

Request for Proposals for The Ridgway Riverfront Master Site Plan

Timeline & Point of Contact

- Request for Proposal (RFP) posted and available ~ November 13, 2023
- Proposals due ~ December 18, 2023
- Award Notice ~ January 5, 2024
- Project Kick-off ~ January 15, 2024
- Project completion date ~ July 1, 2024
- Point of Contact: Deborah Pontzer, dpontzer@growruralpa.org ~ (814) 594-0905

Purpose of Plan

The Borough of Ridgway is seeking proposals from qualified consultants/firms to complete a Master Site Plan for the 28 acres of Borough property situated in the Borough and on the banks of the Clarion River. This project has the potential to lead to additional work, including expanded design work and construction documentation, following the initial planning phase.

Located in the heart of the Pennsylvania Wilds along State Route 219, the Borough of Ridgway is a gateway to the PA Wilds Region. Nestled in the Clarion River valley on the banks of the Clarion River, a nationally designated, Wild and Scenic River, and bordered by the Allegheny National Forest, the town boasts three trails: the Clarion-Little Toby Rail Trail, the Clarion River Water Trail, and the Historic Homes Walking Tour. Ridgway's riverfront, once developed, will significantly improve the livability of the community and provide an added draw for visitors. The Ridgway Riverfront will build on the other unique outdoor recreation places, spaces, and investments that are currently revitalizing rural communities throughout the PA Wilds region.

The Master Site plan should:

- Research current activities in Ridgway and identify opportunities for increasing visitation
- Review previous studies:
 - Clarion River Recreation Assessment, 2007
 - Ridgway/Clarion Feasibility Study, 2009
 - Ridgway Borough, Strategic Management Planning Study, 2021
 - U.S. Army Corp Flood Mitigation Planning Study, Expected Feb. 2024
- Outline the renovation requirements for existing structures and recommend new infrastructure needs with associated costs
- Provide a conceptual site layout and renderings for improving the site
- Provide a cost estimate for improvements
- Provide a phased approach for renovations and/or improvements
- Align all recommendations, renovations, and improvements with the PA Wilds Design Guide for Community Character Stewardship

Assets in and around Ridgway

Natural Assets:

- The Clarion River, a Wild and Scenic River, over 50 miles starting just south of Ridgway <https://www.rivers.gov/rivers/river/clarion>
- The Allegheny National Forest, over 500,000 acres bordering Ridgway and the only national forest in Pennsylvania, <https://www.fs.usda.gov/recmain/allegheny/recreation>
- East Branch Lake, surrounded by Elk State Park, <https://visitpago.com/listings/east-branch-lake-dam/>
- Elk State Forest
- Moshannon State Forest
- Multiple tracks of State Game Lands

Outdoor Recreation Assets:

- The Clarion-Little Toby Rail Trail, 18 miles from downtown Ridgway to Brockway <https://www.tricountyrailstotrails.org/trails/clarion-little-toby-trail/>
- Kayaking and canoeing on the Clarion River, Elk Creek, and East Branch Lake
- The Historic Homes Walking Tour, iconic Victorian homes built in the late 19th and early 20th centuries [Ridgway Historic Homes Walking Tour Brochure](#)
- Primitive camping in town (currently on the 28 acres in the Master Site Plan) <https://ridgwayborough.com/campsites>
- Firemen's Carnival Grounds and Amphitheatre
- Annual Firemen's Carnival
- Community Pool and Skatepark in downtown Ridgway, along with many community parks and playgrounds, <https://ridgwayborough.com/recreation/>
- Farmers' Market from July through September
- Hiking, Biking, and OVR trails
- Cross County Skiing and Snowshoeing
- Fishing, Hunting, and Trapping
- Festivals: the nationally known, Chainsaw Carving Rendezvous; other festivals such as, Mountain Fest and The Tasting in the Wilds, <https://chainsawrendezvous.org/>

About Ridgway and the Site

The Borough of Ridgway, the county seat for Elk County, was founded in 1824 by a Philadelphia shipping merchant, Jacob Ridgway, and has a population of just over 4,000. Ridgway has a long and storied industrial history steeped in timber, tanneries, coal, oil, and natural gas. Today, Ridgway and surrounding communities are known for the production of carbon/graphite and powdered metal products, along with a thriving lumber industry.

The property:

The 28-acre site is on the west end of Ridgway and on the north side of the Clarion River.

- Two warehouses in disrepair: one that is approximately 40,000 sq. ft. and one that is approximately 10,000 sq. ft.
- An old, concrete silo measuring approximately 20 feet in diameter and 50 feet high
- 210,000 sq. feet of concrete, the foundation of buildings that have been raised
- A primitive campground with 20 sites

Consultant Scope of Work ~ Master Site Plan

1. Review the site and existing facilities/infrastructure
2. Provide demographic and trend analysis for current and future uses
3. Consider and provide analysis on possible uses for the site, with attention to sustainability
4. Interview community stakeholders; facilitate community focus groups
5. Provide analysis and recommendations of the existing site's facilities and potential renovations to those facilities with cost estimates
6. Provide recommendations for new infrastructure for existing facilities with cost estimates
7. Identify constraints and/or regulations in force, such as but not limited to, wetlands protection, shoreline setbacks and protection, terrain alterations, rights-of-way and easements, historic easements and/or preservation concerns, and limitations on providing electrical, water and sewage disposal utilities
8. Develop a conceptual site layout and renderings with cost estimates
9. Provide a Final Report with:
 - a. Summary of 1 – 4 of the Scope of Work
 - b. Recommendations and cost estimates for renovations and infrastructure improvements to current facilities on-site
 - c. Recommendations and cost estimates for changes to and improvements to the site
 - d. Conceptual renderings for items b and c above
 - e. Recommendation for a phased approach for the scenarios b and c listed above
 - f. A list of necessary permits associated with items b and c above
 - g. A list of any other items that the consultant deems worthy of note for the future viability of riverfront development

Workgroup and Community Meetings

The consultant should plan to participate in the following meetings, at a minimum; however, the consultant should determine and recommend the number of meetings necessary to accomplish the Scope of Work.

- Project kick-off with the Borough of Ridgway's team
- Weekly or bi-weekly project update meetings (15 to 30 minutes, can be held virtually) with designated member of the Borough's team
 - To review progress and note major milestones
 - To ensure timeline is being met
- Two meetings as project draws to a close
 - 1. To review draft
 - 2. To finalize report

- Attend a Borough Council meeting and/or a public, open house to deliver Final Report

How to Respond to this RFP

The successful consultant/firm's proposal must demonstrate sufficient resources and professional ability to complete the Scope of Work as outlined. Each proposal must include:

- **Project team experience**
 - One-page resumes for the proposed project's principal and his/her associated team members who will be working on the project; include educational background, professional experience, relevant certifications, and experience on similar projects, especially related to riverfront development
 - Include information about team members from any sub-consultants/contractors, if any
- **Proposed Work Plan**
 - Provide specific approaches, methods, and assumptions necessary to meet the Scope of Work outlined above
 - List specific deliverables that will be provided, if selected
- **Experience/Relevant Work Experience**
 - Provide examples of similar, relevant projects completed
 - Please provide reference contact information
- **Schedule**
 - Using milestones, please provide a proposed timeline for project completion
 - Please identify the team member associated with each milestone
- **Cost**
 - A total cost for completing the project
 - Hourly rates for all consultant employees who are expected to work on the project; these rates will be the agreed upon rate for any additional services requested by the Borough, beyond what which has been detailed in the RFP
 - Reimbursable costs including detail of services and/or items and the applicable charges per unit

Selection Criteria

The Borough will evaluate each proposal according to the criteria below; consideration will be given to the information provided in the proposal, references, and any other information about the consultant/firm's performance.

- **Project Work Plan, Deliverables, Organization, and Timeline**
 1. Demonstrate a firm grasp of the project scope and objectives
 2. Quality and organization of proposal
 3. Quality and appropriateness of the deliverables
 4. Organization and thoroughness of proposal

5. Writing skills, as demonstrated through the proposal and other submitted project examples
- **Related Experience, Work/Project Examples, and Innovation**
 - Quality of previous work experience; past performance on similar projects
 - Demonstrated ability to meet the Borough's expectations
 - Quality of submitted work/project examples
 - Demonstration of an innovative and high-quality approach to similar projects
 - **Cost**
 - Demonstrated capacity to meet project budget
 - Clear, reasonable, and transparent budget for the project

Proposals that are incomplete or that do not conform to the requirements in this RFP may not be considered. The Borough of Ridgway reserves the right to request additional information, site visits, interviews, or presentations, from one or more of the those who respond to this RFP.

Submissions

Five (5) hard copies and a thumb drive containing the proposal must be submitted in an envelope by December 18, 2023, identified as "Ridgway Riverfront Master Site Plan," and mailed to:

The Borough of Ridgway
108 Main Street
Ridgway, PA 15853
Attn: Michael Handley

Questions?

Questions about the RFP or the project?
Questions will be taken through December 8, 2023
Please contact Deborah Pontzer at Grow Rural PA
dpontzer@growruralpa.org
(814) 594-005

Map of the Ridgway Riverfront Master Site Plan

