

# PROPOSAL

*to provide*

## PROFESSIONAL CONSULTING SERVICES

Prepared for:

**LACKAWANNA COUNTY**

*In Response to RFP for Scranton and Wilkes-Barre Bicycle-Pedestrian Network Plan*

Proposal Due: July 27, 2018

Proposal No.: P01472MS.W18

**Proposal Point of Contact:**

Stephanie Milewski, RLA

smilewski@barryisett.com

570.285.8177



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525 Main Street, Suite 200, Stroudsburg, PA 18360  
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(CTC) 1504 South Street, Philadelphia, PA 19146



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610.935.2175  
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717.795.8575  
215.545.1076



610.481.9098  
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# *A – Letter of Transmittal*



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July 27, 2018  
Project #P01472MS.W18

Lackawanna County  
Gateway Center  
Attention: Transportation Planning Manager  
135 Jefferson Avenue – 2<sup>nd</sup> Floor  
Scranton, PA 18503

**RE: LETTER OF TRANSMITTAL**

Proposal to Prepare a Bicycle Study of Downtown Scranton and Wilkes-Barre

Barry Isett & Associates, Inc. (Isett), a local multi-discipline engineering firm with strengths in trail, park, and recreation planning and design, is pleased to prepare this proposal in association with Campbell Thomas & Company (CTC), a highly-regarded Philadelphia-based architectural and planning firm with an award-winning record in “green” transportation; multi-use trail planning, design, and construction; community planning and revitalization, accessibility, historic preservation, and practical design and construction.

We understand that the Lackawanna County Planning Commission, on behalf of the Lackawanna Luzerne Metropolitan Planning Organization (LLMPO), wishes to engage a consultant to identify a safe and efficient bicycle/pedestrian trail network for downtown Scranton and Wilkes-Barre which can serve as a catalyst for economic development. The 12-month project will require collection of data and an analysis of existing and newly-collected data, input from the public, mapping, the development of an action plan, and (based on stakeholder input) the preparation of a final plan. Funded in part by a grant from the Community Conservation Partnership Program administered by the Pennsylvania Department of Conservation and Natural Resources (DCNR) Bureau of Recreation and Conservation and the Pennsylvania Department of Community and Economic Development (DCED), the selected consultant must meet departmental requirements and standards.

Our team meets all of the consultant qualifications stipulated in the Request for Proposal. As project manager of the team on behalf of Isett, and as the former Trail Manager and Environmental Program Officer of the Lackawanna Heritage Valley National and State Heritage Area, I have extensive experience in trail planning, goal setting, developing, and implementing public participation techniques, recreation facilities management and operations, and preparing master site development plans. Our consultant, CTC, has prepared numerous bicycle/pedestrian studies, including those for the Borough of Gettysburg and the Mercersburg Area Council for Wellness in Franklin County.

An additional strength I bring to the team is my thorough knowledge of both the region and the objectives, history, and funding of the LLMPO through my role on its advisory committee. I am responsible for the preparation of this proposal and will be the project manager of our team, working from Isett's Wilkes-Barre office. My office number is (570) 285-8177. My email is [smilewski@barryisett.com](mailto:smilewski@barryisett.com).

I hope to have the pleasure of discussing our proposal with the selection committee.

Sincerely,

A handwritten signature in black ink, appearing to read "Smilewski".

Stephanie Milewski, RLA  
Project Manager



## ***B – Team Profile***

Barry Isett & Associates, Inc. (Isett) is a multi-discipline engineering firm with strengths in trail, park, and recreation planning and design. An employee-owned company with an office in Wilkes-Barre, our in-house capabilities include landscape architecture, civil engineering, planning; park, trail, and recreation planning and design; the development of Geographic Information Systems (GIS), construction cost estimating, structural engineering; mechanical, electrical and plumbing engineering; forensic engineering, code services, and construction inspection.

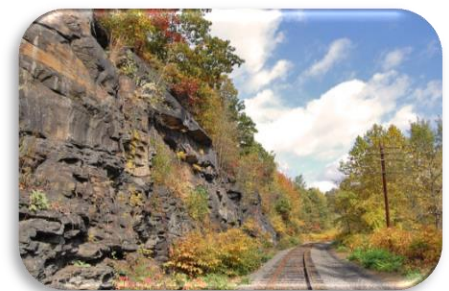
For this project, Isett is pleased to team with Campbell Thomas & Company (CTC), a highly-regarded Philadelphia-based architectural and planning firm with an award-winning record in “green” transportation; multi-use trail planning, design and construction; community planning and revitalization, accessibility, historic preservation, and practical design and construction.

Most recently, the Pennsylvania Environmental Council presented the 2018 Curtin Winsor Award to CTC partner Robert P. Thomas “in recognition of vision, commitment, and life-long achievement.” Other awards of note include:

- **The 2012 Bicycle Coalition of Greater Philadelphia 40<sup>th</sup> Anniversary Award** for work in planning many of the trails that comprise “The Circuit,” Greater Philadelphia’s 750-mile trail network.
- **The 2011 National “Rail-Trail” Champion Award** recognizing Robert Thomas’ decades of service in developing a regional trail network.
- **The 2010 Bicycle Friendly Business Award** (silver level) accorded by the League of American Bicyclists in recognition of the firm’s commitment to an active, healthy, and socially responsible business through the promotion of the bicycle for the firm and the community at large.

Isett’s project manager, Stephanie Milewski, RLA, developed a close working relationship with CTC in her former position as the Trail Manager and Environmental Program Officer for the Lackawanna Heritage Valley National and State Heritage Area (LHV).

As a member of the Lackawanna Luzerne MPO Transportation Advisory Committee and as a project manager for Isett, Ms. Milewski is delighted to bring CTC’s outstanding resources to the project. Her on-the-ground knowledge of the MPO’s objectives,





history, and funding along with her trail background and local connections coupled with CTC's extensive experience in pedestrian and bicycle network planning that serves as a catalyst for economic development make ours an outstanding team.

The team will be led from Isett's Wilkes-Barre office located at 1170 Highway 315, Suite 2 (pictured above).

## Projects That Demonstrate Our Team's Capabilities

### Lackawanna River Heritage Trail & Greenway Feasibility Study

Stephanie Milewski worked with CTC on behalf of the client in a Pennsylvania Department of Conservation and Natural Resources (DCNR) funded project to determine potential alignments and alternatives for the Lackawanna River Heritage Trail, a multi-use trail and greenway following the banks of the Lackawanna River from Pittston, through Scranton, to Carbondale, PA. Working closely with Robert Thomas, AIA, the founding principal of CTC, and his associates, she was impressed by the team's passion for excellence and understanding of trail requirements demonstrated throughout the project. Bob personally bicycled over proposed routes to understand the complexities. Recommended trail segments include shared utility access drives, abandoned railroad grades, on-street bicycle facilities in town centers, and the tops of Army Corps of Engineers flood control levees. Between Pittston and Taylor, the feasibility of constructing rail-with-trail alongside an active freight railroad was investigated. *Data and insights gained as a result of this study will be useful in the Scranton portion of the study.*



### Gettysburg Inner Loop-Greenway Master Plan

Healthy Adams Bicycle/Pedestrian, Inc., in partnership with Gettysburg Borough, raised funds from community supporters to prepare a Master Plan with a goal of promoting and improving the borough's pedestrian and bicycle network and improving access to the community's traditional downtown business center. CTC was a team member that studied conditions and developed the plan. The general approach was to map the borough and identify appropriate existing rights of way and corridors that could be improved to form an efficient and safe pedestrian/bike network. Recommended improvements included both aesthetic, such as curbs, pavement and landscaping, and engineered improvements such as safety features and stormwater management. The final plan included narrative recommendations and specifications as well as maps of the proposed network and illustrations of the vision of the future appearance of the community.



### Upper Merion Township Bicycle/Pedestrian System Study

Funded by the township, CTC gathered information and input for the potential path/bike/trail system to link community amenities and

## Team Profile



presented to officials and the public initial findings of legal feasibility, usage feasibility, and location feasibility. CTC prepared a report on final study results and developed a conceptual Pedestrian Network, Bicycle Network, and Greenway/Multi-use Trail Plan.

#### Dallas Township Park Master Plan

Ms. Milewski was the project manager in this DCNR-funded project which, in a collaborative public participation process, evaluated the existing resources of the township park, created a plan for future improvements, sought to protect the Toby Creek and other natural features, and reviewed the parks connectivity to the surrounding neighborhood. Ms. Milewski was involved with the public participation process: led the study committee meetings, assisted with public design charrette, co-presented at public presentation, and developed and implemented an electronic survey. The plan was completed in the spring of 2018.

#### Jackson Township Park Master Plan

The park, which serves 4,600 residents in the Back Mountain Region, features a paved walking trail, playground, multipurpose fields, and a pavilion. Ms. Milewski was the project manager in developing a park master plan which is being used as the basis to apply for DCNR grant funding. She was heavily involved in organizing, implementing, and analyzing data collected from public participation and coordinating with DCNR.

### **Introducing Our Project Team**

Complete resumes are available upon request.

#### Stephanie Milewski, RLA – Project Manager

A substantial portion of Ms. Milewski's career, as well as her personal passion, have revolved around trail design, development, and maintenance. Joining Isett in 2015—following a nearly eight-year career as the Trail Manager and Environmental Program Officer for the Lackawanna Heritage Valley National and State Heritage Area—she is the vice president of the North Pocono Trails Association, serves on the planning committee of the Northeast PA Trails Forum, and is a member of the Lackawanna Luzerne MPO Transportation Advisory Committee. A graduate of Penn State University with a Bachelor's Degree in Landscape Architecture, she will be the primary liaison with Lackawanna County and will manage all aspects of the project.

#### Robert Thomas, AIA – Partner, CTC

Mr. Thomas' extensive experience in the design of greenway planning, bicycle, and public transportation projects plus his previous work with Ms. Milewski on the feasibility study for the Lackawanna River Heritage Trail gives him a thorough understanding of your project. His professional affiliations include: past president of the Bicycle Coalition of the Delaware Valley,



## **Team Profile**

former membership in the PennDOT Southeast PA Bicycle Task Force, past chair of the Schuylkill River Greenway Association, and membership in the Delaware Valley Regional Planning Commission (DVRPC) Regional Trails Council. In this project he will play a key role in developing a connectivity plan, participate in the review of existing and newly-collected data, assist with public meetings, and work with Ms. Milewski in developing an action plan. Mr. Thomas holds both a Master of Architecture and Bachelor's in Architecture from the University of Pennsylvania.

Thomas DeAngelo, PE – Civil Engineer, Isett

A 2011 graduate of Penn State University with a Bachelor's in Civil Engineering, Mr. DeAngelo is a two-year veteran of Isett. He will conduct inventories of the existing network and assisting barriers along the route and will provide input concerning proposed network routes. A member of the Jackson Township Park Master Plan team, Mr. DeAngelo has designed pedestrian crosswalks that feature pedestrian-activated flashing beacons, signage, pavement markings, and ADA ramps, and he has provided engineering in many streetscape and roadway improvement projects.

Harry Murray, NCARB, RA – CTC

Mr. Murray is a project manager, trail designer, and architect who holds a Bachelor of Architecture form Virginia Polytechnic Institute. He will assist with preparing design alternatives and assist with the development of the action plan.

Douglas Maisey – Project Designer/Planner, CTC

Mr. Maisey has been a member of project teams involved with trail feasibility studies for the 911 National Memorial and the Flight 93 to Johnstown Trail. His duties with CTC include in-depth research of relevant background information, preparing planning goals and objectives, and analyzing potential alternatives – all roles that he will assist with in this project. His degrees include Master of Urban Planning and Policy from the University of Illinois at Chicago and a Bachelor's in Recreation and Tourism from the University of Vermont.

Robert Korp, AICP, LEED AP – Planner, Isett

An Isett company shareholder, Mr. Korp is the former planning director for Lehigh County, where he served on the Lehigh Valley Transportation Study. He will be responsible for the review of local regulations and the review and making recommendations concerning model ordinance and land development regulations.



## *Team Profile*

Timothy Sisock, CSI, CCCA – Project Manager, Construction Services, Isett

Mr. Sisock joined Isett in 2011 after earning his master's in construction management from Philadelphia University. He also holds a Bachelor of Science in Architecture from Temple University. His duties at Isett include project management, construction administration, and construction observation; cost estimating, and the preparation of construction documents. He will provide cost estimates for this project.

Scott Grundowski – Designer/GIS Specialist, Isett

Mr. Grundowski joined Isett's Landscape Architecture group in 2015 to assist with landscape design, construction documentation, the development of conceptual renderings, GIS mapping, and the preparation of presentation materials, roles he will assist with in this project. His experience includes work on a feasibility study for the Back Mountain Trail and Master Plans for parks in Fairview Township, Dallas Township, Kingston Township, and the City of Reading. A graduate of Penn State University, he holds a Bachelor's in Landscape Architecture.

Mary Himmelberger – Grants Writer, Isett

Ms. Himmelberger will work with the team to identify potential funding sources for a phased project implementation. Since joining Isett in April 2015, she has generated more than 14-million-dollars in funding for grant clients.

**Team References – Isett**

Mr. Grant William, Vice-Chair, Board of Supervisors, Dallas Township

- Prepared Master Plans for Dallas Township Park and Kunkle Park.
  - Applied for grants from DCNR, DCED, and DEP for Phase I Playground Improvements of Dallas Township Park.
  - Developing plans, specs, and bid package for Phase I Playground Improvements to be bid out late summer.
- Tel: (570) 674-2007

Mr. John Jay Wilkes, Jr., Chair, Board of Supervisors, Jackson Township

- Prepared Master Plan for Jackson Township Park and applied for Phase I Improvements from DCNR and DCED.
  - Working with Township and local stormwater authority to develop first "Stormwater Park" in the newly formed multi-municipal stormwater initiative.
- Tel: (570) 675-8371  
Email: [jay@jacksontwpluzco.com](mailto:jay@jacksontwpluzco.com)

Mr. Daniel Rutledge, Vice-Chair, Board of Supervisors, Damascus Township

- Currently developing Master Plan for municipal park, new municipal building and public works facility.
  - Applied for Phase I improvements to park. About to embark on plans, specs, and bid package for improvements.
  - Working with township to develop phasing plan and funding strategy to implement new municipal facilities, including multi-municipal emergency response facility.
- Tel: (570) 224-4410  
Email: [rutexc@verizon.net](mailto:rutexc@verizon.net)

## **Team References – CTC**

### David Brickley, Founder and Chairman Emeritus, September 11th Natl. Memorial Trail Alliance

- Prepared the 2014 DCNR-funded detailed alignment study for the Cross-Pennsylvania Route of the 9/11 Memorial Trail between Delaware Water Gap, Allentown, Reading, Flight 93 National Memorial, and the Great Allegheny passage.
- Extensive service on the Board of Advisors, leading tours, and promoting the Trail to communities on the route and to connecting trail organizations.

Tel: (703) 628-5007

Email: 911trail@comcast.net

### Todd Burns, Township Supervisor, Greene Township, Franklin County

- CTC prepared the Conococheague Trailway Feasibility Study through Greene Township, Guilford Township, and Chambersburg Borough in Franklin County to link towns and countryside with the Appalachian Trail.
- CTC prepared an Economic Development & Adaptive Reuse Report of Historic Buildings at Corker Hill in Green Township, PA.

Tel: (717) 263-9160

Email: toddb@twp.greene.franklin.pa.us

### Gwen Loose, Project Coordinator, York County Rail-Trail Authority

- Prepared the DCNR-funded feasibility study for the Grand History Trail between Gettysburg and Hanover PA, studying alternate potential greenway and open space corridors including routes through town centers
- Prepared the county-wide York County Trail Plan, which entailed locating numerous greenways and areas of desirable open space, and planning links through the towns.

Tel: (717) 428-0999

Email: info@yorkcountytrails.org

## **Why We Are the Team of Choice**

We are a highly-experienced team with feet-on-the-ground knowledge of the project site.

As a member of the Advisory Committee of the Lackawanna Luzerne MPO, project manager Stephanie Milewski has an in-depth understanding of the objectives of this project. She has been interested in this project for many years, as undertaking a bicycle study had been under discussion during her tenure as the Trail Manager of the Lackawanna Heritage Valley National and State Heritage Area.

Since starting his firm in 1976, Robert Thomas has been involved with the design and planning of scores of greenway and pedestrian and bicycle trail projects, many of them award-winners. As a lifelong biking enthusiast who has organized tours for groups like the Sierra Club (Eastern PA Region), he has a personal understanding of the requirements and elements of a safe and effective bicycling network. CTC looks to Isett to provide project management, which allows them to fit this exciting and important project into their current work load.

Isett is proud to team with CTC, a world-class expert in the kind of study you plan to undertake. Our local knowledge of the area and qualified in-house staff coupled with CTC's specific expertise will produce a study that will provide the framework for future development for years to come.

We look forward to discussing our proposal with the selection committee.

***Team Profile***





# ***C – Methods & Procedures***

## **Methods and Procedures**

The Lackawanna Luzerne Metropolitan Planning Organization (LLMPO) has put an emphasis on multimodal transportation. This study will focus on the alternative transportation of the cyclist and pedestrian. The Isett Team proposes the following study process to identify a safe, efficient, and equitable bicycle and pedestrian network within the cities of Scranton and Wilkes-Barre. The proposed network will follow federal and state guidelines for bicycle and pedestrian facilities, such as the PennDOT Bicycle Facilities design and the Federal Highway Administration Small Towns and Rural Multi-modal Networks. The study process will follow the guidelines set forth by the Pennsylvania Department of Conservation and Natural Resources (DCNR).

## **Public Participation Process**

Public participation is critical to the successful development and long-term community support of the final study. As a result, the Isett Team will take the time to ensure the process involves the community at critical planning stages, so the recommendations clearly develop from community ideas. Isett will utilize a variety of public participation methods to solicit this information and follow the guidelines established in DCNR's Public Participation Guide. At the onset of the project, the Isett Team will work with the Lackawanna and Luzerne County Planning Offices to finalize the public participation techniques to be used in the planning process. The team suggests six study committee meetings, three public meetings, four to six focus group meetings, and a survey/questionnaire made available in both electronic and paper format. During the public workshops, stations will be set up with maps for six to eight community members to gather around and discuss the project with a project team member. We have found that people are more willing to speak in small group settings than in a large public meeting format.

Based on input received from the community workshops and interviews, the Isett Team will prepare a summary of ideas and concepts identified during the public participation process. The team will gather and prepare information generally about the community and, more specifically, the network to provide a general overview of the project in the narrative report.

The Isett Team utilizes the public planning process on all projects. The Philmont Avenue Corridor Feasibility Study analyzed the linkage between the town center, greenway, and transportation hubs. As dedicated, objective professionals recognized for their diplomacy, Campbell Thomas worked with the community and public agencies bringing together people at public meetings, generating ideas through discussion, interview, and surveys. The Upper Merion Township Bicycle Pedestrian System Study gathered input from citizens on the potential bike/ped system that would link parks, natural areas, neighborhoods, business districts, and adjacent municipalities.

## **Inventory Existing Data and Related Plans**

The Isett Team will collect data through several methods. Team members will have "boots on the ground" analyzing existing conditions, documenting advantages and disadvantages, and collecting data on existing bicycle and pedestrian usage. Downtown circulation patterns and existing trails will be studied to determine the improvements necessary to provide a cohesive bicycle and pedestrian

network for alternative bicycle transportation and equitable transportation between points of interest and population centers, including underserved populations. Team members will also review existing plans / studies and inventories from local watershed organizations, heritage areas, planning organizations, and the county planning offices. Grey infrastructure features and facilities will be documented, including but not limited to: transportation and utility corridors and related facilities, recreation facilities, cultural and historic sites, population centers and destinations, and proposed / future development.

The Isett Team members are known for getting their boots on the ground. A major component of the Big Slackwater trail section within Chesapeake & Ohio Canal National Historical Park included staff members hacking their way through 1.5 miles of underbrush to ensure the proposed trail alignment and grades would work. As a part of the Lackawanna River Heritage Trail Feasibility Study, Campbell Thomas and Ms. Milewski hiked and/or biked every mile of the proposed 40-mile trail route.

### **Analyze Data and Develop Proposed Greenways Network Vision**

After collection of the data, the Isett Team will work with the Lackawanna and Luzerne County planning offices, members of the LLMPO, and the public to develop a vision for the bicycle and pedestrian network. Criteria, values, and priorities will be established to analyze the data. Destinations, or hubs, will be identified. The hubs will consist of commercial districts, business centers, tourist destinations, parks and recreational facilities, open space, and natural areas. Corridors, or linkages connecting the hubs, will be identified. The network of linkages will include existing and proposed local and long-distance trails and streets.

Campbell Thomas was asked to investigate ways to improve bicycle, pedestrian, and transit connections into and out of the Delaware County entrances of the John Heinz National Wildlife Refuge in Tinicum. Data was analyzed and three connections to the Wildlife Refuge were proposed.

### **Mapping**

The Isett Team will utilize descriptive maps to illustrate the proposed network. Points of interest and proposed corridors will be identified. Potential barriers will be highlighted. Location of both existing and proposed bicycle and pedestrian facilities will be identified. The entire study process will be documented with Geographic Information System (GIS) mapping following state, DCNR, and LLMPO standards.

Mapping is a key tool in planning. A large GIS project completed by the Isett Team was for the Hazleton Water Authority. Isett was brought on board to compile GIS data, CAD plans, and miscellaneous data into a single source GIS database. Campbell Thomas was hired for The Gettysburg Inner Loop to map the entire borough in order to identify appropriate existing rights-of-way and corridors that could be improved to form an efficient and safe bike/ped network.

### **Develop Action Plan**

Once the final bicycle and pedestrian network has been identified, the Isett Team will work with the Lackawanna and Luzerne Planning Offices to develop an action plan to implement the network over the next 10 years. Action steps and key milestones will be identified. Estimates for the network will be prepared. Key partners will be identified by their roles and responsibilities in implementing the network. A phasing plan and potential funding sources will be proposed.

## ***Methods & Procedures***



The Macungie Trail Master Plan included a phasing plan to implement the trail network. The first phase connected two parks with neighborhoods. Isett was instrumental in obtaining funds for the first phase of the project, developing plans, specs, permitting, and approvals, and overseeing construction. The project was built within budget in 2007. Isett continues to work with the borough on the next phases of the network.

### **Prepare Final Plan**

Using information gathered and analyses produced in the previous tasks and in accordance with comments received from the committee and the community, Isett will prepare a draft report that describes the study methodology, findings, and recommendations, and include required mapping. This draft will contain both narrative and graphic recommendations.

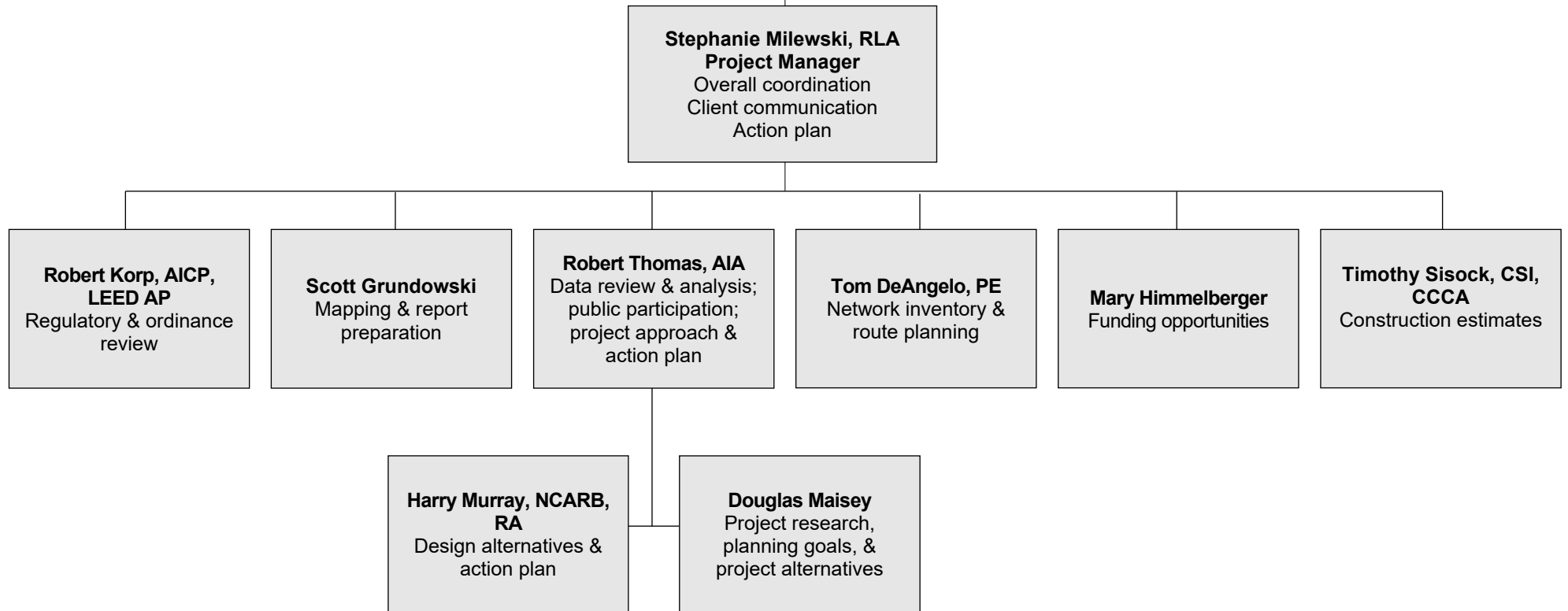
Isett will provide an electronic version of the draft report to the planning offices of Lackawanna and Luzerne Counties and DCNR. Upon approval by the Counties and DCNR, Isett will submit the final report.

### **Grantsmanship**

As an added value service, Isett provides our clients with grant writing services. As a part of the bicycle and pedestrian network planning process, Isett will help the LLMPO determine which funding opportunities may be available to fund the project. The Isett team will work with LLMPO to submit an application for funds to implement the first phase of the network. Isett will prepare the application, provide cost estimates, outline required support documentation, and facilitate the submission in a timely manner.



## ***D – Organization Chart***



*Team Organization Chart*



## ***E – Project Timeline***

The schedule proposed below is based on an anticipated 12-month planning process. This takes into account time required to meet the public participation process. *The Isett Team will work with the Lackawanna and Luzerne County Planning Offices to customize the schedule, as required, to meet your project goals and needs.*

- A. Study Committee Meeting #1 – Kickoff, goals, and objectives/project schedule.....Month 1
- B. Document Review and Data Collection .....Month 1 / Month 2 / Month 3
- C. Base Mapping.....Month 1
- D. Field Reconnaissance & Usage Data Collection .....Month 2 / Month 3 / Month 4
- E. Study Committee Meeting #2 – Network Vision/Criteria/Values/Priorities.....Month 3
- F. Public Workshop.....Month 3
- G. Demographics & Partner Study .....Month 3 / Month 4
- H. Opportunities and Constraints .....Month 4 / Month 5
- I. Study Committee Meeting #3 .....Month 5
- J. Key Person Interviews.....Month 4 / Month 5
- K. Public Meeting #1 .....Month 5
- L. Design Considerations.....Month 6
- M. Preliminary Alignment Plans.....Month 6 / Month 7 / Month 8
- N. Study Committee Meeting #4 .....Month 7
- O. Final Alignment Plan.....Month 9 / Month 10
- P. Cost Estimate .....Month 9 / Month 10
- Q. Public Meeting #2 .....Month 9
- R. Study Committee Meeting #5 .....Month 9
- S. Draft Report .....Month 11
- T. Client Review.....Month 11
- U. Study Committee Meeting #6 .....Month 11
- V. Final Report .....Month 12

*Subject to change based upon contract award, client availability, and weather.*



***F – Cost***

**LACKAWANNA LUZERNE METROPOLITAN PLANNING ORGANIZATION  
DOWNTOWN SCRANTON AND WILKES-BARRE BICYCLE PEDESTRIAN NETWORK STUDY  
Cost Proposal**

TASKS	Project Manager/ Landscape Architect	Alternate Transportation Planner / Architect	Civil Engineering	Trail Designer / Architect	Project Designer / Planner	Planner	Cost Estimating / Construction Management	Designer / GIS Specialist	Grantsmanship	Admin/Support Staff	Subtotal Per Subtask		Subtotal Per Task
	(Milewski)	(Thomas)	(DeAngelo)	(Murray)	(Maisey)	(Korp)	(Sisock)	(Grundowski)	(Himmelberger)		Labor	Expenses	
<b>Public Participation Process</b>													<b>\$30,460</b>
Steering Committee Meetings (6)	24	36						24		6	\$8,760		
Public Meetings (3)	12	18		18	18			12		3	\$9,210		
Focus Group Meetings (4-6)	16	30									\$6,560		
Survey / Questionnaire	16							24			\$3,680		
<i>Expenses:</i>													
<i>Travel</i>												\$2,250	
<b>Inventory Existing Data and Related Plans</b>													<b>\$38,130</b>
Field Reconnaissance	24	24	24	12	24			24			\$14,580		
Existing Bike/Ped Usage	8	8		8	16			48			\$8,520		
Existing Plans & Inventories	8	4		8	16			16			\$5,320		
Existing GIS Data Collection	4	4		2	16			24			\$4,830		
Demographics	6	4		2	4			6			\$2,410		
Partner Inventory	8	4		2	4			4			\$2,470		
<i>Expenses:</i>													
<i>Travel</i>												\$0	
<b>Analyze Data and Develop Proposed Greenways Network Vision</b>													<b>\$14,890</b>
Bike/Ped Network Vision	4	6		2	2	1					\$1,960		
Network Criteria, Values, and Priorities	4	6		4	2	1					\$2,190		
Opportunities and Constraints	6	6	12	4	8	2		8			\$4,980		
Hubs and Linkages	8	10	8	4	8	2		12			\$5,760		
<i>Expenses:</i>													
<i>None anticipated</i>												\$0	
<b>Mapping</b>													<b>\$26,340</b>
Base Mapping	8	4	4	2	16			24			\$5,670		
Opportunities and Constraints Map	6	6	8	2	24			30			\$7,450		
Preliminary Alignment Plans	12	8	4	4	24			36			\$8,740		
Final Alignment Plan	4	2	2		16			24			\$4,480		
Methods											\$0		
<i>Expenses:</i>													
<i>None anticipated</i>												\$0	



**LACKAWANNA LUZERNE METROPOLITAN PLANNING ORGANIZATION  
DOWNTOWN SCRANTON AND WILKES-BARRE BICYCLE PEDESTRIAN NETWORK STUDY  
Cost Proposal**

TASKS	Project Manager/ Landscape Architect	Alternate Transportation Planner / Architect	Civil Engineering	Trail Designer / Architect	Project Designer / Planner	Planner	Cost Estimating / Construction Management	Designer / GIS Specialist	Grantsmanship	Admin/Support Staff	Subtotal Per Subtask		Subtotal Per Task
	(Milewski)	(Thomas)	(DeAngelo)	(Murray)	(Maisey)	(Korp)	(Sisock)	(Grundowski)	(Himmelberger)		Labor	Expenses	
<b>Develop Action Plan</b>													<b>\$18,425</b>
Action Steps / Milestones	12	8	4	4	12			8			\$5,300		
Partner Responsibilities	8	6	3	2	8	2		8			\$4,070		
Opinion of Probable Cost	4	4	2	1	6		16	6			\$4,075		
Phasing	8	6	2	4	12			16			\$4,980		
Expenses:													
<i>None anticipated</i>												\$0	
<b>Prepare Final Plan</b>													<b>\$19,830</b>
Draft Report	24	18	4	8	16	2		36		8	\$12,060		
Final Report	16	8	2	6	12			24		12	\$7,770		
Expenses:													
<i>None anticipated</i>												\$0	
<b>Grantsmanship</b>													<b>\$0</b>
Grant Writing Services									24		\$0		
Expenses:													
<i>None anticipated</i>												\$0	
Subtotal of Hours Per Person	250	230	79	99	264	10	16	414	0	29			
Billing Rates	\$110.00	\$160.00	\$100.00	\$115.00	\$100.00	\$130.00	\$100.00	\$80.00	\$99.00	\$60.00			
Total Labor	\$27,500.00	\$36,800.00	\$7,900.00	\$11,385.00	\$26,400.00	\$1,300.00	\$1,600.00	\$33,120.00	\$0.00	\$1,740.00	\$147,745		
Total Expenses												\$2,250	
<b>Total Labor &amp; Expenses</b>													<b>\$149,995</b>

Isett will invoice on a monthly basis as substantial portions of the work are completed.



# ***G – Certificate of Insurance***



BARRISE-01

LHILLIARD

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/14/2017

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> <b>Ames &amp; Gough</b> 8300 Greensboro Drive Suite 980 McLean, VA 22102	<b>CONTACT NAME:</b> <b>PHONE</b> (A/C, No, Ext): <b>(703) 827-2277</b> <b>FAX</b> (A/C, No): <b>(703) 827-2279</b> <b>E-MAIL ADDRESS:</b> <b>admin@amesgough.com</b>
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>
	<b>INSURER A :</b> <b>Travelers Indemnity Co. of America A++, XV</b> <b>25666</b>
	<b>INSURER B :</b> <b>Travelers Indemnity Company, A++, XV</b> <b>25658</b>
	<b>INSURER C :</b> <b>Phoenix Insurance Company A+, XV</b> <b>25623</b>
	<b>INSURER D :</b> <b>Continental Casualty Company (CNA) A, XV</b> <b>20443</b>
	<b>INSURER E :</b>
	<b>INSURER F :</b>

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
<b>A</b>	<input checked="checked" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="checked" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="checked" type="checkbox"/> POLICY <input checked="checked" type="checkbox"/> PRO-JECT <input checked="checked" type="checkbox"/> LOC OTHER:			<b>680-6H296120</b>	<b>09/15/2017</b>	<b>09/15/2018</b>	EACH OCCURRENCE	\$ <b>2,000,000</b>
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ <b>1,000,000</b>
							MED EXP (Any one person)	\$ <b>10,000</b>
							PERSONAL & ADV INJURY	\$ <b>2,000,000</b>
							GENERAL AGGREGATE	\$ <b>4,000,000</b>
							PRODUCTS - COMP/OP AGG	\$ <b>4,000,000</b>
								\$
	<b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
<b>B</b>	<input checked="checked" type="checkbox"/> UMBRELLA LIAB <input checked="checked" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="checked" type="checkbox"/> RETENTION \$ <b>10,000</b>			<b>CUP-6H299318</b>	<b>09/15/2017</b>	<b>09/15/2018</b>	EACH OCCURRENCE	\$ <b>5,000,000</b>
							AGGREGATE	\$ <b>5,000,000</b>
								\$
<b>C</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)      Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			<b>UB-6H29836A</b>	<b>09/15/2017</b>	<b>09/15/2018</b>	<input checked="checked" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ <b>1,000,000</b>
							E.L. DISEASE - EA EMPLOYEE	\$ <b>1,000,000</b>
							E.L. DISEASE - POLICY LIMIT	\$ <b>1,000,000</b>
<b>D</b>	<b>Professional Liab.</b>			<b>AEH591903965</b>	<b>09/15/2017</b>	<b>09/15/2018</b>	<b>Per Claim/Aggregate</b>	<b>3,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**      **CANCELLATION**

For Proposal Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/25/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

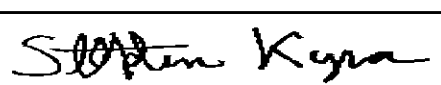
<b>PRODUCER</b> TW Cooper Insurance 6666 Passer Road P. O. Box 179 Coopersburg, PA 18036	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (610)282-1554		FAX (A/C, No): (610)282-3152
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Barry Isett & Associates Inc 85 S Route 100 Allentown, PA 18106	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Erie Insurance Exchange		<b>NAIC #</b> 26271
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			Q091540075	9/15/2017	9/15/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
  
\*\*\*\*\* FOR PROPOSAL PURPOSES ONLY \*\*\*\*\*

<b>CERTIFICATE HOLDER</b>  **** FOR OFFICE USE ONLY ****	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



# ***H – Non-Discrimination / Sexual Harassment Clause***

**APPENDIX A**  
**NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE**

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 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 in violation of the PHRA and applicable federal laws against or intimidate any of its employees.
3. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees 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.
4. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate 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.
5. 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 Small Business Opportunities (BSBO), for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.
6. 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.

7. 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.
  
8. 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 (2/24/15)

DCNR-2016-Gen  
Gen-GPM-1 Rev. 12-15





# ***1 – Contract for Services***

**CONTRACT FOR PROFESSIONAL SERVICES**

This Contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20[\_\_\_], by and between Lackawanna County, Pennsylvania and \_\_\_\_\_ Barry Isett & Associates, Inc. \_\_\_\_\_ ("Consulting Firm").

WHEREAS, Lackawanna County desires to have certain one-time professional consulting work performed involving a Lackawanna County: Scranton and Wilkes-Barre Bicycle-Pedestrian Network Plan;

WHEREAS, Lackawanna County desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by Lackawanna County;

WHEREAS, the Consulting Firm desires to perform the work in accordance with the proposal it submitted in response to the RFP;

WHEREAS, the Consulting Firm is equipped and staffed to perform the work;

NOW, THEREFORE, the parties, intending to be legally bound, agree as follows:

**THE CONSULTING FIRM WILL:**

1. Provide professional consulting services in accordance with the RFP, its proposal in response to the RFP, and the Nondiscrimination/Sexual Harassment Clause, which is attached hereto and incorporated herein as Appendix A.
2. Obtain approval from Lackawanna County of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by Lackawanna County to be of equal ability or experience to the predecessor.

**LACKAWANNA COUNTY WILL:**

1. Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$ 149,995 .
2. Provide the Consulting Firm with reasonable access to Lackawanna County personnel, facilities, and information necessary to properly perform the work required under this Contract.
3. Except as provided in item 4 below, make payment to the Consulting Firm within 30 days after receipt of a properly prepared invoice for work satisfactorily performed.
4. Make final payment of 10% of the funds available to the Consulting Firm under this Contract within 30 days after final product approval by the Department of Conservation and Natural Resources.

**IT IS FURTHER AGREED THAT:**

1. All copyright interests in work created under this Contract are solely and exclusively the property of Lackawanna County. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work made for hire, the Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to the Lackawanna County.

2. In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.

In witness thereof, the parties hereto have executed this Contract on the day and date set forth above.

WITNESS:

\_\_\_\_\_

WITNESS:

*Smilewski*

FOR LACKAWANNA COUNTY:

\_\_\_\_\_

TITLE: \_\_\_\_\_

FOR THE CONSULTING FIRM:

*Gregg Parikh*

TITLE: Vice President, Northeast PA Region