



ATC Request for Proposal (RFP) Wallkill Bridge & Boardwalk Project, NJ

Date of RFP Submission: _____

Contractor Legal Name and Address:	Contractor FEIN:	
Contractor SAM Unique Entity ID:		
Contractor Contact and Phone Number:	Bill To:	
Ship To:	FOB:	
	Terms:	

Request for Proposals (RFP)

The Appalachian Trail Conservancy (ATC) invites offerors to respond to the enclosed Request for Proposals (RFP). **Proposal responses are due** by via email to WallkillBridge@appalachiantrail.org by **5:00 PM eastern standard time September 1, 2023**. **Designers are invited to attend a pre-proposal meeting on 08/18/23.** Late submissions will not be considered. Unsigned and unresponsive proposals will be rejected. Award will be made to the firm whose proposal is highest rated technically, price and price-related factors considered.

All Architect-Engineer (A-E) Services required in this RFP shall be performed by licensed Architects and Engineers registered in the State of New Jersey.

The terms and conditions of this RFP on pages 5 through 12 plus any additional contract, specification, or other attachments constitute the entire agreement between the parties. There are no other understandings either written or oral.

Authorized Agent (ATC)

Name (print & sign): _____

Title: _____

Approval Date _____ TOTAL Amount _____

Purchase Order #: _____ **Contract #:** _____

Appalachian Trail Conservancy Harpers Ferry, WV

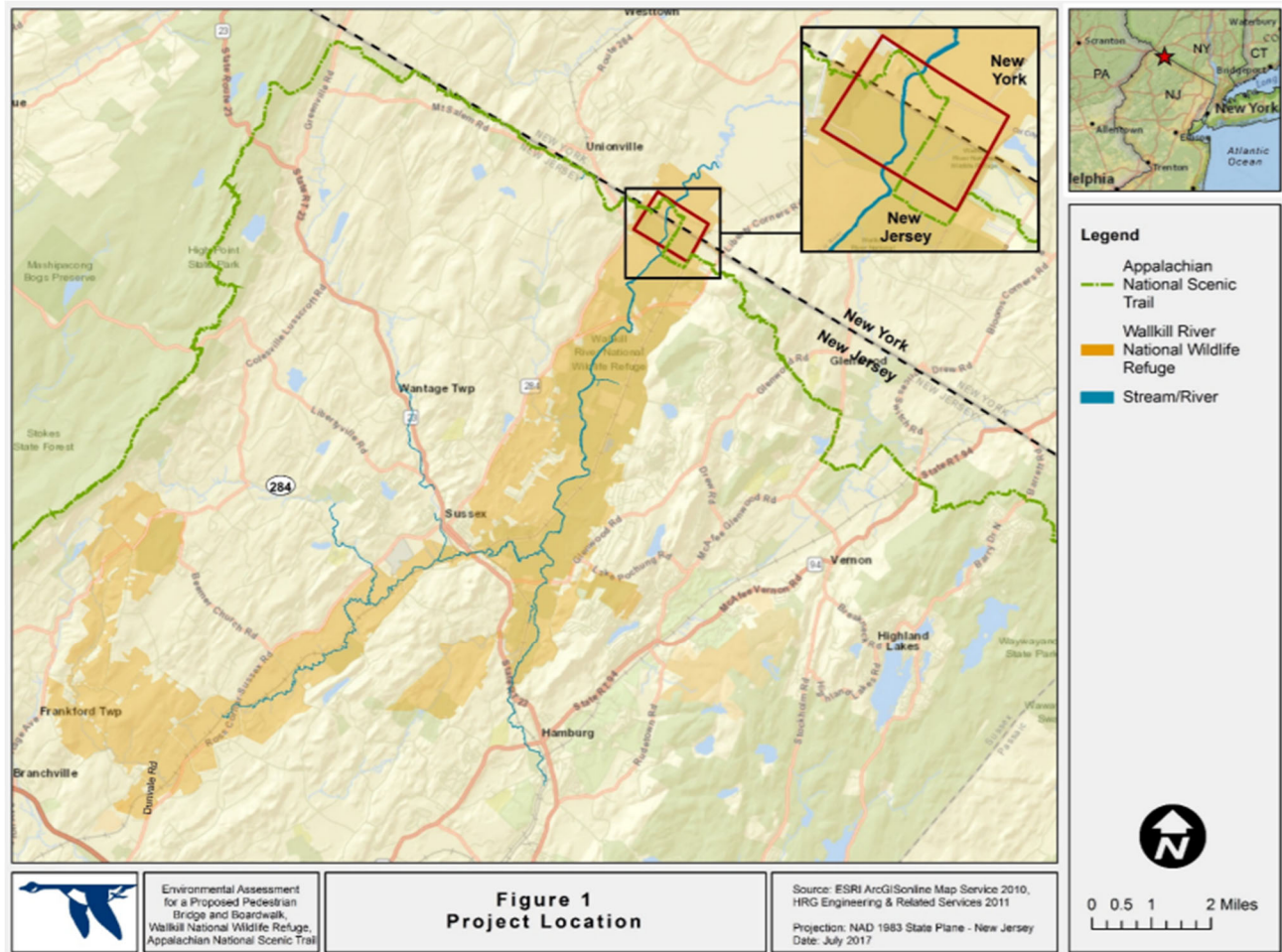
Wallkill Bridge and Boardwalk Project

DESIGN PROJECT SCOPE



APPALACHIAN TRAIL CONSERVANCY (ATC)
FISH AND WILDLIFE SERVICE (FWS)
NATIONAL PARK SERVICE (NPS)
NEW YORK-NEW JERSEY TRAIL CONFERENCE (NYNJTC)

ATC Wallkill Bridge & Boardwalk Design RFP



Wallkill River National Wildlife Refuge and Appalachian National Scenic Trail



Wallkill River

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1.0 PROJECT INTRODUCTION

1.1 Scope

In accordance with terms and conditions of the Contract, the Design Consultant perform the work of this Request for Proposal (RFP) for the Appalachian Trail Conservancy (ATC) as described below.

Architect-Engineer (A/E) Services required in this RFP shall be performed by licensed Architects and Engineers registered in New Jersey.

1.2 ATC SharePoint Project Website

Use of the ATC SharePoint Project website to host and manage project communication and documentation until Final Completion. The project website will be used for:

- Project directory
- Project correspondence
- Meeting agendas and minutes
- Contract modifications documentation and logs
- RFI (Request for Information) form and processing
- Task and issue management
- Photo documentation
- Baseline schedule, schedule updates and calendar management
- Submittal form and processing
- Drawing and specification document hosting, viewing, and updating
- Online document collaboration
- Reminder and tracking functions
- Archiving functions
- Notification of submittal and RFI statuses and current responsible party

Submit to Project Manager a list of employees needing access to the ATC SharePoint Project website. ATC will send these users an invitation to register. Once registered on the ATC website, users will be given access to the project website.

Users are required to have Internet Explorer (IE) version 7 or later and Adobe Acrobat Professional version 9 or later.

1.3 Location

The Appalachian National Scenic Trail currently approaches the Wallkill River from the west by crossing Oil City Road in Wantage, Sussex County, New Jersey, then crossing into Westtown, Orange County, New York, entering the right-of-way of northbound Carnegie Road, turning east within the right-of-way of State Line Road, crossing the Wallkill River on

the roadway bridge, continuing east on the same road, named Oil City Road east of the Wallkill River, until reaching the Liberty Loop Trail on lands within the Wallkill River National Wildlife Refuge (Refuge).

1.4 Background

For over 25 years, various agencies involved with managing Appalachian Trail (A.T.) resources have partnered and collaborated on the issue of unsafe pedestrian conditions for the A.T. and Refuge visitors. These project partners have subsequently concurred that there is a need to resolve safe ADA accessible passage on the A.T. through the heart of the Refuge and across the Wallkill River in New Jersey while maintaining a primitive trail and wildlife refuge experience. This section of the A.T. is currently co-aligned on the narrow shoulders and pavements of these roadways for approximately 1.0 mile. This is one of the longest sections that co-align with a public roadway in the entire A.T. and, with increasing vehicular traffic on these narrow roadways, the ATC is seeking a safe route for the A.T. and Wildlife Refuge visitors to traverse the waterway inside New Jersey only.

Project partners include:

- The Appalachian Trail Conservancy
- The US Fish and Wildlife Service, Wallkill National Wildlife Refuge
- The National Park Service, Appalachian Trail Park Office
- The New Jersey Department of Environmental Protection – Division of Parks and Forestry
- The New York-New Jersey Trail Conference

1.5 Description

The ATC seeks a Design Consultant to provide design, permitting, construction bid documents, and construction administration services for a new walkway trail, boardwalk, and bridge approaching and crossing the Wallkill River in New Jersey.

The new walkway trail, boardwalk, and bridge will be part of the Appalachian National Scenic Trail which currently crosses the Wallkill River on State Line Road/Oil City Rd in Orange County NY, departing from the roadway onto the Liberty Loop Trail within the Wallkill River National Wildlife Refuge. Increasing vehicular traffic on the narrow roadway has caused A.T. management partners to seek a safer alternative for A.T. and Refuge visitors to traverse this waterway within Refuge and Federal lands in New Jersey. The length of the A.T. proposed for realignment is approximately 1.3 miles. The purpose of the project is to provide A.T. and Refuge visitors with a safe and more aesthetically pleasing alternative for crossing the Wallkill River that is in keeping with the desired experience for those hiking the A.T.

1.6 Schedule

Contract selection is anticipated to occur in September 2023 and Design Notice to Proceed is anticipated to occur by October 6th, 2023. Design, permit acquisition, and completion of construction bidding documents shall be completed within 24 months of Notice to Proceed. Proposers shall submit a proposed project schedule with their proposal.

1.7 Contacts & Address:

ATC Owner's Project Representative:

Kyle Burchard, PE kburchard@mountainconsultinginc.com, 302.922.5575

ATC Regional Director:

Rachel Lettre, wallkillbridge@appalachiantrail.org, 202-985-3580

Address:

Appalachian Trail Conservancy
799 Washington Street
PO Box 807
Harpers Ferry, WV 25425

1.8 Data and Materials Provided by ATC

ATC will provide prospective Design Consultants with preliminary data and materials produced during prior study phases of the project --see attachments in [Section 3.0](#).

2.0 PROJECT REQUIREMENTS

2.1 General Requirements

2.1.1 Scope of Work and Project Summary/Requirements

The project will consist of design, permitting, and production of bidding documents for the construction of new trails, boardwalks, and a pedestrian bridge that are ADA compliant. A.T. will be realigned on both sides of the bridge, to include at-grade and above-grade boardwalk approaches to the new pedestrian bridge spanning the Wallkill River. The design will choose optimal points of connection, to the existing A.T. The bridge will be placed at an optimal point for crossing the river and connections to the approaches. The design should be aesthetically pleasing while blending into the surrounding environment and provide safe passage for all trail users.

Previous ATC experience with bridges shows that such a suspension bridge at this location does not seem viable due to access limitations and long-term maintenance considerations. It is anticipated that the design will include similarities to and design components from prior studies but is not strictly beholden to those prior studies. The proposed design must stand on its own merits and be compliant with all current permitting regulations and design standards.

The project will include, but not be limited to:

- Attendance at 1 Design Kick-off Meeting, 1 Permit Pre-Application Meeting, and approximately 12 Design Progress Meetings
- Site survey and production of topographic mapping
- Geotechnical Exploration
- Design of Trail, Boardwalk, and River Bridge
- Acquisition of all necessary Environmental Permits incl. waterway and floodplain analyses, wetland studies, habitat studies, and cultural resource investigations as required for environmental permitting
- Production of Construction Plans and Bidding Documents
- Constructability Presentation and Final Plan Review Meeting
- Preparation of 1 Preliminary Cost Estimate, 1 Final Cost Estimate, and 1 Life Cycle Cost Analysis
- Preparation of 1 Construction Baseline Schedule
- Construction Administration Services including responding to Contractor RFI's, review & approval of construction submittals, review & recommend approval of Contractor pay applications, attendance at 1 onsite pre-bid meeting, attendance at 1 virtual construction kick-off meeting, attendance at 1 onsite final site walkthrough, and attendance at approximately 12 onsite and 12 virtual construction progress meetings.
- Long Term Maintenance Schedule

2.1.2 Definition of Contract Line Items

Payment Terms - Progress payments will be based on monthly progress billing.

2.1.3 Contract

If awarded a contract, ATC will provide the contract.

2.1.4 Insurance

If awarded a contract, insurance is necessary to cover any claims or losses for which the Designer may be responsible. A Certificate of Insurance is required prior to the beginning of work and/or the start of the contract. A Certificate of Insurance is a standard form issued by the insurance company evidencing the insurance information (including policy limits and types of insurance) of its policyholder.

2.2. Design Deliverables

The following deliverables are required for ATC Review:

- *Submit 3 hard copies*
 - *submit electronic files to SharePoint drive, in both native formats and PDF*
- Preliminary Design Development (DD) Documents – For Owner Approval
 - Draft Design Development Drawings including Preliminary Type, Size & Location Plans
 - Design Calculations
 - Preliminary Cost Estimate
 - Geotechnical Report and Borings
- Copy of all Environmental Permit Applications – For Owner Approval
- 100% Draft Construction Documents (CD) – For Owner Approval
 - 100% Draft Construction Drawings
 - Final Design Calculations
 - Copy of all Permit Authorizations
 - Final Cost Estimate
 - Construction Baseline Schedule
 - 100% Draft Project Manual with Specifications and Bid Forms
 - Certification that documents have been through a Quality Control (QC) review. ATC requires documentation and submittal of QC work performed.
- Complete Stamped and Signed Construction Documents (CD) and specifications, including project manual and bid documents.
 - Upon final approval of 100% Complete Construction Documents, submit Complete Stamped and Signed Construction Documents per following table for construction, ATC archiving, and general use:

ATC Wallkill Bridge & Boardwalk Design RFP

COMPLETE STAMPED AND SIGNED CONSTRUCTION DOCUMENTS (CD)	ELECTRONIC FORMATS *	HARD COPY FORMATS
Construction Drawings **	CAD/BIM & PDF	Full-Size Paper (ANSI D)
Supplemental Design Reports (<i>if applicable</i>)	PDF	N/A
Design Calculations	PDF	N/A
drawings, specifications, calculations, and cost estimates	PDF & MS-Excel	N/A
ATC correspondence with responses to 100% Complete CD review comments	PDF & MS-Excel	N/A
*Copies of all permit authorizations, digital copy of all survey data, topographic mapping, and CAD design files		
** Construction Drawings shall be printed from native CAD (Computer Aided Design)/BIM (Building Information Modeling) equivalent software (e.g. AutoCAD .dwg or Revit. rvt). Construction Drawings printed from secondary software (e.g. Adobe .pdf) are not acceptable as they often result in off-scale product.		

2.3 Quality Control

Design Consultant shall be responsible for professional quality, technical accuracy, and coordination of designs, drawings, specifications, and other services furnished to ATC. Design Consultant, their Employees, Agents, Assignees, and Subcontractors under the contract shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services.

Design Consultant, and all subconsultants, shall demonstrate existence of a Quality Control (QC) system used for work submitted to ATC. This QC system at a minimum, shall include:

- Coordination of drawings and specifications within each discipline and between disciplines.
- Verification that documents to be submitted are accurate and correct.
- Checklists for internal review of drawings, specifications, calculations, and cost estimates.
 - Required documents for each submission are included and complete per contract requirements.
 - Required documents have been through a QC review. ATC requires documentation and submittal of QC work performed.

2.4 Format of Proposal

Proposals from Design Consultants shall be structured to provide the following information, at a minimum:

- Professional Qualifications
- Related and Representative Work History
- Narrative for design rationale, permitting strategies, and technical procedures.
- Cost Proposal for Design, Permitting, Construction Documents, and Construction Administration Services
- Billing Methods

2.4.1 Cover Letter

The consultant shall provide a cover letter with the following items:

- A statement demonstrating the Consultant's understanding of the work to be performed.
- A statement that the firm/team meets the necessary qualifications to perform the work necessary for this project.
- The contact information of the firm's Project Manager, or individual who is to serve as the main point of contact for this project.
- A clear statement of the firm's principals and employee's relationship(s) with officials and employees ATC, if any.
- The cover letter shall be signed by the Consultant's Representative who is authorized to negotiate and contractually bind the firm with ATC regarding the requested services.

2.4.2 Profile of the Firm/Team

The Consultant shall provide a brief statement indicating the firm's experience in conducting work sought by this RFP. The profile shall include:

- A statement of the firm's experience in conducting work of the nature sought by this RFP. Advertising brochures may be included as support of this statement.
- The address of the firm's office where the Project Manager is located.
- The address of subconsultant's offices, if applicable.
- Resumes of staff and subconsultant staff that are proposed to conduct the work outlined and the specific duties of each person relative to the proposed work.
- Three (3) references from projects that were completed with similar work outlined in this RFP. Contact information for references shall include name, title, organization, phone number, mailing address, and email address.

2.4.3 Explanation of Work

The proposal shall include a detailed description of the methods and procedures the firm will use to perform the work. Inclusion of examples of similar work is encouraged.

2.4.4 Work Schedule

The project work schedule shall include time frames for each major work element outlined in the Explanation of Work, target dates for public meetings, if any, and dates of completion for the Preliminary Design, Permit Applications and anticipated review durations, Final Design, and bidding process.

2.4.5 Proposed Cost

The cost proposal for all project expense shall be organized and itemized by proposed work items in your Explanation of Work and Project Schedule. Include reimbursable expenses that will be claimed.

For each person assigned to the project, the cost proposal shall include the title / rank (organizational level) of the person in the organization, their hourly rate for billing, and the minimum number of hours to be performed on the project.

The itemized costs shall be totaled to produce a contract price. If awarded the contract, a proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended by the ATC to allow for additional costs.

If awarded a contract, the firm may not change the staffing assigned to the project without approval by ATC. However, approval will not be denied if the staff replacement is determined by ATC to be of equal ability or experience to the predecessor.

The method of billing shall be stated.

3.0 ATTACHMENTS

- 3.1 2018 Wallkill River Appalachian Trail Re-Route Environmental Assessment
- 3.2 2014 EAEST Wetland Delineation Report & Combined Wetland Appendices
- 3.3 2011 HRG ANST Trail Location Study
- 3.4 1984 MTA Geotechnical Soils & Foundation Investigation