

**York County Economic Alliance
144 Roosevelt Avenue
York, PA 17401**

**REQUEST FOR PROPOSALS
Master Site Development Plan – Glen Rock Trail Town**

Proposals must be received by 4:00 p.m. on May 7, 2021.

The York County Economic Alliance (YCEA) seeks proposals to create a master site development plan for a portion of Glen Rock Borough adjacent to the York Heritage Rail Trail, roughly bounded by Route 216 to the south and the municipal border to the north. The consultant will work directly with YCEA and an "action team" of Glen Rock stakeholders to guide the process, which will provide a blueprint for future improvements along the trail in the community.

Project Description

YCEA is requesting proposals to create a master site development plan for Glen Rock Borough.

- The consultant will be familiar with planning related to trails, nature-based placemaking, and historic communities.
- The consultant will build on findings from the York County Trail Towns Strategic Plan, "walkshop" findings, stakeholder interviews, and input from the Glen Rock "action team" to inform the plan.
- The consultant will create a plan that addresses:
 - Formal survey of trailhead parking and Ruins Hall area
 - Traffic flow and ideal layout for area
 - Structural analysis of Ruins Hall
 - Conceptual design of trailhead parking area and potential ADA-compliant, multi-use path connecting to Ruins Hall
 - Recommendations on safety improvements to TWO street crossings
 - Next steps and preliminary budget for recommended improvements
- The scope and budget may be adjusted to allow the consultant to support early implementation projects identified in the course of the planning process. Any such changes will be mutually agreed upon with the consultant through a contract amendment.
- The final deliverable is a master site development plan that contains actionable next steps and a preliminary budget.

Submittal Requirements

Respondents to this Request for Proposals must prepare their responses to the following information. One PDF submission of the proposal is required.

1. Name of firm, address, telephone number, email address, name and title of contact person, name and officers in the company.
2. Please provide a brief overview of your firm and a listing of your firm's most comparable, completed contracts undertaken in the last five (5) years. Describe your experience with planning related to trail/river towns, outdoor recreation programming, economic development, and/or heritage tourism activities. Please list references related to this experience.
3. Describe your firm's proposed approach for this project, including a timeline for project completion. Please include items such as organization of planning process, staffing, communication with YCEA, final product and time schedule.

4. Describe your experience and familiarity with York County, the York Heritage Rail Trail, and Glen Rock Borough.
5. Include a fee schedule that includes all work items.
6. Explain any suggested additions to the required scope of work and, if applicable, updated cost estimates for the additional work.

Evaluation Criteria

1. Background and demonstrated experience of the firm serving as consultant and demonstrated performance of the individuals proposed by the firm to perform services.
2. How well the firm/consultant understands the nature of the work and the approach proposed to provide the services required to best serve the YCEA and its agents.
3. The quality of the proposal and work plan.
4. Ability to develop an innovative but realistic and implementable plan.

Selection Process

The YCEA reserves the right to reject any or all proposals.

One PDF copy of the proposal and project qualification documents for the project described herein must be delivered to:

Silas Chamberlin
Vice President, Economic & Community Development
York County Economic Alliance
schamberlin@yceapa.org

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After selection of a consultant, YCEA will negotiate a contract with the selected consultant to determine a final scope of services and costs.

Questions may be directed to Silas Chamberlin, 717-718-7850 or schamberlin@yceapa.org.