

**BOROUGH OF CHAMBERSBURG
REQUEST FOR PROPOSALS
RAIL TRAIL EXTENSION STUDY**

The Borough of Chambersburg, Franklin County, Pennsylvania, is soliciting proposals from qualified consulting firms to evaluate areas between Commerce Street and South Main Street. This study will evaluate the feasibility of extending the existing rail trail network within and adjacent to the Borough, identify preferred route alignments, assess current trail conditions, and develop a coordinated project plan and trail development strategy for implementation.

Questions: contact Matt Hutchison, Director of Recreation at (717) 261-3275 or mhutchison@chambersburgpa.gov.

Prospective consultants must contact Matt Hutchison, Director of Recreation, to provide contact information in the event it is necessary to distribute addenda or other information related to the RFP.

Proposals will be received until 2:00 p.m. Eastern Standard Time on Monday, May 21, 2026.

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BOROUGH OF CHAMBERSBURG REQUEST FOR PROPOSALS RAIL TRAIL EXTENSION STUDY

Issuing Authority: Borough of Chambersburg	RFP Issue Date: April 16, 2026
Proposal Dute Date: May 21, 2026 2 PM	Submit Proposals To: Borough of Chambersburg 100 S. Second Street Chambersburg, PA 17201
Contact Person: Matt Hutchison, Director of Recreation mhutchison@chambersburgpa.gov	

SECTION 1: INTRODUCTION AND BACKGROUND

The Borough of Chambersburg, Franklin County, Pennsylvania, is soliciting proposals from qualified consulting firms to evaluate areas between Commerce Street and South Main Street, with the following proposed extensions to be studied:

- Northern extension connecting to Wilson College;
- Southern extension to Fourth Street;
- A new Broad St. Greenway and Third St. Greenway to connect King Street to Norland Avenue;
- A new Meeting Place Greenway connection along Queen Street; and
- A new connection to Progress Road.

This study will evaluate the feasibility of extending the existing rail trail network within and adjacent to the Borough, identify preferred route alignments, assess current trail conditions, and develop a coordinated project plan and trail development strategy for implementation.

Chambersburg is a historic community of approximately 22,000 residents. The Borough has long recognized the value of multi-use recreational trails as assets that promote public health, economic development, environmental sustainability, and community connectivity. The existing rail trail corridor serves as a critical recreational and transportation spine for the community, and there is strong public interest in expanding this network to reach additional neighborhoods, employment centers, parks, and regional trail connections.

This study is intended to build upon prior planning efforts, including the 2018 Chambersburg Bicycle and Pedestrian Plan, and provide the Borough with a data-driven, community-supported roadmap for extending the trail system. The selected consultant will work closely with Borough staff, elected officials, partner agencies, property owners, and community stakeholders throughout the study process.

SECTION 2: PROJECT SCOPE OF WORK

The Borough anticipates the following tasks and deliverables as part of this engagement. Consultants are encouraged to propose alternative or supplementary tasks that would strengthen the study's outcomes. The scope is organized into six primary work elements:

TASK 1: PROJECT WORK PLAN AND KICKOFF

The consultant shall prepare and submit a detailed Project Work Plan within 30 days of contract execution. The Work Plan shall include:

- A project schedule with milestones, deliverable due dates, and key decision points
- Identification of project team members and their respective roles and responsibilities
- A stakeholder and public engagement strategy overview
- Data collection and research methodology
- Communication protocols with Borough staff and the Borough's Recreation Advisory Committee

The consultant shall conduct a project kickoff meeting with Borough staff and key stakeholders to review the Work Plan, confirm project goals and expectations, and identify any constraints or opportunities to be incorporated into the study.

TASK 2: ASSESSMENT OF CURRENT CONDITIONS

The consultant shall conduct a thorough assessment of existing conditions relevant to the rail trail extensions. This task shall include:

- Inventory and condition assessment of existing trail infrastructure, including surface conditions, ADA accessibility, signage, lighting, drainage, and connections to other facilities
- Review of existing plans, studies, and reports pertinent to trail development in and around Chambersburg, including the Borough comprehensive plan, 2018 Chambersburg Bicycle and Pedestrian Plan, Franklin County Transportation Plan, and any prior trail studies
- Mapping of existing land use, ownership, and environmental features within potential trail corridors
- Identification of physical, regulatory, and ownership constraints that may affect trail alignment options
- Review of environmental resources including wetlands, floodplains, stream crossings, steep slopes, and sensitive habitats within study corridors
- Assessment of current and projected trail usage, including pedestrian and cyclist demand
- Documentation of key destinations, origins, and gaps in the existing trail network

TASK 3: COMPLIANCE WITH GREENWAYS, TRAILS, AND RECREATION PROGRAM REQUIREMENTS

The consultant shall conduct all study tasks in full compliance with the Pennsylvania Department of Community and Economic Development's Greenways, Trails, and Recreation Program (GTRP) requirements, including all applicable planning standards, documentation requirements, public involvement expectations, and reporting protocols. The consultant shall ensure that all deliverables align with GTRP eligibility, funding criteria, and trail development guidelines.

TASK 4: FEASIBILITY ANALYSIS

The consultant shall evaluate the technical and economic feasibility of potential rail trail extension routes. The Feasibility Analysis shall include:

- Identification and mapping of candidate trail extension corridors based on current conditions assessment, stakeholder input, and field reconnaissance
- Evaluation of each candidate corridor against criteria including constructability, connectivity, land acquisition complexity, environmental impact, cost effectiveness, and community benefit
- Preliminary cost estimation for each viable corridor option, including construction, land acquisition, permitting, and long-term maintenance costs
- Analysis of potential sources including state and federal grant programs, local funding mechanisms, and public-private partnership opportunities
- Benefit-cost analysis and qualitative assessment of community health, economic development, and quality-of-life benefits
- Identification of preferred and alternative corridor alignments with supporting rationale

TASK 5: COMMUNITY ENGAGEMENT

Meaningful community engagement is a critical component of this study. The consultant shall develop and implement a robust public participation process that ensures broad stakeholder input throughout the project. Community engagement activities shall include, at a minimum:

- A minimum of two (2) public open house meetings at key study milestones (e.g., following current conditions assessment and prior to plan finalization)
- At least three (3) meetings with the Borough's Recreation Advisory Committee during the study
- Targeted outreach to adjacent property owners along potential extension corridors
- Online engagement opportunities, including a web-based survey and/or interactive mapping tool to gather community input on trail preferences and priorities
- Coordination with relevant public agencies including Franklin County, PennDOT, DCNR, and adjacent municipalities
- Summary documentation of all public input received and how it informed study recommendations

TASK 6: PROJECT DEVELOPMENT

Based on the feasibility analysis and community input, the consultant shall develop detailed project recommendations for the preferred trail extension corridor(s). Project development activities shall include:

- Refinement of preferred alignment with conceptual design drawings showing trail cross-sections, typical surface treatments, proposed structures (bridge, culverts), and intersection treatments
- Identification of necessary permits and regulatory approvals
- Development of a phased implementation strategy that accounts for funding availability, construction complexity, and community priorities
- Identification of short-term, near-term, and long-term project phases with associated cost estimates
- Recommendations for trail design standards, surface materials, amenities, and accessibility features consistent with AASHTO guidelines and applicable Borough standards
- Assessment of maintenance requirements and recommendations for long-term trail maintenance and operations

TASK 7: PLAN DEVELOPMENT AND FINAL DELIVERABLES

The consultant shall compile all study findings, analyses, and recommendations into a comprehensive Rail Trail Extension Study document. The final plan shall include:

- Executive Summary suitable for presentation to Borough Council and the general public
- Full study report incorporating all tasks described herein, with maps, figures, photographs, and supporting technical appendices
- Prioritized project recommendations with phased implementation matrix
- Draft policies and standards for trail development, maintenance, and operation
- A summary presentation in Microsoft PowerPoint form for use at public and Council meetings

All deliverables shall be provided in both print-ready PDF format and editable Microsoft Word/Office format. GIS data and shapefiles shall be provided in ESRI-compatible format. The consultant shall provide a minimum of ten (10) bound hard copies of the final report and one (1) electronic copy on USB drive.

SECTION 3: PROPOSAL REQUIREMENTS

Interested firms must submit a complete proposal that addresses each of the following elements. Proposals that do not include all required elements may be deemed non-responsive.

COVER LETTER

A signed cover letter on company letterhead identifying the firm, the principal contact for the project, a brief statement of interest and qualifications, and confirmation the firm can meet the proposed project schedule and budget range.

FIRM QUALIFICATIONS AND EXPERIENCE

A description of the proposing firm and any subconsultants, including organizational structure, size, and office location(s). Firms shall demonstrate relevant experience in trail planning, feasibility studies, and multi-modal transportation projects, particularly in Pennsylvania. Include a minimum of three (3) comparable project references with project descriptions, client contact information, project budget, and consultant's specific project.

PROJECT TEAM

Identification of all key project personnel, including the Project Manager, and their specific roles and responsibilities. Provide resumes or qualification summaries for all key personnel. Identify the percentage of time each key person will be committed to this project. Note any intended subconsultants and their roles.

TECHNICAL APPROACH AND WORK PLAN

A detailed narrative describing the consultant's proposed approach to each task in the scope of work. The technical approach should demonstrate an understanding of local context, awareness of relevant planning documents, and a clear methodology for feasibility analysis, community engagement, and plan development. Propose any modifications or additions to the scope that the consultant believes would enhance study outcomes.

PROJECT SCHEDULE

A proposed project schedule presented in a Gantt chart or similar format, identifying all major tasks, subtasks, deliverables, public meetings, and milestones. The Borough anticipates a study duration of approximately twelve (12) to eighteen (18) months from contract execution, though consultants may propose an alternative schedule with justification.

COST PROPOSAL

A detailed cost proposal submitted in a separate, sealed envelope (or clearly identified as a separate attachment in electronic submissions) that includes:

- A total not-to-exceed fee for all services described in the scope of work
- A task-by-task cost breakdown
- A staff hours matrix showing hours by task and personnel classification
- Hourly rates for all personnel classifications
- Reimbursable expense budget and methodology

The Borough's estimated budget range for this engagement is \$150,000 to \$190,000. Proposals that significantly exceed this range may not be considered.

PROOF OF INSURANCE

Evidence of current professional liability (errors and omissions), general liability, and automobile insurance at levels acceptable to the Borough. The Borough’s minimum insurance requirements will be provided upon request.

SECTION 4: EVALUATION CRITERIA

Proposals will be evaluated by a selection committee comprised of Borough staff and appointed representatives. Evaluation will be based on the following criteria:

Evaluation Criteria	Maximum Points
Firm qualifications and relevant trail planning experience	25
Qualifications and experience of project team/key personnel	20
Technical approach, methodology, and understanding of project	25
Community engagement strategy and approach	15
Proposed project schedule and feasibility of timeline	5
Cost proposal and overall value	10
TOTAL	100

The Borough reserves the right to conduct interviews with top-ranked firms prior to final selection. The Borough is not obligated to select the lowest-cost proposal and will award the contract to the firm that represents the best overall value to the Borough.

SECTION 5: SUBMISSION REQUIREMENTS

SUBMISSION DEADLINE

Proposals must be received by the Borough no later than 2:00 PM Eastern Standard Time on May 21, 2026. Late proposals will not be accepted or considered regardless of the method of delivery.

FORMAT AND COPIES

Proposals shall be submitted in the following format:

- One (1) original proposal, clearly marked “ORIGINAL”
- Four (4) printed copies of the technical proposal
- One (1) electronic copy of the complete proposal (including cost) submitted via email or USB drive
- Cost Proposal submitted in a separate sealed envelope labeled “Cost Proposal—Rail Trail Extension Study—[FIRM NAME]”

Proposals should be bound, clearly organized, and tabbed in accordance with the proposal requirements outlined in Section 3. Proposals shall not exceed 40 pages in the technical narrative, exclusive of resumes, references, and required attachments.

DELIVERY ADDRESS

Sealed proposals shall be delivered to:

Borough Manager’s Office
Borough of Chambersburg
100 S. Second Street
Chambersburg, PA 17201

Please mark the outside of the sealed envelope: “REQUEST FOR PROPSALS—Rail Trail Extension Study.”

SECTION 6: PROCUREMENT SCHEDULE

Milestone	Target Date
RFP Issued	April 16, 2026
Deadline for Submitting Questions	April 30, 2026
Borough Responses to Questions Issued	May 7, 2026
Proposal Submission Deadline	May 21, 2026
Notice of Award/Contract Execution	June 8, 2026

The Borough reserves the right to modify this schedule as necessary. Any changes to the schedule will be communicated to all firms that have received or requested the RFP.

SECTION 7: TERMS AND CONDITIONS

RIGHT TO REJECT/CANCEL

The Borough of Chambersburg reserves the right to accept or reject any or all proposals, to waive technicalities or irregularities, to negotiate with any or all proposers, and to cancel this RFP in whole or in part at any time prior to contract execution. The Borough reserves the right to award contracts to more than one firm if in the Borough’s best interest.

COSTS OF PROPOSAL PREPARATION

All costs associated with the preparation and submission of a proposal shall be borne by the proposer. The Borough will not reimburse any firm for proposal preparation costs under any circumstances.

CONFIDENTIALITY

All proposals submitted in response to this RFP are subject to Pennsylvania's Right to Know Law (65 P.S. §67.101 et seq.). Proposers should be aware that information submitted may be subject to public disclosure. If a proposer believes any portion of its proposal is proprietary or exempt from disclosure, the proposer must clearly identify such portions and provide a legal basis for the claimed exemption.

ADDENDA

If it becomes necessary to revise any part of this RFP, the Borough will issue an addendum. All addenda will be posted on the Borough's website and emailed to all firms that have requested or received the RFP. Proposers are responsible for ensuring they have received all addenda prior to proposal submission.

CONTRACT REQUIREMENTS

The selected consultant will be required to execute the Borough's standard professional services agreement. The agreement will include standard provisions for indemnification, insurance, intellectual property ownership, termination, and compliance with applicable laws. The Borough will not be bound by any contract until such agreement has been fully executed by authorized representatives of both parties.

CONFLICT OF INTEREST

By submitting a proposal, the proposer certifies that it has no existing or anticipated conflicts of interest related to this project, including any financial interest in properties that may be affected by trail corridor decisions. Proposers must disclose any potential conflicts in their proposal.

EQUAL OPPORTUNITY

The Borough of Chambersburg is an Equal Opportunity Employer and encourages proposals from firms owned by minorities, women, and individuals with disabilities. The Borough encourages all prime consultants to make good faith efforts to include disadvantaged business enterprises as subconsultants where appropriate.

QUESTIONS

All questions regarding this RFP must be submitted in writing to the contact identified on the cover page no later than April 30, 2026. Questions submitted after this deadline may not be answered. Responses to all timely questions will be distributed to all firms that have received or requested the RFP.

ATTACHMENT A: MAP OF PROPOSED RAIL TRAIL EXTENSIONS

