request for Proposals – Inclusive Park and Playground

REQUEST FOR PROPOSALS:

**Planning and Design Services for Inclusive Park
and Playground in Abington Township**

Abington Township will accept proposals for consulting services for planning and design services needed for the construction of a inclusive park and playground in Abington Township, until **12:00 p.m. on Tuesday June 21, 2022**, to tcastorina@abingtonpa.gov. Please note, the original deadline was Tuesday, June 14, 2022.

All proposals presented will be in accordance with this Request for Proposals ("RFP" and/or "Proposal") specifications. One (1) electronic copy of each proposal shall be submitted to and received by e-mail at tcastorina@abingtonpa.gov with the subject line as "RFP –Inclusive Park and Playground" on or before **12:00 p.m. on Tuesday June 21, 2022**. Please note, the original deadline was Tuesday, June 14, 2022. One (1) original hard copy of the RFP should also be submitted to the Township at:

Richard J. Manfredi
Township Manager
1176 Old York Road
Abington, PA 19001

For an electronic version of the RFP, please e-mail
tcastorina@abingtonpa.gov or visit www.abingtonpa.gov/RFP

If you have any questions regarding the contents of this RFP, please contact Ashley McIlvaine, Assistant Township Manager.



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**Planning and Design Services for Inclusive Park
and Playground in Abington Township**

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I. GENERAL INFORMATION

A. BACKGROUND

Abington is a township located in Montgomery County, Pennsylvania, encompassing approximately 15 square miles or 9,520 acres of land with more than 22,000 parcels. The Township functions under a fifteen (15) member Board of Commissioners under a Council-Manager form of government with Departments providing quality services to over 58,000 residents.

The Township is soliciting proposals from professional planning and design firms for the planning and design of a new inclusive park and playground in Abington Township. The project will occupy a site approximately 2/3 of an acre in area and will feature inclusive play strategies and equipment for both primary age groups (two to five and five to twelve) and shall be designed to maximize the benefits of play for children of a wide range of physical and mental abilities.

B. PROFESSIONAL CREDENTIALING

The consultant(s) assigned to the project must meet the following requirements:

1. Documented expertise in park and trail design and construction and experience with park development and management.
2. At least one (1) member of the consulting team must have documented prior experience developing park and trail design/engineering drawings in accordance with acceptable and applicable guidelines. This person should be the project leader and assume overall project coordination responsibilities between the Township and the design team.
3. Have documented experience in playground design and development.
4. At least one (1) member of the consulting team should be from the following disciplines: registered landscape architect, engineer.
5. Have documented experience in construction oversight.
6. Have documented experience in setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.

C. RFP SCHEDULE (subject to change) This Request for Proposals schedule is proposed as follows:

<u>DATE</u>	<u>EVENT</u>
May 16, 2022	Issued and Notice Given on Website
June 21, 2022	Submission Deadline (12:00 p.m.)
June 22 – July 6, 2022	Review & Evaluation of Submissions
July 14, 2022	Selection of Planning and Design Firm



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D. SOURCE OF FUNDING U.S. Department of the Treasury, Coronavirus State and Local Fiscal Recovery Funds

E. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

- a. Respondent agrees to comply with the requirements of section 602 of the Act, regulations adopted by Treasury pursuant to section 602(f) of the Act, and guidance issued by Treasury regarding the foregoing. Respondent also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Respondent shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury’s implementing regulation at 31 C.F.R. Part 19.
 - v. Respondent Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
 - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury’s implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;



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- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury’s implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

F. QUESTIONS

Any questions regarding this RFP should be directed to the Office of the Township Manager by e-mail to:

Ashley McIlvaine
Assistant Township Manager
amcilvaine@abingtonpa.gov

All questions must be received by **12:00 p.m. on June 17, 2022**. Inquiries received after 12:00 p.m. on June 10, 2022 will not receive responses. No responses will be provided to telephone inquiries.

G. ADDENDA

To ensure consistent interpretation of certain items, answers to questions the Township deems to be in the interest of all will be made available on the Township website at www.abingtonpa.gov/RFP. Responses to questions will not be issued in the form of an Addendum to the Request for Proposals.

Abington Township may, in the Township’s sole and absolute discretion and without explanation to the prospective proposer(s), at any time choose to discontinue this RFP without obligation to any proposer(s) who have submitted a Proposal.

II. SCOPE OF WORK

The Township is soliciting proposals from professional planning and design firms for the planning and design of a new inclusive park and playground in Abington Township. The project will occupy a site approximately 2/3 of an acre in area and will feature inclusive play strategies and equipment for both primary age groups (two to five and five to twelve) and shall be designed to maximize the benefits of play for children of a wide range of physical



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and mental abilities.

An inclusive playground incorporates physical, cognitive, social, sensory, and communicative elements to enhance the play of children who have different abilities and removes the barriers that limit their experiences. Physical elements offer opportunities from engaging hands and fingers for fine motor skills to using the entire body for agility and balance. These elements are also designed to enhance coordination and improve endurance.

Cognitive elements present problem-solving that requires strategy to participate in successful play and benefits early childhood cognitive development. Social and communicative elements present scenarios for children to interact, exchange ideas and build relationships. The play environment allows verbal and non-verbal children to share their imaginations and creativity through cooperative play. Sensory elements include the sights, sounds, and feel of the playground. These elements are the connections between the children and the play

equipment, and they engage and strengthen visual, auditory, and tactile senses.

The playground shall be 2017 ANSI 117.1 compliant and shall include ADA compliant safety surfacing, as well as an ADA-accessible route that will connect the playground to an existing parking lot, along with new restrooms and an outdoor area for dining. The site will be enclosed by an attractive border barrier to provide safety for adults with young children. The project will include five to eight individual play elements, featuring visual, auditory, and tactile interests including vibrant colors, unique shapes and motions, musical instruments, talk tubes and textures. The project will also include one or two composite structures and motion equipment that involves spinning, springing, and swinging activities. Space away from high traffic areas shall be provided throughout the playground. Additionally, the successful design team shall consider stormwater management system(s) that mitigates stormwater onsite in a manner that provides educational and aesthetic opportunities.

The services under consideration in this Request for Proposals involve (but are not limited to):

1. A bound schematic design document that includes:
 - An assessment of up to three existing sites (sites to be confirmed by Abington Township). The assessment shall include existing zoning and land development ordinance considerations, FEMA flood plain analysis, all necessary survey information and base mapping, as well as thoughts on approach, entry, movement, and terrain. All survey services for this project shall be performed in accordance with, and shall conform to, accepted Surveying and Engineering general practices and procedures.
 - A concept plan, including but not limited to:
 - Layout
 - Utility coordination
 - Demonstrated ADA compliance
 - A preliminary site plan that includes the integration of stormwater management, circulation, play equipment, demonstrates ADA compliance,



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- utility coordination and topographic strategies that would enhance the playground,
- An initial selection of playground equipment considered within the plan
 - 3D renderings and one animation that depict the final design and integrate scale figures landscape elements. These renderings may be used for fundraising purposes.
 - Development of a plan for tree planting in general conformance with landscaping and recommended trees identified by the Township.
 - A proposed design, construction and permitting schedule
2. Preparation of final documents necessary to obtain necessary final governmental approvals and award public bid. This includes, but is not limited to, the following, as needed:
 - ADA Compliance
 - Utility layout
 - Erosion and Sediment Control Plans
 - Stormwater Management Plans (pre and post) that are compliant with federal, state, and local stormwater management requirements.
 - Traffic control during construction activities
 - Construction bid documents including estimates
 - Proposed project budget including both hard and soft costs
 - Construction management
 3. Identify, coordinate, and define any permits required for the project to proceed and prepare application packages.
 4. Identify and define any necessary coordination with utilities and register the project with PA One Call System
 5. The planning and design firm shall be responsible for attending municipal and regulatory-agency meetings. The firm will prepare exhibits as needed for these meetings and be prepared to answer any questions that may arise.
 6. Provide project surveillance including:
 - Project scheduling
 - Review of proposed field changes
 - Preparation of change orders
 - Review and approval of contractor payments
 - Site meetings
 - Payment request review and recommendation
 - Prepare final punch list
 - Project progress reports and meeting notes to the Township

The project deliverables shall comply with the following:

1. All design and engineering work shall be completed in accordance with the latest PennDOT criteria and guidance specifications.
2. All survey services for this project shall be performed in accordance with, and shall



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- conform to, accepted Surveying and Engineering general practices and procedures.
3. 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.
 4. Must follow all applicable laws and regulations relating to public health and safety including land subdivision, zoning, and the Uniform Construction Code.
 5. Compliance with the American Society for Testing Materials (ASTM) standards.
 6. 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.
 7. Consideration must be given to making all or portions of playgrounds accessible to children with disabilities and constructed using natural and sustainable materials.

III. PROPOSAL ELEMENTS

A. General Requirements

- 1) Proposal Submission: One (1) electronic copy of the Proposal shall be sent to and received by tcastorina@abingtonpa.gov with the subject line "RFP- Inclusive Park and Playground" and one (1) original hard copy of the Proposal shall be sent to

Richard J. Manfredi
Township Manager
1176 Old York Road
Abington, PA 19001

Proposals must be submitted no later than **12:00 p.m. on June 21, 2022** to:
tcastorina@abingtonpa.gov

Please note, the original deadline was Tuesday, June 14, 2022. Any Proposal submitted after the deadline will not be considered.

- 2) Preparation costs: The Township will not be responsible for any costs associated with the preparation, submission, or presentation of any Proposal.
- 3) Minority Proposer: Abington Township encourages all qualified businesses, including minority-owned and women-owned businesses, to respond to all invitations to this RFP.
- 4) All submitted proposals will be the property of Abington Township.



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- 5) Open Records Law/Public Information: Under the Pennsylvania Right-to-Know (the "Law"), 65 P.S. §67.101, et seq., as amended, and other applicable laws, a record in the position of the Township is presumed to be a public record subject to disclosure to any legal resident of the United States upon request, unless protected by a statutory exception.
- 6) This RFP shall not, without the Township's prior written consent, be disclosed to any proposer, in any manner whatsoever, in whole or in part, or used for any purpose other than the submission of the RFP to the Township.

B. Format of Technical Proposal

1) Title Page & Table of Contents:

- a. Title Page should show the RFP subject; the institution's name; contact name, title, office address, telephone number and E-mail address; and the date of the proposal.
- b. Table of Contents should identify matters submitted by section and page number.

2) Contact Information: On a single cover sheet in your proposal, please provide:

- a. The name of the organization, owner, address, and telephone number;
- b. The name and contact information for the organization's primary contact;
- c. E-mail address for organization principals or individuals working with the Township;
- d. The year the organization or individual practice was established; and
- e. The MBE/WBE status of the organization.

3) Personnel Qualifications:

- a. Identify key personnel who will be responsible for performing the scope of services required under the Proposal;
- b. Provide a resume and summary of experience for the individuals identified above, who will be responsible for performing the scope of services required under the Proposal;
- c. Describe your experience assisting public counties, municipalities or other governmental agencies;
- d. Describe any existing or potential legal or other policy conflicts of interest, or appearance of conflict of interest, you may have, or which reasonably might arise, because of your work with the Township;
- e. State whether you or any principals in your organization have been (in the past five years) or are currently the subject of any Federal or State investigation or any investigation by any law enforcement agency, and indicate the nature of this



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- investigation;
- f. Indicate any pending litigation in which you are involved which may directly or indirectly affect your ability to work with the Township in any manner; and
 - g. Please indicate the amount of professional insurance coverage which you carry, the amount of any self-retention, and the name of the carrier.
- 4) Specialized Planning and Design Services Competence:
- a. Provide examples of respondent's experience in the past five years specifically related to the scope of services included in this RFP. This section should also include examples evidencing the respondent's experience.
 - b. Describe the process the planning and design team will devise, implement, and execute to complete the project under this RFP.
 - c. Describe firm's abilities and past experience related to service delivery and budgetary considerations.
 - d. Describe the approach to facilitation and solicitation of ideas from staff and committee members.
- 5) Client List
- a. Provide a list of current municipal clients, including at least two references from each of those organizations, including names, contact persons, and phone numbers.
 - b. List any clients you have that could cause a conflict of interest with your performing the scope of work for the Township, if selected, and describe how you would be willing to resolve a conflict or any future conflicts of interest.

NOTE: NO FEES AND/OR PRICING OF THE RFP SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL.

C. Format of Cost Proposal

The sealed cost proposal shall contain detailed pricing information relative to the work as described for each section of the RFP. Please provide:

- 1) Rates for providing the services described in the RFP;
- 2) A list of anticipated reimbursable expenses and the rate charged for each;
- 3) Any reduced fees offered to other municipalities, government entities, economic development/redevelopment or nonprofit organizations, and civic organizations; and
- 4) Any other fees or charges not outlined in the other sections of the cost proposal.

Pricing will be reviewed based on reasonableness for services being provided, competitive market rates, and fee structure. The Township is not obligated to select the Proposal with the lowest fee proposal to perform these professional services.



IV. SELECTION PROCESS

A. Selection Date

Selection of the consultant(s) to complete the feasibility study will be based on timely written proposals. Oral interviews may be conducted by telephone or in-person to assist the Township in the selection process, but are not required under this RFP. It is anticipated that the selection will be made on July 14, 2022 with the commencement of the appointment anticipated to start within 14 days of date of selection.

B. Evaluation Criteria

- 1) Any award to be made pursuant to this RFP will be based upon the proposal, with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the proposer's responsiveness to the RFP, and the ability of the proposer to meet the needs of Abington Township.
- 2) The following elements will be the primary consideration in evaluating all submitted proposals in the selection of a consultant(s):
 - Clarity and completeness of the proposal and the apparent understanding of the work performed;
 - General qualifications, experience, and expertise of the firm and key staff;
 - Soundness of the methods and approach to the work;
 - Information derived from reference checks and review of other documents completed and submitted by the proposer;
 - Comparative cost of the organization's proposal;
 - Capability to perform all aspects of the project scope; and
 - Ability to deliver services on time and within budget

C. Interviews

Once the proposals including qualifications have been evaluated, proposer(s) may receive an invitation for in-person interviews with their key staff that would be responsible for supporting the Township. Interviews will be granted in the Township's sole and absolute discretion.

D. Reservations Regarding Selection

The Township reserves the right to do any or all of the following:

- 1) Conduct interviews with some or all of the respondents.



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- 2) Reject any or all RFPs.
- 3) Waive any informality or irregularity in a Proposal.
- 4) Hold all RFPs for a period of thirty (30) days after the date fixed for the opening thereof.
- 5) Enter into good faith negotiations with the respondents to modify service or project descriptions to a greater or lesser magnitude than described in this RFP or any Proposal.
- 6) Accept the Proposal that the Township deems in its sole and absolute discretion, to be the most favorable in the best interest of the Township.
- 7) Enter into good faith negotiations with the selected respondents regarding the pricing set forth in the Proposal prior to entering into an agreement. If the agreement's negotiations cannot be concluded successfully with the first selected respondent, the Township may negotiate an agreement with the second selected respondent.
- 8) Re-advertise this RFP for new proposals as may be deemed necessary at the sole discretion of the Township.