

CHALFONT BOROUGH - REQUEST FOR QUALIFICATIONS:

CHALFONT BOROUGH PARKING CONSOLIDATION & STREETScape PLAN

QUALIFICATIONS DUE: Monday November 19th @ 11 am

TO THE CHALFONT BOROUGH MANAGER, CHALFONT BOROUGH HALL,
40 NORTH MAIN STREET, CHALFONT, PA 18914

The Borough of Chalfont, located in Bucks County, Pennsylvania is requesting Qualifications from qualified consultants or consultant teams to complete the “Chalfont Borough Parking Consolidation & Streetscape Plan”. Chalfont Borough, with funding from the DVRPC TCDI program, is seeking to create a schematic layout and feasibility study for our consolidated parking plan in Chalfont Borough along N. Main Street (SR 152). The process will involve the appropriate stakeholders, agencies, funders and community interests.

Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal and proposal evaluation criteria.

Sealed Qualifications (eight hard copies, one digital) must be submitted by Monday, November 19th at 11:00 am EST to the Borough Manager’s Office, Chalfont Borough, 40 North Main Street, Chalfont, PA 18914.

For a copy of the Request for Qualifications or any questions related to the Request for Qualifications, please contact the Borough Manager, Sandra Zadell, at 215-822-7295 or szadell@chalfontborough.com.

RFP Release Date 10/25/2018

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INTRODUCTION

Chalfont Borough is a developed community intersected by two major roadways: Routes 202 (Butler Avenue) and 152 (North Main Street). Along these two roadways is Chalfont Borough's "Downtown" and core business district. It is the goal of Chalfont Borough to improve the efficiency of transportation, promote growth in the business community, and enhance the quality of life in the Borough.

Like many older Main Street communities, Chalfont Borough has been struggling to compete economically with many of the newer suburban communities. The North Main Street corridor currently has a 30% vacancy rate for businesses. In 2013 we completed a Revitalization and TOD plan (TOD Plan) funded through a 2011 TCDI grant. We emphasized the presence of the Chalfont SEPTA station as a major asset for the community, but the limited parking at the station and in our town reduces the benefit to the area.

Our area of focus for this project is along the intersection of Business Route 202 (BR202) and N. Main Street and the first few blocks of N. Main Street. This corner is extremely busy with traffic, pedestrians and businesses. In our TOD plan our consultant indicated that Chalfont has some challenges. It states, "The Borough's downtown core was the traditional social and economic anchor of the community, providing essential goods and services, access to markets, and opportunities for recreation and community gathering. Chalfont Borough's core, like many traditional downtowns, has experienced disinvestment over time and a trend toward increased commercial vacancy and deterioration of its built environment. Despite this, the infrastructure, architecture, and original framework of the community are strong and provide significant assets to leverage toward achieving revitalization."

This project aims to address the following goals from our TOD Plan:

1. The Borough should actively work to reduce the number of curb cuts along Main Street between the intersection of Butler Avenue and the SEPTA station. These numerous individual access points disrupt pedestrian mobility, increase pedestrian danger, and contribute to ongoing circulation and congestion issues. Combined with a shared parking strategy, a reduction in curb cuts will control vehicular access onto Main Street, helping to alleviate congestion and allowing for safer, more comfortable pedestrian connections between the downtown, the SEPTA station, residential neighborhoods, and other Borough destinations such as schools, churches, and public spaces.
2. A growing concern among residents and business owners is the lack of pedestrian safety in the downtown, particularly along the two primary corridors: Butler Avenue and Main Street. Increased traffic, an incomplete sidewalk network, and a lack of crosswalks and other safety features have all contributed to this issue. A

combination of safety improvements should be implemented to ensure pedestrian safety and increase walkability in the Borough's downtown.

SCOPE OF WORK

It is the intention of Chalfont Borough to complete a parking consolidation & streetscape plan through the following scope of work. Per the DVRPC TCDI grant agreement, all work needs to be completed by **August 31, 2020**.

Schematic Layout for our Consolidated Parking Plan

The scope of work for this project will evaluate alternatives and create a feasibility study for consolidated parking in Chalfont Borough. We also would like a schematic layout for our consolidated parking plan. This layout will also help us clarify details that our completed Transit Oriented Development Plan (TOD) may not have identified by providing us with more refined drawings and individual property information so that we can evaluate the project and ensure it becomes a reality. We want to understand parking yields, the potential effect on traffic and the effect of curb cut reductions on property owners. We would like plans that show the existing conditions compared to the proposed conditions as well.

Streetscape Plan for the Chalfont Plaza Shopping Center

We will develop a streetscape at the shopping center at the corner of Route 152 and Business Route 202. The shopping center parking layout will require significant changes if we move forward with a consolidated parking plan. These improvements will be geared toward redevelopment goals and pedestrian safety. These schematics, data and drawings will then be used in our public outreach process. These details will be necessary to garner support from the property owners so that they are aware of how the consolidated parking plan could impact them individually. Without this background information, property owners could reject the proposal simply due to fear of the unknown. We believe the more information we can share with them through this process, the better chance we have of future success for the construction of this plan.

SCHEDULE OF ACTIVITIES AND DELIVERABLES

Each phase of the project should have an expressed deliverable, and all deliverables will be provided in a format that the Borough is capable of editing. These include but are not limited to:

1. Schematic Layout for consolidated parking
 - a. Presentation for effected property owners outlining the idea, showing the concept and addressing concerns.
 - b. Schematic drawings/plans for overall area and each individual property to be shared with property owners at a public meeting with property owners.
2. Streetscape and pedestrian improvement conceptual drawings (minimum of 2 options)

- a. Focusing on the Chalfont Plaza shopping center which may be heavily impacted. The focus should also be on street scape improvements that can be instituted as part of the parking project including but not limited to pedestrian pavement markings and signage for safe pedestrian crossings.
3. Public Involvement: The study will include a significant public involvement effort. This task will include a number of public meetings (at least 2), steering committee meetings and stakeholder meetings to get input and feedback from the community. Information (surveys and public meeting data) from our TOD plan will also be used to involve the public in the study. The Consultant and Borough Manager will meet with individual property owners as well as conduct public meetings through this process.
4. The Final Plan - All work products previously delivered will be assembled and combined into a draft final document and copied for distribution. Based on input from the study partners, a final format will be determined and all comments and input will be addressed with an executive summary prepared to accompany the final deliverable.

A DESCRIPTION OF THE PROJECT AREA AND AFFECTED POPULATION

Chalfont Borough is a developed community intersected by two major roadways: Business Route 202 (Butler Avenue) and 152 (North Main Street). Our focus is the first block from Butler Avenue (Business Route 202) to Sunset Avenue. Properties in the study area represent a mix of uses. Most are historic houses which have been converted into rental units for residential use. These properties present a problem to the Borough due to absentee landlords and transient tenants who do not have a stake in the long-term success of the Borough. Some of the former residential historic houses are mixed use dwellings with businesses on the bottom and apartments on the top. There are only a few of these successful mixed-use buildings in the Borough, and we would like to encourage more of them. We believe parking is the key to increasing the marketability of these properties for commercial, retail and restaurant uses. The Chalfont Village strip mall is in the area, as well as several stand alone restaurants.

According to the 2000 Census, the current demographic make-up of the Borough is as follows:

- There are 3,900 residents living in the Borough with a median age of 35.8. The majority of residents (96.6%) are Caucasian, and 337 residents are senior citizens over the age of 65. Additionally, 9.6% of the residents in the Borough are considered disabled.
- There are 1,404 housing units with an average of 2.78 people in each unit. Of these units, 16.8% are renter-occupied.
- The median household income is \$63,491. There are 12 families and 161 people in Chalfont that are living below the poverty level.

This area of Chalfont Borough is completely built out and most of the development that needs to take place in the downtown is redevelopment and adaptive re-uses of existing buildings.

With a few exceptions, most of the downtown is made up of small lots, with close proximity to the existing roadways, the North and West Branches of the Neshaminy Creek, and the SEPTA

rail lines. By focusing on improving access to the pedestrian area and on increased parking ease, we believe our Businesses in our first block of N. Main Street can flourish.

PUBLIC AND PRIVATE SECTOR INVOLVEMENT AND COOPERATION

Chalfont Borough Council authorized the formation of the Chalfont Borough Revitalization Committee to look at the issues facing the Borough Downtown and try and come up with feasible solutions. This committee is currently made up of elected officials, business owners, residents, and employees.

The study will include a significant public involvement effort. This task will include a number of public meetings, Revitalization Committee meetings, and stakeholder meetings to get input and feedback from the community. Surveys and stakeholder interviews will also be used to involve the public in the study.

Potential stakeholders in the project would be:

- Property owners in the affected area
- Developers
- Local, County, State, and Federal Officials
- SEPTA
- PennDOT
- Fire, Police, Ambulance
- Utilities and Municipal Authorities

Once a draft study is complete, a hearing/open house will be held for members of the general public to comment as well.

FORMAT FOR REQUEST FOR QUALIFICATIONS

Sealed Qualifications (eight hard copies, one digital) must be submitted by November 19th, 2018 at 11:00 am EST to the Borough Manager's Office, Chalfont Borough, 40 North Main Street, Chalfont, PA 18914.

For a copy of the Request for Qualifications or any questions related to the Request for Qualifications, please contact the Borough Manager, Sandra Zadell, 215-822-7295 szadell@chalfontborough.com.

1. Cover Letter. (2 page maximum) Provide your understanding of the work to be performed, an overview of the team's qualifications for conducting the work and contact information for the project manager.
2. Project Understanding and Approach. Summarize your understanding of the area and the project work. Provide an overview of how your team will approach the work.
3. Scope of Work. The proposal must include a detailed description of all project tasks. Project tasks should include meetings, deliverables, analysis and any other methods you

propose to use to complete this project. Each phase should be punctuated with a list of project deliverables.

4. Qualifications. Include the following
 - a. Description of the professional practices, technical resources and areas of specialization for each firm involved
 - b. Examples of no more than 15 relevant projects
 - c. Project organization chart with each person on the project team
 - d. Resumes for each team member
 - e. Three references for the prime consultant and two for each sub-consultant (include the client contact phone number and email in addition to the project name)

Team specialties should include environmental and historical assessment, transit oriented economic development, traffic planning, revitalization planning, and public/stakeholder involvement.

5. Schedule. A project work schedule should be provided which includes time frames for each task or project phase, general target dates for public meetings and dates for completion of draft and final deliverables.
6. Fees. The consultant should submit a fee proposal in a separate envelope which includes the following:
 - a. Hourly rates
 - b. Cost per task
 - c. Allowance for reimbursable expenses
 - d. In addition to the itemized fee proposal, please include a Contract Pricing Proposal in the DVRPC format, available under Sample Forms on this website: <http://www.dvrpc.org/asp/Consultant/>

7. Selection Process

The selection committee will evaluate Qualifications based on:

1. The extent of the team's experience in parking planning and street scape projects (40%)
2. Depth of engineering and planning resources (30%)
3. Understanding of financing strategies for public- private partnerships (20%)
4. Local knowledge (10%)

After review of proposals, a recommendation will be made to Borough Council and the DVRPC TCDI administrator for approval. Interviews are not anticipated at this time, but if the need arises, a short list will be contacted.