

## REQUEST FOR PROPOSALS



### MUNICIPALITY OF MT. LEBANON BOROUGH OF DORMONT MULTI-MUNICIPAL ACTIVE TRANSPORTATION PLAN

The Municipality of Mt. Lebanon and Borough of Dormont, both located in Allegheny County, Pennsylvania, are accepting proposals for a one-time contract to perform certain professional services (consulting) work for the creation of a multi-municipal Active Transportation Plan. Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal, and proposal evaluation criteria.

The Active Transportation Plan update shall include all required elements as set forth in the National Roadway Safety Strategy through the Safe Systems Approach within the Vision Zero framework. The plan should also align with the PennDOT How-To Guide for Developing Active Transportation Plans, the SPC SmartMoves: Long Range Transportation Plan & Transportation Improvement Program and shall incorporate the required data collection to support the recommendations of the plan. The adopted Active Transportation Plan will be consistent with the goals and objectives of Allegheny Places — the Allegheny County Comprehensive Plan, as well as other policies regarding land use initiated by the Commonwealth including the MPC.

All responses to this RFP must be received in a sealed envelope and clearly marked “Multi-Municipal Active Transportation Plan” by 11:00 AM on August 6, 2024, to be eligible for consideration. Proposals shall be submitted to:

Mt. Lebanon Municipality  
ATTN: Ian McMeans  
710 Washington Road  
Pittsburgh, PA 15228

**The proposal and bid price (including cost estimates and hourly rates, see Section VIII) should be submitted in separate sealed envelopes.** Please submit ten (10) copies of the RFP response and one (1) sealed bid price with your submission. An additional copy of all application materials submitted as PDFs on a flash drive shall be provided. The bid price should be included on the flash drive as a separate PDF. The municipalities will not open the bids until all proposals have been reviewed for their content and quality. E-mail submissions will not be accepted.

Questions regarding the RFP may be e-mailed to: [imcmeans@mtlebanon.org](mailto:imcmeans@mtlebanon.org) by July 26, 2024.

**REQUEST FOR PROPOSAL**



**PROFESSIONAL SERVICES  
2024 MULTI-MUNICIPAL ACTIVE TRANSPORTATION PLAN**

**MUNICIPALITY OF MT. LEBANON  
AND  
BOROUGH OF DORMONT**

**July 18, 2024**



TABLE OF CONTENTS

General Description .....1

Background Materials.....2

Scope of Service .....3

Proposal Submission.....6

Limitations of Liability .....8

Materials .....8

Proposal Preparation .....8

Signature Certification ..... 9

Right to Reject Proposals and Waive Informalities ..... 9

Proposal Evaluation and Selection.....9

Appendix A – Nondiscrimination Agreement

Agreement for Professional Services

## **I. General Description**

The Municipality of Mt. Lebanon and Borough of Dormont are requesting the submission of proposals for a one-time contract for professional services relating to a multi-municipal Active Transportation Plan. The Municipality of Mt. Lebanon, hereinafter referred to as “the Municipality” or “Mt. Lebanon” operates as a Home Rule Municipality. The Borough of Dormont, hereinafter referred to as “the Borough” or “Dormont” operates under the Pennsylvania Borough Code. The term “municipalities” shall refer to both entities collectively.

Both municipalities have adopted Complete Streets Policies. Mt. Lebanon recently completed an updated Comprehensive Plan (Ascend Lebo, adopted January 2024). Dormont is currently in the process of a Comprehensive Plan Update. Additionally, Dormont recently conducted a complete overhaul of the Borough’s Zoning ordinance. Mt. Lebanon made significant revisions to Zoning in 2017 and the SALDO in 2019 and anticipates reviewing the Zoning Ordinance again in 2025. Information on Mt. Lebanon’s Comprehensive Plan can be found on the municipality’s website: [www.mtlebanon.org/compplan](http://www.mtlebanon.org/compplan) and information on Dormont’s Comprehensive Plan can be found on the Borough’s website: <https://boro.dormont.pa.us/>.

Mt. Lebanon is located in Allegheny County, Pennsylvania about six miles south of the City of Pittsburgh and is a suburban community of 34,075 residents according to the 2020 census data. Dormont Borough borders Mt. Lebanon to the north and has a population of 8,244 according to the 2020 census. Housing units consist of approximately 70% single-family residences and 30% multi-family residences. As largely built-out communities, Mt. Lebanon and Dormont must consider the benefits, impacts and opportunities presented by redevelopment and infill development on all modes of transportation.

Mt. Lebanon and Dormont share a major arterial road (Washington Road in Mt. Lebanon / West Liberty Avenue in Dormont) which connects the South Hills neighborhoods to the City of Pittsburgh. Many other shared connections exist between the municipalities including McNeilly Road, Dell Avenue, McFarland Road/Banksville Road, and Sleepy Hollow Road/Biltmore Avenue. The municipalities have similar street typologies and have similar goals in promoting walkability and bikeability. Both municipalities are largely residential with small neighborhood commercial districts and neighborhood schools in walking districts. Mt. Lebanon and Dormont are both served by the light rail line “The T” and multiple bus lines as part of the Pittsburgh Regional Transit public transportation network. Schools, business districts, parks, and transit stations are the primary destinations within both communities. The municipalities are committed to working collaboratively together on this plan and are seeking a consultant who will have experience with land use regulations, public involvement processes and the ability to apply and effectively present innovative concepts to policy makers and the general public.

The adopted Multi-Municipal Active Transportation Plan will be consistent with the goals and objectives of national, statewide, regional, and locally adopted plans. These plans include, but are not limited to, the following:

- The National Roadway Safety Strategy and Safe Systems Approach
- The PennDOT How-To Guide for Developing Active Transportation Plans

- The Southwestern Pennsylvania Commission’s SmartMoves: Long Range Transportation Plan & Transportation Improvement Program
- Allegheny Places — the Allegheny County Comprehensive Plan
- Other policies regarding land use and planning initiated by the Commonwealth including the MPC.

The Active Transportation Plan should also include specific recommendations to connect the goals and strategies of the Mt. Lebanon Comprehensive Plan, Dormont Strategic Plan, and Dormont Safe Mobility Plan. Additionally, the Plan should be consistent with the Complete Streets Policies adopted by both municipalities.

The final plan should have a well-designed format that utilizes an appropriate mix of text, graphics, photographs, charts and maps to convey its findings and recommendations concisely and effectively. The format and content should be designed to be straightforward so that it is easily understandable to the average resident and reader. The format should also enable integration with the municipal websites in order to easily display the goals, objectives, and recommendations of the plan to the general public, as well as tracking the progress in implementing the plan.

## **II. Background Materials**

The following documents are available on Mt. Lebanon’s website, [www.mtlebanon.org](http://www.mtlebanon.org) and should be reviewed by the respondent to provide additional background information on the municipality and previous planning efforts:

- *Mt. Lebanon Comprehensive Plan (January 2024)*
- *Mt. Lebanon Complete Streets Policy (2022)*
- *TOD Toolbox (Mt. Lebanon), Executive Summary, Best Practices Guide (2019)*
- *CONNECT Regional Climate Action Plan*
- *Mt. Lebanon Zoning Ordinance*

The following documents are available on Dormont’s website, <https://boro.dormont.pa.us/> and should be reviewed by the respondent to provide additional background information on the municipality and previous planning efforts:

- *Dormont Strategic Plan 2021-2026*
- *Dormont Safe Mobility Plan (2022)*
- *Dormont Complete Streets Policy*
- *TOD Toolbox (Dormont), Executive Summary, Best Practices Guide (2019)*
- *Dormont Zoning Ordinance*

### **III. Scope of Service**

The following outline is designed to describe key components of the update in addition to the general services to be provided by the consultant. The outline is not necessarily all-inclusive and the consultant shall include in the proposal any tasks and services deemed necessary to complete the project.

#### **a. Purpose**

The overall goals for the multi-municipal Active Transportation Plan are to:

- i.** Assess existing conditions along streets, trails, and thoroughfares within the municipalities. Opportunities to create connections between neighborhoods or to key community destinations should be identified through both prior and current public outreach. Existing conditions assessments should include an analysis of crash data and recommendations based on the Vision Zero framework.
- ii.** Develop concept-level design graphics and planning-level cost estimates for selected projects from prior and current outreach to provide the municipalities a clear path toward implementation.
- iii.** Include recommendations for a more integrated active transportation network.
- iv.** Provide the municipalities with a guide book for advisory boards and commissions to make recommendations for active transportation investments based on the street typologies in both municipalities.

#### **b. Project Scope**

##### **i. Study Area**

The study area for the active transportation plans includes the municipal boundaries of Mt. Lebanon and Dormont. All transportation planning and design should consider the impacts on the total street network of both municipalities as a whole along with connections to surrounding municipalities.

##### **ii. Vision Zero Approach**

The municipalities wish to incorporate the Vision Zero framework with the overall goal of eliminating traffic-related fatalities and severe injuries while increasing safe and healthy mobility for all. As communities that were mostly built out during the streetcar and automobile eras, many of our transportation networks are designed for automobile convenience over pedestrian safety. The Plan should incorporate the Vision Zero approach of making targeted infrastructure investments to improve the safety of pedestrians, cyclists, and other users of the transportation network

##### **iii. Safe Systems Approach**

The U.S. Department of Transportation adopted a Safe Systems Approach as a guide to address roadway safety. The Active Transportation Plan should reference and incorporate the principles of the Safe Systems Approach into its recommendations. The plan should focus on the aspects of the Approach the municipalities can influence

through transportation design and infrastructure – primarily *Safer Roads, Safer Speeds, and Safer People*.

iv. Safety Action Plan

Following the guidelines of the U.S. Department of Transportation's Safe Streets and Roads for All program (SS4A), this Active Transportation Plan should create a qualifying safety action plan. This will enable the municipalities to immediately apply for funding under this SS4A program. This plan shall include the 8 components of a Comprehensive Safety Action Plan.

v. Proposed solutions for various street typologies

Mt. Lebanon and Dormont have many similar street typologies between the two communities. In addition to the shared major arterial of Washington Rd/West Liberty Ave, other similarities exist between the street and pedestrian network in the municipalities. The consultant should inventory street typologies and layouts in both municipalities and provide a slate of considerations and recommendations for each typology. The end goal would be to give each municipality options to consider when repaving/reconstructing a street. The analysis should take into account local zoning regulations (and identify regulations to be updated in order to improve active transportation installations). Conceptual designs and strategies for improvement for each identified transportation typologies should be included in the final report.

vi. Safe Routes to School

Mt. Lebanon and Dormont both have neighborhood elementary schools and multiple high schools exist within the study area. Mt. Lebanon is a walking district while some of Dormont's students walk and some are eligible for busses. The schools are sources of neighborhood identity and key gathering nodes. The plan should identify appropriate safe school walking routes and safety improvements needed along those routes.

vii. Specific Area Goals and Recommendations:

Washington Road/West Liberty Avenue

The municipalities wish to utilize the Active Transportation process and Plan to advocate for safety improvements in the shared arterial corridor of Washington Road and West Liberty Avenue. PennDOT is currently working with consultants on a road diet. The selected consultant should coordinate recommendations with PennDOT's consultant and advocate for active transportation enhancements in the corridor.

Neighborhood Business Districts

In addition to the key commercial corridor of Washington Road/West Liberty Avenue, Mt. Lebanon and Dormont both have neighborhood business districts. Dormont's district is primarily on Potomac Ave while Mt. Lebanon has neighborhood commercial districts on Beverly Road and Castle Shannon Boulevard.

State and County Roadways

In addition to Washington Road/West Liberty Avenue, several other streets within the

study area are owned and maintained by the State or County. These corridors are part of the study area and recommendations should be considered for these roadways in order to give the municipalities a stronger position to advocate for active transportation improvements with these agencies.

#### Local Roadways

The majority of residential streets in Mt. Lebanon and Dormont are local roads that are owned and maintained by the municipalities. A few private streets exist in Mt. Lebanon and are not part of the scope of this study as they are not owned or maintained by the municipality. The study should consider local regulations regarding on-street parking, the existence of sidewalks, and the ability to connect neighborhoods to key destinations such as parks, playgrounds, schools, and business districts.

- viii. Parks and Recreation Connectivity Mt. Lebanon and Dormont have neighborhood parks, playgrounds, and other recreation areas. The Plan should consider walking trails through parks and open space as part of the overall transportation network and should identify locations where trails could be added through park properties to increase access and connectivity. The Plan should include recommendations for connecting neighborhoods and community assets via routes that include greenspace and park trails. The Plan should also consider a connected trail system between parks in both Mt. Lebanon and Dormont.

c. **Prepare a list of short-term, mid-term and long-term goals and an associated implementation plan including cost estimates where possible.**

The plan will contain a list of short-term (1-3 years), mid-term (4-6 years) and long-term (7-10 years) goals and recommendations that are clear, concise and relevant. Vague recommendations should be avoided. An associated implementation plan shall also be included and should identify the appropriate entities responsible for implementation. The plan should be realistic and set priorities based on time, required/available funds and community input, not a wish list. The life-cycle costs of ongoing and future maintenance should be included with the overall cost analysis. Goals should be trackable and data-oriented. Recommendations should also be made for how the municipality can enable residents to follow the progress of the implementation plan.

d. **Meetings and Public Hearings**

Attendance and presentations at public meetings, including but not limited to: the Mt. Lebanon Commission, Dormont Borough Council, Mt. Lebanon Planning Board, Dormont Planning Commission, Mt. Lebanon Mobility and Transportation Advisory Board, and Dormont Safe Mobility Commission may be required throughout the process. Additional advisory group meetings should also occur during the process. Given the multi-municipal nature of the project, joint meetings of any of the above bodies, or subcommittees thereof, may also be required during the project. There should be a concerted effort to stimulate and obtain public input and response during the preparation of the draft and to involve appropriate elected officials and municipal staff. The public participation process should be designed to engage as broad an audience as possible, including a plan for engaging residents of diverse backgrounds and traditionally under-represented populations. The process should include the analysis of real-world challenges and issues to respond to. The consultant is



encouraged to suggest additional methods of public participation, or an alternative method based on their experience and clearly identify time and number of outreach efforts to accomplish this task.

e. **Project Length**

The successful person/firm shall be responsible for completion of the project up to and including adoption of the Active Transportation Plan by both municipalities. The consultant shall propose a project timeline as part of their response to this RFP.

#### **IV. Proposal Submission**

The proposal shall be organized and submitted with the following elements:

a. Executive Summary

Provide a brief summary describing the proposer's ability to perform the work requested, a history of the proposer's background and experience providing services, the qualifications of the proposer's personnel to be assigned to this project, and any other information called for by this scope of services which the proposer deems relevant, including restating any exceptions to this request for proposal. This summary should be brief and concise to apprise the reader of the basic services offered, experience and qualifications of the proposer, staff, subcontractors, and/or suppliers.

b. Organizational Profile

Provide a brief overview of the prime consulting firm and any subconsultants, including background and experience in line with the scope of work laid out in this RFP. The organizational chart should specifically note which staff members of both the prime consulting firm and any subcontractors will be assigned to work on this project.

c. Response to Project Scope and Duties

Proposed project approach and potential project schedule including an explanation/discussion of the project approach and a detailed outline of the proposed services for executing the requirements of the Proposed Scope of Services. A detailed description of the methods for obtaining public input should be provided. Work schedule shall include an estimated time frame to complete the project, detailed by milestone or activity. The project approach should detail the respondents' preferred methods and approach as well as alternative methods if those are not available. (For example, if the preferred method of advisory group meetings is in-person but an alternative method of virtual meetings may be necessary.) Target dates for public meetings and completion of draft and final documents should be included.

d. Fee

Proposer shall provide an itemized breakdown of costs associated with the general contract for services and any potential additions during the process. This shall be provided for services of the prime consulting firm as well as any subconsultants or subcontractors. This also should include an estimate of reimbursable expenses. **Fee proposals and hourly rate breakdowns should be submitted in a separate envelope from the main response.**

e. Attachments

- i. Proposer shall provide a list of three (3) references of providing services similar to those requested as part of this proposal. Special consideration may be given to those who have performed this work for public-sector or local government entities.
- ii. Proposer shall provide the names, resumes, and description of project roles of all of the firm's employees expected to work on this project. Similar documentation shall be provided for any subcontractors included as part of the proposal.

f. Other submittals:

Additionally, documents attached as appendices to this RFP shall be fully executed and returned with the proposal as follows:

- i. Nondiscrimination certification (for proposing consultant/firm, attached to this RFP);
- ii. Agreement for Professional Services\*

*A proposed agreement is included for your review. If you believe that this agreement is adequate, it should be completed in all material respects, including execution, and returned with the proposal. If you feel that an alternative agreement is more suitable, you may submit such as part of your proposal. However the municipality reserves the right to enter into the enclosed agreement with the successful firm or to negotiate the exact terms of a professional (consulting) services contract.*

All responses to this RFP must be received in a sealed envelope and clearly marked “Multi-Municipal Active Transportation Plan Proposal” by 11:00 AM on August 6, 2024, to be eligible for consideration. Proposals shall be submitted to:

Mt. Lebanon Municipality  
Attn: Ian McMeans, Municipal Planner  
710 Washington Road  
Pittsburgh, PA 15228

**The proposal and bid price (including cost estimates and hourly rates) should be submitted in separate sealed envelopes.** Please submit ten (10) hard copies of the RFP response and one (1) sealed bid price with your submission. An additional copy of all application materials submitted as PDFs on a flash drive should also be provided. Bid proposals should be a separate PDF but may be submitted on the same flash drive. Proposals submitted by email will not be accepted.

#### **V. Limitations of Liability**

The Municipality of Mt. Lebanon and Borough of Dormont assume no liability or responsibility for costs incurred by proposers in responding to this RFP or in responding to any future requests for interviews, additional data, etc.

#### **VI. Materials**

The Consultant will be responsible for providing all necessary materials including drafts of the Active Transportation Plan at all meetings workshops and charrettes. The consultant shall provide both municipalities with a PDF version and editable version of all documents and maps. The software packages used will be agreed to prior to any work being produced. Maps should be developed for easy integration into the ArcGIS Online system. Mt. Lebanon employs a full time GIS Coordinator who can create or assist in the creation of any GIS mapping associated with the plan.

#### **VII. Proposal Preparation**

In order to facilitate a consistent evaluation of the proposals, the respondent is advised to be concise and follow the outline identified in Section VIII in responding. Proposals that do not follow the outline, or contain the required information may be considered to be incomplete or unresponsive proposals.

No questions related to the request for proposal will be responded to orally. All questions or requests shall be e-mailed by **4:00pm July 26, 2024** to:

Ian McMeans  
Municipal Planner  
Municipality of Mt. Lebanon  
[imcmeans@mtlebanon.org](mailto:imcmeans@mtlebanon.org)

Questions received will be compiled and a response will be issued in the form of an addendum that will be posted on the municipal website, [www.mtlebanon.org](http://www.mtlebanon.org) no later than 5:00 pm on July 30, 2024. The addendum will also be e-mailed upon request any time after the date that it is posted on the website.

### **VIII. Signature/Certification**

The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal will remain effective for review and approval for ninety (90) days from the deadline for submitting proposals.

### **IX. Right to Reject Proposals and Waive Informalities**

Mt. Lebanon Municipality and Dormont Borough reserve the right to reject any and all proposals, to waive any irregularities or information in any RFP response, and to accept/reject any item or combination of items. The contract is subject to approval by the Mt. Lebanon Commission and Dormont Borough Council and is effective only upon its approval.

### **X. Proposal Evaluation and Selection**

While the successful firm must submit a competitive fee, price alone will not be the sole criteria in selection. The Project Consultant will be selected based on the following criteria:

- Team personnel's experience and qualifications on similar projects
- Understanding and prior experience with municipal projects and requirements
- Understanding of Project scope/intent
- Approach/Methods/Project Plan
- Fee and Staffing Cost

Interviews may be scheduled with selected prospective consultants as soon as possible after the scoring and ranking, to permit further evaluation and to allow the municipality to inquire further into the consultant's experience on similar projects, thorough understanding of the various aspects of the services to be provided, scheduling, budget and other pertinent matters.

Proposals must remain open as an irrevocable offer to provide service as described in the RFP for a period of 90 days after **August 6, 2024**.

The final decision regarding this proposal rests with the Mt. Lebanon Commission and Dormont Borough Council.

The award decision is expected to be made on or before **October 31, 2024**.

The Municipality and Borough may add to, modify or change the process or any requirements set forth herein at any time in its discretion.

Nothing contained in this RFP will be deemed to (i) create any right (whether property or other) in any party to have a contract awarded or (ii) create or require any standard for award other than what the Municipality deems to be in its best interest. The award of a contract will be made in the discretion of the Municipality and may be made on factors other than cost and on factors that may not appear in this RFP.

Notwithstanding anything to the contrary contained herein, no bidder, whether successful or not, will acquire any legally binding rights against any party including the Municipality unless and until the bidder and the Municipality formally execute an agreement that is satisfactory to the Municipality, in its discretion. The submission of a bid, including the execution of the agreement that is part of this package, will not guarantee a contract award, nor will it guarantee that the Municipality will not request modifications or deletion of terms before entering into the contract. The Municipality reserves the right to reject any or all proposals, and the right at its discretion to accept the proposal the Municipality deems to be most favorable to its interests.

### **Tentative Schedule**

<b>Item</b>	<b>Date</b>
Post/mail RFP	July 18, 2024
Questions due	July 26, 2024 (4:00 P.M.)
Deadline for RFP submittals	August 6, 2024 (11:00 A.M.)
Review/select consultants for interviews	August 7-15, 2024
Interviews	Week of August 26, 2024
Recommendation presented to Mt. Lebanon Commission	September 10, 2024 Commission Discussion Session (6:30 P.M.)
Recommendation presented to Dormont Borough Council Supercommittee	September 23, 2024
Contact award	<b>Mt. Lebanon:</b> September 24, 2024 Commission Meeting (8:00 P.M.) <b>Dormont:</b> October 7 Borough Council Meeting

**APPENDIX A**  
Request for Proposals  
Municipality of Mt. Lebanon and Borough of Dormont  
Active Transportation Plan

**NONDISCRIMINATION**

**Nondiscrimination and equal opportunity are the policy of the Commonwealth and Municipality of Mt. Lebanon in all its decisions, programs, and activities. The purpose is to achieve the aims of the United States and Pennsylvania Constitutions. Executive Order 1972-1, the Pennsylvania Human Relations Act, Act of October 27, 1955, (P.L. 744), as amended (43 P.S. 951, et. seq.) and (43 P.S. & 153), assure that all persons are accorded equal employment opportunity without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.**

During the term of this contract, the contractor agrees as follows:

- (a) Contractor shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Contractor shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Contractor shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this nondiscrimination certification.
- (b) Contractor shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.
- (c) Contractor shall send each labor union or workers' representative with whom it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this nondiscrimination certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (d) It shall be no defense to a finding of noncompliance with this nondiscrimination certification that contractor has delegated some of its employment practices to any union, training program or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

- (e) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that contractor will be unable to meet its obligation under this nondiscrimination certification, contractor shall then employ and fill vacancies through other nondiscriminatory employment procedures.
- (f) Contractor shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of contractor's noncompliance with the nondiscrimination certification or with any such laws, this contract may be terminated or suspended, in whole or part, and contractor may be declared temporarily ineligible for further Municipality of Mt. Lebanon contracts, and other sanctions may be imposed and remedies invoked.
- (g) Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the Municipality of Mt. Lebanon Manager for purposes of investigation to ascertain compliance with the provisions of this certification. If contractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information forms supplied by the Municipality of Mt. Lebanon Manager.
- (h) Contractor shall actively recruit minority and women subcontractors or subcontractors with substantial minority representation among their employees.
- (i) Contractor shall include the provisions of this nondiscrimination certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (j) Contractor's obligations under this clause are limited to the contractor's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

AGREEMENT FOR PROFESSIONAL SERVICES

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Municipality of Mt. Lebanon, Allegheny County, Pennsylvania, a municipal corporation, hereinafter referred to as “Municipality of Mt. Lebanon” or “the Municipality,” and the Borough of Dormont, a municipal corporation, hereinafter referred to as “Borough of Dormont” or “the Borough,” \_\_\_\_\_, hereinafter referred to as the “Consulting Firm” or “Consultant.”

WHEREAS, the Municipality of Mt. Lebanon and the Borough of Dormont, hereafter collectively referred to as “the municipalities,” desire to have certain one-time professional consulting work done involving the creation of a multi-municipal Active Transportation Plan; and

WHEREAS, the municipalities desires to enter into a contract for this work as indicated in the Request for Proposals, hereinafter referred to as “RFP,” and made a part of this agreement, included herein by specific reference, and attached as Appendix A to this agreement; and,

WHEREAS, the Consulting Firm desires to provide services requested in the RFP to the municipalities based on the formal proposal submitted in response to the RFP, said proposal made a part of this agreement, included herein by specific reference and attached as Appendix B to this agreement; and,

WHEREAS, the parties to this agreement have further negotiated changes or additions to Appendix A and/or Appendix B and have set forth these changes or additions as Appendix C to this agreement, said Appendix C made a part of this agreement and included herein by specific reference

AND WHEREAS, the Consulting Firm is equipped and staffed to provide the services set forth in the RFP;

NOW THEREFORE, the parties mutually agree as follows:

TERMS AND CONDITIONS

THE CONSULTING FIRM WILL:

Provide professional consulting services as specified in the RFP and accepted by the Consulting Firm’s proposal and amended by any addendum listed herein and attached hereto.

Assign the following individuals to do the required work by the municipalities at the minimum number of hours as indicated:

NAME                      POSITION                      MINIMUM HOURS

[Insert information as a separate sheet]



Any changes to the staffing proposed above shall be subject to the approval of the Municipality, however, staff changes by the Consulting Firm will not be denied where the staff replacement is of equal ability or experience to the predecessor.

**THE MUNICIPALITIES WILL:**

Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$ \_\_\_\_\_.

Provide reasonable access to all Municipality and Borough personnel, facilities and information necessary to properly conduct and complete the work required under this Agreement.

Make payments to the Consulting Firm within thirty (30) days after receipt of a properly prepared invoice for work satisfactorily completed.

Make final payment to the Consulting Firm within thirty (30) days after final product approval and adoption by the Municipalities.

**FURTHER, IT IS AGREED BY BOTH PARTIES THAT:**

The final product produced by the work of the Consulting Firm pursuant to this agreement, including any report, maps, drawings and other documents prepared by the Consulting Firm and intended to be appended to the final product or to be included by reference, shall be owned by the Municipality and the Borough.

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

WITNESS:

\_\_\_\_\_

THE MUNICIPALITY OF  
MT.LEBANON

\_\_\_\_\_

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

WITNESS:

\_\_\_\_\_

THE BOROUGH OF DORMONT

\_\_\_\_\_

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

WITNESS:

\_\_\_\_\_

[THE CONSULTING FIRM]

\_\_\_\_\_

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