

Request for Proposals (RFP)

ANNOUNCEMENT

REQUEST FOR PROPOSALS (RFP)

Conestoga Valley Region Comprehensive Recreation, Park, Open Space and Greenways Plan

The **Steering Committee** for the above planning project, located in Lancaster County, Pennsylvania, is accepting proposals for a one-time contract to perform certain professional (consulting) services work for the **Conestoga Valley Region** involving **comprehensive Recreation, Park, Open Space and Greenways Planning and the preparation of park development concept plans**. 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 (three copies), must be received by **the East Lampeter Township Manager, 2250 Old Philadelphia Pike, Lancaster, PA 17602**, no later than **May 26, 2017, at 11:00 A.M., eastern time**. If mailed, the proposal should be addressed to:

Ralph M. Hutchison, Township Manager
East Lampeter Township
2250 Old Philadelphia Pike
Lancaster, PA 17602

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

**Ralph M. Hutchison, Township Manager
2250 Old Philadelphia Pike, Lancaster, Pa 17602
717-393-1567
rhutchison@eastlampetertownship.org**

Ralph M. Hutchison, Township Manager

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

SECTION 1. BACKGROUND

East Lampeter Township, Upper Leacock Township and the Conestoga Valley School District are working together toward the development of the Conestoga Valley Regional Open Space, Greenway, and Recreation Plan. The project incorporates elements of comprehensive recreation, park and open space planning, community greenway and connectivity planning as well as conceptual planning for specific park facilities for Flory Park, Gibbons Park at Nolt's Mill and Leola Community Park in this region of Lancaster County.

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 the **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-21-122**.

SECTION 2. GENERAL TERMS

- The **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 **East Lampeter 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 **Township** review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by the **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.
- Proposals are to be limited to a maximum of twenty-four (24) pages in length. Additional pages for resumes and references are permitted.
- All questions regarding this request must be submitted via email to rhutchison@eastlampetertownship.org no later than May 16, 2017. Responses to questions received will be provided to all consultants who provide notice of their intention to respond to this request.

SECTION 3. SCOPE OF WORK

attached

SECTION 4. CONSULTANT QUALIFICATIONS

attached

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. All work on this project is to be completed within two-hundred and seventy days (270) of contract execution.

E. Cost

Cost proposals are to be submitted in a separately sealed envelope.

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 the **Steering Committee**. However, approval will not be denied if the staff replacement is determined by the **Steering Committee** to be of equal ability or experience to the predecessor.

Your method of billing must be stated. The preferred practice of East Lampeter Township is to pay upon completion of the work and receipt of the required report. However, East Lampeter 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 A 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 (beginning on next page) 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, East Lampeter 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.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 20[___], by and between East Lampeter Township, County, Pennsylvania ("Municipality"), and _____ ("Consulting Firm").

WHEREAS, East Lampeter Township desires to have certain one-time professional consulting work performed involving **the Conestoga Valley Regional Open Space, Greenway and Recreation Plan**;

WHEREAS, East Lampeter Township desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by East Lampeter 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 Appendix A.
2. Obtain approval from the **Steering Committee** of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by the Steering Committee to be of equal ability or experience to the predecessor.

East Lampeter 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 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 East Lampeter 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 East Lampeter 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:

WITNESS:

FOR East Lampeter Township:

TITLE: _____

FOR THE CONSULTING FIRM:

TITLE: _____

APPENDIX A
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 discriminate in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws 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 in violation of the PHRA and applicable federal laws against or intimidate any of its employees.
3. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement.
4. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate in violation of the PHRA and applicable federal laws against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
5. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Small Business Opportunities (BSBO), for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.
6. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of 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 Granter's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
8. 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 the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency 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 (2/24/15)

DCNR-2016-Gen
Gen-GPM – 1 Rev. 12-15

Conestoga Valley Regional Open Space, Greenway and Recreation Plan

Scope of Work

A. Plan Purpose and Goals

East Lampeter Township, Upper Leacock Township and the Conestoga Valley School District (the “Project Partners”) are working together to develop a Conestoga Valley Regional Open Space, Greenway and Recreation Plan. The plan will incorporate elements of comprehensive recreation, park and open space planning, community greenway and connectivity planning, as well as conceptual planning for specific park facilities in the region. It is an ambitious initiative that the Project Partners believe will set the table for generational growth and development of open space, parks, trails and recreation programming for the region.

Goals of the project include the following:

- Provide a regional approach to recreation, including the use of facilities and programming and integrating recommendations from existing and future recreation plans and studies.
- Provide a broad range of recreational programs for all ages including sports, cultural, informal gatherings and community festivals / celebrations.
- Provide a regional parks system that will be available to the region’s citizenry, including areas for passive (greenways, trails / paths, picnicking) and active recreation.
- Provide the administrative structure and support to implement the regional recreation approach.
- Provide particular emphasis on activities and events to gather people of the region together.

The planning process will allow the communities in this region to have a focused conversation about the future of open space, connectivity and recreational assets and programming. It will enable leaders to objectively consider the needs of their diverse population in terms of youth, families, retirees and an aging demographic, as well as people with physical limitations needing opportunities for more accessible recreation, and residents living below the poverty line.

B. General Information and Community Background

The plan will briefly summarize collected and analyzed socio-economic and physical resource data for the Conestoga Valley Region. This analysis will be designed to help with the development of a future recreation and park system that reflects the needs of present and future residents while conserving the natural, cultural and historic elements that contribute to the region’s uniqueness and cohesiveness.

1. Community Background: A brief description will be provided regarding the Conestoga Valley Region's community character, setting, history, geographic location, types of governing structures and the histories of the various recreation and park functions in the region.
2. Socio-economic Features: An analysis will be provided regarding socio-economic trends by comparing past U.S. Census information with the most recent U.S. Census data on age, minority groups, education, gender and per capita income. Population projections through 2030 will be provided by the Lancaster County Planning Commission and used in the plan. A brief description of the major employers in the region, current economic conditions and general fiscal health of the community will be provided by each of the Project Partners and summarized in the plan.
3. Physical Data: An updated version of the existing municipal land use map will be provided by the Lancaster County Planning Commission and will be included in the plan along with an inventory and discussion of the importance of natural, cultural and man-made features in the region including, water resources (flood plains, wetlands, waterways and stream corridors), significant historic and cultural sites, unique natural areas, woodlands, geological features, steep slopes (15% or greater) and man-made features. One comprehensive map identifying all of this physical data will be included in the plan.

C. Agency Mission Statement and Goals

If a regional recreation agency is recommended as an implementation step within the plan, a draft mission statement which provides a clear definition of the agency's purpose and responsibilities will be provided. Additionally, a statement of goals that will address what the agency hopes to accomplish over the next five to ten years will also be provided. This task will be completed near the end of the planning process.

D. Public Participation

A study committee made up of representatives from East Lampeter Township, Upper Leacock Township and Conestoga Valley School District will work with the consultant team throughout the planning process. West Earl Township will also be invited to provide input on the plan. With the assistance and direction of the study committee, the consultant team in order to determine, through the public participation process, the extent to which constituents are currently using available facilities and services, what new facilities and services they desire to have in the future. Public participation shall include either a citizen survey or key person interviews (10 – 15) of community and business leaders and public meetings with community groups involved in recreation in the region. A summary of the public participation process will be provided in the plan document.

E. Facility and Open Space Inventory and Analysis

Existing public recreation, park and greenway resources will be inventoried and analyzed in comparison to standards based on population and service areas. Combined with community input, this analysis will identify the general locations where new parks and open space areas are needed, the types of facilities that should be developed in those areas and which facilities should

be renovated or developed first. The inventory will include existing forest buffers along rivers and streams in the region.

1. The plan will provide a map showing the location of indoor and outdoor facilities and open spaces that are owned or operated by public agencies, Schools (public and private at all levels), major non-profit and quasi-public organizations (athletic associations, scouts, conservancies, service clubs, YMCA / YWCA's, home owners associations, etc...) and major private businesses (health clubs, bowling alleys, etc...)
2. For all public (including schools) and non-profit facilities included on the above described map, accompanying charts will include the facility or open space name, ownership information, the number and types of facilities, acreage, general condition and use of the facilities, identify all major repairs that are needed, the extent to which playgrounds meet current safety guidelines, compliance with the Americans with Disabilities Act, facilities that have become obsolete or are no longer appropriate for surrounding residents and the ability of residents to travel or walk to these facilities.
3. A comparison of the number and types of facilities with developed standards from the National Recreation and Park Association will be provided.
4. A comparison of the received public input with existing facilities and conditions will be provided.
5. The plan will provide a discussion and analysis of the preservation of existing Riparian Forest Buffers and the development of additional buffers in coordination with statewide initiatives and goals including Chesapeake Bay pollution reduction plans / clean water initiatives.
6. The plan will provide a discussion and analysis of a variety of open space preservation techniques such as mandatory dedication, overlay zoning, official maps, conservation easements, etc...

F. Determine Demand and Potential Use of Greenway

1. Provide general demographics of potential users
 - a. Define reasonable project service area
 - b. Describe the community character (rural, urban centers, suburbs, industrial zones, etc.)
 - c. Project area population information and demographic patterns (current and projected)
 - d. Develop profile of potential users (bikers, walkers, anglers, horseback riders, cross country skiers, etc.)
2. Analyze potential demand and use of the greenway
3. Identify potential linkages/connectors

- a. To neighboring developments.
 - b. With other existing or proposed trails
- 4. Compatibility of greenway development with adjacent land uses

Identify and address potential impacts on adjacent land uses (agricultural lands, industrial properties, school facilities, businesses, residences, etc.).

G. Identification of Key Organizations and Individuals

Identify key "stakeholders" needed to plan and implement the project and define their possible roles.

H. Identification of Issues, Opportunities and Potential Threats

Through this process, you should identify issues, which can be expected to arise relative to greenways, opportunities to take the project forward, and potential threats to both the greenway corridor and the success of implementing a greenway program.

I. Greenway Development and Protection Options

1. Provide options for the development of different types of greenways (natural habitat, walking trail, facilities for more active use, etc.).
2. Develop a greenway concept plan incorporating all data obtained and conclusions.
3. If appropriate, divide the proposed greenway into more manageable sections and provide the following:
 - a. Protection measures (easements, zoning, acquisition, etc.)
 - b. Appropriate development options and estimated costs
 - c. Issues, opportunities and threats that became evident through the planning process

J. Recreation Programs

Existing programs will be compared to ones provided by other public and non-public providers, the expressed desires received through the citizen participation process and to professional standards. This component will identify new programming areas and discuss how to begin developing them. It will also discuss options for structuring the administration of these programs in the most efficient and effective ways.

The plan will provide a list of all programs sponsored by the region's public, non-profit and private entities that includes the name of the sponsoring group, the program name, the target age and gender of participants and program fee structure. Where information is

available, the plan will provide information on participation trends for the last five years / seasons.

The plan will analyze if there is a comprehensive offering of programs in the region that includes active and passive activities, competitive and noncompetitive, offerings for individuals and groups, offerings for both sexes, offerings for all ages and abilities and a variety of social, physical and cultural experiences. The plan will identify program deficiencies in the region and how these deficiencies could be addressed and will analyze compliance with the Americans with Disabilities Act with respect to these programs and services.

K. Additions to the Scope of Work

1. Concept designs for the following park facilities:

Flory Park
Gibbons Park at Nolt's Mill
Leola Community Park

L. Financing

This plan component will identify and analyze the region's past funding levels and sources, including ones with tax and non-tax support and will compare these to other similar facilities and regions. The plan will provide a five year comparison of tax support for recreation and parks in relation to the overall budgets and departments within the region, describe the partners philosophies toward providing tax support for financing recreation and park services, compare expenditures, both operating and capital with other regions that have similar populations and socio-economic characteristics, provide a breakdown of major sources and amounts of revenues including taxes, fees and charges, donations, grants, etc...and identify and discuss various sources of potential funding such as fees and charges, foundations, grants, donations, mandatory dedication, etc...along with examples of their appropriate applications.

M. Recommendations

This plan component will provide specific actions that the region should undertake in order to improve its services and facilities to better meet the needs of its constituents. Recommendations, supported by analyzed data, are provided for each plan component and where appropriate, will be accompanied by cost estimates. The plan will detail the recommended changes for programs, facilities, administration, personnel, maintenance and financing and provide supporting data to justify the recommendations. The plan will also provide cost estimates for implementation of each recommendation and discuss any potential implementation concerns or obstacles.

N. Implementation and Executive Summary

The plan will provide implementation and executive summaries that will provide the partners with a cohesive and easy to follow five year implementation plan. The summaries will prioritize the operating-related recommendations included in "H". (not including capital expenses) For each recommendation, the summaries should identify who is going to be responsible, what the target date is for the beginning of implementation, potential costs and potential funding sources.

For capital improvements, the summaries will provide a prioritized, multi year Capital Improvement Program that is broken down into short-term (1 – 3 years), medium term (4 – 7 years) and long term (8 or more years) projects including the facility name, description of the recommended improvements, total estimated development costs (including design, permitting, acquisition, construction, project administration and contingency of at least 10%) and proposed financing sources for each improvement.

For operating-related costs associated with administration, personnel, programming and maintenance provide a five year summary of projected fiscal implications on the partners operating budgets.

The executive summary will include the plan's highest priority findings and recommendations and will be included in the beginning of the plan document.

O. Plan Organization

The plan document shall cover all scope of work tasks in a logical order and must include an inventory of existing conditions, a comparison of these conditions with local or national standards (describing which standards are used) and provide recommendations with priorities, timetables and estimated costs. The plan document must be organized in the order of these elements.

P. Draft Plan

A draft final plan document will be prepared and submitted for review by all of the plan partners and the Bureau of Recreation and Conservation (DCNR). The Bureau must review and approve the completed draft plan before it is officially adopted by the planning partners. The process is expected to consist of reviewing the complete draft plan, providing comments and then reviewing a revised draft plan to ensure that comments have been adequately addressed. Accordingly, one (1) **complete** draft plan must be submitted to the Bureau.

It is expected that each of the municipal planning partners will follow the adoption procedures listed in the Pennsylvania Municipalities Planning Code, Section 302, "Adoption of the Comprehensive Plan".

Q. Final Products

A high quality final plan document will be prepared and submitted to each of the planning partners and to the Bureau of Recreation. The final document must be bound, beginning with the Executive Summary and followed by clearly labeled sections for each of the components of the plan. All supporting documents and information shall be included in appendices to the plan and **not in the body of the report**. Three (3) written, bound copies and one (1) electronic version of the final report must be submitted to DCNR. One (1) written, bound copy and one (1) electronic version of the final report must be submitted to each of the planning partners.

CONSULTANT QUALIFICATIONS

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 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.

CONCEPT DRAWINGS

The project requires that the Concept drawings, 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.

***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.

Park Site Development Drawing(s) Checklist

This checklist is provided to assist the Design Consultant in providing a **Site Development Drawing(s) (SDD)** that meets the information needs of the Department of Conservation and Natural Resources. The data outlined below shall be shown on all SDD unless specific exception is provided by the Department. ***All new items to be funded under this project and all existing improvements on the site should be clearly identified.*** For additional clarity, photographs keyed to the SDD should also be submitted. If the area to be developed is less than the total park property, a master site development drawing for the entire park should be submitted. Consistent terminology should be used in relating work items on the SDD with cost estimates and narrative project descriptions. Cost estimates should be developed to coincide with work items being funded.

Note: The individual preparing the SDD must be a licensed professional. Depending on the nature of the project, this could be a Landscape Architect, an Architect or an Engineer.

For a grant application, we do not require a seal on the SDD. However, final construction drawings and specifications must be under the seal of a licensed professional who is authorized by Pennsylvania law to apply the seal.

Check	No.	Item
<input type="checkbox"/>	1.	Project Name and Applicant/Grantee.
<input type="checkbox"/>	2.	Scale, North Point, Legend, and Date.
<input type="checkbox"/>	3.	Acreage of Site: Acreage of area being developed by this project. If less than the entire site, indicate acreage of area being developed and area of entire site.
<input type="checkbox"/>	4.	Project Boundary Map: Show exterior boundaries of site with metes and bound information. Indicate if owned or leased by the applicant.
<input type="checkbox"/>	5.	Surrounding property and use: Show ownership, use, street names, and rights of way.
<input type="checkbox"/>	6.	Topography: One to ten foot contours. If not available, show spot elevations indicating land character and significant grade changes.
<input type="checkbox"/>	7.	Vegetation: Existing.
<input type="checkbox"/>	8.	Water Areas: Streams, rivers, ponds, lakes, etc.
<input type="checkbox"/>	9.	Floodplain: Delineate floodway and limits of 100-year (1%) floodplain.
<input type="checkbox"/>	10.	Wetlands: Identify locations on and/or immediately adjacent to site.
<input type="checkbox"/>	11.	Soils.
<input type="checkbox"/>	12.	Recreation facilities: Identify existing, proposed, relocated, deleted, future, etc.
<input type="checkbox"/>	13.	Buildings (Also see Item No. 22).
<input type="checkbox"/>	14.	Circulation: Access roads, service drives, parking, trails, ramps, steps, paths, bridges, etc.
<input type="checkbox"/>	15.	Drainage structures: Culverts, catch basins, inlets, ditches, drain tile, swales, rain gardens, etc.
<input type="checkbox"/>	16.	Site Control Structures: Fences, walks, dikes, walls, gates, etc.
<input type="checkbox"/>	17.	Interior Property: Show rights of way and easements.
<input type="checkbox"/>	18.	Utilities: Water, electric (show voltage), sewage, gas, phone, etc.
<input type="checkbox"/>	19.	Landscaping: Show general location of existing and any proposed trees, shrubs, etc. Show areas to be turfed, seeded, paved, planted with native plants, etc.
<input type="checkbox"/>	20.	Work limits: Show limits of work to be undertaken in this project.
<input type="checkbox"/>	21.	Phasing: Color code work stages if project is for less than total development.
<input type="checkbox"/>	22.	Floor plans: Provide floor plans for all structures and indoor recreation facilities to be developed/rehabilitated.
<input type="checkbox"/>	23.	Project sign location.