



Lackawanna Heritage Valley Authority

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REQUEST FOR PROPOSAL

Trail Improvements for the Lackawanna Heritage Valley Authority

Request

The Lackawanna Heritage Valley Authority (LHVA) requests a proposal for improvements along the Lackawanna River Heritage Trail in the Scranton, Blakely, Jessup, Archbald, Mayfield, Carbondale Township, Simpson, Forest City, and Union Dale.

Introduction

The Lackawanna Heritage Valley Authority is a National and State Heritage Area located in Scranton, Pennsylvania. The organization works with heritage attractions, government, civic and educational organizations in the region. It encourages collaboration and provides funding for projects that conserve, preserve and educate the public about the region's historic, cultural, economic and natural resources. LHVA receives funding support from the National Park Service and the Pennsylvania Department of Conservation and Natural Resources. More information may be found at www.LHVA.org.

Project Description

Scranton: Fencing, Gates, Pet Stations, Trash / Recycling Receptacles, Benches

In Scranton, the Lackawanna River Heritage Trail is located between Elm Street and Olive Street. The southern point is located at Elm Street, across from Danny's Garage. The trail follows the old Central New Jersey Railroad line north along the Lackawanna River, through the South Side Sports Complex, to Olive Street at the Ice Box.

The trail between Elm Street and Seventh Avenue has fencing along the trail that consists of concrete posts and wooden slats. Numerous posts and slats are broken or missing. The concrete posts should be replaced with wooden 6x6 posts. The wooden slats should be replaced with like slats. There are 5 gates that need maintenance in order to close and lock properly.

Seven (7) pet stations and seven (7) trash / recycling receptacles need to be installed with embedded concrete bases at access points at Elm Street, Broadway Street, Seventh Avenue, and Olive Street.

Blakely / Jessup / Archbald: Fencing, Gates, Pet Stations, Trash / Recycling Receptacles

In the Mid Valley, the Lackawanna River Heritage Trail is located between Depot Street (PA Route 248) across from Mid Valley Plumbing, Blakely, and the terminus of Laurel Street, Archbald. The trail follows the Lackawanna River and the old Ontario & Western Railroad right-of-way north to "Winton". At the intersection with Winton Street and Railroad Avenue, the trail follows Winton and River Streets, and then returns to the old railroad bed at the terminus of River Street. The last section travels north to the southern terminus of Laurel Street, Archbald.

There are five (5) gates that need maintenance and repairs in order to close and lock properly.

Large boulders need to be installed along several locations where unauthorized motorized vehicles are accessing the trails. Pedestrian access needs to remain.

Six (6) pet stations and six (6) trash / recycling receptacles need to be installed with embedded concrete bases at access points with Depot Street, Bridge Street, Winton Road, River Street, and Laurel Street.

Mayfield Borough and Carbondale Township

The Lackawanna River Heritage Trail in Mayfield and Carbondale Township follows the Lackawanna River and the New York Ontario & Western Railroad right-of way for three quarters of a mile.

Two (2) pet stations and two (2) trash / recycling receptacles need to be installed with embedded concrete bases at access points with Meredith Street and the trail terminus near Old Plank Road.

Simpson, Forest City, & Union Dale

The Lackawanna River Heritage Trail overlaps with the Delaware and Hudson Rail Trail between Simpson and Union Dale.

Three (3) pet stations need to be installed with embedded concrete bases at access points with Homestead Street, Simpson; Route 247, Forest City; and Norton Hill Boro Street, Union Dale.

Project Timeline

The anticipated timeline for the project is listed below:

- RFP Issued Wednesday, August 25, 2010
- Pre-Bid Meeting Wednesday, September 8, 2010 at 9 a.m.
- Bids Due Wednesday, September 15, 2010 at Noon
- Project Awarded Thursday, September 23, 2010
- Project Completed Friday, December 31, 2010

Pricing

Based on the Project Description and a field visit, provide a quote for repair and installation of broken and missing fencing and repair of gates. The bid should include details as to the work that is proposed to complete the project, with a breakdown of time and materials. Provide per hour rate or fee schedule for additional work. Should the contractor be selected, the hourly rates quoted will be considered firm for the duration of the contract.

Questions

Any questions regarding this RFP will be addressed during the pre-bid meeting on Wednesday, September 8, 2010 at 9 a.m. at Seventh Avenue Trailhead Parking Lot, Scranton.

Proposal Information & Evaluation

The proposal shall clearly address all of the information requested, and should make a convincing case that the contractor can perform creative, high quality work within schedule and budgetary constraints. The proposal should be organized in the following manner, with the subject headings and sequence indicated:

- Company Name
- Contact Person
- Contact Information
- Description of Company
- Minimum Three (3) Like-Project Examples with references and their contact information
- Base Bid
- Add-Alternate Bid

The Lackawanna Heritage Valley Authority reserves the right to reject any and all proposals, and to modify or terminate the project at any time prior to final execution of the contract.

Insurance

Prior to entering into a contract with LHVA, the selected contractor will be required to show proof of general business liability insurance and will be required to list the Lackawanna Heritage Valley Authority, the City of Scranton and the Commonwealth of Pennsylvania as additional insured parties for the duration of the project.

Contract Terms and Requirements

The contents of the proposal prepared by the successful contractor, with any amendments approved by LHVA, will become part of the contract awarded as a result of the RFP process.

The selected firm(s) will be required to:

- Work closely with designated LHVA staff, partners, and consultants to provide services as detailed in this RFP.
- Maintain accurate accounting records and other evidence pertaining to costs incurred in providing services and, upon request, make those records available to LHVA at all reasonable times during the contract period and for six (6) years after the date of final payment under terms of the contract.
- Assume sole responsibility for the complete effort as required by the RFP, and be sole point of contact with regard to contractual matters.
- Refrain from assigning, transferring, conveying, subletting or otherwise disposing of the contract or its rights, titles or interest therein or its power to execute such agreement to any other person, firm, partnership, company or corporation without the prior written consent of LHVA.
- Comply with all applicable laws governing projects initiated or supported by LHVA.

Proposal Deadline & Submission Instructions

Deadline: Noon, Wednesday, September 15, 2010

Submit by mail, fax, or email to:

Mail:	ATTN: Trail Improvements Lackawanna Heritage Valley Authority 538 Spruce Street, Suite 516 Scranton, PA 18503
Fax:	570-963-6732
Email:	aogato@LHVA.org