



City of Bethlehem

REQUEST FOR PROPOSALS

Consulting Design and Engineering Services
For
South Bethlehem Greenway Phase VIII
(Between S New Street and E Third Street)

Issued: 6/22/2026

Submittal Deadline: 7/24/2026

Contact Person:

Dylan Schlosser
Project Engineer
City of Bethlehem
10 E. Church Street
Bethlehem PA 18018
(610) 997-7955
dschlosser@bethlehem-pa.gov

1.0 INTRODUCTION

The City of Bethlehem, Northampton County, Pennsylvania (“the City”), is seeking to retain services of a qualified and experienced consulting firm to design an urban trail and dynamic recreation space between S New Street and E Third Street. It will continue the South Bethlehem Greenway and complement the abutting commercial developments.

The City is home to over 75,000 residents and boasts a variety of public spaces within the city limits, including the South Bethlehem Greenway. The City has various plans that influenced the development of the South Bethlehem Greenway:

- *South Bethlehem Greenway Master Plan (2005)*.¹ This report documents the public process that led to recommendations to develop the Greenway as a major element of municipal infrastructure in South Bethlehem.
- *Beth Connects: A Trail Study for the Bethlehem Area (2016)*.² This study outlines a program to build on the existing trail network to connect Bethlehem’s trails to larger trail networks and destinations outside of the city.
- *Southside’s Tomorrow Master Plan (2021-2027)*.³ A comprehensive strategy to provide housing revitalization, improved public and green spaces, and communication and connectivity through an Equitable Community Development approach in South Bethlehem.
- *40 in 10 Parks and Recreation Plan (2026)*⁴. A year-long, community-driven effort to prioritize investments in our parks and open spaces. The 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.

The South Bethlehem Greenway currently terminates at S New Street. For years, the block between S New Street and E Third Street has been targeted for the continuation of the trail and design of recreation and amenity features to activate this central space in the South Bethlehem urban core.

In 2025, the City completed a concept design based on community input and in collaboration with the two commercial property owners abutting the area to the north. The existing condition plan and concept plan prepared at that time by landscape architects and designers from Mahan Rykiel Associates are provided in Appendix A.

The concept plan includes amenity spaces for the abutting commercial properties: an existing mixed-use commercial property and a now-under-construction hotel. Specifically, each property has dedicated space for a patio for outdoor dining and gathering, and the hotel has a driveway for pick-up, drop-off and multiple paths connecting their property and the public parking garage to the south of the future Greenway.

¹ <https://www.bethlehem-pa.gov/community-economic-development/planning-zoning/community-plans/>

² <https://www.bethlehem-pa.gov/community-economic-development/planning-zoning/community-plans/>

³ [https://e6514ed5-fc0a-493f-b7a6-](https://e6514ed5-fc0a-493f-b7a6-880f283ac603.filesusr.com/ugd/bd5f68_ebc1c169b4514da9a77b17de737aa24a.pdf)

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

Now that construction is underway for the hotel development, the City is moving forward with design and engineering for the public Greenway space in hopes that construction can commence as the hotel project nears completion. This will allow the hotel's construction of their patio, driveway, and pathways to coincide with the City's construction of the trail and other public features. Accordingly, collaboration with the abutting commercial property owners is critical for the design and construction of this space. The hotel's site plan is provided in Appendix A.

This project will be funded through a Pennsylvania Department of Conservation and Natural Resources (DCNR) Grant and matching funds through the City of Bethlehem. The selected consulting firm must be familiar with DCNR grant requirements and program goals. The design phase of this project will begin expeditiously upon execution of the contract. A formal bidding process for the construction phase is to occur by Spring 2027. The construction phase is to be completed by Fall 2027.

2.0 INQUIRIES

For questions or clarifications, contact the project engineer, Dylan Schlosser by email before July 6th, 2026. A list of responses to all inquiries will be issued to all interested parties by July 13th, 2026.

3.0 SCOPE OF WORK

The selected consultant will work with the City to refine the conceptual designs, coordinate design with the hotel project team, and provide professional design/engineering for preliminary and final design, construction documentation, bid documents, and construction-term services.

The concept plan has outlined recommendations for the greenway, as summarized below:

- General: Greenway path continuation from S New Street to E Third Street, seating, trash receptacles, lighting, signage
- Gathering Spaces: Amphitheater (including seating and stage)
- Nearby Nature: Native shade trees, native flowering trees, native shrub and perennials, native groundcover bed, sod lawn

An eight-story, roughly 140-unit hotel is currently being constructed on the parcel directly abutting the greenway to the Northeast. The hotel will be constructing several paths, plazas, and infrastructure on carefully chosen locations on the South Bethlehem Greenway between S New Street and E Third Street, shown in Appendix A: Hotel Site Plan. **The chosen consultant will be required to work collaboratively to ensure work can be done in tandem with hotel construction.**

The South Bethlehem Greenway urban trail and dynamic recreation space between S New Street and E Third Street will be reviewed and approved by the DCNR for

compliance with the Department’s standards and specifications; therefore, all applicants shall be familiar with DCNR regulations.

3.1 DESIGN/ENGINEERING FOR CONSTRUCTION

Professional services for this section of the South Bethlehem Greenway project area include:

- Preliminary and Final Design and Engineering
- Construction Documentation
- Permitting
- Project development meetings
- Project management

Design and Engineering - Preliminary and final design and documentation for an ADA compliant paved trail, associated grading and drainage improvements, landscaping, associated signage, site amenities, and utilities, utilizing the existing concept plan to start.

Construction Documentation – Services include: Site visit with the City; development of Drawings, Specifications and permits; 50% Drawing Submission to City and; Project Development Meetings (3); Final Submission to City for Review; and Project Management for this project. Permit applications will be submitted as required by applicable regulations. Plans and specifications will be prepared in accordance with PA DCNR and City of Bethlehem standards.

For more guidance on trail planning, design, construction and maintenance principles, refer to DCNRs’ [PA Trail Design and Development Principles](#).

Draft bid documents must follow the guidance outlined in the [Certification of Design Form](#). This form must be completed by a licensed professional (landscape architect, architect, or engineer). If there are multiple sets of bid documents for the project, a separate certification form will be required for each set.

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. Utility Relocation Plans (if applicable)
6. Planting Plans (if applicable)
7. Permit Applications (if applicable)
8. Cost Estimates
9. Technical specifications
10. Bid form

Permitting – The consultant will prepare and submit an Erosion and Sediment Pollution Control Plan (E&S), and narrative for this project in accordance with current guidelines as set forth in PA DEP publication “Erosion and Sedimentation Pollution Program

Manual” dated March 2000, and any revisions thereto. Consultants will perform a qualitative analysis of the construction impacts and will submit the plan to the City of Bethlehem. Consultants will address all comments and incorporate agreed changes into the final E&S Plan.

Project Development Meetings – Consultants will attend scheduled project meetings with the City throughout the project. At least (3) meetings shall be included in the proposal.

Project Management – Consultants shall be available to the City and outside agencies. Consultant shall specify project manager within proposal.

3.2 Project Bidding

Services shall include the preparation of drawings, technical specifications, and bid forms, coordination with the City preparation of the front-end specifications and advertisement and administration of the bidding process. Bid documents will be prepared according to the DCNR standards. Consultant will attend a Pre-bid meeting and respond to bidder in-meeting and on PennBid questions.

3.3 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 shall be submitted at the time of construction completion in accordance with City of Bethlehem and DCNR standards.

3.4 Community Engagement

The selected consultant shall assist with at least one (1) outreach event for the Bethlehem community, including creating messaging materials for residents, community organizations, schools, and businesses. This engagement should inform the public of progress prior to the project being constructed.

Translation Services – The selected consultant will have the ability to translate any public-facing materials from English to Spanish including the following, as necessary:

- Physical and digital materials (flyers, boards, graphics, etc.)
- WeBuildBethlehem webpage update content (platform GoVocal)⁵

4.0 PROPOSAL FORMAT AND CONTENT

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

⁵ <https://webuild.bethlehem-pa.gov/en>

4.1 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.

4.2 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.

4.3 Time Schedule

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

4.4 Fee Proposal

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

5.0 PROPOSAL EVALUATION

5.1 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. Based on the proposals received and the available budget, the City may decide not to execute a contract at all.

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.

5.2 Oral Presentation

Firms who submit proposals may be required to make an oral presentation of their proposal. The City will schedule any presentations.

5.3 Cost of Preparation of Proposal

The consultant is responsible for the cost of this proposal. 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. The City reserves the right to reject all proposals for any reason.

5.4 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.

6.0 PROPOSAL SUBMITTAL

All interested parties shall submit a sealed envelope containing one copy of the proposal including proposed fees and one copy sent electronically to dschlosser@bethlehem-pa.gov no later than 4:00 P.M. on July 24th, 2026.

Send proposals to:

Dylan Schlosser
Project Engineer
City of Bethlehem
Department of Public Works
10 E. Church Street
Bethlehem, PA 18018

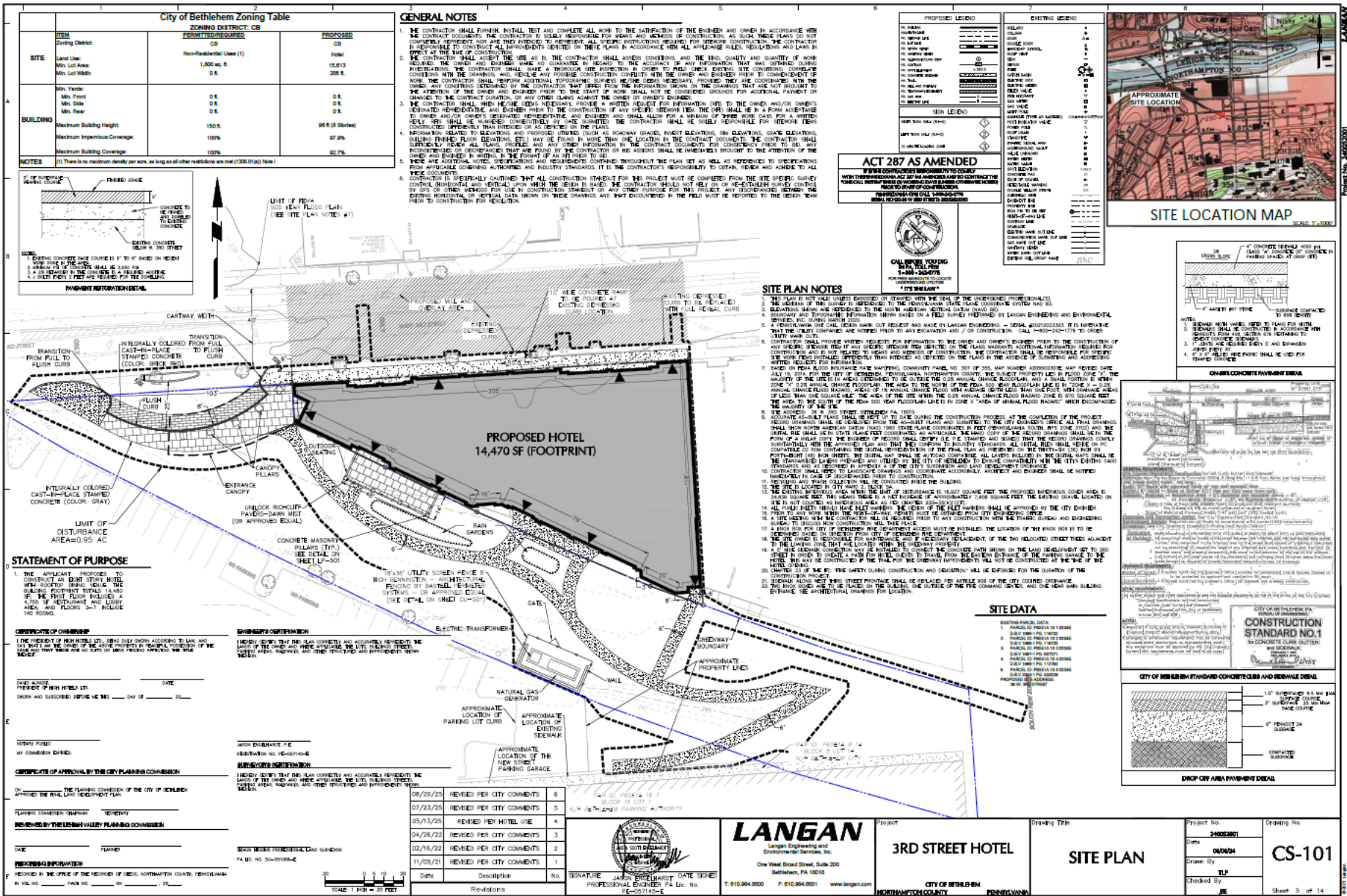
Envelopes must be clearly identified on the outside with the name of the project and the name of the firm submitting the proposal. Only written proposals will be accepted.

The City will handle proposals confidentially during the pre-award period.

APPENDIX A

Existing Conditions Plan
Concept Plan
Hotel Site Plan

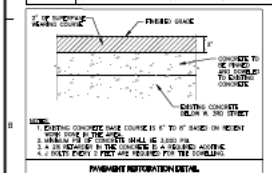
Hotel Site Plan



City of Bethlehem Zoning Table		
ZONING DISTRICT: CB		
ITEM	PERMITTED/REQUIRED	PROPOSED
SITE		
Use	CB	CB
Non-Residential Class (1)	16403	16403
Lot Area	1,000 sq. ft.	206.6
Min. Lot Width	0.00	206.6
BUILDING		
Min. Front	0.0	0.0
Min. Side	0.0	0.0
Min. Rear	0.0	0.0
Maximum Building Height	150.0	50.0 (3 Stories)
Maximum Impervious Coverage	100%	97.9%
Maximum Building Coverage	100%	97.9%

GENERAL NOTES

- THE CONTRACTOR SHALL FURNISH INITIAL TEST AND COMPLETE ALL WORK TO THE SATISFACTION OF THE ENGINEER AND OWNER IN ACCORDANCE WITH THE CONTRACT DOCUMENTS. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR MEANS AND METHODS OF CONSTRUCTION, AS SUCH THESE PLANS DO NOT COMPLETELY REPRESENT THE WORK AND THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL NECESSARY PREPARATIONS FOR THE WORK TO BE PERFORMED. THE CONTRACTOR SHALL BE RESPONSIBLE TO CONSTRUCT ALL IMPROVEMENTS SPECIFIED IN THESE PLANS IN ACCORDANCE WITH ALL APPLICABLE RULES, REGULATIONS AND LAWS IN EFFECT AT THE TIME OF CONSTRUCTION.
- THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL UTILITIES AND THE MINIMUM QUANTITY AND QUALITY OF WORK REQUIRED. THE OWNER AND ENGINEER MAKE NO GUARANTEE IN REGARD TO THE ACCURACY OF ANY INFORMATION THAT HAS BEEN OBTAINED FROM INVESTIGATIONS. THE CONTRACTOR SHALL MAKE A THOROUGH SITE INSPECTION TO DETERMINE THE EXISTING SITE CONDITIONS, UTILITIES, OBSTRUCTIONS, AND RECORDS WITH THE DRAWINGS AND NOTIFY ANY POSSIBLE CONFLICTS WITH THE OWNER AND ENGINEER PRIOR TO COMMENCEMENT OF WORK. THE CONTRACTOR SHALL VERIFY ALL UTILITIES AND RECORDS BEFORE BEGINNING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE OWNER AND ENGINEER PRIOR TO THE START OF WORK. SMALL NOT BE CONSIDERED GROUNDS FOR ADDITIONAL PAYMENT OR CHARGES TO BE CONTRACTOR'S OBLIGATION AND OTHER CLAIMS AGAINST THE OWNER OR ENGINEER'S OBLIGATION.
- THE CONTRACTOR SHALL MAINTAIN RECORDS NECESSARY TO PROVIDE A WRITTEN RECORD FOR INFORMATION TO THE OWNER AND/OR OWNER'S DESIGNATED REPRESENTATIVE AND ENGINEER PRIOR TO THE COMMENCEMENT OF ANY WORK. RECORDS SHALL BE IN A FORM ACCEPTABLE TO THE OWNER AND ENGINEER AND SHALL BE MAINTAINED THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL RECORDS. RECORDS SHALL BE MAINTAINED SEPARATELY FROM RECORDS OF OTHER PROJECTS. RECORDS SHALL BE MAINTAINED THROUGHOUT THE PROJECT AND SHALL BE AVAILABLE TO THE OWNER AND ENGINEER AT ALL TIMES. RECORDS SHALL BE MAINTAINED THROUGHOUT THE PROJECT AND SHALL BE AVAILABLE TO THE OWNER AND ENGINEER AT ALL TIMES. RECORDS SHALL BE MAINTAINED THROUGHOUT THE PROJECT AND SHALL BE AVAILABLE TO THE OWNER AND ENGINEER AT ALL TIMES.
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STATEMENT OF PURPOSE

1. THE APPLICANT PROPOSES TO CONSTRUCT AN 14,470 SQ. FT. HOTEL WITH ROOFTOP DECKS, INCLUDING THE BUILDING FOOTPRINT TOTALS 14,470 SQ. FT. THE FIRST FLOOR INCLUDES A KITCHEN, RESTAURANT AND LOBBY AREA, AND FLOORS 2-7 INCLUDE 140 ROOMS.

STATEMENT OF COMPLIANCE

THE APPLICANT HAS REVIEWED THE CITY OF BETHLEHEM ZONING TABLE AND HAS DETERMINED THAT THE PROPOSED PROJECT IS IN COMPLIANCE WITH THE ZONING REQUIREMENTS OF THE CITY OF BETHLEHEM ZONING TABLE.

STATEMENT OF APPROVAL BY THE CITY PLANNING COMMISSION

ON _____ THE PLANNING COMMISSION OF THE CITY OF BETHLEHEM APPROVED THE FINAL LAYOUT DEVELOPMENT PLAN.

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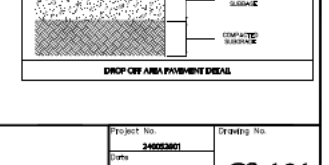
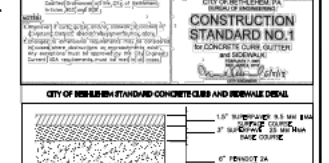
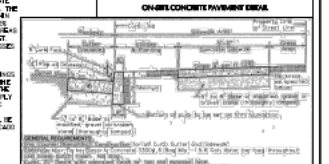
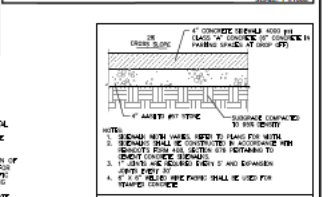
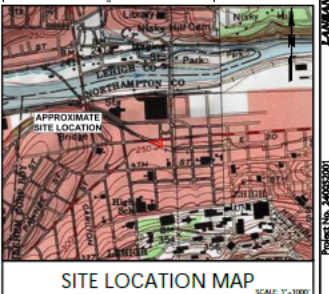
STATEMENT OF APPROVAL BY THE CITY PLANNING COMMISSION

ON _____ THE PLANNING COMMISSION OF THE CITY OF BETHLEHEM APPROVED THE FINAL LAYOUT DEVELOPMENT PLAN.

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65. 1" = 10' (SECTION)	65. 1" = 10' (SECTION)
66. 1" = 10' (SECTION)	66. 1" = 10' (SECTION)
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68. 1" = 10' (SECTION)	68. 1" = 10' (SECTION)
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72. 1" = 10' (SECTION)	72. 1" = 10' (SECTION)
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81. 1" = 10' (SECTION)	81. 1" = 10' (SECTION)
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100. 1" = 10' (SECTION)	100. 1" = 10' (SECTION)

DATE	REVISION	DESCRIPTION
08/28/23	REVISED PER CITY COMMENTS	6
07/23/23	REVISED PER CITY COMMENTS	5
05/13/23	REVISED PER CITY COMMENTS	4
04/28/23	REVISED PER CITY COMMENTS	3
02/16/22	REVISED PER CITY COMMENTS	2
11/05/21	REVISED PER CITY COMMENTS	1

DATE: 11/05/21
 DRAWN BY: JLP
 CHECKED BY: JE
 PROJECT NO: 24002801
 DRAWING NO: CS-101
 SHEET 5 OF 14



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3RD STREET HOTEL

SITE PLAN

Project No: 24002801
 Drawing No: CS-101
 Date: 08/28/23
 Drawn By: JLP
 Checked By: JE
 Sheet 5 of 14