



City of Bethlehem, Pennsylvania **REQUEST FOR PROPOSALS**

Consulting Design and Engineering Services
Parks: Bernie Fritz, Madison, Clearview

Issued: March 13th, 2026
Submittal Deadline: April 10th, 2026

Contact Person:

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1.0 INTRODUCTION

The City of Bethlehem, Pennsylvania (“the City”), is home to over 75,000 residents and boasts over 40 parks within the city limits. Parks are an important component to quality of life and enhance neighborhood amenities for residents.

The City has recently completed the 40-in-10: Parks and Recreation Plan¹ (further referred to as “the Plan” or “the Parks Plan”), a year-long, community-driven effort to prioritize investments in our parks and open spaces. The Parks Plan outlines actions to create a well marketed, interconnected network of parks, trails, and programming that are equitable and accessible to people of all abilities. This Plan is the driving force behind the recommendations communicated in this Request for Proposals (RFP).

The City of Bethlehem is seeking to retain services of a qualified and experienced consulting firm to design and provide engineering and construction plans for three (3) separate parks:

1. Bernie Fritz Park (1739 Memorial Ave, Bethlehem, PA)

Bernie Fritz Park (also known as “Heimple Park”) is roughly 2.25 acres in size in Northeast Bethlehem. The Park is fully surrounded by residential and institutional uses (cemetery) to the North. Currently, the park amenities include a playground, basketball court, and baseball/softball fields.

2. Madison Park (609 Ontario St, Bethlehem, PA)

Madison Park is roughly 0.50 acres in size in Southside Bethlehem. The Park is fully surrounded by residential uses. Currently, the park amenities include a playground, basketball court, and a picnic pavilion.

3. Clearview Park (2201 Abington Rd, Bethlehem, PA)

Clearview Park is roughly 9.30 acres in size in West Bethlehem. The Park is fully surrounded by residential and institutional (Clearview Elementary School) to the East. Currently, the park amenities include a pool, playground, basketball court, tennis/pickleball, pavilions, a community garden, and a restroom.

¹ 40-in-10 Parks and Recreation Plan website: <https://webuild.bethlehem-pa.gov/en/projects/parks-and-recreation-master-plan-survey>

2.0 SCOPE OF WORK

The selected consultant will work with the City to refine the conceptual designs and provide professional design/engineering, construction drawings, bid documents, and support during and after construction for each of the three parks. The Parks Plan has outlined recommendations for each park, as summarized below:

1. Bernie Fritz Park

Bernie Fritz Park received concept planning that includes improving conditions of the ball fields/basketball court, shaded sport seating, sidewalks, parking, and improving the play equipment. This includes the addition of splash pad, and water bottle refill station, as well as a renovation of the existing bathroom. See Concept Plan #1 found in the appendix for further details.

2. Madison Park

Recommendations at this park include improving the conditions of the basketball court and pavilion as well as installing a splash pad and water bottle refill station. A general refresh of amenities would be needed as well. See Concept Plan #2 found in the appendix for further details. The consultant will advance the Madison Park concept to be public-facing, similar to that of Bernie Fritz (#1) and Clearview Park (#3), prior to full design/engineering.

3. Clearview Park

Clearview Park is recommended to receive new amenities including reconfigured basketball, pickleball, and tennis courts, a splash pad and water bottle refill station. A pool currently exists at the park, and would also receive renovations to the pool house, and parking area. See Concept Plan #3 found in the appendix for further details.

2.1 Project Management

- The selected consultant will attend scheduled project meetings with the City throughout the project. At least four (4) meetings shall be included in the proposal, minimally at the 30%, 60%, 90% and final design phases.
- The selected consultant shall be available to the City and outside agencies. Consultant shall specify project manager within proposal.

2.2 Community Engagement

The selected consultant shall conduct outreach to the Bethlehem community, including residents, community organizations, schools, and businesses. Public engagement will allow input on design concepts under consideration (Appendix A) to advance these projects to final design and construction. The selected consultant will:

- Attend a minimum of three (3) in person meetings – one for each park

- Develop relevant materials (flyers, presentations, boards)
- Assist City staff in presenting materials
- Compile community feedback and incorporate it into final designs
- Translation Services – The selected consultant will have the ability to translate all materials from English to Spanish including the following:
 - In-person and digital materials (flyers, boards, graphics, etc.)
 - Live translations during public meetings
 - WeBuildBethlehem webpage update content (platform GoVocal)

2.3 Deliverables

1. Design/Engineering for Construction

Plans and specifications will be prepared in accordance with City of Bethlehem standards. Design/engineering will include the following deliverables:

1. Layout Plans
2. Grading Plans
3. E&S Control Plans
4. Post Construction Stormwater Management Plans
5. Signage and Pavement Marking Plans (where applicable)
6. Utility Relocation Plans (if applicable)
7. Planting Plans
8. Permit Applications
9. Cost Estimates
10. Technical specifications
11. Bid form

a. Construction Documentation – provide 30%, 60%, 90%, and final design drawing submissions to City for review prior to the appropriate project management meetings.

b. Permitting – The consultant shall be familiar with and provide for any and all necessary permits and approvals required to complete the project. Consultants will submit NPDES/PA DEP permits for the three parks, as necessary, with services including but not limited to: coordination with City forces for any necessary test pit excavations, site infiltration soil testing, soils report and stormwater management recommendations, and meetings with Northampton/Lehigh County Conservation District, and Lehigh Valley Planning Commission. An individual NPDES permit may be required for these projects. The consultant if required by PA DEP, shall prepare and record an instrument with the recorder of deeds for the Post Construction Stormwater Management (PCSM) Stormwater Control Measures (SCMs).

The consultant will prepare and submit an Erosion and Sediment Pollution Control Plan (E&S), and narrative for these projects in accordance with current guidelines as set forth in PA DEP publication “Erosion and Sedimentation Pollution Program Manual”. The consultant will perform a

qualitative analysis of the construction impacts and will submit the plan to the Northampton/Lehigh County Conservation District. Additionally, the consultant will address all comments and incorporate agreed upon changes into the final E&S Plan.

2. Project Bidding

Services shall include the preparation of drawings, technical specifications, and bid forms, coordination with the City for preparation of the front-end specifications and advertisement and administration of the bidding process. Consultant will attend a pre-bid meeting and respond to bidder questions.

3. Construction Term Services

The City Engineering Bureau will provide the majority of the engineering inspection services for this project. However, the proposal shall include a minimum of 40 hours for bidding, pre-construction meetings, progress meetings and inspection as necessary.

Final as-built drawings and an AutoCAD file shall be submitted at the time of construction completion.

3.0 PROPOSAL FORMAT AND CONTENT

To facilitate the review and evaluation of the proposals, all proposals should be organized using the following outline format:

1. Statement of Qualifications and Experience

Include a brief resume of your firm's background and expertise in projects of a similar nature. The resume shall also include names, special qualifications, and work assignments of your project staff. Include contact information for former clients for whom similar work has been performed.

Include the address and telephone number of your main office and regional or local offices from which the work is to be directed. Also list the names, addresses and telephone numbers of any sub-contractors you intend to use. State the names and qualifications of all persons to be assigned major project involvement, including identifying the project manager.

2. Scope and Services

Describe in detail your perception of the work required. Describe how your personnel, equipment, and services will be utilized to accomplish the scope of work.

3. Time Schedule

Provide a detailed time schedule to complete the proposed services including appropriate review time by the City.

4. Fee Proposal

Submit a proposed fee and level of effort (man-hours) on a task-by-task basis for each park listed in the RFP. For each task, provide a specific list of assumptions used to develop the level of effort and fee estimate by park.

4.0 PROPOSAL EVALUATION

1. Evaluation

The evaluation of all proposals will be based, but not limited to, the following criteria:

- a. Completeness of the proposal, i.e., the degree to which it responds to all requirements, and requested information contained herein.
- b. Project team qualification and professional experience with work of a similar character.
- c. Technical approach to the project including suggested work outline and consultant's understanding of the work scope.
- d. Completion schedule and commitment to timely completion of the work.
- e. Overall cost to the City.

The basis of award of a contract will be on the technical proposal and fee, oral presentation if required, and the firm that, in total, is in the best interest of the City of Bethlehem.

In performing the evaluation, only information contained within each firm's proposal will be considered. The City may reject any or all proposals or award the contract where it is found to be in the best interest of the City of Bethlehem.

2. Oral Presentation

The City will schedule interviews for firms under consideration. Firms may be required to make an oral presentation of their proposal if requested by the City.

3. Cost of Preparation of Proposal

The consultant is responsible for the cost of this proposal, including any costs associated with preparing, submitting and presenting proposals. The City assumes

no liability for any cost direct or indirect that a consultant may incur during the preparation of a response to the RFP.

4. Reserved Rights and Options

The City reserves and holds, at its sole discretion, the right to:

- Accept any Proposal;
- Reject any or all Proposals;
- Waive any technicalities, informalities, or irregularities;
- Not enter into any transaction;
- Terminate consideration or evaluation of any Proposal at any time, for any reason;
- Suspend, discontinue, and/or terminate the RFP process for any reason;
- Request and/or receive additional information regarding any Proposal;
- Revise, supplement, withdraw or cancel all or part of this RFP for any reason;
- Conduct investigations with respect to the qualifications and experience of Organizations;
- Change the schedule for dates specified in this RFP;
- Request best and final offers; and
- Take any other action affecting the RFP or the RFP process that is in the City's best interest.

No bid award, contract award or contract which is subject to City of Bethlehem Ordinance 121.05 is enforceable or binding against the City without approval of Bethlehem City Council by Resolution under Article 121.05 and furthermore without execution in accordance with the requirements of the Third Class City Code and the Optional Charter Law, 53 P.S. §§ 41101-41625.

5.0 SUBMITTAL AND ANTICIPATED SCHEDULE

RFP Issued: March 13th, 2026
Inquiries Deadline: March 27th, 2026
Response Date: April 2nd, 2026
Proposals Due: April 10th, 2026
Interviews (estimated): After April 24th, 2026

All inquiries to the RFP shall be submitted electronically no later than 4:00P.M. on April 10th, 2026 to:

Dylan Schlosser, Project Engineer
Bureau of Engineering
City of Bethlehem
dschlosser@bethlehem-pa.gov

APPENDIX A

Concept Plan #1: Bernie Fritz Park



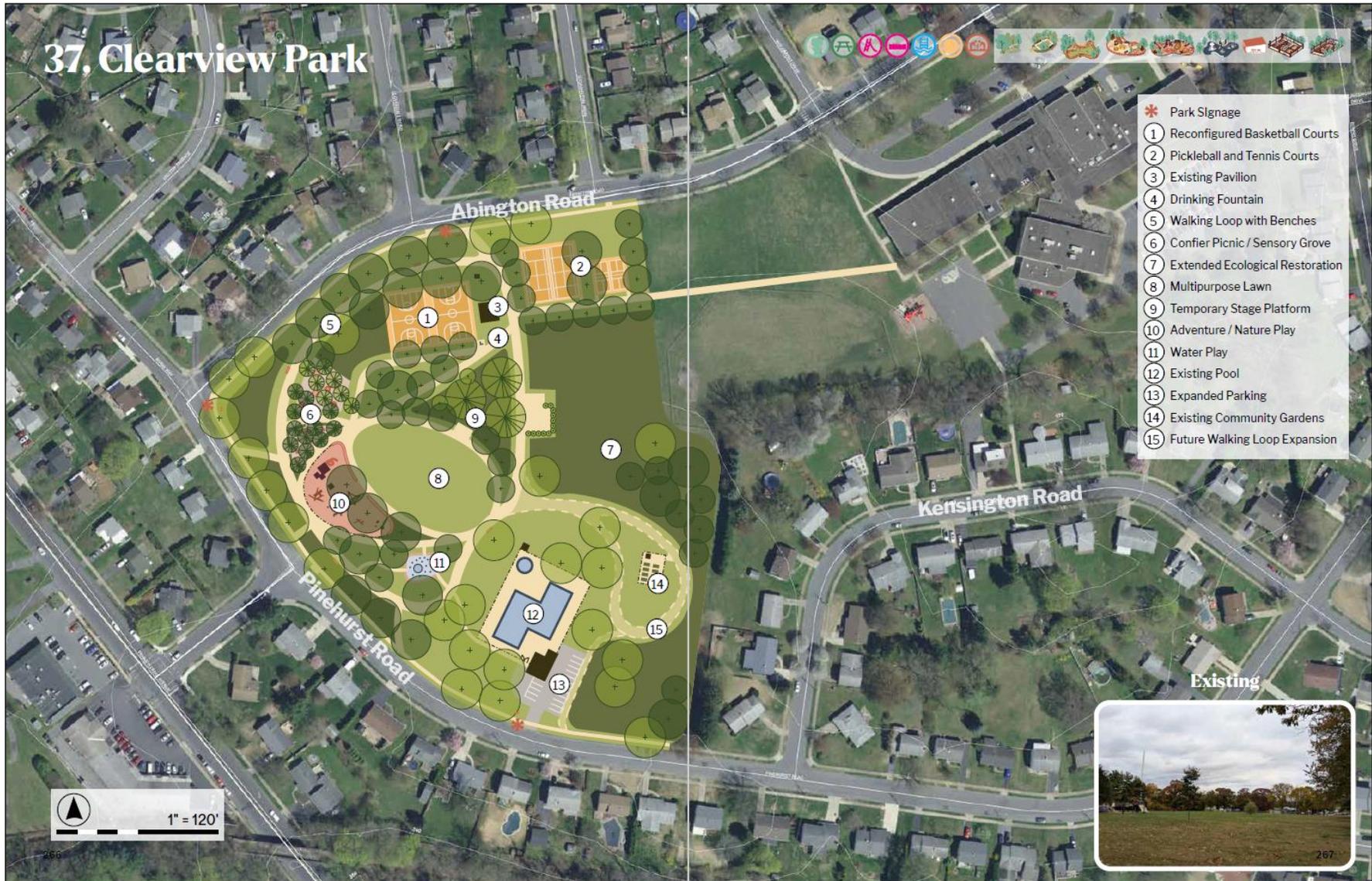
1. Bernie Fritz Park



1. Bernie Fritz Park



Concept Plan #3: Clearview Park



37. Clearview Park

