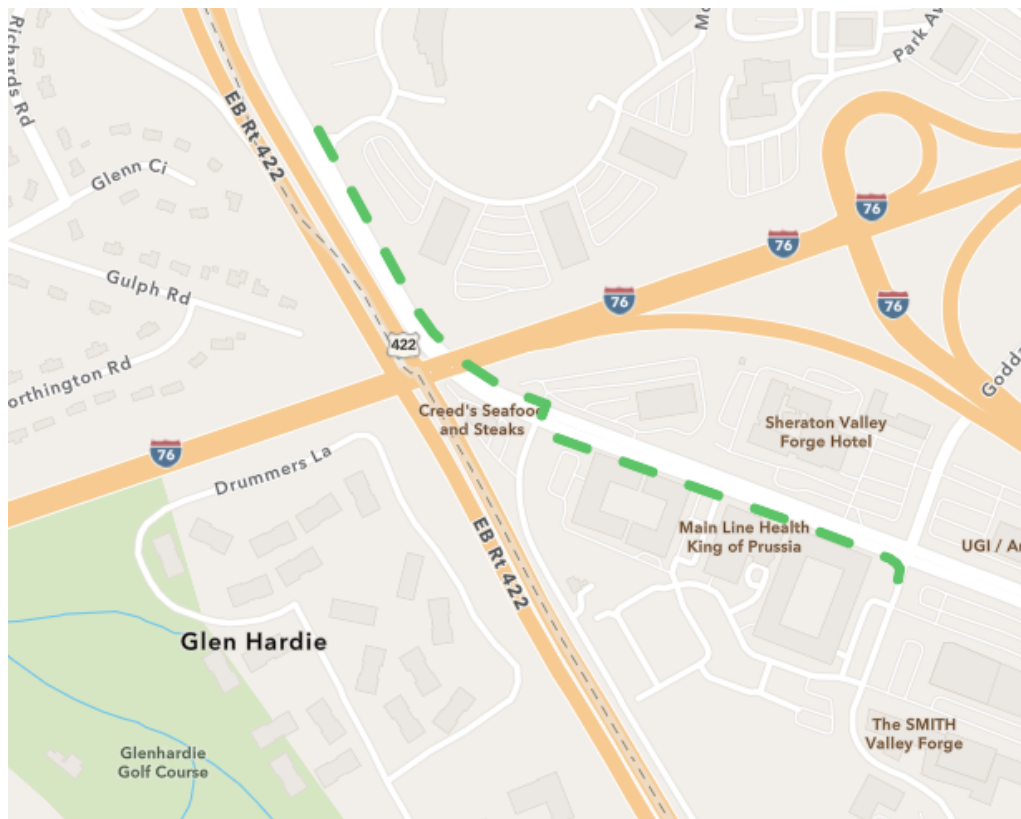




KING OF PRUSSIA DISTRICT

VALLEY FORGE GATEWAY TRAIL SEGMENT 5 EASEMENT SURVEYS & PRELIMINARY ENGINEERING RFP



Technical Proposal & Price Quote due by September 29, 2026, 11:00 AM

Email your price quote and technical proposal in electronic format accessible with Adobe Acrobat. Price quote and proposal must be received by email no later than **11:00 AM EDT, Tuesday, September 29, 2026**. All costs associated with the delivery of the project should be presented at a flat rate, fee for service item format.

Email proposals to the attention of:

Chris Basler

King of Prussia District

EMAIL: CHRIS@KOPBID.COM

TO ENSURE THAT WE RECEIVE ALL SUBMITTED PROPOSALS, PLEASE PROVIDE A FOLLOW-UP EMAIL **BEFORE DEADLINE** WITH NO ATTACHMENTS TO CONFIRM A TECHNICAL & PRICE PROPOSAL WERE SUBMITTED. CHRIS BASLER WILL CONFIRM THAT HE RECEIVED YOUR PROPOSAL.

SUMMARY

King of Prussia District is accepting competitive price proposals from civil engineers to:

1. Evaluate the feasible alignment of Valley Forge Gateway Trail Segment 5. Services include a topographic and existing conditions survey for the length of trail segment #5. Survey shall include all property lines / roadway rights-of-way, all above and below ground utilities, and any existing easements including utility and drainage easements. This includes coordinating with PA Turnpike Commission for mapping associated with the newly constructed bridge over North Gulph Road.
2. Evaluate potential traffic signal redesign for new trail crossing at North Gulph Road and Guthrie Road to determine need and costs for updated signal equipment and planning level design for ADA compliant crossings.
3. Produce land surveys for up to seven permanent trail easements (if needed) and up to seven temporary construction easements necessary to construct and maintain the Valley Forge Gateway Trail Segment #5.
4. Plan and conduct a public engagement program that involves stakeholders in a meaningful way through the design and engineering process.

BACKGROUND

The Valley Forge Gateway Trail (VFGT) is a 2.8-mile multi-use trail that will connect the Schuylkill River Trail (SRT) and Chester Valley Trail (CVT) through Upper Merion Township and King of Prussia. The project represents a critical link in the regional Circuit Trails network and provides improved bicycle and pedestrian connectivity between residential neighborhoods, employment centers, commercial destinations, recreational assets, and transit facilities. Funding for this project is provided through the Commonwealth of Pennsylvania's DCED Greenways, Trails and Recreation Program and King of Prussia District. A maximum of \$175,000.00 in funding is available for this project.

Since 2018, Upper Merion Township (UMT), King of Prussia District (District), Valley Forge Park Alliance (VFPA), Department of Community & Economic Development (DCED), Delaware Valley Regional Planning Commission (DVRPC), PennDOT, Montgomery County, Valley Forge National Historical Park, and other public and private partners have advanced work in different phases on seven trail segments of the Valley Forge Gateway Trail at various stages of planning, design, construction, and operation.

Segment 5 is a crucial section on the VFGT that will connect medical facilities, residential buildings, and commercial retail in the Village at Valley Forge/King of Prussia Town Center development with VFGT Segments 1-5, First Avenue Linear Park, Valley Forge National Historical Park and the CVT.

TECHNICAL PROPOSAL

The Trail is intended to be constructed primarily with bituminous pavement and concrete at a maximum width range of 8-12 feet, with the 10-foot width deemed desirable. Trail shoulders should be non-paved and the shoulder cross section should consist of a crushed stone sub-base, topsoil, and low grow

vegetation. The width measurements of the shoulders will fluctuate between zero (0) feet and five (5) feet, with two (2) feet being the minimum and four (4) feet being the desirable.

The trail design should be in conformance with all AASHTO trail standards and adhere to the guidelines of PennDOT's Design Review Process. The Consultant should design all facilities to comply fully with all state and local regulations and permit requirements. The limit of work will stretch along North Gulph Road from Goddard Boulevard to Freedom Business Center Drive and adjacent rights-of-way necessary to create a multimodal trail that follows AASHTO guidelines with solar powered pedestrian lighting and amenities. The length of Segment 5 is approximately 2,700 linear feet. It is assumed the trail will run from Freedom Drive under the PA Turnpike bridge to Guthrie Boulevard where it will cross N. Gulph Road via an ADA compliant crossing with ADA ramps and then run along the south side of North Gulph Road (where a sidewalk currently exists) to Goddard Boulevard where trail segment #6 exists.

ITEM #1 – 30% PLAN SUBMISSION (PRELIMINARY ENGINEERING DESIGN & COST ESTIMATE

This task is for completion of Preliminary Engineering services to establish a Preferred Design to determine Right-of-Way and/or Easement requirements, if needed, for the Valley Forge Gateway Trail from Freedom Business Center (FBC) Drive to Goddard Boulevard in Upper Merion Township, Montgomery County. The objective of the task is to define the Preferred Trail Alignment such that environmental impacts, right-of-way requirements and utility impacts will be established. It is anticipated that all of the Trail Easements will be on PennDOT Right of Way along North Gulph Road or private property with the exception of a section under the PA Turnpike bridge.

This task also includes completion of the preliminary trail design for the Preferred Alternative. The consultant will coordinate with UMT and the District to analyze potential trail alignments. Based on the alignment, the consultant will then advance the typical horizontal, vertical, and cross section designs.

This task will also define the level of environmental permitting. The proposed Limit of Disturbance will be determined and evaluated. It is assumed that the limit of disturbance (LOD) will be under 1.0 acres and a PA Department of Environmental Protection NPDES General Permit will not be required. However, if due to a greater level of disturbance than anticipated the consultant shall prepare with this proposal an additional services scope and fee for the preparation of an NPDES permit. While it is assumed Post Construction Stormwater Management Plans will not be required because the Limit of Disturbance is assumed to be below 1 acre, the additional services scope and fee shall also include the preparation of Post Construction Stormwater Management Plans.

An Erosion and Sediment Pollution Control Plan will be prepared for the project. This includes up to two (2) meetings with the Montgomery County Conservation District (MCCD).

This task includes compliance with the PA One-Call System design call requirements including PA Act 287 of 1974, as amended (73 P.S. § 176, et seq.) the consultant will add the one call serial numbers and the 1-800-242-1776 number to the plan prior to forwarding the plan to facility owners. The consultant will prepare an existing Utility Verification Plan and will include the appropriate label and number, as applicable, for each facility. Once the utility location plan is compiled, the consultant will submit copies of the plan to each utility owner on the project with a formal request for their verification of the facilities data depicted. The consultant will incorporate revisions, additions, or deletions resulting from the verification comments received from the owners.

This task is for Right-of-Way coordination to prepare Plot Plans for up to seven (7) properties and preparation of Legal Descriptions for up to seven (7) properties. This task includes:

ITEM #2 – PROVIDE LEGAL DESCRIPTIONS FOR PROPOSED EASEMENT AREAS

This task is for Right-of-Way coordination to prepare Plot Plans for up to seven (7) properties and preparation of Legal Descriptions for up to seven (7) properties. It is anticipated that the successful firm will provide exhibits, legal descriptions, and boundary survey for 7 parcels along the proposed Valley Forge Gateway Trail Segment 5. This task includes:

- Preparation of separate, draft Plot Plans for up to seven (7) properties that require fee simple trail easements and/or temporary construction easements.
- One (1) virtual meeting with each property owner where a temporary or permanent easement is required. Meeting will also be attended by the District.
- Revision of Plot Plans for up to seven (7) properties to create the final (pre-final engineering easement plans).

While it is assumed this project will not require Right-of-Way Plans to be formally reviewed by PennDOT and that the project will not require PennDOT Right-of-Way Clearance, the consultant shall request an informal courtesy review by PennDOT during which the requirements for a Highway (Trail) Occupancy Permit can be discussed – that would be applied for during final engineering (later phase).

ITEM #3 – STAKEHOLDER ENGAGEMENT

The consultant shall develop and implement a public engagement program that meaningfully involves property owners, managers, resident or neighborhood association, community organizations, trail users, business owners, employees, transportation agencies, and other stakeholders.

At a minimum, the public engagement program shall be structured around at least two public meetings that correspond to major project milestones:

- Project kickoff and existing conditions
- Alternatives and draft recommendations
- Presentation of the draft final plan

The plan should also include the following as appropriate:

- At least 2 public meetings and/or workshops
- Up to 10 stakeholder interviews based on participant engagement in public meetings.
- Online engagement opportunities with public surveys and interactive mapping tools
- Coordination with municipal staff and elected officials

Deliverables:

- Public Engagement Plan
- Engagement materials and summaries
- Stakeholder and public input memoranda, as appropriate

This RFP is a competitive process from King of Prussia District. The purpose of this RFP is to provide a fair evaluation of all candidates 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 for Item #1 and Item #2 and Item #3 and at least 3 examples of projects of a similar size and scope of work. The successful respondent will be identified by a combination of 1) price for outlined items; 2) schedule of work; and 3) quality of work submitted with price quote.

The Commonwealth of Pennsylvania's Commonwealth Financing Authority and Department of Community & Economic Development's Act 13 is providing funding for the Valley Forge Gateway Trail Segment 5 Preliminary Engineering, Greenways, Trails, & Recreation Program.

The Bidder's attention is called to the fact that the Pennsylvania Prevailing Wage Act applies to this Contract.

The successful bidder shall take affirmative action to ensure that applicants for employment and employees or agents are treated without discrimination by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act (PHRA) and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.

The Owner reserves the right to reject any and or all submissions and to waive any informality in the bidding, as permitted by law. No bidder may withdraw a bid within ninety (90) days after the actual date of the opening thereof, except in accordance with the terms of PA Act 4 of 1974, latest revision.

It is anticipated funding for final designs and constructing the Valley Forge Gateway Trail Segment #5 will be provided by a mix of federal, state, and local grant programs. If federal funding is utilized, then engineering documents will be required in PennDOT ECMS format. Preliminary engineering plans under this assignment should conform to those general standards so that plans are readily transferable into ECMS format for final design and engineering.

Proposal Submittal Requirements

To be considered for this work, consultants must submit a full proposal by email that addresses:

- A. Firm(s) qualification(s), resumes of all project team members to be involved, and project team management chart.

This section should provide an organization chart for the project team, and information that is evidence of the appropriate professional qualifications including a registered landscape architect, surveyor, and licensed engineer.

- B. Project experience and descriptions that demonstrate successful design and permitting for trail projects comparable to trail projects in the Circuit Trails network.
- C. Project understanding
- D. Scope of services with narrative description for each task and deliverables
- E. Project schedule

F. References from three clients with similar projects

G. Design fee broken down by task with hourly rates and reimbursable expenses.

The submission shall include a technical proposal with the following information:

a. Cover letter

- Transmittal letter describing your firm/team's interest in providing professional engineering and design services for the project and statement agreeing to the terms and conditions of the RFP. The letter must include the name, title, address, telephone number, and email address of the contact person for the proposal and be signed by someone authorized to contractually bind the firm on a contract with King of Prussia District. The letter should also identify all materials being forwarded in response to the RFP.

b. Table of Contents

c. Project Understanding and Approach

- Describe your firm/team's understanding of the Scope of Services and the approach to completing the necessary tasks. Describe the method for managing overall project costs, schedule, quality assurance/quality control, etc. Identify any assumptions or exceptions to the scope of services used to prepare the proposal. Otherwise, the selected firm/team will be held to the scope of services identified in the RFP.

d. Qualifications and Experience

- Provide a brief history of the company. Indicate the office location that will administer the agreement and perform the work.
- Identify key personnel that are experienced in transportation design/construction projects and qualified to provide the requested services. Attach resumes of key personnel who will be working on the project. Provide brief description of staff's expected responsibilities/involvement with the project (i.e., project manager, technical staff, surveying, CAD designer, etc.). Note that personnel must include registered Professional Engineers licensed by the State of Pennsylvania and Professional Transportation Operations Engineer (PTOE).
- Firm/team must demonstrate a minimum of five (5) years of experience providing related professional services. Indicate familiarity with Township and PennDOT standards and processes and ADA compliant curb ramp design.
- Provide a list of projects performed within the last five (5) years with similar scope of services. Include the following information:
 - Client name, point of contact, address, phone number, email
 - Description and location of project
 - Key personnel involved in the project
- List at least three (3) references for which services similar to this RFP were provided. Indicate name, company title, address, email, and phone number.

- Firms with out-of-state headquarters or corporations not incorporated in Pennsylvania must include a copy of their registration to do business in the Commonwealth as provided by the Department of State.
- Firms/teams should have an active business partner ID (BPID) within PennDOT's system or establish one prior to execution of the contract agreement. The status of the firm/team's BPID should be indicated in the proposal.
- Provide any additional information/qualifications that may set your firm/team apart from other submittals.

e. Project schedule

f. Cost Proposal

- Provide an estimate of the hours needed to complete each task and certification that the firm/team has the necessary personnel to complete the tasks. Note that funding for this project is secured through a combination of transportation program grants. As such, the project schedule must meet all required guidelines for the use of the proposed grant funds for the project. This information will be submitted in a separate PDF and will include a summary of the number of hours estimated to complete all tasks, hourly rates for each employee classification and a total not to exceed cost for the identified Scope of Services.

g. Proof of liability protection, including insurances (see details)

Inquiries and Addenda:

Interested parties may submit questions about this RFP to Chris Basler, Director, Capital Projects and Planning, by e-mail to: chris@kopbid.com . All questions or requests for clarification concerning the meaning or interpretation of this RFP are due by Tuesday, September 15, 2026, at 11:00 AM EDT. Responses will be posted to the King of Prussia District website (<https://visitkop.com/what-we-do/rfps-and-district-updates/>) on September 18, 2026.

If revision or clarification to the RFP becomes necessary, King of Prussia District will provide written addenda to all known potential Proposers and will post the addenda to King of Prussia District's website (<https://visitkop.com/what-we-do/rfps-and-district-updates/>). All addenda issued will include a receipt form which shall be signed and included with any Proposal. If multiple addenda are issued, a separate receipt for each addendum must be included with the Proposal. Failure to do so could result in a Proposal being deemed unresponsive.

All Proposers shall examine the RFP and any addenda carefully. Any ambiguities or inconsistencies should be brought to the attention of King of Prussia District through written communication prior to the opening of the proposals.

The Owner reserves the right to reject any and or all submissions and to waive any informality in the bidding, as permitted by law. No bidder may withdraw a bid within ninety (90) days after the actual date of the opening thereof, except in accordance with the terms of PA Act 4 of 1974, latest revision.

Insurance Requirements:

Before commencing performance of any services under this Agreement, the Consultant shall procure, pay for, and maintain the following minimum types and limits of insurance, on forms reasonably acceptable to King of Prussia District. Such insurance shall be maintained in full force and effect until final acceptance of the Services or the completion of all post-acceptance warranty or related work by Consultant, whichever is later.

Coverage shall be obtained from insurance carriers approved to transact that class of business in the state where the work will be performed, having an A.M. Best Rating of A-VII or better.

Certificates of insurance evidencing that the requirements below have been met shall be provided to King of Prussia District prior to the start of work. Certificates of insurance must include King of Prussia District, Upper Merion Township, and the Commonwealth Financing Authority as additional insured parties.

1. General Liability

Commercial General Liability, written on an occurrence basis, covering bodily injury, property damage, and/or personal/advertising injury to third parties, which may arise from operations under the Agreement, whether such operations are performed by the Consultant or its Sub-Consultant, with limits not less than:

Each Occurrence, Bodily Injury and Property Damage - \$1,000,000

Personal and Advertising Injury - \$1,000,000

Products/Completed Operations Aggregate - \$2,000,000

Per Project Aggregate - \$2,000,000

The General Liability policy shall include contractual liability, covering liability assumed by the Provider under the Indemnification and other provisions of the Agreement.

2. Business Automobile Liability

Business Automobile Liability coverage for bodily injury and property damage arising out of the ownership, maintenance, or use of owned, non-owned, hired, and leased vehicles, including uninsured/underinsured motorists coverage, with limits not less than:

Combined Single Limit - \$1,000,000

3. Workers' Compensation and Employers Liability

Workers Compensation and Employers Liability as required by the state of hire and/or the state in which the work will be performed, including "other states" coverage, with limits not less than:

Workers Compensation - Statutory

Bodily Injury by Disease, each Employee - \$500,000

Bodily Injury by Disease, Policy Limit - \$500,000
Bodily Injury by Accident - \$500,000

4. Professional Liability/Errors & Omissions (E&O)

All contractors and consultants who will perform, or retain others to perform, professional services in connection with the work (including, but not limited to Architects, Engineers, Consultants, Design-Build, and Project/Construction Managers) shall provide Professional Liability insurance covering negligent acts, errors, or omissions in the performance of the Services, with limits not less than:

Each Claim - \$2,000,000
Annual Aggregate - \$2,000,000

5. General Insurance Provisions

Consultant shall be responsible for the payment of all deductibles or self-insured retentions applicable to its insurance coverage.

All policies required hereunder other than Workers Compensation, Professional Liability, and Commercial Crime shall name King of Prussia District and Upper Merion Township and its elected officials, officers, directors, employees, agents, subsidiaries, and affiliated companies as Additional Insureds on a primary and noncontributory basis, for losses arising from the work of the Consultant or its Sub-Consultant or anyone for whom they may be liable. Additional Insured status shall include defense and shall apply to both Ongoing and Completed Operations, for a period of not less than three years after completion of services.

All policies shall provide a Waiver of Subrogation in favor of the King of Prussia District and Upper Merion Township's agent(s) and/or other parties designated by the District and/or Township.

If coverage is written on a claims-made basis, an Extended Reporting Period, or tail coverage, shall be provided for three (3) years following completion of the Provider's services. In the alternative, the claims-made policy shall be renewed for not less than three (3) years following completion. The policy retroactive date shall be no later than the effective date of this Agreement.

Policies shall not be canceled, terminated or non-renewed unless sixty (60) days prior written notice is sent to the additional insured parties.

6. Sub-Consultant

Consultant shall require each Sub-Consultant (if any) to provide insurance as outlined above. Such policies shall name King of Prussia District, Upper Merion Township, and Prime Consultant, and their elected officials, officers, directors, employees, agents, subsidiaries, and affiliated companies as additional insureds on a primary/noncontributory basis at the limits required herein, for losses arising from the negligence of the Sub-Consultant and shall provide a Waiver of Subrogation in favor of the Additional Insured parties.

Additional Insured status shall include defense and shall apply to Completed Operations for a minimum three years after project completion.

Consultant shall be responsible for securing certificates of insurance from all Sub-Consultants evidencing the insurance coverages required above.

The insurance coverages and limits required herein are designed to meet the minimum requirements of Upper Merion Township. King of Prussia District or Upper Merion Township reserves the right to modify these requirements, including limits, based on special circumstances. Additionally, if the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District and Township requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Consultant. They are not designed as a recommended insurance program for Consultant or its Sub-Consultants. Meeting these minimum requirements shall in no way limit, qualify, quantify, or relieve the Consultant's liability and obligations under any other provision of the Agreement.

The Consultant shall acquire, at its own expense, any other additional insurance coverage it deems necessary for the protection of its work under this Agreement.

PRICE QUOTE:

The following criteria will form the basis upon which King of Prussia District staff will evaluate quotes.

Email your price quote and technical proposal in electronic format accessible with Adobe Acrobat. Price quote and proposal must be received by email no later than **11:00 AM EDT, Tuesday, September 29, 2026**. All costs associated with the delivery of the project should be presented at a flat rate, fee for service item format.

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Chris Basler

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Price quotes and supporting materials that meet the scope of work, as stated above, will be evaluated with the following criteria:

1. Expertise in recommending and communicating appropriate technical and aesthetic solutions as evidenced by example of similar RFP.
2. Creative Problem-solving and Aesthetic Capabilities – Prior work demonstrates innovative and artistic solutions where appropriate.

3. Candidate Experience – Candidate has successfully completed similar projects has the qualifications necessary to undertake this project and provide copies of at least one similar RFP.
4. Value/Pricing Structure and Price Levels – The price is commensurate with the value offered by the proposer. As a non-profit institution, 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.
5. Depth and Breadth of Staff – The candidate firm has appropriate staff to produce the final product as soon as possible.
6. Time frame for completion. The time frame for completion of the project will be evaluated.
7. Terms and conditions.