

## Request for Proposals (RFP)

### ANNOUNCEMENT

#### REQUEST FOR PROPOSALS (RFP)

#### KUNKLE PARK AND DALLAS TOWNSHIP PARK MASTER SITE PLANS

The Assistant Secretary of the Dallas Township, Luzerne County, Pennsylvania, is accepting proposals for a one-time contract to perform certain professional (consulting) services work for the Township involving the revitalization of two municipal parks. Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal, proposal evaluation criteria, and the proposed contract.

Sealed proposals (two copies), must be received by the Secretary Treasurer at 2919 SR 309 Highway, Dallas Township, no later than Thursday, October 1, 2015 at 4:00 p.m. EST, or postmarked no later than Thursday, September 24, 2015. If mailed, the proposal should be addressed to: Dallas Township Assistant Secretary Liz Martin.

A mandatory pre-bid meeting to discuss the project scope of work will be held at 1:00 p.m. on Monday, August 31, 2015 in the Dallas Township Municipal Building conference room.

If additional information is needed, please contact Liz Martin, Assistant Secretary, at (570) 674-2008.

If you are interested in submitting a proposal for this work, you may obtain an RFP by contacting:

Liz Martin, Assistant Secretary  
2919 SR 309 Highway  
PO Box 518, Dallas Township, PA 18612  
(570) 674-2008  
[lmartin@dallastownship.com](mailto:lmartin@dallastownship.com)

or download a PDF version of the RFP at [www.dallastownship.com](http://www.dallastownship.com).

*Elizabeth A. Martin*

Elizabeth A. (Liz) Martin, Assistant Secretary  
Dallas Township, Luzerne County, Pennsylvania

## TABLE OF CONTENTS

### **RFP FOR KUNKLE PARK AND DALLAS TOWNSHIP PARK MASTER SITE PLANS**

Dallas Township

- Section 1. BACKGROUND
- Section 2. GENERAL TERMS
- Section 3. SCOPE OF WORK
- Section 4. CONSULTANT QUALIFICATIONS
- Section 5. REQUIRED SUBMITTALS
- Section 6. EVALUATION CRITERIA
- Section 7. CONTRACT FOR PROFESSIONAL SERVICES (Form)

Appendices:

- Appendix A: Consultant Qualifications
- Appendix B: "Nondiscrimination/Sexual Harassment Clause"
- Appendix C: Dallas Township Deeds
- Appendix D: Dallas Township Map

***[Deeds and maps will be available at the pre-bid meeting.]***

NOTE: The term "proposer" or "firm" in this RFP means the person or firm making a proposal based on the RFP.

## SECTION 1. BACKGROUND

Both the Kunkle Park (Dallas Township Community Forest) and the Dallas Township Park are located in Dallas Township, Luzerne County. Kunkle Park is located within the Leonard Creek watershed and Dallas Township Park is located within the Toby Creek watershed.

The approximately 50+ acre Kunkle Park is under-utilized. Use of this park is restricted based on documents recorded during conveyance. Only a single baseball field is located in Kunkle Park. ADA accessible facilities and parking, signage and benches are needed. The park is primarily wooded forest land that was donated to the Township with the understanding that it remain as forest land. Additional recreational uses for this park could include a nature preserve and hiking and walking trails. This park is located 1.2 miles from the northeast end of Harvey's Lake, providing recreational opportunities to residents of Harvey's Lake Borough, as well as Dallas Township.

The approximately 6 acre Dallas Township Park has a baseball field that needs to be updated. The Township considers this park their "diamond in the rough." This parcel has been used as a park for many years. The baseball field needs refurbishing and better parking facilities are needed including ADA accessible parking. There is some antiquated playground equipment on the south end of the park, for which replacements should be considered, as well as an enclosure for small children. A pedestrian bridge over the creek that runs through the park, as well as a pavilion and other amenities have been proposed. Residents have also requested a dog park area.

The Dallas Township Park is located directly adjacent to Dallas Borough and provides recreational opportunities to the residents of Dallas Borough, as well as Dallas Township. Additionally, the Dallas Township Park is within walking distance of the Dallas School District campus (1/3 mile) and the Misericordia University campus (1/2 mile).

This project is partially funded by a grant from the Community Conservation Partnership Program administered by the Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation (Bureau). The Bureau has certain requirements and standards that must be met by Dallas Township and its contracted consultant. This Request for Proposals (RFP) has been prepared to meet these requirements and standards. The Bureau will monitor the project. Certain documents and drafts of documents will be subject to review and approval by the Bureau.

DCNR's grant agreement number is BRC-TAG-20-105 (ME 1008389).

## SECTION 2. GENERAL TERMS

- Dallas Township reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of the Township.
- The contract is subject to the approval of the Dallas Township Board of Supervisors and is effective only upon their approval.
- Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.
- Proposals will remain effective for review by Dallas Township, and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by Dallas Township, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 60-day period that proposals are effective.

- The proposer is encouraged to add to, modify or clarify any scope of work items it deems appropriate to develop a high quality plan at the lowest possible cost. All changes should be listed and explained. However, the scope of work proposed must accomplish the goals and work stated below.

**SECTION 3. SCOPE OF WORK**

Develop a Master Site Development Plan (MSDP) for Kunkle Park and Dallas Township Park, in Dallas Township, Luzerne County. Utilizing the major work elements and tasks as detailed in the following Scope of Work (SOW):

**(A) PUBLIC PARTICIPATION**

To help reduce potential conflicts and gain public support for the project, citizen input must be received throughout the planning process. At project study committee will be formed and meet with the planning consultant on a regular basis and at least two general public meeting will be held. The following outlines, the minimal number of meetings the proposer will be required to attend and conduct:

<u>Meeting Type</u>	<u>Number</u>
✓Study committee meetings:	_____ 4-6 _____
✓Advertised or promoted general public meetings:	_____ 2-3 _____
✓Other meetings (describe):	Neighborhood focus group meeting
✓Random sample citizen’s survey	_____ 1 _____
✓Key person interviews:	_____ 5-7 _____

**NOTE:** The following planning elements and work tasks must be presented in the study report. A brief description of the public participation process must be included in the study report. (see (B) 5 below.)

**(B) BACKGROUND INFORMATION AND DATA**

The purpose of the background is to orient the MSDP reader to the community, the overall park system and generally how the specific sites fit into that park system.

1. Brief introduction to the community, its population, size, character and geographic location.
2. Brief introduction on the natural resources of the sites including but not limited to critical habitat or area of special interest, sensitive species, drainage features, native wildflower meadows, trees, deed restrictions, deed requirements, etc.
3. Brief introduction to the park system:
  - a. General description of park system. (e.g., primarily active, passive, or mixture; primarily stream valley, neighborhood or community park oriented, natural or conservation oriented).
  - b. Number of municipal parks (by general type) and acreage.
4. Description of how these park or open space areas fit into the overall park system (i.e. first site to be developed, one of 10 neighborhood parks, first community-wide park, only park with major emphasis on aquatics, only open space area to be used for nature studies and interpretation, significant areas of the sites to provide critical habitat and open space for passive recreation, etc.), and how these parks can connect to projects planned and/or proposed in the region.
5. Description of existing community planning and plans that include the community as part of a larger region, (i.e., Comprehensive Recreation, Parks and Open Space Plan, Community-wide Comprehensive and Land Use Plan, Watershed or Rivers Conservation Plan, Greenway Plan, community surveys, etc.) Reference specific provisions of existing planning document that is applicable to the sites being planned, and planning and/or proposed connections.

6. Describe the public participation process including the techniques used, key participants, level of participation, number of meetings etc.; and list the results (major areas of consensus or contention) of the public participation process. (Note: it is usually worthwhile to include copies of meeting reports as appendix to the Plan.)

**(C) SITE INFORMATION AND ANALYSIS**

Specific site information must be gathered and reported to establish a basis for the planned use of the sites. Sites information must be analyzed to determine the workable parameters for the proposed uses and facilities for the sites.

1. Brief introduction to and general description of the physical, natural, and cultural resources of the site which includes, but is not limited to, the following features:
  - Acreage
  - Deed Restrictions, Easements, Funding Requirements and Right-of-Ways that limit use
  - Environmental issues
  - Floodplains
  - Historic features
  - Location
  - Playground Safety Audit (if available)
  - Riparian buffers
  - Site access
  - Soil types
  - Species of special concern
  - Stormwater drainage features
  - Surrounding land uses
  - Topographic features
  - Vegetation (including both native and non-native species present)
  - Vernal pools
  - Wetlands
  - Zoning

2. Analysis and description of how the physical features of the sites impact the potential use and development of the sites including:
  - The advantages of the sites for certain uses
  - The disadvantages of the sites for certain uses
  - Areas that may not be suitable for public use
  - Areas that need special environmental protection and/or mitigation
  - Areas that should be protected because they are natural drainage courses
  - Areas of high quality habitat value
  - Other use limiting aspects of the sites (i.e.: access, adjacent uses, existing uses, etc.)
  - Neighborhood compatibility – including the impact on and from adjacent land uses due to activities, lighting, traffic, noise and/or aesthetic characteristics
  
3. Pennsylvania Natural Diversity Inventory (PNDI). PNDI Receipt, dated April 15, 2014, specified **no known impact**. Further coordination may be required with PNDI jurisdictional agencies if the receipt has expired.

#### **(D) ACTIVITIES AND FACILITIES ANALYSIS**

The purpose of this analysis is to determine the proposed uses for these sites, and the type, size and standards for facilities to be developed based on the public participation process, community needs, and site analysis.

1. Provide a description and prioritization of the community needs and uses for the sites as identified by the public participation process, previous planning work and, if applicable, needs assessment.
  
2. List the recreational, conservation, and public uses and facilities proposed to be developed, maintained, or enhanced on the sites and to be included on the site Plan drawing. **For each use/facility to be developed and activity to be offered provide the following information.**
  - a. Describe the degree and skill level of site use for active recreation purposes: *(Note: Active recreation activities are played at different levels and, subsequently, have varying facility standards and requirements. Using baseball as an example, pickup games may only need an open field with bases, pitcher's mound and home plate indicated while a field used for community-wide league competition may require a skinned infield, fencing, players benches, lighting, spectator seating, more parking, etc.)*
    - Skill level (Entry level participation and introduction of users to basic skills, intermediate, advanced, etc.)
    - Unstructured, non-programmed use
    - Competition (identify participants, i.e. define ages and skill level; define level, such as informal municipal leagues or formal regional tournaments, etc.)
    - Level of use by spectators
  
  - b. Describe the proposed use of the sites for passive recreation activities, such as:
    - Wildlife viewing
    - Nature trail with interpretive signage
    - Quiet places for reading and relaxing
    - Sensory gardens, wildlife gardens, native plant gardens, or community garden plots
    - Wetland or critical habitat protection
    - Educational uses (BioBlitz, nature studies)
    - Night sky viewing
    - Watershed protection
    - Environmental education
    - Veteran memorial
  
  - c. Describe the proposed conservation of open space, natural areas, and buffers on the sites.
  
  - d. Indicate the projected participation rates. *Note: To help define facility requirements and size, daily, weekly, monthly and seasonal use projections may be required.*
  
  - e. Describe the basic standards and requirements, such as:
    - Size
    - Dimensions
    - Orientation

- Maximum percent slope permissible
- Need for undisturbed area (e.g., for wildlife observations, groundwater recharge and habitat protection)

For each facility and structure proposed, list the accepted published national, state, or local standards (reference the standard by name) used to determine the size, dimensions, orientation, minimum and maximum surface slope (grade), buffer areas and setback requirements, open or undisturbed space requirements such as for riparian buffers and wildlife observation areas etc.

**Note:** Information required in the Activities and Facilities Analysis, 2a, 2b, 2c, and 2d could be presented as a table or matrix in lieu of narrative presentation.

3. List the support facilities required for the proposed recreational, conservation and public uses. Depending on the site and proposed uses, support facilities would normally include roads, parking, access paths, comfort facilities, maintenance facilities, storm water management system and structures, utility installations, signage, site furniture, ADA compliance, etc.
  - a. For **each** support facility provide a short description giving the size and type of facility proposed. (For example: for a road or drive, provide the length, width, type of surfacing, and type of curbing; for electrical, water and sewer utilities give the estimated size of the service required, the location of the most likely connection to the system, and any major structures that need to be constructed as part of the utility service.)
  - b. For parking facilities include an analysis of the required number of parking spaces based on the proposed uses and facilities, and accepted or required standards for parking spaces. Indicate by name the accepted or required standards used to calculate the number of parking spaces proposed. Further, distinguish between on street and off-street spaces and provide a description including size, type and location of any overflow parking accommodations, and ADA compliance.

## **(E) DESIGN CONSIDERATIONS**

In determining the uses and facilities to be planned for the sites, as well as the size and location of the facilities, the following must be considered and reported on to the extent that they are applicable to the Site Development Drawing (SDD):

1. The sites' limitations and positive points, as well as the various generally accepted design standards related to the proposed areas, facilities, and activities as identified under (C) and (D) above. If local recreation and park agency standards have been developed, these should be considered.
2. Applicable laws and regulations relating to public health and safety including land subdivision, zoning, and the Uniform Construction Code.
3. Handicap accessibility standards as prescribed by the Americans with Disabilities Act of 1990 (ADA).
4. Assess if the existing topography of the sites is suitable for the types of activities and/or development being proposed. Free statewide topographic information is available and can be obtained for your site through the following link: [http://www.pasda.psu.edu/uci/MetadataDisplay.aspx?entry=PASDA&file=PAMAP\\_Contours.xml&dataset=1245](http://www.pasda.psu.edu/uci/MetadataDisplay.aspx?entry=PASDA&file=PAMAP_Contours.xml&dataset=1245)
5. Compliance with the American Society for Testing Materials (ASTM) standards and the Consumer Product Safety Commission (CPSC) guidelines pertaining to playground areas and equipment.
6. The maintenance and establishment of sustainable riparian native grass and/or forest buffers. If the project sites are in the Chesapeake Bay watershed, the Plan should be in accordance with, and help to achieve, the goals of the Chesapeake Executive Council's Adoption Statement on Riparian Forest Buffers dated October 10, 1996.
7. Protection/enhancement of environmental sensitive areas including streams, wetlands, forests and established trees, gardens, and natural areas that provide wildlife habitat and protect water quality.
8. Incorporate sustainable site designs and green infrastructure (stormwater best management practices, LEED standards, native landscaping, trees, etc.) into your site designs. View resources at:
  - a. <http://www.dcnr.state.pa.us/brc/publications/> (Creating Sustainable Community Parks)
  - b. <http://www.sustainablesites.org/> (Sustainable Sites Initiative)
  - c. <http://www.usgbc.org/> (LEED)
  - d. <http://www.dcnr.state.pa.us/brc/grants/> (Green Principles)

9. List and discuss alternate "Green" materials and designs that could be used to reduce environmental impact, potentially lower maintenance and operation costs, and conserve energy.
  - a. Evaluate the cost impact of using "Green" materials and "Green" design.
  - b. Evaluate the costs and benefits of low-impact design and maintenance.
  - c. Evaluate the life cycle cost impact of using specific alternate materials.
10. Significant historic areas and structures.

**(F) DESIGN PROCESS**

1. Develop preliminary alternative *sketch* drawing(s) and present the drawing(s) at a study committee meeting for review and discussion. Relationships between areas, facilities, and support facilities, along with circulation patterns, should be shown. At this stage, the exact shape and placement of facilities is not critical.
2. Evaluate the preliminary alternatives.
3. Prepare a written evaluation of each alternative highlighting both the positive and negative points, and through community discussions and public participation determine which solution, or combination of ideas from the alternatives, offers the best compromise. Consideration must be given not only to what facilities and uses the community desires, but also to site limitations, applicable laws and regulations, the need to balance habitat protection with recreation, and accepted good design practices and standards. Determine whether use of alternate or non-conventional design and material can reduce the impact of the proposed facilities on the environment and reduce the use of natural resources.
4. Prepare a draft of the final MSDP.
5. Once the alternatives have been evaluated and the draft of the final SDD has been prepared it should be presented at a public meeting for final comment. This is a to-scale, graphic rendering of the final solution. All proposed areas, facilities, and support facilities, along with the existing areas and facilities identified in section C1 are to be shown on this final SDD in proper orientation, size and shape. Upon approval by appropriate agencies (local governing body, local & county planning agencies, the Bureau, etc.), the consultant will be instructed to prepare the final product (see section (K) below).

**(G) DESIGN COST ESTIMATES**

1. Development (construction) costs. Provide, by area and facility, a *current* detailed cost estimate for the development of the proposed areas and facilities. The cost estimate should include: engineering and other professional services cost; construction and materials cost; project administration cost; and, a contingency of at least 10% of the construction cost estimate.
2. Phased capital development program. If the proposed development cannot realistically be carried out in one to three years as one project, develop a phased and prioritized multi-year capital development program. This should explain the strategy for the phasing, identify which areas and facilities are to be developed in which years, and provide the costs associated with each phase. Implementation strategies to financing this capital plan should also be addressed (bonds, grants, fund-raising, etc.).

**(H) MAINTENANCE, OPERATING COSTS, AND REVENUE**

The purpose of this work element is to estimate an annual cost of operating and maintaining the sites and associated facilities and improvements based on the development of the sites as determined by the MSDP. An annual budget estimate shall be calculated for each of the cost and revenue items identified below. Justification of the analysis should also be included in the narrative report.

1. Describe and analyze existing level of operation and maintenance personnel including paid staff and volunteers.
2. Maintenance and Operating Costs:
  - a. Determine whether the life cycle cost of the facility(s) or improvements can be lowered by using alternative sustainable design and construction materials and practices.
  - b. List and discuss various materials that could be used to lower long-term maintenance cost.

- c. Administration. (e.g., insurance, office supplies, phone, internet server, public relations, rentals, training, etc.)
  - d. Personnel. (Include a list of employment positions, number of employees in each position, estimated salaries or wages by position, fringe benefits, estimated overtime cost, temporary employment, etc.)
  - e. Maintenance equipment needed to maintain site and facilities or improvements.
  - f. Supplies and materials. (e.g., concession and sale items, custodial supplies, motor vehicle fuel and supplies, tools and mechanical supplies, utilities, equipment rental, etc.)
  - g. Programming costs. (Include a general description and numbers of anticipated programs, anticipated numbers of participants by program, anticipated costs by program)
  - h. Contracted services cost for operation and maintenance. (Indicate the type of service anticipated to be contracted for.)
  - i. Annual capital outlay for major equipment.
  - j. Debt Service. (To the extent that long term financing is anticipated to fund the proposed site improvements and any major equipment purchased.)
3. Revenue:
- Project anticipated revenues for a one-year period by area, facility, and source. Include all items of revenue that may be applicable to the proposed sites uses and development such as:
- a. Daily admission or entrance fees
  - b. Season permits
  - c. Facility rental
  - d. Concessions
  - e. General municipal tax support
  - f. Other sources of income (i.e., endowments, contributions, fund raising events, etc.)

**(I) PLAN NARRATIVE REPORT ORGANIZATION**

All aspects of the planning process and the final MSDP (i.e., all work elements set forth in (A) through (H) above) must be presented in a narrative planning report that includes the following items and is organized as follows:

- 1. Executive Summary setting forth the aspects of the planning process and the final Plan.
- 2. Summary of the public participation process (work element A)
- 3. Summary of background information and data (work element B)
- 4. Site Information and Analysis (work element C)
- 5. Activities and Facilities Analysis (work element D)
- 6. Summary discussion of important design considerations (work element E)
- 7. Brief description of the alternative plans presented, summary of the public discussion on the alternative plans and a description of the final Plan proposal including rationale for the uses and facilities proposed (work element F)
- 8. Presentation of itemized cost estimates, phased capital development, and narrative rationale for phasing (work element G)
- 9. Maintenance, Operating Costs and Revenue (work element H)
- 10. Presentation of the optional work elements L through Q if required as part of the project.
- 11. Discussion of other considerations and recommendations that the community should be aware of in proceeding to construct the improvements proposed by the MSDP.

**(J) BASE MAP AND SITE DEVELOPMENT DRAWING(S) (SDD)**

- 1. **Base Map.** As a foundation for the final SDD, an existing conditions map of the site must be prepared in accordance with the following specifications and information: *(Note: it is highly recommended that this map be prepared early in the planning process so that it can be used as a tool in the early discussions with the study committee.)*

a. Scale: each site is unique and the characteristics of that site will determine the scale most appropriate. The goal is to provide the SDD at as large a scale as possible to allow for as much detail as possible.

The following are suggested scale ranges for the project site:

- <1 acre to 10 acres = 10- 30 scale drawings
- 15 to 75 acres = 30- 60 scale drawings
- 100 to 200 acres = 100 scale drawings

a. The following items and information must be shown on the map:

- Metes and bounds per respective deeds
- Acreage of site
- Boundaries of existing riparian buffers
- Boundary lines of adjacent property parcels where they intersect with the project sites. These lines should be shown to the extent that they provide information regarding density of surrounding lands, points of change in use of adjacent properties, and points of access to the sites
- Circulation patterns (existing access roads, service drives, parking, trails, paths, ramps, and bridges)
- Drainage structures (swales, detention/retention basins, bioretention, block pavers, rain gardens)
- Existing uses of surrounding property (e.g., single family residential, multi-family residential, commercial, industrial, undeveloped natural areas)
- Existing structures and facilities including utility installations and storm water facilities
- Flood plains (delineate floodway and 100 year flood level)
- General location and type of easements, right-of-ways, and deed restrictions on the sites
- Graphic Scale, North Arrow, Date, Legend
- Name of Park or Open Space Areas
- Name of municipality/owner
- Natural and man-made barriers
- Seal of designing landscape architect, architect, or engineer registered in Commonwealth of Pennsylvania
- Site boundaries with metes and bounds
- Boundaries of non-recreational and municipal uses with metes and bounds
- Site control structures (fences, crosswalks, retaining walls, bollards, gates)
- Site zoning and zoning of surrounding properties
- Topography (two to ten foot contours, or spot elevations indicating land character and grade changes for relatively level sites)
- Vegetation (existing trees and forested areas, meadows, gardens, landscaped plants)
- Water features (streams, rivers, ponds, lakes)
- Wetlands (identify any on or immediately adjacent to site)
- Other site features that may impact, or be impacted by, the use and development of the sites

2. **Site Development Drawing(s) (SDD)**. A drawing (map) of the site must be prepared reflecting the final proposed long-term, full development of the site. Building on the foundation of the base map/existing conditions map add the following specifications and information to the final SDD:

- a. One colored drawing must be provided to the grantee (see (K), 2. below).
- b. The scale of the SDD shall be the same as the Base Map.
- c. All features, uses and structures **proposed** for the sites must be drawn to scale and identified by name and/or description and shown in their exact proposed location. (This must include all **existing** features, uses and structures that are to remain on the sites as part of the planned use and development of the parks.)
- d. All roadways, driveways, trails and walkways must be clearly identified and stating the type of proposed surfacing.
- e. The following additional items and information must be shown on the SDD:
  - All uses, facilities and structures including utilities and stormwater structures proposed for the sites
  - Benches (if applicable) including ADA compliance (back supports, arms, bump-out seating, etc.)
  - Boundaries of proposed riparian buffers

- Circulation patterns (proposed access roads, service drives, parking, trails, ramps, paths and bridges) indicating **ADA compliance**
- Structures and facilities that are proposed or will remain on the sites
- Notations and legends necessary to fully explain the size, type and location of any existing or proposed use, feature, or facility
- Vegetation (proposed trees, meadows, gardens, landscaped plants)

**(K) FOREST STEWARDSHIP PLAN (Kunkle Park only)**

Compile and Forest Stewardship Plan for Kunkle Park in consultation with a PA DCNR service forester from the Lackawanna State Forest District. The Plan must address, at a minimum, activities that enhance or improve forest resources (wildlife, timber, soil, water, recreation and aesthetics) on this site.

A complete listing of Service Foresters and more information can be found at the following link: <http://www.dcnr.state.pa.us/forestry/privatelands.aspx>.

**(L) FINAL PRODUCTS**

1. **Planning Progress Reports** Must be suitable for submission to PA DCNR and Dallas Township on a bi-monthly basis.
2. **Narrative Report.** This must be a written bound report that is organized and includes all of the items specified in section (I) above with each section of the report clearly labeled. (Instructions to grantee: Due to the associated cost with producing copies of the final report, the Bureau recommends that the grantee closely evaluate the number of printed copies needed. Electronic versions of the report that can be reproduced by the grantee may be more appropriate and cost saving and also to save a few trees. **Three (3) bound copies and one (1) electronic PDF copy (as one complete document, not broken out by chapters, etc.) must be submitted to the Bureau.**)
3. **Site Development Drawing(s) (Maps)** One full-scale SDD shall be prepared and provided to the Bureau. The Base Map and Final SDD must be developed in digital format and an electronic version must be provided to the grantee.

Number of bound (Narrative Report) copies to be prepared and provided to grantee:	<u>Draft 3; Final 3</u>
Number of bound (Narrative Report) copies to be prepared and provided to the Bureau:	<u>Draft 3; Final 3</u>
<u>Number of printed full-scale final SDD to be prepared and provided to grantee:</u>	<u>2</u>
<u>Number of printed full-scale final SDD to be prepared and provided to the Bureau:</u>	<u>1</u>
<b><u>Total number of bound copies required:</u></b>	<u>12</u>
Number of electronic copies including full-scale final SDD to be provided to grantee:	<u>Draft 6; Final 6</u>
Number of electronic copies (PDF Format), including full-scale final SDD to be provided to the Bureau:	<u>1</u>
Number of electronic copies (PDF Format), including full-scale final SDD to be provided To the Grantee on disk:	<u>1</u>
<b><u>Total number of electronic copies required:</u></b>	<u>2</u>

**(M) SECURITY ANALYSIS**

The purpose of this work element is to evaluate and make recommendations regarding the safety, security, and risk management of the proposed new or rehabilitated existing sites.

1. Interview local government officials, public safety officials and recreation providers regarding safety and security at the sites.
2. Discuss risk management and safety issues related to the sites with applicable insurance providers.
3. Analyze and evaluate security issues at the sites from the following perspectives:
  - a. Safety and security of visitors
  - b. Protection of site property, recreation facilities, natural resources, critical habitat and special of special concern
  - c. Risk management options
4. Provide recommendations for the safety and security of the park including:
  - a. Design and construction alternatives
  - b. Policing and patrolling methods as well as monitoring via cameras, etc.
  - c. Maintenance issues
  - d. Safety signage
  - e. Insurance coverage
5. Develop a multi-faceted safety and security program for the parks which includes:
  - a. A safety policy
  - b. A process for routine inspections and hazard abatement
  - c. A program to assist employees and visitors in reporting hazards
  - d. Emergency procedures
  - e. An accident reporting system
  - f. An information management system for site safety and security
  - g. A citizen awareness and reporting program

To further define the work needed to be done by the consultant for a satisfactory MSDP and to reduce the cost of the project to the grantee, the following section indicates the information applicable to the project that can be provided by the grantee and the work that will be performed by the grantee. It is the prospective consultants' responsibility to insure that they fully understand the level and quality of information and work to be provided by the grantee. Discussions are recommended between prospective consultants and the grantee on the items listed before a proposal to perform the scope of work is prepared and submitted by a consultant. Ultimately, it is the consultant's responsibility to satisfactorily perform all of the work elements of the project.

**(O) WORK TO BE PERFORMED AND INFORMATION TO BE PROVIDED BY GRANTEE**

Project Coordination and Public Participation. (e.g., organize and send notices on meetings; arrange and set up meeting rooms; advertise and promote public meetings; arrange and coordinate key person interviews and other meetings; and, mail and tabulate survey questionnaires.

Background Information. (e.g., community descriptions and statistics; park or open space system information; research; and, previous planning and community survey information.

Site Information. (e.g. previous site survey and inventory work; existing base mapping; site boundary description, copy of deed, etc.; deed restrictions; easements and right-of-ways; aerial photos; zoning map; future land use map; existing utility information and mapping; flood plain and wetlands information and mapping, areas of particular habitat value information and mapping.

**SECTION 4. CONSULTANT QUALIFICATIONS**

Refer to Appendix A

**SECTION 5. REQUIRED SUBMITTALS**

A. Letter of Transmittal

This letter must include the following:

- A statement demonstrating your understanding of the work to be performed.
- A statement confirming that the firm meets the Consultant Qualifications (see Section 4 above).
- The firm's contact person and telephone number.

B. Profile of Firm

This consists of the following:

- A statement of the firm's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
- The location of the firm's office that will perform the work.
- Resumes of individuals (consultants, employees) proposed to conduct the work and the specific duties of each individual in relation to the work. NOTE: DCNR requires that the project consulting team have the qualifications listed in the DCNR document entitled "Consultant Qualifications" (see Section 4 above).
- A reference list of other municipal clients of the firm with contact information.
- Any other information relating to the capabilities and expertise of the firm in doing comparable work.

C. Methods and Procedures

The proposal must include a detailed description of the methods and procedures the firm will use to perform the work. Inclusion of examples of similar work is encouraged.

D. Work Schedule

The schedule must include time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents.

E. Cost

For each major work element, the costs must be itemized showing:

- For each person assigned to the work, the title/rank (organizational level) of the person in the organization, the hourly rate, and the number of hours to be worked
- The reimbursable expenses to be claimed

The itemized costs must be totaled to produce a contract price. If awarded a contract, a proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs.

If awarded a contract, the firm may not change the staffing assigned to the project without approval by Dallas Township. However, approval will not be denied if the staff replacement is determined by Dallas Township to be of equal ability or experience to the predecessor.

Your method of billing must be stated. The preferred practice of Dallas Township is to pay upon completion of the work and receipt of the required report. However, Dallas Township will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, 10% of the funds available under the contract will be withheld until the final product is approved by DCNR.

F. Contract

See Section 7 below for the contract form and the document entitled, "Nondiscrimination/Sexual Harassment Clause" that DCNR requires to be attached to and incorporated in the contract as an appendix (labeled Appendix B & C, respectively, in this RFP).

SECTION 6. EVALUATION CRITERIA

A. Technical Expertise and Experience

The following factors will be considered:

- The firm's experience in performing similar work
- The expertise and professional level of the individuals assigned to conduct the work
- The clarity and completeness of the proposal and the firm's demonstrated understanding of the work to be performed

B. Procedures and Methods

The following factors will be considered:

- The techniques for collecting and analyzing data
- The sequence and relationships of major steps
- The methods for managing the work to ensure timely and orderly completion

C. Cost

The following factors will be considered:

- The number of hours of work to be performed
- The level of expertise of the individuals proposed to do the work.

D. Oral presentation

Any or all firms submitting proposals may be invited to give an oral presentation of their proposal.

SECTION 7. CONTRACT FOR PROFESSIONAL SERVICES

A proposed contract is included as Appendix B for your review. If it is satisfactory to you, it should be completed, executed, and submitted with the proposal. If you prefer an alternative contract, you may submit it as a part of your proposal. However, Dallas Township reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional (consulting) services contract.

## [Appendix A]

DCNR-2015-Plan  
Plan-GPM – 6 Rev. 12-12

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
BUREAU OF RECREATION AND CONSERVATION



### COMMUNITY CONSERVATION PARTNERSHIP PROGRAM

## CONSULTANT QUALIFICATIONS

### Planning Grant Projects

**Purpose:** These consultant criteria are established to help grantees select a qualified consultant or consulting team to complete **any planning project** funded by a grant under the Community Conservation Partnerships Program. Selecting a qualified consultant will substantially increase the likelihood that the completed project will be comprehensive, accurate, and of the highest quality.

### GENERAL CONSULTANT QUALIFICATIONS

Regardless of the planning project type, your consultant or consulting team **must** meet the following requirements:

1. Have documented experience developing and implementing public participation techniques, such as holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc.
2. At least one member of the consulting team must have documented, prior experience conducting studies of the project type being undertaken. This person should be the project leader and assume overall project coordination responsibilities between the grantee and the consulting team.
3. Have documented experience with the planning, design, general operation, and maintenance of recreation and park areas and facilities.
4. Have documented experience in developing and recommending to local government officials and non-profit organizations the policies and procedures related to providing public recreation and park services and/or facilities, as well as the management and operation of these facilities and amenities.
5. Have documented experience in setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.

### PROJECT SPECIFIC CONSULTANT QUALIFICATIONS

#### COMPREHENSIVE RECREATION, OPEN SPACE, AND GREENWAY PLAN

Comprehensive recreation, open space, and greenway plans are typically developed by a team of professionals that include landscape architects, community planners, and recreation and park professionals. At least one member of the consultant team must be a **recreation & parks practitioner\***, preferably holding CPRP (Certified Recreation and Park Professional) certification with a minimum of three (3) years of experience in the administration, planning, and development of facilities/areas, programming, finance, personnel, and maintenance of a comprehensive park and recreation system or related entity.

#### FEASIBILITY STUDIES

**Swimming Pool Complex:** The consultant or consulting team must have documented expertise to study swimming pools and the amenities tied to them, including, the bath house, concession, parking and other site amenities. A professional with "hands-on" pool management experience must be included on the consultant team. In most instances, an engineer or other qualified professional on the team will need to assess the existing mechanical operations and the integrity of the swimming pool shell. The Bureau requires that the report be under seal of a licensed professional who is authorized by Pennsylvania law to apply the seal. Depending on the project, the professional could be a landscape architect, architect, or engineer.

**Indoor Recreation Facility:** The consultant or consulting team must have documented expertise to study the type of facility under consideration. A **recreation and parks practitioner\***, with a minimum of three (3) years of experience, preferably holding CRPP (Certified Recreation and Park Professional) certification, must be included on the consultant team. The Bureau requires that the report be under seal of a licensed professional who is authorized by Pennsylvania law to apply the seal. Depending on the project, the professional could be a landscape architect, architect, or engineer. A biologist is required to survey the project site if the jurisdictional agency/agencies reviewing your PNDI results require a field survey to be completed.

### **MASTER SITE DEVELOPMENT PLANS (MSDP)**

The Bureau requires that the Master Site Development Plan, including the maps and report, be under seal of a licensed professional who is authorized by Pennsylvania law to apply the seal. Depending on the project, the professional could be a landscape architect, architect, or engineer. The grantee's choice of which professional to hire as a consultant should be determined both by the nature of the plan as well as the experience of the consultant or consultant team. If a boundary survey is required as part of the MSDP, the seal of a registered land surveyor licensed to practice in Pennsylvania must be affixed to the plan. A biologist is required to survey the project site if the jurisdictional agency/agencies reviewing your PNDI results require a field survey to be completed.

### **TRAIL AND GREENWAYS PLANS**

A good trail and greenways planning team involves professionals from various disciplines, such as landscape architecture, architecture, engineering, recreation and parks, and community planning. A consultant or consulting team with documented expertise in greenways and trails planning is required. If the project requires any conceptual trail design work, the Bureau requires that the report be under seal of a licensed professional who is authorized by Pennsylvania law to apply the seal. Depending on the project, the professional could be a landscape architect, architect, or engineer. We recommend including a practitioner with greenway and/or recreational trail development and management experience on the project team. A biologist is required to survey the project site if the jurisdictional agency/agencies reviewing your PNDI results require a field survey to be completed.

### **\*RECREATION AND PARK PRACTITIONER REQUIRED INVOLVEMENT**

Generally, the practitioner's role is to educate the grantee on the variety of available recreation and park-related operating practices and to help select the most suitable ones. The practitioner's minimum role should include:

- Attending a majority of the study committee meetings.
- Involvement in and implementation of the public participation process (such as attending public meetings, conducting interviews, and reviewing the survey process).
- Participation in preparing and reviewing the plan text from draft chapters to the final plan. The Bureau requires written review comments from the practitioner.
- Visits to and evaluations of all existing sites and those considered for potential acquisition.

**[APPENDIX B]**  
**CONTRACT FOR PROFESSIONAL SERVICES**

This Contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between Dallas Township, Luzerne County, Pennsylvania ("Dallas Township"), and \_\_\_\_\_ ("Consulting Firm").

WHEREAS, Dallas Township desires to have certain one-time professional consulting work performed involving Kunkle Park and Dallas Township Park;

WHEREAS, Dallas Township desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by Dallas Township;

WHEREAS, the Consulting Firm desires to perform the work in accordance with the proposal it submitted in response to the RFP;

WHEREAS, the Consulting Firm is equipped and staffed to perform the work;

NOW, THEREFORE, the parties, intending to be legally bound, agree as follows:

THE CONSULTING FIRM WILL:

1. Provide professional consulting services in accordance with the RFP, its proposal in response to the RFP, and the Nondiscrimination/Sexual Harassment Clause, which is attached hereto and incorporated herein as Appendices A, B & C.
2. Obtain approval from Dallas Township of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by Dallas Township to be of equal ability or experience to the predecessor.

DALLAS TOWNSHIP WILL:

1. Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$\_\_\_\_\_.
2. Provide the Consulting Firm with reasonable access to Dallas Township personnel, facilities, and information necessary to properly perform the work required under this Contract.
3. Except as provided in item 4 below, make payment to the Consulting Firm within 30 days after receipt of a properly prepared invoice for work satisfactorily performed.
4. Make final payment of 10% of the funds available to the Consulting Firm under this Contract within 30 days after final product approval by the Department of Conservation and Natural Resources.

IT IS FURTHER AGREED THAT:

1. All copyright interests in work created under this Contract are solely and exclusively the property of Dallas Township. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work made for hire, the Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to Dallas Township.
2. In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.

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

WITNESS:

FOR DALLAS TOWNSHIP:

\_\_\_\_\_

\_\_\_\_\_

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

WITNESS:

FOR THE CONSULTING FIRM:

\_\_\_\_\_

\_\_\_\_\_

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

**APPENDIX C**  
**NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE**

**The GRANTEE agrees:**

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the GRANT AGREEMENT or any subgrant agreement, contract, or subcontract, the GRANTEE, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the GRANTEE shall not, by reason of gender, race, creed, or color, discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. The GRANTEE, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate against or intimidate any of its employees on account of gender, race, creed, or color.
3. The GRANTEE, any subgrantee, contractor or any subcontractor shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
4. The GRANTEE, any subgrantee, contractor or any subcontractor shall not discriminate by reason of gender, race, creed, or color against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
5. The GRANTEE, any subgrantee, any contractor or any subcontractor shall, within the time periods requested by the Commonwealth, furnish all necessary employment documents and records and permit access to their books, records, and accounts by the DEPARTMENT and the Bureau of Minority and Women Business Opportunities (BMWBO), for the purpose of ascertaining compliance with this Nondiscrimination/Sexual Harassment Clause. Within 15 days after award of the grant, the GRANTEE shall be required to complete, sign and submit Form STD-21, the "Initial Contract Compliance Data" form. If the GRANTEE has fewer than five employees, or if all its employees are from the same family, or if it has completed the STD-21 form within the past 12 months, it may, within 15 days after award of the grant, request an exemption from the STD-21 form from the DEPARTMENT.
6. The GRANTEE, any subgrantee, contractor or any subcontractor shall include this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.
7. The Commonwealth may cancel or terminate the GRANT AGREEMENT and all money due or to become due under the GRANT AGREEMENT may be forfeited for a violation of this Nondiscrimination/Sexual Harassment Clause. In addition, the DEPARTMENT may proceed with debarment or suspension and may place the GRANTEE, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

**Based on Management Directive 215.16 amended (9/1/10)**