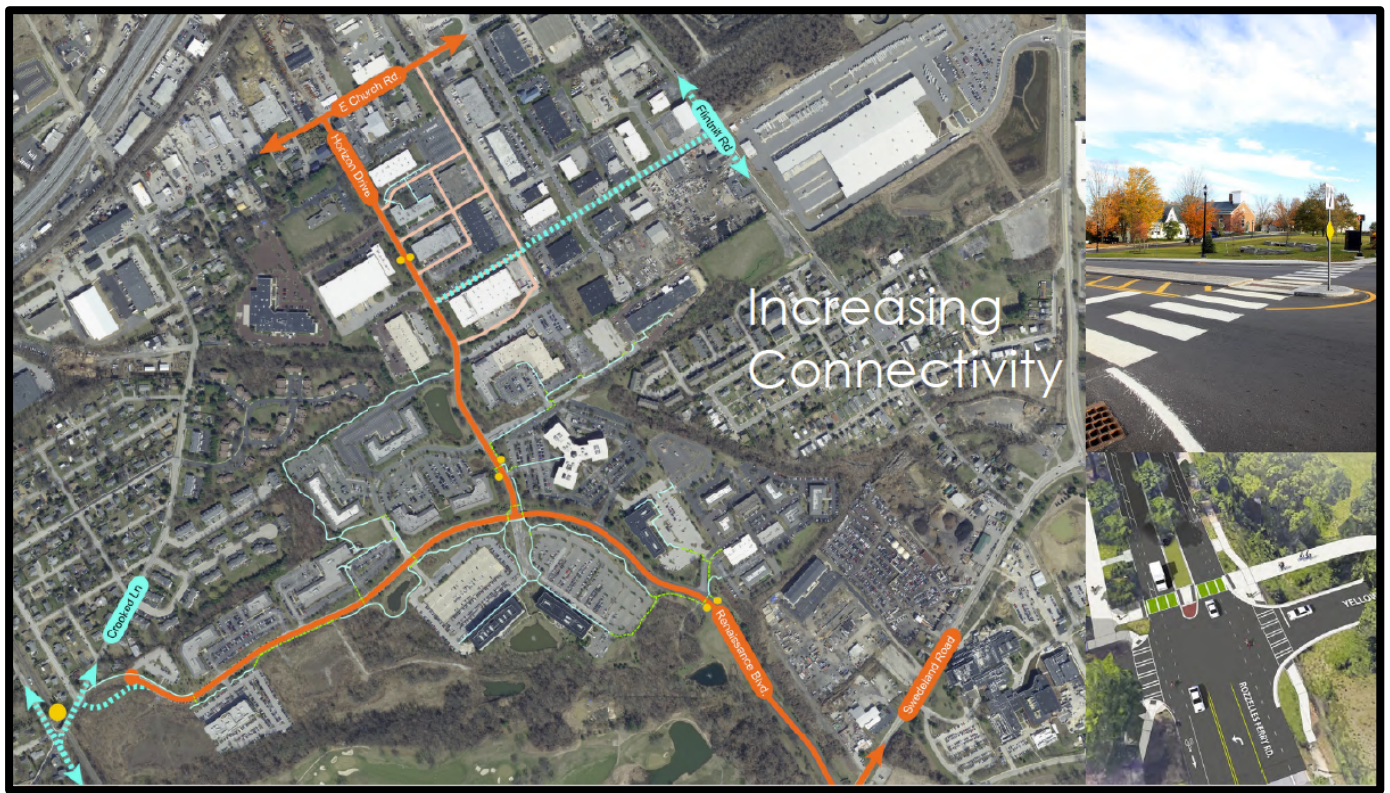




# KING OF PRUSSIA DISTRICT

## RENAISSANCE PARK ROADWAY, TRAIL DESIGN & TRAFFIC STUDY REQUEST FOR PROPOSALS – **REVISED 2/19/25**



All responsible design teams consisting of Civil Engineers and Landscape Architects licensed by the Commonwealth of Pennsylvania are encouraged to respond to the following Request for Proposals to produce the Renaissance Park Roadway, Trail Design & Traffic Study.

**Proposals due by March 12, 2025, 11:00 AM**

Send Complete Proposals to:

Chris Basler, King of Prussia District, 234 Mall Boulevard, Suite 150, King of Prussia, PA 19406

## **SUMMARY**

King of Prussia District is accepting competitive price proposals from design teams consisting of engineers and landscape architects to produce a final design for roadway and trail improvements in Renaissance Park as outlined in the 2024 Renaissance Park Connectivity Study. It is anticipated the successful firm, or team, will provide a traffic analysis for the study portion which considers two analysis years, the existing 2025 baseline conditions and a 2034 future build-out scenario. The analyses shall include an assessment of the operational conditions of the study intersections during the morning and afternoon peak hour periods under both the existing roadway geometry conditions and the potential lane configuration and roundabout conditions outlined in the 2024 Renaissance Park Connectivity Study. The traffic study will inform the final design documentation and bid package necessary to implement the desired reconfiguration of the roadway in accordance with PennDOT criteria, UMT regulations, and recommended guidelines by transportation funding programs.

The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged. The fair evaluation of all candidates is based on price of itemized services, qualifications of service providers and quality references from previous work. It is anticipated that the successful design team will provide a competitive bid with at least three references from previous clients servicing projects of a similar size and scope of work. The successful bidder will be identified by a combination of price for a selection of itemized services along with quality responses to questions about the company and customer references. Additional itemized services might be added to the final contract but will not be evaluated as part of the base quote.

**Proposals received after 11:00 AM EST, March 12, 2025**, will not be considered and will be returned unopened. The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal and must be able to conduct business in Upper Merion Township (UMT). **Please submit any questions about this RFP by e-mail to Chris Basler at [chris@kopbid.com](mailto:chris@kopbid.com) by end of day on Thursday, February 27<sup>th</sup>** and a written response to all questions will be distributed to any firm representative who e-mails Chris Basler their intent to submit a proposal by Tuesday, March 4<sup>th</sup>. Chris Basler will also be available for pre-scheduled video conference calls on Tuesday, March 4<sup>th</sup>. **Please e-mail Chris by Thursday, February 27<sup>th</sup> to schedule a call.**

The price you quote **FOR THE BASE BID** should be all-inclusive. **If your price excludes certain fees or charges, you must provide a list of excluded fees with an explanation of the nature of those fees and LIST OF RATES FOR SERVICES, TASKS AND PRODUCTS TO BE NEGOTIATED TO ACHIEVE A FINAL PRODUCT.** The final product must be technically feasible and in full compliance with Pennsylvania Department of Transportation (PennDOT) and UMT codes and design guidelines.

If the execution of work to be performed by your company requires the hiring of sub-contractors, you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal, please provide the name, address, and EIN of the sub-contractor(s). The selection committee will not refuse a proposal based upon the use of sub-contractors, however, we retain the right to refuse the sub-contractors you have selected.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

King of Prussia District will negotiate final contract terms upon selection. All contracts are subject to review by King of Prussia District's legal team, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget, timeline and other necessary items.

### **OBJECTIVE**

The 2024 Renaissance Park Connectivity Master Plan (RPCMP) is the first comprehensive plan connecting all parcels in the business park and strives to continue a multimodal trail system that will eventually reach beyond Renaissance Park to other trail networks. The types of proposed improvements include accessible sidewalks/multimodal trails, seating areas, seating walls, hardscape, planting areas, pedestrian light fixtures and public transportation amenities.

King of Prussia District's objective for this project is to reconfigure Renaissance Boulevard and Horizon Drive in accordance with the concepts outlined in the 2024 RPCMP and define opportunities for pedestrian improvements with sidewalks and multimodal trails in the ROW where appropriate, for public use. Roadway layout will consist of one through lane in each direction, with the addition of turn lanes, where applicable, and bicycle lanes.

The basis of the work will be to prepare the traffic study, design documentation and bid package necessary to implement the desired reconfiguration of the roadway in accordance with PennDOT criteria, UMT regulations, and recommended guidelines by transportation funding programs.

In addition, to the main scope of work, King of Prussia District is requesting **ESTIMATES AND/OR RATES FOR SERVICES, TASKS AND PRODUCTS** for three (3) Add Alternates, which include a traffic rotary with protective pedestrian crosswalks and flashing warning devices provided at the Renaissance Boulevard and Horizon Drive intersection, roadway connection with Hertzog Boulevard AND multimodal trails outlined in the RPCMP. The objective for the multimodal trail is to create and maintain an inviting landscaped space, open to the public, that will:

- 1) encourage workers, residents and visitors to utilize accessible spaces in Renaissance Park
- 2) create pedestrian connections to existing public transportation facilities, especially SEPTA's Hughes Park Station
- 3) promote Renaissance Park as a walkable, mixed-use community
- 4) strengthen the multimodal transportation opportunities for workers, residents, and visitors
- 5) showcase the King of Prussia community as a desirable place to live, work, and play
- 6) increase awareness of the organization and its mission to engage public and private partners to collaboratively improve the economic, recreational, and transportation resources of the community

King of Prussia District requests the following detailed scope of services:

### **SCOPE OF WORK OUTLINE**

A detailed scope of work will be negotiated with the chosen design team.

In general, the project involves:

- **Base Bid - Review and Analysis of Existing Conditions**
  - Review existing conditions and project goals.
  - Identify constraints and opportunities.
  - Collect relevant traffic data.

- Identify the ROW necessary for this project.
- Review relevant literature including: 2024 RPCMP, 2024 UMT Act 209 Land Use Assumption Report and supporting documentation, 2020 Renaissance Park Stakeholder Engagement Study by King of Prussia District, 2021 Renaissance Park Exterior Signage Master Plan by D2 for King of Prussia District, 2018 Safe Routes to Transit (SRT) report by DVRPC, Renaissance Park Condo Association Guidelines, Zoning and SALDO ordinances, property ownership, and pending development projects reviewed and approved by UMT.
- **Base Bid - Stakeholder Meetings and Summary Report**
  - Solicit input on concepts from affected property and business owners, PennDOT, Montgomery County Planning Commission (MCPC), King of Prussia District, Upper Merion Transportation Authority, Upper Merion Board of Supervisors and Township staff.
  - Prepare a summary report of existing conditions, traffic analysis, and stakeholder input.
- **Base Bid - Renaissance Park Roadway Improvement Plan** – detailed plans for improvements to roadways in Renaissance Park including ADA curb ramps, streetscape improvements, surface treatments; and pedestrian facilities including potential sustainability/‘green’ elements.
  - Preparation of improvement concepts.
  - Present draft plan to stakeholders at a public meeting.
  - Revise plan based on comments.
  - Prepare and submit final plan to King of Prussia District.
- **Development of a budget**
  - Prepare itemized cost estimates and project phasing.
  - Identify potential funding sources.
  - Identify roles/responsibilities for stakeholders.

**ADD-ALTERNATE #1, #2, #3 – OPTIONAL**

***IF ELECTED, THE PROPOSAL CAN INCLUDE ESTIMATES AND/OR RATES FOR SERVICES, TASKS, AND PRODUCTS ASSOCIATED WITH THE DESIGN of a roundabout, roadway connection and multimodal trails presented in the SCOPE OF WORK OUTLINE. The Add-Alt ESTIMATES WILL BE NEGOTIATED BASED ON RATES PRESENTED IN THE BASE BID OR RATES FOR SERVICES, TASKS, AND PRODUCTS IDENTIFIED SEPERATELY FOR THIS ADD-ALT. ADDITIONAL EXPENSES ASSOCIATED WITH EACH ELEMENT LISTED IN THE SCOPE OF SERVICES PHASE 1 & 2 WILL BE NEGOTATED IF THE RATE IS NOT OUTLINED IN THE BASE BID.***

● **Add-Alternate #1 Bid - OPTIONAL**

*The proposal CAN include an Add-Alt Bid for design of a roundabout at the intersection of Renaissance Boulevard and Horizon Drive and necessary adjustments to improvements proposed in the Base Bid. Add-Alt #1 CAN include the consultant’s step-by-step process for refining the information and analyses produced in the 2024 RPCMP, including:*

- *roadway drainage design;*
- *effect of traffic growth on the preliminary design due to redevelopment;*
- *horizontal and vertical survey along with traffic counts in order to complete detailed roadway and ADA ramp design;*
- *completion of any environmental studies;*
- *final engineering and construction estimate;*
- *final ROW acquisition; and*
- *construction documents and bid package.*

- *This Add-Alt Bid should include any additional expenses associated with each element of the Scope of Services Outlined in Base Bid Phase 1 and 2.*
  
- **Add-Alternate #2 Bid - OPTIONAL**  
*The proposal **CAN** include an Add-Alt Bid for design of the proposed Hertzog Boulevard to Flint Hill Road Connector outlined in the 2024 RPCMP. The Hertzog Boulevard Conceptual Design includes an extension of Hertzog Boulevard from Feheley Drive to Horizon Boulevard with shared arrow markings for bicycle traffic within Township property and private property consisting of existing driveways, parking lots, and undeveloped land. Additional parking lots were included in the design to offset the loss of existing parking for adjacent businesses. Add-Alt #2 **CAN** include the consultant's step-by-step process for refining the information and analyses produced in the 2024 RPCMP, including:*
  - *public outreach to propose alternative routes and/or final design;*
  - *roadway drainage design;*
  - *effect of traffic growth on the preliminary design due to redevelopment;*
  - *horizontal and vertical survey along with traffic counts in order to complete detailed roadway and ADA ramp design;*
  - *completion of any environmental studies;*
  - *final engineering and construction estimate;*
  - *final ROW acquisition; and*
  - *construction documents and bid package.*
  - *This Add-Alt Bid should include any additional expenses associated with each element of the Scope of Services Outlined in Base Bid Phase 1 and 2.*
  
- **Add-Alternate #3 Bid Bid - OPTIONAL**  
*The proposal **CAN** include an Add-Alt Bid for design of final route and detailed plans for multimodal trail concepts outlined in the 2024 RPCMP outside of the roadway ROW. The consultant team must review trail routes proposed in the RPCMP and propose alternative routes, if appropriate, to present in public outreach to the area property owners and commercial/residential tenants. Add-Alt #3 **CAN** include the consultant's step-by-step process for refining the information and analyses produced in the 2024 RPCMP, including:*
  - *public outreach to propose the alternative routes and/or final design;*
  - *completion of any environmental studies;*
  - *final engineering and construction estimate;*
  - *final ROW acquisition; and*
  - *construction documents and bid package.*
  - *This Add-Alt Bid should include any additional expenses associated with each element of the Scope of Services Outlined in Base Bid Phase 1 and 2.*

*The objective for these multimodal trails and trail links to adjacent neighborhoods is to connect Renaissance Park and surrounding businesses to public transportation infrastructure, open space, and neighborhood retail. The multimodal trails must include landscaping, trees and planting beds, lighting, street furnishings, surface treatments and pedestrian facilities including potential sustainability/'green' elements.*

## **SCOPE OF SERVICES – PHASE 1**

### **1. Project Management/Administration**

A Project Manager will be assigned as the main point of contact with King of Prussia District and will be responsible for the overall coordination of the project team as necessary to successfully complete this project. The Project Manager will also serve as the primary contact with UMT, PennDOT, Montgomery County (MontCo), local legislators, various utility companies, local emergency service providers, and any other transportation management agency or government agency that is a stakeholder in the project with regulatory authority over the design and project implementation. The Project Manager will be responsible for these primary tasks:

- Assemble and direct data collection and the design team.
- Attend the Project Kickoff meeting.
- Serve as single point of contact for project communications.
- Represent King of Prussia District, as necessary, at public meetings.
- Coordinate project issues with outside agencies.
- Develop and maintain the project schedule.
- Review product quality and assure compliance with your firm's QA/QC procedures.
- Monitor design team performance and project development.
- Promote an atmosphere of good public relations and client satisfaction.
- Control project costs.

The Project Team will attend required project meetings, including public meetings, agency coordination meetings, and design review meetings with King of Prussia District, UMT, and (when necessary) PennDOT and MontCo. The Project Manager will prepare agendas and minutes for every meeting, and prepare handout and/or display materials as appropriate.

The Project Team will also attend any task-specific meetings as required. Please provide a list of anticipated meetings included with your price proposal and estimated hours required for anticipated task-specific meetings, which may include Scoping Field View Meeting, Safety Review Meeting, etc. Please provide a detailed status summary with each invoice, detailing the work performed during the billing period.

### **2. Data Collection**

#### **a. Traffic Volume Data**

Manual turning movement counts will be conducted at the study intersections on a typical weekday between 7:00 to 9:00 AM and from 4:00 PM to 6:00 PM and include Swedeland/Renaissance, Renaissance/Horizon, and Horizon/Church intersections. Please include a separate price for traffic counts at multiple driveways if it is determined to be necessary.

In addition, 24-hour directional counts will be conducted on Renaissance Boulevard and Horizon Drive in order to obtain speed and volume data along key roadway segments.

#### **b. Roadway and Intersection Geometry**

Conduct field views to further document pedestrian/bicycle activity, identification of pedestrian crossing locations and exposure to potential hazards, identify areas of missing sidewalks or pathways, and

potential enhancements to make pedestrian and bicycle use more compatible with existing transit routes.

c. Accident History

Evaluate the past 3 years of accident history at each study intersection and roadway segment in order to identify potentially correctable patterns.

d. Right-of-Way

Obtain documentation regarding existing right-of-way along the study roadways. This information will be used to identify potential issues with any proposed roadway modifications and pedestrian improvements.

e. Utilities

Obtain documentation regarding existing utilities along the study roadways. This information will be used to identify potential issues with any proposed roadway modifications and pedestrian improvements.

### 3. Operational Analyses

a. Existing Traffic Conditions

Seasonal adjustment factors will be applied, if applicable. Existing traffic conditions at the study area intersections under weekday morning and weekday afternoon peak hours will be analyzed according to the latest methodologies of the Highway Capacity Manual. The software packages of SYNCHRO and Highway Capacity Software (HCS+) will be used OR **PRE-APPROVED ALTERNATIVE**. Existing signal timings and existing characteristics will be utilized in this analysis. The results of the analyses will include operational measures that include but are not limited to Level of Service ('A' through 'F'), average delay per approach and for the overall intersection, and average and maximum queuing on each approach. In addition, mid-block locations along Renaissance Blvd and Horizon Dr will be evaluated with regard to the existing level of service of these roadway segments.

b. Identification Of Appropriate Roadway Features

Identify potential features for both study roadways (if feasible), including but not limited to:

- Reduction in width of travel lanes.
- Installation of median(s).
- Installation of pedestrian crosswalks and facilities.
- Installation of auxiliary (left-turn, right-turn) lanes.
- Installation of bus/car/truck pull-off areas.
- Revised driveway location and configuration (radius improvements).
- Bicycle lanes and bicycle-safe inlet grates.
- Improved landscaping.
- Other 'complete street' considerations.
- Add-Alt: Installation of traffic roundabout at Renaissance Blvd and Horizon Dr.

c. Future Traffic Conditions with and without roadway improvement features

The existing traffic volumes will be compounded annually, using the growth rate from PennDOT's Bureau of Planning and Research, for the design year (anticipated opening year of modifications). In addition to this background growth, any traffic to be generated by planned area developments, will be included in base and design year 'without roadway improvement' analyses. These traffic volume

scenarios will be analyzed in accordance with the Highway Capacity Manual as described above for the existing intersection configuration.

#### **4. Streetscape Concepts**

Provide King of Prussia District with preliminary design concepts and order of magnitude costs so that appropriate funding can be budgeted, identified and solicited. These elements include, but are not limited to, the following:

- New pedestrian pavements (concrete, unit pavers or a blend of both).
- New street trees and supplemental plantings.
- Benches, trash receptacles and related site furnishings such as bike racks.
- ADA Compliance issues and new accessible ramps at intersections.
- Decorative roadway crosswalks.
- Wayfinding and sign enhancements.
- New lighting (both street level and pedestrian level).

Please review an ‘opportunities and constraints’ analysis of the existing conditions and proposed recommendations outlined in previous studies which address natural and man-made physical, regulatory and environmental factors which may influence design. Using this information prepare conceptual level design documents to address elements such as:

- Available Right-of-way.
- Pedestrian Access & Circulation – sidewalks and crosswalks.
- Bicycle access/usage applicability.
- Paving design.
- Lighting design.
- Landscape design.
- “Green Street”, green infrastructure applicability analysis for storm water Best Management Practices (BMPs).
- Site furnishings.
- Preliminary opinions of probable costs for construction based on the approved concept plans.

Prepare the following drawings at a scale or scales suitable for conveying conceptual streetscape design intent clearly and succinctly:

- Overall plan view(s).
- Detailed plan view(s).
- Streetscape cross section(s).
- 3D photo-simulations to show before and after conditions

#### **5. Technical Report**

Complete a technical report summarizing the above tasks. The report will be submitted to King of Prussia District, UMT, and PennDOT (if necessary) for review. The report will contain graphics and tables as necessary to illustrate the anticipated traffic conditions associated with the existing and proposed scenarios. In addition, the report will provide an order-of-magnitude opinion of probable construction cost for any recommended roadway features, and the identification of whether right-of-way or utilities may require adjustment. The Project Team will coordinate and arrange a meeting with King of Prussia District, UMT, MontCo, and PennDOT to discuss the results of the updated traffic analyses and agree upon a scope of improvements at the study intersection. The Project Team will also prepare and



present the results of the study at a community meeting to solicit input from affected businesses and residents.

## **6. Public Involvement**

The Project Team will prepare informational materials to be viewed and/or distributed to the general public at public meetings. The Project Team will attend one (1) meeting near the end of Preliminary Engineering to allow public involvement and minutes of the meeting will be prepared and submitted to King of Prussia District and UMT for review. The Project Team will prepare any correspondence and/or materials required for follow-up to comments and/or questions raised at the meeting by King of Prussia District, UMT and/or general public. Revisions to the plans required from the meeting will be reviewed with King of Prussia District and UMT to ensure consensus from all parties.

## **SCOPE OF SERVICES – PHASE 2**

### **7. Engineering & Environmental Scoping**

The Project Team will complete Part A and the appropriate sections of Part B of the Scoping Field View (SFV) Form in PennDOT's CE/EA Expert System prior to the SFV. The Project Team will coordinate scheduling of the SFV for the project with King of Prussia District, UMT and PennDOT District 6-0, if necessary. The Project Team will attend the SFV, and will record and distribute minutes of the meeting to all attendees. The minutes will reflect discussion topics and decisions reached during the meeting. Based on the results of the meeting, the Project Team will modify and/or complete the SFV form in the CE/EA Expert System as appropriate.

### **8. Level 1B Environmental Categorical Exclusion (CE)**

The Project Team will prepare the Level 1B CE document. For the purpose of this proposal, it is assumed that the project will be exempt from Section 106 review. The CE document will be prepared using PennDOT's CE/EA Expert System. Once Safety Review approval is granted, the Project Team will revise Part A (if necessary) of the CE document. Any comments and/or revisions will be completed by the Project Team as required. Public involvement efforts required for the CE will be completed as part of Task 2—Public Involvement. Any design features that will need to be incorporated into the final design as a condition of environmental approval for the project will be clearly documented. The Project Team will review the draft CE document with King of Prussia District prior to submission to ensure that the desired design features are incorporated into the project environmental document.

### **9. Base Plans and Surveys**

For the purposes of this project, the Project Team will utilize the existing base plans from UMT's GIS. This information will be supplemented as necessary with new field topographic survey. For utility information, we will place a call into the One Call System and request available maps and information. Visible utility structures will be located in the field, and we will use the One Call information to connect water, gas, electric, and telecommunications lines. For storm and sanitary sewer, the piping will be based upon visual information as available from the physical structure.

### **10. Preliminary Roadway Design**

The Project Team will develop the roadway design for the project in accordance with PennDOT Publication 13 Design Manual Part 2 (January 2025 Change No. 7), and all applicable PennDOT standards. Details of work to be performed for each component of the roadway design, such as Typical

Sections, Cross Sections, Line and Grade, etc. will be completed as part of this task. Roadway plans will be developed at a scale of 1"=25'. For the purposes of this project, no change to the horizontal or vertical alignment is anticipated.

The Project Team will develop typical sections for this project, to be included with the plans for Safety Review and Design Field View. The typical sections will indicate the proposed roadway cross-slope, and show proposed travel lane, shoulder, and shared pedestrian/bicycle pathway widths. We anticipate that the actual length of pavement reconstruction will be minimal for this project, therefore, a pavement design is not anticipated.

Cross-sections for the project will be prepared at 50' intervals where necessary. Each cross-section will be prepared in accordance with Design Manual Part 3. The cross-sections will include the following information:

- Proposed roadway template (roadway cross-slope, pavement depth, curbing, and guiderail).
- Construction and survey baselines.
- Existing and proposed drainage facilities.
- Existing and proposed utilities.
- Preliminary earthwork computations including cut and fill quantities.
- Slope protection and erosion protection required for the project.

The cross-sections will be included with the project's Safety Review and Design Field View submissions.

### **11. Preliminary Maintenance & Protection of Traffic (Traffic Control During Construction)**

The Maintenance and Protection of Traffic Plan will be developed as part of the project's Safety Review Submission. The plan will be developed at a scale of 1"=25' and designed in accordance with PennDOT Publication 213 and the Manual of Uniform Traffic Control Devices. The Project Team will develop construction staging alternatives for review by King of Prussia District, UMT, local EMS providers, and the PennDOT District 6-0 Traffic Unit, if necessary, prior to drafting of the plan. The Project Team will also provide information on the proposed Traffic Control Plan to the general public via the public meeting detailed under Task 2—Public Involvement.

The Maintenance and Protection of Traffic Plan will also include appropriate signs and measures to accommodate pedestrian traffic through the work area. The Project Team will coordinate these details with King of Prussia District, UMT and District 6-0 Traffic Unit, if necessary.

### **12. Preliminary Pavement Marking & Signing Plan**

A Pavement Marking and Signing Plan that reflects the final condition of the roadway upon completion of the project will be developed as part of the project's Safety Review Submission.

### **13. Preliminary Traffic Signal & Flashing Warning Device Plans**

The Project Team will prepare a new Flashing Warning Device Permit Plan for proposed Pedestrian Crossings outlined in the Renaissance Park Connectivity Study or revised locations determined through traffic study analysis. The final locations will be determined in coordination with King of Prussia District, UMT, and the PennDOT traffic unit if appropriate. In addition, the existing traffic signal plan for the following intersections will be revised to reflect the proposed lane configuration for Renaissance Boulevard and Horizon Drive:

- Horizon Drive and Church Road.
- Renaissance Boulevard and Horizon Drive.
- Renaissance Boulevard and Swedeland Road.

For the purposes of this proposal, we do not anticipate any further modifications to the traffic signal plans or installations.

#### **14. Safety Review/Audit**

The Project Team will prepare the project's Safety Review submission in accordance with PennDOT Design Manual Part 1A, and District 6-0 procedures. The Safety Review will include an accident history review for the project area. The Project Team will obtain the most recent five full years of accident history information within the project area from PennDOT, the UMT Police, UMT records, and/or the Pennsylvania State Police. The Safety Review submission will include the following items:

- Design Criteria Report.
- Project Safety Study (including accident data, analysis, accident diagrams, and proposed mitigation).
- Project Plans (including preliminary roadway plans, typical sections, cross-sections, profiles, preliminary pavement marking and signing plans, and guiderail calculations.
- Design Exception Requests (if required).

The Project Team will attend the project's Safety Review meeting with PennDOT and explain and/or clarify any concerns about the proposed project details. Meeting minutes will be developed and distributed to the attendees and King of Prussia District within seven days of the meeting. The Safety Review submission will be used to develop the project's Design Field View submission.

#### **15. Design Field View Submission**

The Project Team will prepare the Design Field View Submission for the project. The submission will include the following items (descriptions of these items are included in their respective section of this proposal):

- Preliminary Roadway Plans, including plans, profiles, typical sections, and cross-sections.
- Preliminary Pavement Marking and Signing Plan.
- Preliminary Maintenance and Protection of Traffic Plan.
- Preliminary Erosion and Sedimentation Control details.
- Utility Relocation Information.

Additionally, the Project Team will also include a copy of the project's Safety Review meeting minutes and the District's Safety Review approval letter. If the project requires Design Exceptions, Design Exception requests will be included in the submission for approval by PennDOT Central Office. If required by PennDOT, the Project Team will coordinate and attend a Design Field View meeting with PennDOT, King of Prussia District, affected utilities, and other project stakeholders. The Project Team will prepare and distribute minutes from the meeting and document any revisions to the design that resulted from the Design Field View meeting.

## **16. Right-of-Way Activities**

For the purposes of this project, no right-of-way acquisition or construction easements are anticipated, as all work will be within the existing curb lines or right-of-way. The existing right-of-way will be shown on the project roadway plans and will be based upon information provided by UMT.

## **17. Utilities**

The Project Team will coordinate utility identification efforts as part of our roadway design work. The utility coordination efforts for this project will closely follow the procedures outlined in Strike-Off Letter 430-98-03, Design Manual Part 5 and as required in the provisions for Act 38 (formerly Act 172). All coordination procedures outlined in Design Manual Part 5 and as required in the provisions for Act 38 will be followed.

The Project Team will use UMT and PennDOT District 6-0 utility listing, the PA One Call System and the utility listing recorded at the Montgomery County Courthouse to determine the utilities that fall within our project limits. In compliance with Act 38, the Project Team will telephone the PA ONE CALL SYSTEM in order to obtain existing utility data and/or utility engineering drawings for the project site. Correspondence, including a project description and a project location map, will be sent to all utilities on the One Call and County list by using the name and address of the utility contact obtained from the UMT and PennDOT utility lists. King of Prussia District will receive copies of all utility correspondence as the contact occurs.

This utility information will then be added to our roadway plans. In conjunction with the preparation of plans showing utilities, we will prepare utility pole tabulation for the project which will include the following information:

- Utility pole location based on reference to the front face of the pole and referenced to a physical or proposed roadway feature (centerline, baseline or right-of-way line, etc.).
- Ownership (if known).
- Identification number (if visible).

Copies of the plans will be sent to the affected utilities for verification of their facilities. The Project Team will coordinate the preliminary utility meeting with UMT, PennDOT, King of Prussia District, and affected utilities. Minutes from the meeting will be developed and distributed to the attendees, King of Prussia District, UMT and PennDOT, if appropriate. The meeting will serve as an opportunity to clearly define the scope of the project to affected utilities; to determine conflicts, if any, between existing utility facilities and the proposed construction; to determine utility service requirements for construction; to determine which utilities require temporary relocation via the temporary pedestrian bridge; and to determine which utilities will require attachment to the new structure.

After incorporating the revisions to the project plans, the Project Team will work with the utilities in an attempt to alleviate conflicts. The Project Team will also coordinate with the affected utilities regarding their interest in attaching to the new structure. If required, we will incorporate utility attachment details into our plan set.

## **18. Final Roadway Design**

The Project Team will complete the design and prepare deliverables for the project's PS&E package, including final roadway plans, specifications, engineer's estimate, and pre-bid schedule. Plans and documents will be prepared by the Project Team in accordance with applicable UMT and PennDOT

Design Manuals and Standard Drawings. The construction plans will follow the formats and procedures outlined in Design Manual Part 3. Details for each component in the PS&E package are described in the following approach for each subtask.

- The Project Team will prepare detailed plans, profiles, quantities, typical sections, and necessary details for the construction of the project. Project-specific special provisions will be developed for non-standard items. A formal Final Design Office Meeting (FDOM) is not anticipated for this project.
- The Project Team will prepare the constructability (Pre-PS&E) submission for the project. The submission will include all plans, special provisions, preliminary special provisions, pre-bid construction schedule, and construction cost estimate. The Project Team will attend a meeting with representatives of UMT and PennDOT Construction unit, if appropriate, to review and discuss comments on the design. The Project Team will prepare minutes of the meeting, documenting discussion points and required revisions to the design package. Prior to submission of the constructability review submission, an in-house constructability review will be performed by the Project Team's construction inspection management staff experienced in the construction of roadway lane configurations.
- The review will check the proposed design for cost-effectiveness, clarity of special provision verbiage, construction cost estimate accuracy, and overall quality of the plan from a contractor's viewpoint. Any major changes to the plans that result from the constructability review will be reviewed with King of Prussia District, UMT and PennDOT, if appropriate, prior to final submission.
- Special provisions will be reviewed as part of the constructability review. Every effort will be made to use pre-approved provision language to simplify this effort. Special provisions unique to utilities will be reviewed with the affected entity to ensure conformance with criteria.
- The project pre-bid schedule will be developed in accordance with UMT requirements. Construction activities will be outlined with early/late start and finish dates provided. The project critical path will be clearly identified.
- Proprietary items, if any, will be identified as soon as possible in Final Design. Appropriate documentation and justification for the use of proprietary items in the bid package will be created by the Project Team and forwarded to UMT for review and approval.

The final PS&E package will include the preparation of the following roadway construction documents, formatted to UMT or PennDOT standards, if appropriate, as indicated in Design Manual Part 3:

- Title Sheet.
- Index Sheet.
- Typical Section Sheet/Construction Details Sheet.
- Summary of Quantities Sheets and Tabulation of Quantities Sheets.
- Detail and Profile Sheets.
- Roadway Plans.
- Pavement Marking & Signage Plans.
- Maintenance and Protection of Traffic Plan.
- Traffic Signal Plans.

The submitted set of final roadway plans will include supplemental ("also") plans, including Cross Sections, Erosion and Sedimentation Control Plan, Traffic Control Plan, Pavement Marking and Signing Plans and Traffic Signal Plans.

ADA-compliant curb ramps and driveway aprons will be designed at a conceptual level in accordance with the design standards in the PennDOT standard drawing RC-67M. The conceptual design will provide approximate limits of construction, approximate quantity (SF of area), and will be developed to be constructed within the provided Right-of-Way and/or Temporary Construction Easement area. We currently anticipate that the final design of the ADA facilities will be performed by the contractor's engineer as a design/build item in the bid package. For the purposes of this proposal, we anticipate the inclusion of seventeen (17) ADA pedestrian ramps, which consist of four (4) at the location of the new pedestrian crossing at the proposed rotary, one (1) at the multimodal trail entrance from Renaissance Boulevard cul-de-sac, six (6) at the intersection of Horizon Drive and Church Road and six (6) at the intersection of Renaissance Boulevard and Swedeland Road.

#### **19. Erosion and Sedimentation Pollution Control Plan**

The Project Team will prepare an Erosion and Sedimentation Control Plan and narrative for this project in accordance with Design Manual, Part 2, Chapter 13, and the guidelines set forth in the Pennsylvania Department of Environmental Protection's publication Erosion and Sedimentation (E&S) Control Program Manual, dated March 2012, as well as any revisions thereto. The plans and narrative will be prepared with specific and positive safeguards, to protect adjacent properties from pollution by transported sediment. Due to the type of project, it is anticipated that the E&S measures will be limited in nature. E&S controls that require additional right-of-way, such as sediment traps or sediment basins, are not anticipated. The Project Team will submit the final erosion and sedimentation control plan to the MCCD for their review and approval. Upon approval by MCCD, the plans and narrative will be included in the final project bid package.

#### **20. Assemble Final Project Documents for UMT Contract Management**

The Project Team will prepare and assemble the project's bid package using the PennBid system and in accordance with UMT regulations and PennDOT Publication 51M, if appropriate. The Project Team will thoroughly check the plans, specifications, construction cost estimates, and the project schedule for accuracy and completeness prior to submission. The Project Team will ensure that required approvals, permits, clearances, etc. have been secured/approved by the appropriate authorities. Prior to submission, the Project Team will complete the Project Development Checklist and will produce copies of the required documents to UMT for linking into PennBid. Once the bid package is advertised, the Project Team will provide answers to bidder's questions via the PennBid system. The Project Team will also coordinate the municipal concurrence tasks in PennBid for contract award and execution with UMT.

The PS&E package will include a critical-path project construction schedule. The schedule will be included in the project's constructability review for review and comment by UMT and PennDOT, if appropriate, prior to inclusion in the bid package. Draft special provisions will be submitted to UMT and PennDOT, if appropriate, for review prior to the PS&E submission. The special provisions will be written in standard format and cross-checked against existing PennDOT Standard Special Provisions, if necessary, for consistency. Items specific to UMT facilities will be reviewed with the appropriate Township representative prior to inclusion in the PS&E package.

A detailed construction cost estimate will be provided with the constructability review and the PS&E package. The estimate will provide an estimated unit cost for each item in the proposal based on historical bid data from PennBid. Items not available in PennBid will be estimated by the Project Team using past experience in other projects and by obtaining price information from reliable contractor and

supplier sources. The Project Team will provide backup data for the estimated unit costs (i.e. lump sum items) as requested. The Project Team will complete the cost driver form as part of the assembly of the construction cost estimate.

If required by UMT, the Project Team will create and submit addendums to the project's Package. As required, changes to plans, quantities, or special provisions will be made and the project documents updated accordingly. The Project Team will coordinate any addendums that are required with UMT. The Project Team will also provide bid justification for any items determined by UMT to require further justification for the estimated unit price.

## **21. Construction Services and Consultation**

The Project Team will be available to provide assistance to the contractor prior to the construction notice-to-proceed for plan interpretation and discussion, specification/payment clarification, and the resolution of anticipated construction issues/problems. The Project Team will also attend the project pre-construction meeting at the location designated by PennDOT to discuss the project and review any questions regarding the design.

Upon the issuance of the construction notice-to-proceed, the Project Team will review Requests for Information (RFI's) submitted by the contractor. RFI's will be reviewed and returned in a timely manner. The Project Team will visit the construction site and attend construction status/job progress meetings as requested to provide assistance with construction in accordance with the contract documents. Meetings will be documented; meeting minutes will be recorded and distributed to attendees within three (3) business days. For purposes of this RFP it is anticipated that there will be one (1) status/job progress meeting per month for the duration of the project. If plan revisions are required the Project Team will prepare the necessary plans, details, and/or quantities in a timely manner and return them promptly to King of Prussia District, UMT, PennDOT (if necessary) and the Contractor.

## **SCHEDULE**

We will discuss a project schedule with Project Team upon award of contract.

## **PROPOSED FEE**

Provide a breakdown of your proposed fee for each item to complete the work as outlined in the RFP Scope of Services in two phases: **PHASE 1, ITEMS 1-6** and **PHASE 2, ITEMS 7-21**. Phase 2 is contingent upon the successful completion of Phase 1 and the validation of key assumptions from the 2024 Renaissance Park Connectivity Report. King of Prussia District reserves the right, at its sole discretion, to cancel or renegotiate the scope, fee, or schedule of Phase 2 if Phase 1 findings indicate substantial deviations from the recommendations of the Connectivity Report. Specify items not identified in the base Scope of Services in this RFP that will be billed as additional work and the rate for those item (e.g. preparation for and attendance at additional meetings outside of the scope of work; traffic counts at driveways, work outside of limit of disturbance; additional public outreach, etc.). Additional work needs to be approved by King of Prussia District at rate schedule listed in your proposal before additional work is started.

### **Add-Alternate Bids #1, #2, #3**

***The proposal CAN INCLUDE Add-Alt ESTIMATES for design of a roundabout, roadway connection and multimodal trails presented in the SCOPE OF WORK OUTLINE. The Add-Alt ESTIMATES WILL BE NEGOTIATED BASED ON RATES PRESENTED IN THE BASE BID. ADDITIONAL EXPENSES ASSOCIATED***

**WITH EACH ELEMENT LISTED IN THE SCOPE OF SERVICES PHASE 1 & 2 WILL BE NEGOTATED IF THE RATE IS NOT OUTLINED IN THE BASE BID.**

### **DELIVERABLES**

The project deliverable is the **Renaissance Park Roadway & Trail Improvement Plan**. The study will ultimately provide construction drawings for the roadway and pedestrian improvements within or near Renaissance Boulevard and Horizon Drive. Deliverables include, but not limited to:

- *Renaissance Park Roadway & Trail Improvement Plan.*
- Paper and electronic formats of all Draft and Final work products in formats suitable for review and comment on King of Prussia District websites.
- Plan of existing conditions.
- Comprehensive, annotated illustrative detailed concept plan, showing functional enhancements.
- Opinion of probable costs with potential staging/phasing plans for the proposed improvements.
- Final construction drawings and bid package.

### **THE ANTICIPATED DESIGN PROCESS**

**Discovery:** Confirm goals, objectives, public outreach, locations, site, permitting, technology issues and assumptions, required functionality, phasing, and budgetary constraints, resulting in a creative brief.

**Design:** Complete final engineering, permitting, ROW acquisition, and bid package working with King of Prussia District and input from Renaissance Park property owners, UMT, MontCo, and PennDOT personnel where applicable.

A successful design/planning effort is driven by an interdisciplinary team of participants. The core team will be driven by two roles:

**King of Prussia District Project Lead:** Responsible for sign-off on key decisions, providing project steering and maintaining relationships with outside stakeholders – For this project, this person is Chris Basler, Director of Capital Projects and Planning.

**Consultant Project Manager:** Responsible for keeping the project on schedule and within the budget. Maintains communication between other team members – Successful Firm Name TBD

It is important to note this project is a collaborative effort between King of Prussia District, UMT and commercial property owners. King of Prussia District is responsible for administering the study and overseeing the consultant's work. Stakeholders including King of Prussia District staff and representatives from UMT, MCPC, DVRPC, and study area property owners, businesses and neighboring residents will review and provide feedback on materials prepared by the consultant. King of Prussia District will be responsible for final approval of deliverables and writing and distributing press releases, and public meeting notices.



**QUALIFICATIONS:**

**In responding to this proposal please list the following:**

1. List the projects your firm has produced that best reflect your work and relevancy to this project. Briefly list the role your firm played in each project. **You MUST include images of those projects** and indicate whether they were installed or not.
2. Describe your experience in designing/producing the projects that best reflect your work and relevancy to this project.
3. Describe your experience working with PennDOT, local municipalities and your experience obtaining HOPs/access easement agreements and other permits for similar projects.
4. Provide current reference information for three former or current clients.
5. Briefly describe your firm's organizational capacity.
6. Provide a company profile, length of time in business and core competencies.
7. What type of team will be assigned to this project? What will each person's role be?
8. Please include a brief background summary for each key staff member assigned to this project.
9. Briefly describe your firm's project management process.
10. Please discuss any design/engineering subcontractors/partnerships you plan to utilize in this project.
11. Time frame for completion. The time frame for completion of the project will be evaluated. In addition, time frames will be part of the contractual agreement; therefore, a realistic time frame for completion is requested.
12. Terms and conditions.

## **EVALUATION CRITERIA**

The following criteria will form the basis upon which King of Prussia District staff will evaluate proposals. The mandatory criteria must be met and include:

One (1) copy of your proposal in printed format (unbound) and one digital copy (flash-drive) accessible with Adobe Acrobat must be received no later than **11:00 AM EST, March 12, 2025**. Your proposal must include a cost proposal as described above. All costs associated with the delivery of the project should be presented in a flat rate, fee for service item format.

### **Deliver proposals to the attention of:**

Chris Basler  
King of Prussia District  
234 Mall Boulevard, Suite 150  
King of Prussia, PA 19406

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

1. Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the RFP.
2. Expertise in recommending and communicating appropriate technical and aesthetic solutions as evidenced by the proposal and references.
3. Creative Problem-solving and Aesthetic Capabilities – Prior work demonstrates innovative and artistic solutions where appropriate.
4. Candidate Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
5. Value/Pricing Structure and Price Levels – The price is commensurate with the value offered by the proposer. As a non-profit institution, the King of Prussia District is able to accept pro-bono service and recognize the provider to the full extent allowed by the Internal Revenue Service, including naming the proposer within the web site and other collateral as a King of Prussia District supporter and partner.
6. Depth and Breadth of Staff – The candidate firm has appropriate staff to develop the site in the time frame needed.
7. Proposal Presentation – The information is presented in a clear, logical manner and is well organized.

**PROJECT LOCATION MAP**

