



ANNOUNCEMENT

REQUEST FOR PROPOSAL (RFP)  
Wright Township Park Master Plan

The Secretary of Wright Township, Pennsylvania is accepting proposals for a one-time contract to perform certain professional services work for Wright Township for a master plan. The work will include but is not limited to outlining a plan to renovate and develop the Wright Township Park. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

Sealed proposals must be received by Secretary at 321 South Mountain Blvd no later than Friday August 27<sup>th</sup> at 4pm. If mailed, the proposal should be addressed to: 321 South Mountain Blvd. Mountain Top, PA 18707.

If additional information is needed, please contact Pamela Heard, Secretary at 570-474-9067.

If you are interested in submitting a proposal for this work, you may obtain an RFP/SOW by contacting:  
Pamela Heard, Secretary  
321 South Mountain Blvd.  
Mountain Top, PA 18707

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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

The MSDP is a research, public input, and analysis process that leads to a size, type, and location plan for the full development or redevelopment of a park, open space, and/or recreation facility. The Narrative Report and Site Development Drawing(s) must address all recreation and/or conservation needs and priorities identified by the community during the public participation process. Sufficient detail is required to ensure that the proposed facilities are appropriate for the site and meet generally accepted design standards that protect and/or enhance natural resources. A realistic phasing plan, detailed cost estimate for site development, and potential funding sources must be provided based on the identified priorities.

The Wright Township Recreation Area is located between Route 309 and South Main Road in the community of Mountain Top. Mountain Top is an unincorporated area and census-designated place (CDP) in Luzerne County, Pennsylvania. Technically, Mountain Top includes Fairview, Wright, and Rice townships. Total approximate population of fifteen thousand. However, additional local townships in the 18707-zip code and Crestwood School District area also often considered the Mountain Top Area. The Park is used by Wright Township residents, Mountain Top residents and very often by visitors from neighboring municipalities.

The Park includes a wooded playground, a mulched play area with a new piece of equipment, four tennis courts, two blacktop basketball courts, a baseball field, a dog park, sand volleyball court, and two soccer fields. The Park is located in a wooded area and contains many nature trails. The basketball courts and one of the tennis courts are lighted during the spring and summer months. The Park also has an ice hockey rink and a splash fountain. The Municipal Building and Department of Public Works yard is located inside the park grounds. The Crestwood High and Middle School is next door and within walking distance of our facility.

The Park faces a challenge of aging and deteriorating infrastructure. The Township considers the master plan a perfect opportunity to assess the types and location of park amenities looking forward to upgrade, rehabilitate, replace or change out amenities. Of particular concern to the Township are the ick rink, splash pad and bathrooms.

The ice rink is a concrete surface with no freezing mechanism or roof. As a result, the rink is not usable for skating as it does not hold water, additionally when the rink did hold water, the process to fill the rink consisted of an individual with a hose filling the rink overnight every few hours to allow layers of ice to freeze. Since the rink has no roof, snow would fall on the ice and the township did not have the resources to remove the snow. The rink was used for street hockey and roller blading for some time, however, settling and cracks make the rink not ideal for that use. The Township would like to use the master plan process to identify appropriate uses which do not require great refurbishment expense and require lowest maintenance.

The splash pad is currently not usable due to broken parts which cannot be replaced. The splash pad does not have a recirculating system. As a result, when working the splash pad had water almost constantly running and the runoff drained into left field in the baseball field. The splash pad is an often asked for amenity and the Township would like some guidance on this issue as the cost of a new splash pad is prohibitive.

The master plan should address the best locations based on utilities and park amenities for new bathrooms. The existing men's room and storage area can not be accessed due to structural issues and our engineer has stated that a renovation is not cost effective.

Other important issues to be addressed by the master plan are park maintenance and the park improvement process.

Park Maintenance - The Township has not kept up with maintenance due to a lack of funding and know how. As part of the masterplan, we would like a fool proof map to keeping the park well maintained.

Park Improvements – Park improvements in the past have not followed a specific approval process and at times have not been in coordination with an overall park vision. To avoid conflicting projects, inappropriate projects and investments that are not cost effective we would like a draft resolution which outlines how projects should be proposed, investigated, approved and implemented.

This project is partially funded by a grant from the Community Conservation Partnerships Program administered by the Pennsylvania 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 Wright Township and its contracted consultant. This Request for Proposal (RFP) has been prepared in accordance with Bureau requirements and standards. The Bureau will monitor the project and certain documents will be subject to Bureau review and approval.

The DCNR Grant Agreement number is BRC-TAG-26-113 .

## SECTION 2. GENERAL TERMS

- Wright 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 Wright Township.
- The contract is subject to the approval of the Wright 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 Wright Township review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by Wright 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 identified with explanation. However, the scope of work proposed must accomplish the goals and work stated below.

## SECTION 3. SCOPE OF WORK

See attached scope of work.

## SECTION 4. CONSULTANT QUALIFICATIONS

### **General Consultant Qualifications**

Regardless of the planning project type, the lead consultant or consultant team must have documented experience in the following:

- A. Leadership and successful completion of planning studies of the project type funded by the grant.
- B. Development and implementation of public participation processes such as public meetings with elected officials and stakeholders, study committee meetings, focus group meetings, key person interviews, public surveys, etc.
- C. Development of planning documents and design for public park and recreation facilities/areas.
- D. Development of policies and procedures for the management, operation, and maintenance of public park and recreation facilities/areas.
- E. Effective communication of recommendations and implementation strategies to elected officials, non-profit organizations, and stakeholders.

### **Park and Recreation Practitioner Requirement**

For certain planning project types outlined below, the Bureau requires a Park and Recreation Practitioner, preferably holding a Certified Park & Recreation Professional (CPRP) certification with a minimum of three (3) years of experience, to be a member of the consultant team. Generally, the role of the practitioner is to advise the grantee of current park and recreation management, operation, and maintenance practices and formulate appropriate recommendations.

The practitioner's minimum role should include:

- Attendance at study committee meetings.
- Involvement in the public participation process such as public meetings with elected officials and stakeholders, study committee meetings, focus group meetings, key person interviews, public surveys, etc.
- Evaluation of all existing park and recreation sites and those considered for potential acquisition.
- Preparation and review of the draft plan and final plan. The Bureau requires written review comments from the practitioner.

### **Project Specific Consultant Qualifications**

#### **Master Site Development Plan (MSDP)**

The lead consultant or consulting team must have documented expertise to study the type of facility under consideration. Although not required, it is recommended to include a park and recreation practitioner, preferably holding a Certified Park & Recreation Professional (CPRP) certification, on the consultant team. The Bureau requires that the Master Site Development Plan be under the seal of a licensed professional who is authorized by Pennsylvania law to seal such documents. Depending on the project, the professional could be a landscape architect, architect, or engineer. If any jurisdictional agency/agencies reviewing the PNDI Receipt require a field survey to be completed, the Bureau requires a biologist to survey the project site. If a boundary survey is to be completed as part of the scope of work, it must be under the seal of a registered land surveyor who is authorized by Pennsylvania law to seal such documents.

## **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 in relation to the work. DCNR requires that the project consulting team have the minimum qualifications outlined in Section 4 Consultant Qualifications.
- 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 Wright Township. However, approval will not be denied if the staff replacement is determined by Wright Township to be of equal ability or experience to the predecessor.

The method of billing must be stated. The preferred practice of Wright Township is to pay upon completion of the work and receipt of the required report. However, Wright Township will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, a minimum of 10% of the DCNR Grant Award will be withheld until the final product is approved by DCNR and all project costs are paid in full.

F. Contract

The contract form and DCNR "Nondiscrimination/Sexual Harassment Clause" is provided in Section 7. DCNR requires that the "Nondiscrimination/Sexual Harassment Clause" be incorporated and/or attached to the contract in its entirety.

## 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 for review. If it is satisfactory to the firm, it should be completed, executed, and submitted with the proposal. If the firm prefers an alternative contract, the firm may submit it as a part of the proposal submission. However, Wright Township reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional services contract.

## CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the Wright Township, Luzerne County Pennsylvania and \_\_\_\_\_  
\_\_\_\_\_ ("Consulting Firm").

WHEREAS, Wright Township desires to have certain one-time professional consulting work performed involving development of a master plan;

WHEREAS, Wright Township desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by Wright 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. Wright Township may add other appendices as appropriate.
2. Obtain approval from Wright Township of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by Wright Township to be of equal ability or experience to the predecessor.

### Wright 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 Wright 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 45 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 the Wright 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 the Wright 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.
3. The Consulting Firm may terminate this Contract at any time upon giving Wright Township written notice of not less than **30** calendar days. Wright Township may terminate this Contract at any time if the Consulting Firm violates the terms of this Contract or fails to produce a result that meets the specifications of this Contract. In the event of termination of this Contract by either party, Wright Township shall within **60** of calendar days of termination pay the Consulting Firm for all services rendered by the Consulting Firm up to the date of termination, in accordance with the payment provisions of this Contract.

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

WITNESS:

\_\_\_\_\_

WITNESS:

\_\_\_\_\_

FOR WRIGHT 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 by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or 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 by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.
4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing 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 for employees with an established work site.
6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or 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.
7. The Grantee and each subgrantee, contractor and subcontractor represent 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 Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

8. 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.
9. 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.
10. 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.



## **Wright Township RFP- Scope of Work-Master Plan**

### **A. PURPOSE, GOALS, AND OBJECTIVES**

The purpose of the MSDP is to research, obtain public input, and analyze needs, resources and set goals that lead to a size, type, and location plan for the redevelopment of the Wright Township Park. The Narrative Report and Site Development Drawing(s) must address all recreation and/or conservation needs and priorities identified by the community during the public participation process. Sufficient detail is required to ensure that the proposed facilities are appropriate for the site and meet generally accepted design standards that protect and/or enhance natural resources. A realistic phasing plan, detailed cost estimate for site development, and potential funding sources must be provided based on the identified priorities.

### **B. PUBLIC PARTICIPATON**

Public participation is required throughout the planning process to help determine and prioritize the types of facilities and activities at the site. Public participation techniques are outlined in the Bureau's Public Participation Guide and below. Community involvement and engagement must prioritize diversity, equity, and inclusion to ensure feedback and recommendations that are comprehensive, appropriate, and accountable. The narrative must include a detailed summary of the public participation methods, results, and conclusions (i.e., areas of consensus and/or contention); raw data should be included in the appendix.

1. At minimum, public participation must include:
  - a. Study Committee (5-9 people) – A representative and diverse study committee must be formed and meet with the planning consultant on a regular basis to provide guidance and review of the work. Consider appointing 5-9 people to the committee.
  - b. Public Meetings (2 meetings) – At least two public meetings must be held and at least one must be with elected officials. The appropriate number and type of meetings will vary depending on the project scope and community needs.
  - c. Key Person Interviews (10-20 interviews) – A key person interview is a one-on-one discussion about a specific topic with an individual recognized or designated as a community leader. The Study Committee should help to determine potential interviewees. Consider conducting 10-20 interviews.
2. Additional recommended but optional public participation:
  - a. Citizen Survey – A random sample citizen survey is a type of opinion poll that asks residents for their perspectives on specific topics. Describe the survey method to be used (i.e., written, telephone, internet, etc.) and the anticipated number of survey questionnaires.
  - b. Focus Group – A focus group provides community input from individuals with common interests. Consider focus groups comprised of neighborhood residents, elected officials, organized sports organizations, etc.
  - c. Planning Document Review – Review previous planning documents and consider the results of recent public participation efforts regarding parks, recreation, and open space.

**C. BACKGROUND INFORMATION**

The background information provides an overview of the community, park system, and project site(s) and establishes a foundation for project implementation. Use of the most recent U.S. Census data is required. Provide the following community information:

1. Physical characteristics including location, size, and regional context.
2. Demographics including population, age, gender, race & ethnicity, households, income, education, and visitors.
3. Economic, housing, transportation, and historic/cultural assets.
4. Natural resources such as forests, wetlands, waters, farmland, critical habitats, etc.
5. Park, open space, and recreation facility(s) including number, size, and type.
6. Project site(s) relationship to the community and/or regional park system.
7. Provisions of existing planning documents (i.e. Comprehensive Recreation, Parks and Open Space Plan, Comprehensive Land Use Plan, Watershed or Rivers Conservation Plan, 2020-2024 Pennsylvania Statewide Comprehensive Outdoor Recreation Plan, etc.) that are applicable to the project site(s).

**D. SITE(S) INVENTORY AND ANALYSIS**

*The site(s) inventory and analysis establish parameters for the proposed facilities and activities at the site. Describe the physical, natural, and historic/cultural resources and legal restrictions related to the project site(s) and any potential impacts on potential development and use. Provide analysis of the opportunities and constraints. Examples include:*

- Location
- Acreage
- Zoning
- Surrounding Land Use
- Deed Restrictions
- Easements & Rights-of-Way
- Utilities
- Circulation & Access
- Historic/Cultural Features
- Playground Safety Audit (if available)
- Environmental Issues (i.e., Brownfield)
- Topography
- Hydrology (water, wetlands, stormwater)
- Vegetation
- Soil Types
- PNDI Potential Impacts

## **E. ACTIVITY(S) AND FACILITY(S) ANALYSIS**

*The activity(s) and facility(s) analysis determine the proposed facilities and activities at the site including type, size, and standards. Describe the community needs, uses, and priorities for the site as identified by the public participation process, previous planning work, and needs assessment. Describe the recreation and conservation facilities proposed to be developed, rehabilitated, or enhanced on the site. The proposed facilities and uses should also be clearly represented on the site development drawing(s). For proposed recreation and conservation facilities and uses, provide the following information:*

- 1. Determine local access to outdoor recreation using the following resources:
  - a. The National Recreation and Park Association (NRPA) Park Metrics is a comprehensive source of data benchmarks and insights for the effective management and planning of operating resources and capital facilities.*
  - b. The Trust for Public Land (TPL) ParkServe interactive platform tracks park access in urban areas. The web-based tool identifies local parks and open space, determines the percentage of residents who live within a 10-minute walk, and identifies the neighborhoods most in need of new parks.*
  - c. DCNR Partnered with the Trust for Public Land (TPL) and WeConservePA to use Geographic Information Systems (GIS) to understand access to outdoor recreation in Pennsylvania. TPL's Research and Innovation Team used the data analysis methods to assist DCNR in identifying areas with the greatest need and opportunity. This interactive map of outdoor recreation access in Pennsylvania shows the results of the analysis. Data is available for a 10-Minute Walk by Municipality & County and a 10-Minute Drive for Trails and Water.**
- 2. For active recreation facilities, describe the participant skill level, competition level, and spectator use for each facility.*
- 3. For passive recreation facilities, describe the proposed use of the project site(s) such as wildlife viewing, nature trails, community gardens, habitat protection, environmental education, etc.*
- 4. Describe the proposed preservation of open space, natural areas, and riparian buffers.*
- 5. Describe the projected participation rates. To help define facility requirements, estimates of daily, weekly, monthly, and seasonal use may be required.*
- 6. List the accepted published national, state, or local standards (reference the standard by name) used to determine the size, dimensions, orientation, slope, buffer areas and setback requirements, open or undisturbed space requirements, etc. for each proposed facility and use.*
- 7. Support facilities may be required for the proposed recreation and conservation facilities and uses. Depending on the site and proposed uses, support facilities may include roads, stormwater management, maintenance facilities, utilities,*

*parking, comfort facilities, etc. Provide a brief description of each support facility and the requirements for connectivity and accessibility.*

## **F. DESIGN CONSIDERATIONS**

All park, open space, and recreational facilities have the potential to protect and/or enhance natural resources and habitats. Green and sustainable elements promote environmental, health, and economic benefits and enhance the visitor experience. From a management perspective, maintenance costs may be lower for a naturalized site. Because the DCNR mission is to both conserve and sustain the Commonwealth's natural resources and promote local recreation, it is important to combine sound planning and sustainability. This includes incorporation of native plantings, stormwater best management practices, and habitat protection/enhancement. Consider the following items when developing the plan:

1. Site opportunities, constraints, and generally accepted design standards related to the proposed recreation facilities and uses including applicable local recreation and park agency standards.
2. Topography of the site. Free statewide topographic information is available from Pennsylvania Spatial Data Access ([PASDA](#))
3. Compliance with applicable laws, regulations, and guidelines including land subdivision, zoning, 2010 ADA Standards for Accessible Design, Uniform Construction Code, American Society for Testing Materials (ASTM) standards, and the Consumer Product Safety Commission (CPSC) guidelines pertaining to playground areas and equipment.
4. Protection/enhancement of significant historic structures and areas.
5. Protection/enhancement of environmentally sensitive areas including forests, streams, wetlands, and natural areas that provide habitat and protect water quality. Information about stormwater best management practices is available from the [PA Department of Environmental Protection \(DEP\)](#) and [StormwaterPA](#).
6. Sustainable site design and green infrastructure/materials may reduce environmental impact and lower maintenance and operation costs.
7. Establishment and maintenance of sustainable riparian native grass and/or forest buffers. If the project site is in the Chesapeake Bay watershed, the plan should support the goals of the Chesapeake Executive Council's Adoption Statement on Riparian Forest Buffers dated October 10, 1996.

## **G. DESIGN PROCESS AND RECOMMENDATIONS**

1. Develop preliminary alternative concept drawings and present at a study committee meeting for discussion. Relationships between facilities and circulation patterns should be shown; however, the exact shape and placement of facilities is not critical.
2. Evaluate the preliminary alternative concept drawings. Prepare a written evaluation for each alternative concept drawing highlighting both the positive and negative points. Through the public participation process, determine which alternative (or combination) best meets community needs, design standards, and regulations.
3. Prepare a draft of the final Narrative Report and Site Development Drawings(s). Present the draft final Narrative Report and Site Development Drawings(s) at a public meeting for final comment. All existing and proposed facilities and areas must be shown on this final Site Development Drawing in proper shape, size, and orientation.
4. Upon approval of the final Narrative Report and Site Development Drawings(s) by the appropriate agencies (local governing body, local & county planning agencies, the Bureau, etc.), the consultant prepares the final deliverables.

#### **H. COST ESTIMATE AND PHASED CAPITAL DEVELOPMENT PROGRAM**

1. Development (Construction) Costs – Provide a current detailed cost estimate for the development of the proposed recreation 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 finance the program should also be addressed (bonds, grants, fund-raising, etc.).

#### **I. MAINTENANCE AND OPERATION COSTS; REVENUE**

Provide a cost estimate for annual maintenance and operation of the recreation areas and facilities as proposed on the MSDP. An annual cost estimate must be calculated for each of the items identified below; analysis should also be included in the narrative report.

1. Personnel – Describe and analyze the current level of operation and maintenance personnel including paid staff and volunteers.
2. Maintenance and Operation Costs
  - a. Determine if the life cycle costs can be lowered by using sustainable design practices and alternative materials.
  - b. List and discuss various materials that could be used to lower long-term maintenance cost.
  - c. Administration (i.e., insurance, office supplies, phone, internet, public relations, rentals, training, etc.)



- d. Personnel (Include a list 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 recreation areas and facilities.
- f. Supplies and materials (i.e., concession/sale items; custodial, vehicle fuel, mechanical supplies, tools, utilities, equipment rental, etc.)
- g. Programming (Include a general description and anticipated number of programs, participants by program, and costs by program)
- h. Contracted services cost for operation and maintenance.
- 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 site use and development such as:

- a. Daily admission or entrance fees; seasonal permits
- b. Facility rental
- c. Concessions
- d. General municipal tax support
- e. Other sources (i.e., endowments, donations, fund raising events, etc.)

**J. SECURITY ANALYSIS**

The purpose of this work element is to evaluate the safety, security, and risk management of the recreation area(s) and facility(s) and propose recommendations to address any deficiencies.

- 1. Analyze and evaluate site security issues from the following perspectives:
  - a. Safety and security of visitors
  - b. Protection of property, facility(s), natural resources, critical habitat and species
  - c. Risk management options
- 2. Provide recommendations that include:
  - a. Design and construction alternatives
  - b. Policing and patrolling methods
  - c. Maintenance issues
  - d. Safety signage
  - e. Insurance coverage

**K. STRUCTURAL ASSESSMENT**

The purpose of this work element is to evaluate the condition of existing structures and their potential use, continued use, or renovation/expansion for additional recreation purposes. If there are structures on the property under consideration for recreational use, this element must be addressed in the MSDP study process. Please seek advice from the Bureau staff to determine the required work tasks specific to your needs. *A structural assessment may not be sufficient, and a Feasibility Study may be required.*

**L. FOREST STEWARDSHIP PLAN**

If the project site contains 5 acres or more of forested land, we recommend completing a Forest Stewardship Plan as part of the MSDP. A Forest Stewardship Plan is a written document listing activity that enhances or improves forest resources (i.e., wildlife, timber, soil, water, recreation and aesthetics). A Service Forester is assigned to each county in Pennsylvania to advise residents on forest management. More information, including a complete listing of Service Foresters in your area, can be found on the DCNR website.

**M. ADDITIONAL SOW ELEMENTS AND/OR RECOMMENDATIONS (*optional*)**

Include additional SOW elements and/or recommendations, as appropriate.

**Master Site Development Plan (MSDP)**  
**Final Products**

**NARRATIVE REPORT**

A draft final MSDP must be reviewed and approved by the Grantee and Bureau before it is officially adopted by the agency. Typically, the review process consists of reviewing a complete draft plan, providing comments, and reviewing a revised draft plan to ensure comments are adequately addressed.

The final MSDP must be a narrative, bound report beginning with an executive summary and followed by clearly labeled sections for each of the plan's components in logical order. All supporting documents and information should be included in the appendix and not in the body of the report.

Executive Summary – Briefly describe the process, priorities, and final recommendations.

- A. Purpose, Goals, and Objectives
  - B. Public Participation
  - C. Background Information
  - D. Site(s) Inventory and Analysis
  - E. Activity(s) and Facility(s) Analysis
  - F. Design Considerations
  - G. Design Process and Recommendations – Describe the alternative plans presented, summary of the public discussion of the alternative plans, and a description of the final plan proposal including rationale for the proposed facility(s) and use(s).
  - H. Cost Estimate and Phased Capital Development Program – Describe the rationale for costs, phasing, and financing strategy.
  - I. Maintenance and Operations Costs; Revenue
  - J.-N. As Appropriate
- Appendix

**SITE DEVELOPMENT DRAWING(S) WITH BASE MAP(S)**

The site development drawing(s) must show the final proposed full development of the site(s). The base map must show existing conditions at the recreation area(s) and facility(s). All data identified on the Bureau's *Park Site Development Drawing (SDD) Checklist* must be represented on the drawing(s), as applicable. Specifically, the metes and bounds, existing conditions, proposed improvements, ADA compliance, and phasing must be clearly identified.

**REQUIRED DOCUMENT SUBMISSION**

The Grantee should determine the exact number of printed and electronic copies of the MSDP and state the requirement in the RFP.

The following documents must be submitted to DCNR:

- Two (2) printed and bound copies of the final Narrative Report with the cover signed, sealed, and dated by the design consultant.
- One (1) electronic PDF of the final Narrative Report (as a single document) with the cover signed, sealed, and dated by the design consultant.
- Two (2) printed copies of the final Site Development Drawing(s) that are signed, sealed, and dated by the design consultant.
- One (1) electronic PDF of the final Site Development Drawing(s) that are signed, sealed, and dated by the design consultant.
- Two (2) printed and one (1) electronic PDF of other deliverables, as applicable.

**Master Site Development Plan (MSDP)**  
DCNR Grant Application Cost Estimate Checklist

Provide this checklist to a qualified design consultant to develop a detailed cost estimate to be submitted with the DCNR Grant Application. The cost estimate must be detailed for the project to be considered Ready-to-Go during the application review process.

<b>Cost Estimate</b>	<b>Item</b>
_____	<input type="checkbox"/> Executive Summary
_____	<input type="checkbox"/> (A) Purpose, Goals, and Objectives
_____	<input type="checkbox"/> (B) Public Participation
	<input type="checkbox"/> Study Committee Meetings (required; 5-9 people): # _____
	<input type="checkbox"/> Public Meetings (2 required; 1 with elected officials): # _____
	<input type="checkbox"/> Key Person Interviews (required; 10-20 interviews): # _____
	<input type="checkbox"/> Citizen Survey (optional): # _____
	<input type="checkbox"/> Focus Group (optional): # _____
	<input type="checkbox"/> Other (optional): _____
_____	<input type="checkbox"/> (C) Background Information
_____	<input type="checkbox"/> (D) Site(s) Inventory and Analysis
_____	<input type="checkbox"/> (E) Activity(s) and Facility(s) Analysis
_____	<input type="checkbox"/> (F) Design Considerations
_____	<input type="checkbox"/> (G) Design Process and Recommendations

\_\_\_\_\_  (H) Cost Estimate and Phased Capital Development Program

\_\_\_\_\_  (I) Maintenance and Operations Costs; Revenue

\_\_\_\_\_  (J) Additional SOW

Item: \_\_\_\_\_

\_\_\_\_\_  (K) Additional SOW

Item: \_\_\_\_\_

\_\_\_\_\_  (L) Additional SOW

Item: \_\_\_\_\_

\_\_\_\_\_  Draft Narrative Report, Site Development Drawing(s), and Other Deliverables, as applicable

\_\_\_\_\_  Final Products

Narrative Report signed, sealed, and dated: # \_\_\_\_\_

Site Development Drawing(s) signed, sealed, and dated: # \_\_\_\_\_

Other, as applicable: # \_\_\_\_\_

\_\_\_\_\_ **TOTAL**