

REQUEST FOR PROPOSALS

North Central Pennsylvania Regional Greenways and Active Transportation Plan

Issue Date: June 17, 2021

Response Date/Time: July 7, 2021

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This “Request for Proposals” and all subsequent addenda and revisions will be made available at <http://www.ncentral.com>. All prospective applicants should continue to check the website for any changes to the RFP.

Introduction

The North Central Pennsylvania Regional Planning and Development Commission (North Central) is the designated Local Development District (LDD) and the Rural Transportation Planning Organization (RPO) for the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. As the designated LDD and RPO, North Central develops plans, policies, and integrated strategies for transportation, community development, economic development and regional planning activities to soundly manage growth, development and improve quality of life at a regional level. North Central Pennsylvania Regional Planning and Development Commission will be the principle agency involved in managing the integrated Regional Greenways and Active Transportation Plan.

Integrated greenways and active transportation planning provide multiple benefits to communities by reducing air pollution and traffic congestion, meeting greenhouse gas reduction targets, improving the local economy and public health, promoting sustainable development, reducing developmental costs, and reducing the burden of providing services on local, county, and state governments. Beyond these tangible benefits, biking and walking are pleasurable and relaxing outdoor activities that residents and visitors seek out and enjoy.

Purpose

This integrated plan examines various methods by which greenways and active transportation networks can be achieved for North Central Pennsylvania. As the recommendations of this plan are implemented, the proposed recommendations will consider the desire to conserve the region's essential natural resources and, in turn, its unique character, while enhancing the quality of life for its residents. Further, implementation will create a network of connections between the diverse natural areas; various cultural, historic, and recreational resources; and local population centers. These connections will help to preserve natural resources and open spaces while providing valuable recreation, transportation, community and economic development opportunities for the region.

This theme of connectivity stems from physical corridors and expands beyond facilities - it is a special link between the communities, corridors, and our greenways which invite and attract all types of outdoor enthusiasts for not only its residents, but for visitors from around the world.

I. Study Area

The North Central Pennsylvania Regional Planning and Development Commission's region is one of the largest geographically in Pennsylvania serving Cameron, Clearfield, Elk, Jefferson, McKean, and Potter counties. The six-county region is 5,080 square miles in size. With an estimated 2019 population of only 216,912, the region is largely rural, yet includes the economic centers of Bradford, DuBois, and St. Marys. It is served primarily by Interstate 80, as well as US6 and US219. The City of Bradford at the region's northern end extends just 80 miles, or a 100-minute drive, from the Peace Bridge and the Canadian border at Buffalo, NY. The region is part of the Pennsylvania Wilds which is approximately 25% of the state's land acreage. The Allegheny National Forest, at nearly 241,000 acres, is a major natural feature of the region, as it is nearly 610,000 acres of state forest. The region

is also served by outstanding water features such as the Clarion River Water Trail and the Susquehanna River Water Trail.

II. Goals

The primary goal of the Regional Greenways and Active Transportation Plan is to serve as a guide to build an improved greenways and active transportation network throughout the North Central region. Additional goals of the project are as follows:

- A. Substantial citizen involvement/public participation throughout the process.
- B. Greenways will be multi-purpose and regional in nature by identifying potential projects, developing proposed greenways, and closing existing trail gaps.
- C. An interconnected, safe and accessible active transportation network where all residents and visitors can travel from place to place without the use of a personal vehicle
- D. Identifies a methodology for financing and implementation of identified greenway and active transportation projects

III. Objectives

The primary objectives of this project are as follows:

- A. Assess the needs of bicyclists and pedestrians in the six-county region in order to identify a set of local improvements and implementation strategies that will encourage people to use active transportation modes for more of their daily trips. Identify programs and policies that will increase the share of residents and guests who use greenways and active transportation networks.
- B. Identify a set of performance measures that are reported annually with related data collection methods to help track greenway and active transportation usage over time.
- C. Create a schematic design of the top five priority projects for both Greenways and Active Transportation with high level engineering cost estimates.

IV. Scope of the Greenways and Active Transportation Plan

There are integrated elements between Greenways and Active Transportation. Below you will find pertinent planning documents and policies that, at a minimum, should be included in the integrated plan.

A. Process

1. Data Analysis and Public Involvement

- a. The consultant will gather existing data related to greenways and active transportation use in the area, including walking, biking, transit, and driving. The available data includes:
 - i. 1997 Bikeway and Pedestrian Plan
 - ii. Safe Routes to School and Pedestrian Safety Assessment

- iii. Transportation Improvement Program (TIP)
 - iv. 2021 Coordinated Public-Transportation Coordinated Human Service Coordination Plan
 - v. Long Range Transportation
 - vi. The North Central Pennsylvania Greenways Plan
 - vii. Trail Plans and Feasibility Studies
 - viii. Clarion/ Little Toby Rail-with-Trail Feasibility Study (2005)
 - ix. Piney Branch Trail and Brookville to Brockway Rail to Trail Feasibility Study (2003)
 - x. North Central PA ATV Study (2007)
 - xi. Developing Water Trails in PA (2008)
 - xii. Knox & Kane Rail Trail Feasibility Study
 - xiii. Regional Action Strategies
 - xiv. Comprehensive Economic Development Strategy Update
 - xv. County Comprehensive Plans
- b. The consultant will gather data on existing trails and trail gaps and solicit public opinion on programs, policies and priorities using the following methods:
- i. Study committee meetings
 - ii. Public meetings with representatives from impacted municipalities, local business leaders, neighborhood and community groups, and adjacent property owners.
 - iii. Key person interviews
 - iv. Extensive input from stakeholder groups, advocacy organizations, and interested citizens.
 - v. Field views
 - vi. Online Surveys
- c. The consultant should use a variety of media channels to publicize these events, including: the local papers, radio stations, the North Central website, social media accounts, etc.
- d. In the public involvement approach, the consultant must consider and document how the following groups are engaged:
- i. Relevant staff from the Transportation Planning, Engineering, Planning, Transit, public works, Trails and Open Space, and Sustainability Departments.
 - ii. PennDOT Representatives
 - iii. Representatives of major employers
 - iv. Resident active transportation advocates and community members
 - v. Elected Officials
 - vi. Local Residents
 - vii. County Planners and Officials
 - viii. Land Trusts
 - ix. Trail Groups

x. Low income and minority communities

2. Process and Evaluate the Data

- a. Show and document existing infrastructure and trail networks.
- b. Show and document existing land use
- c. Form observations about greenways and active transportation use in the area.
- d. Identify and document opportunities to leverage public/ private investments.
- e. Identify greenways that conserve natural infrastructure for the benefit of community, economy, and environment; and may or may not be designed for human passage.
- f. Determine the ownership status of the proposed greenway by identifying property owners and contact, if appropriate, to describe the project and determine level of interest in supporting the project.
- g. Identify physiographic characteristics such as length, dimensions, and boundaries, steep slope, topography, surrounding land use, geology, soils, etc.
- h. Identify natural features such as adjacent or intersecting streams, significant natural features, water quality, existing vegetation and wildlife analysis.
- i. Identify cultural, historic, and recreational resources including historic sites, existing and proposed parks, schools, and recreational areas, and existing and proposed trails.
- j. Provide general demographics of potential users.
- k. Analyze potential demand and use of the greenway.
- l. Identify potential linkages/multimodal connectors.
- m. Identify and address potential impacts on adjacent land uses (agricultural lands, industrial properties, school facilities, businesses, residences, etc.).
- n. Identify key stakeholders needed to plan and implement the project and define their possible roles.
- o. Identify issues, opportunities, and potential threats.
- p. Park and ride lots
- q. Potential bike and pedestrian conflicts
- r. Safe Routes to Schools
- s. Safety data identifying trends in accidents, fatalities and serious injuries
- t. Access to public transportation including both routes and bus stops

3. Formulate Plan

- a. Develop a regional vision, strategies and create an overall plan for implementation to include a project listing that incorporates relevant projects from previous plans as well as new ideas.
 - i. Include specific networks for hiking, biking, equestrian, cross country skiing, interpretive education, all-terrain vehicles, snowmobiles, off road motorcycles, and off highway vehicles.
 - ii. Include any specific seasonality techniques or policies that could open up greenways and active transportation opportunities in the winter.
 - iii. Include first/ last mile opportunities and connections to public transit
 - iv. Develop community and economic development metrics that can be used for future grant funding.

- v. Develop an integrated greenways and active transportation network that facilitates the design and implementation of a connected greenways and active transportation network that will provide safe, affordable, and accessible transportation alternatives.
 - vi. Reduce implementation costs by identifying where bicycle facilities as appropriate can be integrated in bridge and roadway projects
 - vii. Integrate North Central's Long Range Transportation goals and performance measures.
 - viii. Develop an equity analysis that considers demographic factors that can indicate concentrations of vulnerable users whose transportation needs are typically underserved by the existing system, especially by bicycling and walking facilities (Vehicle Access, LEP, Race, Age, etc.)
 - ix. Conduct and include a wildlife analysis within the corridor and detail any wildlife habitats that may be negatively impacted by developing the greenway.
 - x. Develop a greenway concepts that incorporate all data obtained as well as conclusions.
 - xi. Provide options for the development of different types of greenways.
 - xii. Provide a focused set of recommendations that at a minimum include proposed roles of public and non-public agencies, the appropriate organizational structure to establish and maintain the network, a prioritized list of acquisition and development steps with estimated costs, techniques to address concerns and potential threats, and potential and most likely sources for capital and operating revenues such as, but not limited to, grants, direct municipal contributions, user fees and private sector support.
 - xiii. Identify locations for way-finding signage, where appropriate, to improve wayfinding for bicyclists and pedestrians, and heighten motorists' awareness to the traveling public.
 - xiv. Encourage the development of comprehensive support facilities (i.e. complete streets) in future development to include sample ordinances.
 - xv. Proactively seek new opportunities for acquisition of abandoned rights-of-way, natural waterways, utility rights-of-way, and other lands for the development of new active transportation and greenway facilities that can be integrated into the planned system.
- b. Create a table listing existing trails and the accepted usage for each trail. Accepted usages include (hiking, biking, equestrian, cross country skiing, interpretive education, all terrain vehicles, snowmobiles, off road motorcycles, and off highway vehicles).
 - c. Visually represent this plan through network and base mapping creating a clear, concise, and graphically-rich document(s) that utilize appropriate scales for use.
 - d. Create a list of needs and gaps to include wayfinding signage.
 - e. Create a list of recommended education, encouragement, enforcement, and

equity policies and programs to increase use of the greenways and active transportation network.

- f. Create set of “standard drawing” for active transportation infrastructure
- g. Identify a set of performance measures and methods to help North Central track greenways and active transportation usage over time and that can be used to report to Board and funding agencies.

4. Create an Implementation Plan and Prioritization Process

- a. Develop a project prioritization process
- b. Create a phased implementation plan with priority projects and high-level estimated costs.
- c. Create a Capital Projects Funding Opportunities reference list.

5. Present and Receive Feedback

- a. Adjust plan and priorities based on public, staff, and local leadership feedback.

6. Finalize Plan for Adoption

- a. Consultant will support Project Manager by preparing materials and participating in presentations at a minimum before the RPO and North Central Board.

B. Deliverables

The final product will be a Regional Greenways and Active Transportation Plan. The plan should include, at a minimum, the following elements:

- 1. Maps of existing active transportation infrastructure, greenways trails, and use.
- 2. Project plan maps implementing gathered data, public input, staff recommendations, and relevant adopted plans.
- 3. A project list that includes location, infrastructure type, priority level (high/medium/low) with justification, cost estimates, and potential funding sources.
 - a. Projects should focus on both walking and biking, with an emphasis on the pedestrian. This may include making certain streets “pedestrian-first” or “Pedestrian-only.”
 - b. The proposed vital priority recreation and transportation greenway corridors, including some that complete critical gaps in a regional trail network and focus on planning, acquisition, design, and construction, as well as funding resources, to implement projects.
- 4. Schematic design of the top five priority projects for both Greenways and Active Transportation.
- 5. A technical memo outlining public, what was heard from that input and how it was used in determining recommendations.
- 6. Recommended educational, encouragement, enforcement, equity programs and related policies to increase active transportation activity and proper (safe) use in the North Central Region.
- 7. Work with tourism stakeholders to identify needs and gaps in wayfinding signage that

- supports regional tourism facilities.
8. A set of performance measures and methods to help North Central track active transportation, greenways and water trails usage over time.
 9. Provide a plan that includes all data that has been obtained along with conclusions such as findings on recreational values and health benefits, pollution and flood mitigation, historic and scenic preservation, transportation enhancement and economic benefits.
 10. Provide an executive summary of findings and short/long term recommendations for both Greenways and Active Transportation.
 11. Final compiled plan should be provided in both a printable PDF and an Electronic Online (ESRI Story Map, website, etc.) version that must maintain compliance with [508 federal guidelines](#). Our current website is developed in WordPress.

V. Adoption of Plan

Upon completion of the final deliverables, the plan will be reviewed, modified (if necessary) and adopted through the North Central Greenways Committee. The consultant will be retained through this process in the event that modifications are required for adoption.

VI. Budget and Consultant Selection Process

A. Budget

The contract for services is not to exceed \$120,000. The vendor is not expected to pay for County level GIS data (parcels, roads, and structures) as it will be provided by North Central.

B. Selection Process

1. If necessary, up to two prospective consultants may be selected for a short list and each will be requested to participate in a remote zoom interview and presentation to the Selection Committee. A recommendation of the preferred consultant will be made. Upon selection of the preferred consultant, North Central will be authorized to communicate to the selected consultant and begin negotiations.
2. The selected consultant will be notified of the decision by the Committee no later than two (2) weeks after the RFP due date. Contract negotiations will commence immediately upon notification. A negotiation period will be provided for the selected consultant and North Central to finalize the Scope of Services, Contract Fee, and Agreement. At the end of the negotiation period, the contract shall be awarded. If a negotiated contract cannot be mutually agreed to by both parties, North Central will terminate negotiation and begin negotiations with the second rated firm.
3. The selected consultant will be required to prepare project documents in a timely manner and submit monthly status reports indicating work completed to date, upcoming scope activities and any issues that could potentially impact the project schedule. To that end, the consultant will be expected to assign sufficient administrative, planning, design and support staff to complete the Scope of Work within the established and agreed to schedule. It is expected that this project will take approximately 6-9 months to complete.

Activity	Anticipated Completion Date
RFP Issued	June 17, 2021
Questions/Inquiries	June 23, 2021
North Central Response to Questions/Inquires	June 30, 2021
Proposals Due	July 7, 2021 by 11:59pm EDT
Consultant Selection	Mid July, 2021
Plan Adoption	No later than May, 2022

VII. General Submission Requirements

1. Federal and State Interest:

Portions of the funding for the contracts are provided primarily from state sources through the Pennsylvania Department of Transportation (PennDOT), Pennsylvania Department of Conservation and Natural Resources (DCNR); and from federal sources through the US Department of Transportation (FHWA/FTA). Any contracts awarded pursuant to this Request for Qualifications will contain provisions required by the federal and state funding sources, as appropriate (i.e. Nondiscrimination/Sexual Harassment Clause, Provisions Concerning the Americans With Disability Act, Lobbying Certification & Disclosure of Lobbying Activities, etc.)

2. Disadvantage Business Enterprise (DBE) Participation:

North Central is committed to providing opportunities for Disadvantaged Business Enterprises to compete for work. Accordingly, the work awarded pursuant to this RFQ will be carried out in accordance with the regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. To support this commitment, there is a project goal of 5% of the total contract dollar amount set for this RFP.

3. Inquires:

Any questions or requests for additional information concerning this Request for Proposal and/or the Scope of Work should be directed in writing to Ms. Rachel Wolfel, ARC/EDA Director, by e-mail at: rwolfel@ncentral.com. Inquiries must be made before (June 23, 2021). Questions associated with this RFP received via phone call will not be responded to or acknowledged. Responses to questions or requests for additional information shall be posted to North Central's website (www.ncentral.com) and replies via e-mail shall be made no later than (June 30, 2021). It is the responsibility of the consultant to check the website for updates or addendums to this RFP. North Central will accept completed proposals until (July 7, 2021 at 11:59pm EDT).

4. Minimum Qualifications:

Consultants or consortia of consultants will be asked to demonstrate expertise and experience in all skill areas that may be appropriate to the work completed for a Regional Greenways and Active Transportation Plan. All RFPs received by North Central will be reviewed and evaluated by a Selection Committee (the "Committee") comprised of representatives from North Central staff. Responses to this RFP will be evaluated based on the consultant's responses to all relevant criteria stated in this RFP. Proposals will be evaluated and scored by the Committee utilizing a ranking criterion that will consist of the following, but not limited to:

- Understanding of desired Scope of Work and proposed approach.
- Proven, relevant experience of the firm.
- Experience, expertise and qualifications of personnel to be assigned to the project.
- Quality of proposal for public participation/ community outreach efforts.
- Quality of proposal for strategic planning efforts.
- Quality of responses from relevant references and past performance in terms of quality of work and the timeliness of the accomplishment.
- Completeness of Response to RFP.

5. Proposals from Consortia, Joint Ventures, and Teams:

Proposal statements from consortia, joint ventures or teams will be accepted. In such cases, a lead firm must be identified for contracting purposes. A qualifications statement must be prepared for each member of the consortia, joint venture or team, and each qualifications statement should clearly identify the lead firm.

In selecting a lead firm, consortia, joint ventures and teams should consider the following: (1) the lead firm should have sufficient experience and expertise to conduct or supervise all facets of the proposed project; (2) the lead firm will be legally responsible to North Central for performance of the total contract; (3) the lead firm must have sufficient resources to carry out the contractual responsibilities of the consortium, joint venture or team.

Please note that firms that are subsidiaries or affiliates of another may not rely on the experience, expertise or resources of its parent firm to meet these requirements.

Compliance with regulations: The North Central Pennsylvania Regional Planning and Development Commission, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration of an award

6. Proposal Requirements and Format:

North Central will select a qualified planning consultant firm or team based on the information outlined below. Qualifying firms or teams must demonstrate experience and expertise in developing Regional Greenways and Active Transportation plans or other similar regional economic or community development plans.

Written proposals should include, at a minimum, the following information:

- Letter of Interest:* Please provide a Cover Letter outlining your firm's desire to assist with our Regional Greenways and Active Transportation Plan. Please include name and contact information of the firm's authorized representative and the project manager; as well as a list of sub-consultants, if applicable.
- Consultant Qualifications & Capabilities:* In no more than two pages, describe the

qualifications and capabilities of the firm, team, or individuals as they specifically relate to experience with the proposed Regional Greenways and Active Transportation Plan.

- c. Key Personnel Assigned to Project: Identify specific personnel that will be assigned to the following key roles for the project: Project Manager and Lead Technical Staff members. Personnel identified in the proposal must be the principal staff that will work on the project and represent most hours billed to the project. Resumes shall not exceed 2 pages in length. Project staff must meet all local, state, and federal requirements to perform work.
- d. Technical Approach/Proposed Scope of Work: Describe the technical approach and proposed Scope of Work that will be used to complete the plan development and update. Responses should address the proposed Scope of Work and contractors are encouraged to include recommendations.
- e. Cost Proposal & Schedule: Provide a detailed cost breakdown to complete the tasks outlined in the proposed Scope of Work. The contract for services is not to exceed \$120,000. In addition, please provide a project schedule that identifies and tracks each specific task and the anticipated date of key milestones & deliverables. The timeline is flexible as long as the plans are completed and submitted to North Central for final approval no later than May 2, 2022.

The North Central Commission is the grantee of the Pennsylvania Department of Conservation and Natural Resources (DCNR) Community Conservation Partnerships Program and a recipient of funding from the Pennsylvania Department of Transportation's (PennDOT) Rural Transportation Planning Program. Funds under this RFP are both state and federal funds. The successful contractor will be required to comply with all terms and contract provisions prescribed by the U.S. Department of Transportation and DCNR.

- f. Past Project Experience: Include descriptions of comparable projects and provide summaries or reports of related and relevant work completed. Summarize the scope of work performed, why the unique approach to this project was successful, and provide client contact information, if applicable.
- g. References: Provide three references from comparable types of projects completed over the last five years. Include project names and locations, name of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate the role of your firm in each project and each project's cost and date of completion.
- h. Equal Employment Opportunity Statement: Please provide a detailed statement describing your Equal Employment Opportunity practices and any statistical employment information that it deems appropriate and relative to the composition of its work force or its subcontractors.
- i. Commitment of Disadvantaged Business Enterprise Goal: Please provide a letter

certifying that you have complied with the DBE goals expressed in the RFQ.

7. Signature Requirements

Proposals must be signed by a representative of the firm or team having legal authority to contract on behalf of the firm or team. Proposals will be treated as bona fide offers and must remain open for a period of ninety (90) days from the closing date for submissions.

8. Submission of Proposals:

Due to the ongoing COVID-19 pandemic, North Central is requiring all proposals to be submitted via email. North Central will accept completed proposals until July 7, 2021 at 11:59pm EDT. All proposals shall be emailed with the following in the subject line: “[Firm Name]’s **North Central Regional Greenways and Active Transportation Plan.**” Please e-mail proposals to Ms. Rachel Wolfel at rwolfel@ncentral.com.

VIII. General Terms and Conditions

Compliance with Local, State & Federal Laws

All respondents shall comply with all applicable local, state and federal laws and regulations. Portions of the funding for this contract is provided from state sources through the Department of Conservation and Natural Resources (DCNR) Community Conservation Partnerships Program; the Pennsylvania Department of Transportation (PennDOT); and from federal sources through the Federal Highway and Transit Administration (FHWA and FTA). The respondent shall review all applicable regulations, terms and conditions prior to submitting a response. Any contracts awarded pursuant to this Request for Qualifications will contain provisions required by the federal and state funding sources, as appropriate.

Disadvantaged, Minority & Women Business Enterprises (DBE/MBE/ WBE) Requirement

North Central takes all necessary affirmative steps to assure that Minority Businesses Enterprises (MBE), Women’s Businesses Enterprises (WBE) and Disadvantaged Business Enterprises (DBE) are used when possible. Although this project does not stipulate a required compliance target, North Central will make every effort to consider awarding the contract to a qualified DBE/MBE/WBE firm.

In the case of proposals submitted from Consortia, Joint Ventures and Teams, lead firms should consider the use of DBE/MBE/WBE firms. Proposals must clearly identify the DBE/MBE/SBE firm, the role the DBE/MBE/WBE will play in the project and the tasks assigned to the DBE/MBE/WBE. Proof of DBE/MBE/WBE certification must be submitted with the proposal. Responses that fail to provide proof of DBE/MBE/WBE certification and description of project involvement will be deemed incomplete.

Equal Employment and Nondiscrimination

All contracts awarded under this RFP are subject to all other applicable state and federal laws concerning civil rights, nondiscrimination and equal opportunities for employment.

All the potential companies must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity.

The potential company must ensure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order 11246 and as amended in Executive Order 11375, Title VI and VII of Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Fair Employment Practices Act, and the American with Disabilities Act of 1990.

In response to this RFP, companies should furnish a detailed statement describing their Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subcontractors.

Freedom of Information

Respondents are advised that all materials submitted in response to this RFP shall become the sole property of the North Central Pennsylvania Regional Planning and Development Commission and shall be subject to the provisions Pennsylvania General Statutes (re: Freedom of Information).

Right to Cancel

The North Central Pennsylvania Regional Planning and Development Commission reserves the right to cancel this RFP at any time, elect to award portions of the Scope of Work, and/or decide not to consider any or all of the respondents submitting information in response to this request.

Cost of Preparing Proposal

All costs associated with any response to this RFP, including the development of costs and participation in the selection process, are the sole responsibility of the respondent firms. North Central will not reimburse any firms for such costs nor will any successful firms be permitted to negotiate such costs as part of any contract or agreement with North Central.

Other

Any firm selected to perform any or all work associated with this RFP will be required to execute an agreement with North Central and meet any conditions on use of funds imposed by the Department of Conservation and Natural Resources (DCNR) Community Conservation Partnerships Program and the Pennsylvania Department of Transportation's (PennDOT). All fees will be negotiated and stated in the agreement.

Insurance Requirements

Insurance certificates are required with responses to this RFP. Insurance certificates must be provided in the bid application, documenting coverage for the following:

- a. Worker's Compensations and Employers Liability in accordance with State of Pennsylvania Requirements.
- b. Public Liability Insurance: Comprehensive General Liability, (bodily injury, personal injury, and property damage liability) including company's contingent Completed operations and contractual liability with a minimum:
 - I. \$1,000,000 each occurrence
 - II. \$1,000,000 personal and advertising injury
 - III. \$1,000,000 general aggregate; and
 - IV. \$1,000,000 products/completed operations aggregate

The company shall carry and maintain in full force and effect for the duration of any contract resulting from this RFP, appropriate insurance. The company agrees to protect and defend, indemnify, and hold the North Central Pennsylvania Regional Planning and Development Commission and the six counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter, demands and causes of action of every kind and character including the amount of judgments, penalties, interest, court costs, and legal fees incurred by North Central or the counties in defense of same, arising in favor of taxes, claims, liens, debts, personal injuries including employees of the counties or North Central, death or damages to property (including property of North Central or the counties) and without limitations by enumeration, all other claims, or demands of every character occurring and caused in whole or in part by any negligent act or omission of the company, any one directly or indirectly employed by the company or anyone for whose acts company may be liable regardless of whether or not it is caused in part by North Central or their member counties. The company will designate and provide North Central and counties with the identity of a person or persons in the company's employ who shall be responsible for handling claims from the public efficiently and expeditiously. Policies shall be issued by an insurance company authorized to do business in the Commonwealth of Pennsylvania.

- Insurance similar to that required by the company shall be provided by or on behalf of all subcontractors to cover its operation(s) performed under this contract and included in all subcontracts.
- All other insurance requirements would remain in effect.
- All insurance certificates must name North Central as additional insured on the policy. Said Certificate must state that coverage cannot be cancelled or materially altered without thirty (30) days written notice to North Central.

Indemnification

In addition, the proposer shall, at all times, save, indemnify and hold harmless the North Central Pennsylvania Regional Planning and Development Commission, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connection with this contract.

Collusion

By responding, the firm implicitly states: that his/her proposal has not been made in connection with any other competing firm submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the firm did not participate in the RFP development process, had no knowledge of the specific contents of the RFP before its issuance, and that no employee of North Central either directly or indirectly assisted in the vendor's proposal preparation.

Form of Contract

North Central anticipates that this procurement will be a cost reimbursement contract. Consulting fees shall be paid upon satisfactory completion of work tasks. Selected consultant must provide documentation of work to include providing copies of receipts and expenses for work performed. Invoicing is done on a monthly basis.