

Contact Information

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Request for Proposals

Project

Willistown Conservation Trust is seeking proposals for the design, permitting, and construction of a bioretention basin with level spreader and a vegetated swale and ADA path at Rushton Woods Preserve. The basin and swale will be used to reduce the peak flow of stormwater runoff and prevent further erosion adjacent to Okehocking Run, a tributary of Ridley Creek.

Scope of Work

See attached.

Budget

The anticipated budget for this project is approximately \$254,000-274,000

Background

Willistown Conservation Trust is a 501 c3 non-profit land trust located in Willistown Township, Chester County PA. The trust operates four nature preserves open to the public year round. Our program areas include community farm, bird conservation, watershed protection, and habitat protection. As part of our Rushton Woods Master Plan, we are continuing to develop and enhance the resources of the preserve through a combination of habitat restoration, stormwater management, and accessibility.

Proposal Criteria:

The following information should be included in the proposal:

- Company background and qualifications
- Experience with similar projects
- Project approach and timeline
- Detailed cost estimate, including design, permitting, and construction costs
- Description of the proposed materials and equipment to be used
- References for similar projects
- Any additional information relevant to the proposal
- Only PA Native Plant Species are to be used in this project.



For the preservation of the natural resources, rural character, and cultural heritage of the Willistown area

925 Providence Road · Newtown Square, PA 19073 · tel: (610) 353-2562 · fax: (610) 325-0869 · www.wctrust.org

Willistown Conservation Trust is registered as a charitable organization. The official registration and financial information may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.

Required Experience

- Focus of professional practice should be ecologically sound design principles.
- Ability to demonstrate past experience in the successful design, permitting, and construction of at least three similar green infrastructure stormwater BMPs.
- Minimum five to ten years' experience in the environmental planning, landscape architecture, stormwater design, and engineering fields.
- Past experience and demonstrated expertise in working through PA DCNR grant administration procedures.
- The ability to demonstrate expert knowledge and use of local PA native plant species.
- Professional Engineer and Landscape Architect on staff to seal documents.

Selection Criteria and Timelines

This is a competitive lowest price bid. All bids must be received by 5:00 pm February 3, 2023 to be considered. Award of contract will be announced the following week. Design and permitting is expected to be completed by January 2024 and construction to begin in May 2024.

Prevailing Wage Rate applies to this project.

Nondiscrimination/Sexual Harassment Clause

See attached.

Concerns, Questions, and Roadblocks

This a grant funded project with funding from PA DCNR and PA DEP. Contractors should be well versed in following grant administration guidelines for project execution.

Willistown Conservation Trust reserves the right to reject any and all proposals and to waive any irregularities in the proposal process.

NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE [Grants]

The Grantee agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate 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.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.
4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.
6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
7. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual

harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report (“EEO-1”) with the U.S. Equal Employment Opportunity Commission (“EEOC”) and shall file an annual EEO-1 report with the EEOC as required for employers’ subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

8. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.
9. The Granter’s and each subgrantee’s, contractor’s and subcontractor’s obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
10. The commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

Based on Management Directive 215.16 Amended (8/2/18)

PHASE 1 – DESIGN AND PERMITTING

Task 1.1 Site Reconnaissance and Wetland Investigation

The consultant will conduct field assessments and document existing site conditions. The consultant scientists will perform a qualitative ecological survey of the project area and identify key existing features, such as trees to be saved during construction. We will identify areas of invasive species that could be treated prior to construction. We will also identify locations for construction access and staging.

The consultant will delineate wetlands within the proposed project area and flag wetland boundaries for survey.

Wetland delineations will be completed in accordance with the U.S. Army Corps of Engineers' (USACOE's) 1987 *Wetland Delineation Manual* (Y-87-1) and applicable regional supplement and the PADEP's Title 25, Chapter 105.17 of the Pennsylvania Code. This detailed investigation will determine the boundaries of each wetland area by identifying wetland soils, vegetation and hydrology that meet the criteria outlined in the manual. Soil testing will be conducted to determine the presence and location of hydric soils, an inventory of plant species will determine the presence of hydrophytes, and an investigation of hydrologic conditions will be made. Wetlands will be classified according to *Classification of Wetlands and Deepwater Habitats of the United States* (Cowardin, et al., 1979). During wetland studies, an investigation for any jurisdictional watercourses will also be completed. The consultant will conduct the investigation to collect the necessary information for permit preparation. A Wetlands Finding Letter will be prepared. The letter will be sufficient for use in permitting applications. The letter will include maps of the overall project area and the specific study area, a map of the individual wetlands and streams, project description, methodology, and a description of the wetlands and regulated waterways. The letter will also include the completed data forms and a list of investigators. Application for a jurisdictional determination is not anticipated.

Task 1.2 T&E Species Coordination

The consultant will conduct a Pennsylvania Natural Diversity Index (PNDI) search for the project area to determine if threatened or endangered species may be present in the project area. If further agency coordination is identified by the PNDI search, The consultant will send a letter providing additional project information and a clearance request.

Task 1.3 Topographic Survey

Detailed topographic survey will be completed. Approximately 2-acres of survey will be completed include the entire proposed project area. The consultant will develop base plans for project design from the survey information.

SCOPE OF WORK

Rushton Woods Preserve Bioretention Basin

Task 1.4 Geotechnical Investigation

A geotechnical investigation and infiltration testing will be completed for the site. The consultant will complete test pits, soil testing, and infiltration testing at the site to determine subsurface conditions for stormwater treatment. A geotechnical investigation report will be provided to support stormwater management design.

Task 1.5 Hydrologic and Hydraulic Modeling

The consultant will evaluate the hydrology of the drainage area to estimate the peak flows associated with up to six (6) potential design storm events (e.g., 1-, 2-, 10-, 25-, 50-, & 100-year peak flows).

Using developed flows, the consultant will produce existing and proposed conditions hydraulic models to evaluate stormwater treatment volumes, peak flow rates, and infrastructure sizing associated with the proposed facility. The existing hydraulic analysis will be created using the topographic survey. The proposed conditions hydraulic model will be created using proposed contours through the study area based on a detailed grading plan. Results from the hydraulic model will be used to inform design iterations conducted during the development of the permit ready plan development (and revised iteratively during subsequent iterations).

Task 1.6 Permit Ready Design Plans

The consultant will develop the design into permit ready engineering design documents. The consultant will prepare the permit ready plans which will be submitted to Willistown Conservation Trust.

Drawings – Drawings will be prepared in AutoCAD Civil 3D format, using in-house standards. In general, drawings may consist of the following:

- Title sheet
- Grading plan
- Site access, staging and stockpile areas
- Preliminary Sequence of Construction, details, notes
- Existing and proposed site sections
- Planting plan zones
- Planting composition and planting schedules
- Planting details
- Invasive species management plan (if applicable)

Cost Estimate - The consultant will prepare an opinion of probable construction costs. Quantity takeoffs will be based on the permit ready drawings. Estimates will reflect current prices for labor, materials, and equipment. Backup data will include quantity computations of major items and suppliers' quotations for major equipment and materials. The estimate will be prepared in Microsoft Excel.

SCOPE OF WORK

Rushton Woods Preserve Bioretention Basin

The permit ready (drawings, cost estimate), including two (2) hard copies and one (1) electronic copy (CD) will be submitted to the Willistown Conservation Trust for review. The consultants assumes that one round of comments and proposed edits by Willistown Conservation Trust will be incorporated into the permit ready plans.

Task 1.7 Erosion & Sediment Control Plan and Application

The consultant anticipates that the limit of disturbance to construct the project will be less than one acre. Therefore, we anticipate that the Soil Conservation District will review this project as Sediment Control Plan, but a NPDES permit will not be required.

The consultant will prepare an Erosion and Sediment Control Plan and application and submit the plan on behalf of Willistown Conservation Trust to the Chester County Conservation District for approval.

One copy of the application will be submitted to Willistown Conservation Trust for review and signature prior to submitting the application to the County. The consultant will address one round of administrative comments, one round of technical comments and resubmit responses to the county as required.

Task 1.8 Township Permits

The consultant anticipates that Township permits for grading may be required for the project. The consultant will coordinate with the Township Engineer and/or Zoning Officer and determine what approvals will be required for this project. Following this coordination, the consultant will prepare a submission package for these permit requests that will include Township Permit application, project plans, and relevant project documentation (e.g. H&H report).

Task 1.9 Construction Plans

The consultant will refine the design plans based on comments received after the permit agency and Willistown Conservation Trust reviews. These plans will be resubmitted to permitting agencies following revisions. The plans will be construction ready documents following the final design effort.

Drawings – Drawings will be prepared in AutoCAD Civil 3D format, using in-house standards. In general, drawings may consist of the following:

- Title sheet
- Grading plan
- Site access, staging and stockpile areas
- Erosion and sediment control plan
- E&S Sequence of Construction, details, notes
- Existing and proposed site sections
- Planting plan zones with quantities, sizes and seed application rates
- Planting composition and planting schedules

SCOPE OF WORK

Rushton Woods Preserve Bioretention Basin

Planting details
Invasive species management plan (if applicable)

Construction Cost Proposal - The consultant will prepare a construction cost proposal. The cost proposal will be prepared in Microsoft Excel.

The construction ready package (drawings, cost proposal), including two (2) hard copies and one (1) electronic copy (CD) will be submitted to the Willistown Conservation Trust.

PHASE 2 CONSTRUCTION IMPLEMENTATION AND OVERSIGHT

Task 2.1 Construction Implementation

During the Construction Phase, the contractor will construct the approved plans in accordance with permit conditions to achieve substantial completion of the project by the end of the agreed upon Construction phase end date. The consultant will provide construction management and oversight of the construction being performed by subcontractors.

Task 2.2 Project Management

The consultant will oversee performance on the project and maintain efficient communication between subcontractors, Willistown Conservation Trust, and permit agencies. The project team will:

- a. Hold a pre-construction meeting with Willistown Conservation Trust, permit agency representatives, and landowner representatives
- b. Schedule and conduct a substantial completion meeting with Willistown Conservation Trust and the construction subcontractor, generate a project punchlist and oversee its completion.
- c. Hold a project closeout meeting with Willistown Conservation Trust, permit agency representatives, and landowner representatives
- d. Generate and distribute meeting minutes for meetings;
- e. Ensure compliance with requirements established by the landowners and permit agencies.
- f. Provide Inspection Reports to document construction progress.

Task 2.3 On-Site Management

The Consultant will work with the Contractor Site Foreman to oversee the installation work. These duties will include:

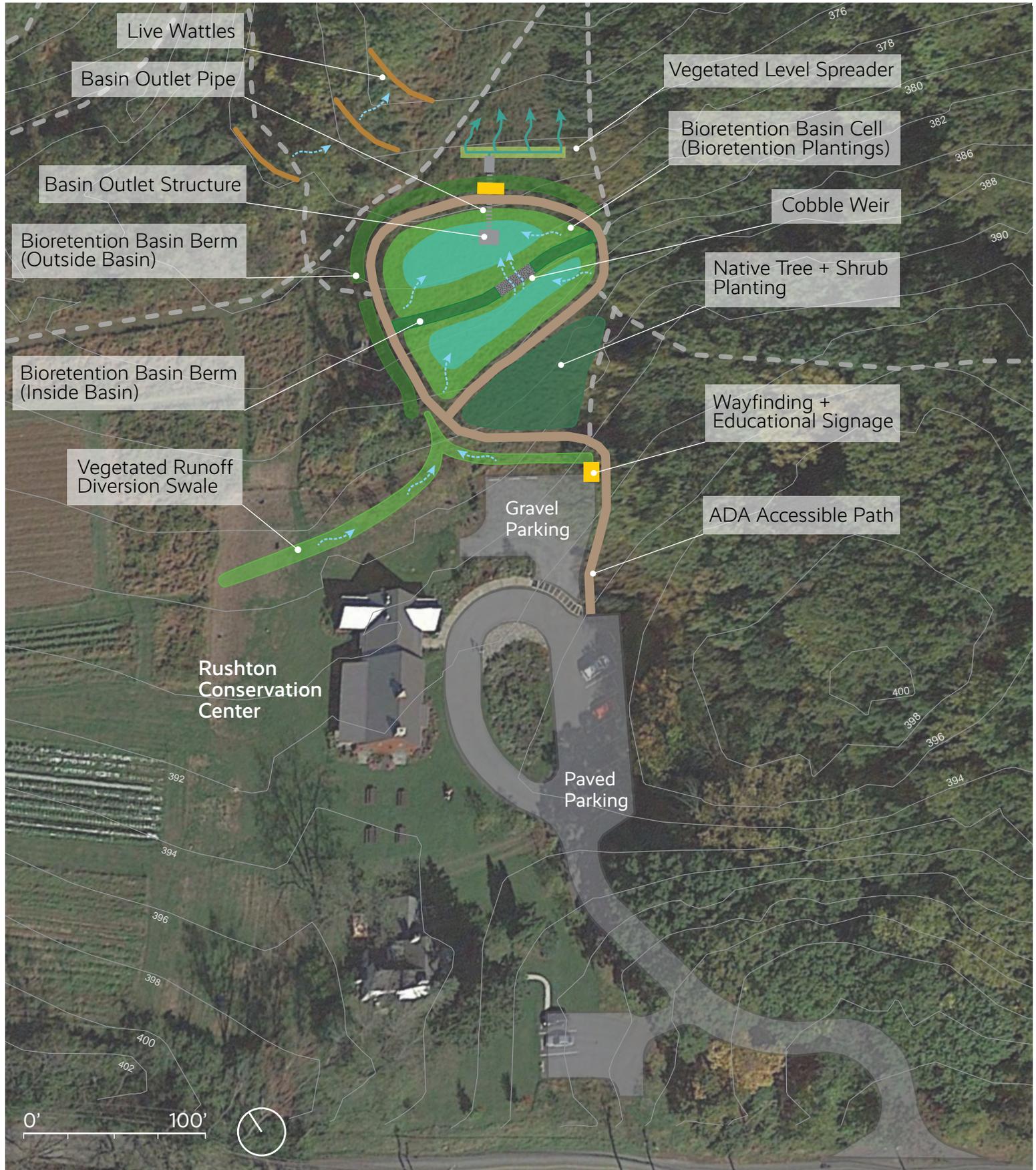
- Performing construction management and supervision with a minimum of two weekly onsite inspections;
- Working with the Contractor to maintain Quality Control; documenting this for Quality Assurance purposes in the inspection reports.
- Monitoring construction performance;

SCOPE OF WORK

Rushton Woods Preserve Bioretention Basin

- General safety monitoring;
- Ensuring that proper erosion and sediment control measures are installed and maintained;
- Checking materials used to confirm that they meet the performance criteria of the design;
- Certifying that structures installed are within the performance criteria included in the permitted designs; and
- Confirming that the plan is followed, and soil disturbance is contained within the limits of disturbance (LOD) to minimize environmental impact to the Project Area.

Willistown Conservation Trust
Rushton Woods Bioretention Basin - Rushton Woods Preserve
 Okehocking Run Watershed Enhancement Project Phase 1
 Willistown Township, Chester County



1. Site Property Area (86 acres) is privately owned.
2. Willistown Friends Meetinghouse borders Rushton Woods Preserve to the northeast.
3. This plan was prepared by Brett Long, PA Professional Engineer.