

## REQUEST FOR PROPOSAL (RFP)

### ANNOUNCEMENT

#### REQUEST FOR PROPOSAL (RFP)

#### **River's Edge Bike Park Master Site Development Plan (MSDP)**

The Smithfield Township Board of Supervisors, Monroe County, Pennsylvania is accepting proposals for a one-time contract to perform certain professional services work for the River's Edge Park Master Site Development Plan (MSDP).

Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

Proposals must be received by Smithfield Township Board of Supervisors at 1155 Red Fox Road, East Stroudsburg, PA, 18301 no later than [\_\_\_\_\_]. If mailed, the proposal should be addressed to: 1155 Red Fox Road East Stroudsburg, PA 18301 .

If additional information is needed, please contact Julia Heilakka, Township Manager. [julia@smithfieldtownship.com](mailto:julia@smithfieldtownship.com)

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**Julia Heilakka, 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

River's Edge Bike Park Master Site Development Plan is located on land owned jointly by Smithfield Township Board of Supervisors and Middle Smithfield Township; this grant was applied for and granted to the Smithfield Township Board of Supervisors. The Parcel ID# is 16.8.1.20-16. The site contains a gravel driveway, and an existing dirt pump track that will need to be evaluated for rehabilitation; there is a disk golf course in process of being rehabilitated; but otherwise the site is almost entirely forested, contains direct river access to Brodhead Creek, and Delaware River; and contains a site of potential cultural importance: a Lenni Lenape Anthropological site. This is a Master Site Development Plan Proposal (MSDP) for planning purposes.

The goal of the master site development plan project is to develop a master site development plan to guide the future development of the River's Edge Bike Park. 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 the Smithfield Township Board of Supervisors 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-27-139**.

## SECTION 2. GENERAL TERMS

- The Smithfield Township Board of Supervisors 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 Smithfield Township Board of Supervisors.
- The contract is subject to the approval of 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 Smithfield Township Board of Supervisors review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by the Smithfield Township Board of Supervisors, 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. Any and 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

The purpose of the Scope of Work and Rivers Edge Bike Park Master Site Plan is to create a multi modal ADA accessible park for maximal benefit to the community's recreational needs that utilizes the site to its maximal degree possible.

One of the goals of the work is for the contractor to walk the Committee and Township through the process outlined by DCNR for Master Site Plans, including surveys, key person interviews, committee meetings, and public meetings, and any other such meetings necessary to complete the Master Site Plan.

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 product 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 –**

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. Security analysis
  - K. Existing recreational amenities  
assessment
  - L. Significant historic areas and structures  
review
  - M. Forest stewardship plan
- 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.

The consultant shall carry out the referenced scope of work in its entirety, that document is hereby referenced in Appendix C.

## **SECTION 4. CONSULTANT QUALIFICATIONS**

### **General Consultant Qualifications**

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 DCNR grant (Master Site Development Plan).
- 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.

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

The lead consultant or consultant 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 consulting 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 the Smithfield Township Board of Supervisors. However, approval will not be denied if the staff replacement is determined by the Smithfield Township Board of Supervisors to be of equal ability or experience to the predecessor.

The method of billing must be stated. The preferred practice of the Smithfield Township Board of Supervisors is to pay upon completion of the work and receipt of the required report. However, the Smithfield Township Board of Supervisors 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, the Smithfield Township Board of Supervisors 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 \_\_\_\_\_, 2024, by and between the Smithfield Township Board of Supervisors, Monroe County, Pennsylvania ("Smithfield Township Board of Supervisors"), and

\_\_\_\_\_  
("Consulting Firm").

WHEREAS, the Smithfield Township Board of Supervisors desires to have certain one-time professional consulting work performed involving Rivers Edge Bike Park Master Site Development Plan (MSDP);

WHEREAS, the Smithfield Township Board of Supervisors desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by Smithfield Township Board of Supervisors;

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. Scope of Work shall be completed in its entirety, which is attached hereto and incorporated herein as Appendix C.
3. Obtain approval from the Smithfield Township Board of Supervisors of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by the Smithfield Township Board of Supervisors to be of equal ability or experience to the predecessor.

### THE Smithfield Township Board of Supervisors 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 Smithfield Township Board of Supervisors 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 the Smithfield Township Board of Supervisors. 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 Smithfield Township Board of Supervisors.
  
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 the Smithfield Township Board of Supervisors written notice of not less than 90 calendar days. The Smithfield Township Board of Supervisors 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, the Smithfield Township Board of Supervisors shall within 90 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 THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS:

\_\_\_\_\_

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

FOR THE CONSULTING FIRM:

\_\_\_\_\_

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



**APPENDIX A**  
**NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE**

1. **Representations.** The Grantee represents that it is presently in compliance with and will remain in compliance with all applicable federal, state, and local laws, regulations, and policies relating to nondiscrimination and sexual harassment for the term of the agreement. The Grantee 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 its books, records, and accounts by the Commonwealth for the purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.
2. **Nondiscrimination/Sexual Harassment Obligations.** The Grantee shall not:
  - a. in any manner discriminate in the hiring of any employee(s) for the performance of the activities required under this agreement or any subgrant agreement, contract, or subcontract, 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.
  - b. 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.
  - c. 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 this agreement or any subgrant agreement, contract, or subcontract.
  - d. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor, or supplier who is qualified to perform the work to which this agreement relates.
  - e. 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 the Acts' enforcement and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
3. **Establishment of Grantee Policy.** The Grantee shall establish and maintain a written nondiscrimination and sexual harassment policy that complies with the applicable law and these Nondiscrimination/Sexual Harassment provisions and shall inform its employees in writing of the policy. The policy must contain a provision that states that sexual harassment will not be tolerated and employees who practice it will be disciplined. For the entire period of this agreement, the Grantee shall: (1) post its written nondiscrimination and sexual harassment policy or these Nondiscrimination/Sexual Harassment provisions conspicuously in easily accessible and well-lighted places customarily frequented by employees at or near where the grant activities are performed; or (2) provide electronic notice of the policy or this clause to its employees not less than annually.
4. **Notification of Violations.** The Grantee's obligations pursuant to these provisions are ongoing from the effective date and through the termination date of the agreement. Accordingly, the Grantee shall notify the Commonwealth if, at any time during the term of this agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
5. **Cancellation or Termination of Agreement.** The Commonwealth may cancel or terminate this agreement and all money due or to become due under this agreement may be forfeited for a violation of the terms and conditions of these Nondiscrimination/Sexual Harassment provisions. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee in the Contractor Responsibility File.

## APPENDIX C. FULL SCOPE OF WORK

# **Rivers Edge Master Site Development Plan (MSDP) Scope of Work (SOW)**

The work elements and tasks outlined in the following SOW are for the Consultant to develop a detailed plan for the full development of the Rivers Edge Bike Park, in Smithfield Township, Monroe County.

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

The purpose of the Scope of Work and Rivers Edge Bike Park Master Site Plan is to create a multi modal ADA accessible park for maximal benefit to the community's recreational needs that utilizes the site to its maximal degree possible.

The park's existing Bike Track will need to be explored for rehabilitation, with possible improvements and expansion for the purpose of maximum durability, longevity, inclusivity and adaptability to community needs. The natural resources and existing trees should be incorporated into the final design to keep consistent with the character of the site and the rural character of the community. The MSDP process is also going to look at all the potential conservation considerations and future improvements to the park including but not limited to a nearby Lenape anthropological site, gravel bike paths, non-motorized boat launch onto the Brodhead Creek, picnicking and BBQ uses, roofed gazebo, parking, disk golf course improvements, and any other recreational opportunities.

The master site development planning process will incorporate public input and expert analysis into a planning document that will help guide the future development and conservation of the Rivers Edge Bike Park.

### **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. 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. The public participation shall include:**

- a. Study Committee Meetings (multiple meetings) – The Scope of Work includes work with the Township's appointed study committee for the project. This committee will be a crucial feedback group, and community experts for the design team throughout the planning process. Meetings shall be recommended as follows:
  - Meeting 1 –Discuss the previously designed scope of work, project process, programming, goals and objectives, final products, and meetings/project timeline.
    - Solidify programming and activities in the park.
    - What do the residents like and/or what gets heavy use?

- What elements could be replaced and/or added?
    - How does this park fit into the Township's overall recreational programming?
      - Remediation of existing pump track.
    - Discuss the key person interviews, who shall be interviewed, and draft citizen survey.
    - Meeting 2 – Programming discussion and review; update on key person interviews, citizen survey, and public workshop. Update on timeline for meetings if appropriate.
    - *Hybrid Public Meeting and Committee Meeting* – with the presence of the majority of public officials. Concept Designs. Consultant shall present the summary findings of the key person interviews, public workshop, citizen survey, and the 2-3 concepts for park improvements. The design team shall work with the committee and the public simultaneously to develop a single preferred final concept to which the draft final plan will be developed. The consultant shall be ready for this meeting with a written evaluation and pros and cons of each alternative concept design for the site.
    - Meeting 3 – Presentation and review of the draft report. The draft report will be submitted to the committee one week prior to the committee meeting, so committee members have an opportunity to review the draft report. At the meeting, we will discuss the report and proposed draft plan. Revisions will be made to the report and plan, as directed by the committee.
  - b. Public Meetings (multiple meetings) – Two additional public meetings must be held to obtain community involvement and awareness in the process. The meetings shall recommended be as follows:
    - Public Meeting 1 – Process and Programming. The first public workshop shall be organized into three steps:
      - First, the consultant shall provide an overview to the planning process, and schedule. We will review the project goals, purpose and objectives.
      - Next, the consultant will present existing conditions site analysis and observations from the site reconnaissance regarding opportunities and constraints with the site.
      - Finally, the meeting participants will be engaged to provide ideas and concepts for park development. The meeting will be conducted hybrid, with the opportunity for residents to attend in person at the Township building or online. Consultant will take meeting notes/minutes.
    - Public Meeting 2 – Draft Plan. Consultant will summarize the planning process with the presence of a majority of public officials.
    - Discussion of how public participation efforts were incorporated into the concepts that were developed and into the final draft concept/plan that was chosen.
      - Review the survey and key person interview results.
      - Discuss the concept plans and the resulting draft plan.
      - The meeting will focus on explaining the plan in detail and then opening up the meeting for discussion, questions and comments. Consultant will take meeting notes/minutes.
  - c. Key Person interviews.  
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.
2. Additional Consultant guided public participation:
- a. Planning Document Review – Consultant will review previous planning documents (such as the Monroe County Return on Environment; Any relevant comprehensive plans) and consider the results of recent public participation efforts regarding parks, recreation, and open

space as well as regional planning documents available from Monroe County Planning Commission

- b. Programming discussion and review. Consultant will ensure that programming discussions are a significant component of the planning process for the Master Site Plan.
- c. Press Release – To encourage as much community participation in the planning process, Consultant will prepare four press releases for a media list to be posted on the Township’s website/social media, and announced at elected official meetings. There will also be physical copies at the township offices, and a translated copy for people who’s first language is not English.
  - o Introduction Press Release
  - o Announce Public meeting 1 and release of the online public survey
  - o Hybrid Public meeting and Committee Meeting
  - o Announce Public meeting 2 and the draft plan.

### 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. The consultant shall 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
- Environmental Issues (i.e. Brownfield)

- Topography
- Hydrology (water, wetlands, stormwater)
- Vegetation
- Soil Types
- PNDI Potential Impacts
- Historical/Cultural

## 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. The Consultant shall 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. Rehabilitation of the existing pump-track shall be a focus.
3. Description of other existing features, such as Disk Golf course in the context of the Master Site Plan.
4. For active recreation facilities, describe the participant skill level, competition level, and spectator use for each facility.
5. 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.
6. Describe the proposed preservation of open space, natural areas, and riparian buffers, and Lenape Anthropological Site
7. Describe the projected participation rates. To help define facility requirements, estimates of daily, weekly, monthly, and seasonal use may be required.
8. 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.

9. Support facilities will be required for the proposed recreation and conservation facilities and uses for Rivers Edge Bike Park Master Site Plan. Depending on the site and proposed uses, support facilities may include roads, stormwater management, maintenance facilities, utilities, parking, comfort facilities, etc. The consultant shall 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.

Here, The consultant shall include incorporation of native plantings, stormwater best management practices, and habitat protection/enhancement. The following items shall be considered when developing the plan:

1. Site opportunities, constraints, and generally accepted design standards related to the proposed bike park and other 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 specifically the nearby Lenape Dig Site; examination, review, and discussion of educational and passive recreational programming related to this significant cultural feature of the site. Specifically, the consultant should consider the protection and enhancement of the Lenape Anthropological site in their report.
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. Develop sustainable site design and green infrastructure/materials; explore the utilization of pervious asphalt/pervious pavement for parking lots. This will reduce environmental impact and lower maintenance and operation costs.
7. Establishment and maintenance of sustainable riparian forest buffers. Examination of existing forest and forest management and passive educational recreational opportunities of this existing resource.

## **g. DESIGN PROCESS AND RECOMMENDATIONS**

### **DESIGN PROCESS AND RECOMMENDATIONS**

- Consultant shall develop multiple 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.
- Consultant shall 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, the consultant shall work with the committee to determine which alternative (or combination) best meets community needs, design standards, and regulations.
- Consultant shall 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 shall be shown on this final Site Development Drawing in proper shape, size, and orientation.
- Upon approval of the final Narrative Report and Site Development Drawings(s) by the Township Board and DCNR, Consultant shall prepare the final deliverables.

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

1. Development (Construction) Costs – The consultant shall 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**

The consultant shall 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. Consultant shall:

1. Interview local Township officials, Township police, constables, and recreation providers regarding site safety and security.
2. Discuss risk management and safety issues related to the site with applicable insurance providers.
3. 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
4. Provide recommendations that include:
  - a. Design and construction alternatives
  - b. Policing and patrolling methods
  - c. Maintenance issues
  - d. Safety signage
  - e. Insurance coverage
5. Develop a multi-faceted safety and security program that includes:
  - a. A safety policy



- b. A plan that addresses how the uses will be checked with creating a safe and secure environment for nearby neighborhoods and residential communities
- c. A process for routine inspections and hazard abatement
- d. A program to assist employees and visitors in reporting hazards
- e. Emergency procedures
- f. An accident reporting system
- g. An information management system for site safety and security

#### **K. EXISTING RECREATIONAL AMENITIES ASSESSMENT**

The purpose of this work element is to evaluate the condition and rehabilitation of existing pump track, existing disk golf course, kiosk(s), etc, etc, 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.

#### **L. SIGNIFICANT HISTORIC AREAS AND STRUCTURES REVIEW**

The State Historic Preservation Office (SHPO) environmental review staff determine if projects will impact significant resources and, if so, how to address and resolve those effects. The property contains Lene Lenape “dig site” or Anthropological site near the Delaware River. This section must be evaluated and determined if any additional protections are required as part of the larger project. Applicants must apply for federal/state assistance to initiate consultation for environmental/historical review. There needs to be a discussion and analysis of education and passive recreation with regards to the Lene Lenape site.

#### **M. FOREST STEWARDSHIP PLAN**

Most of the property is forested, and passive recreational opportunities and education should be a focus. In addition, a forest Stewardship Plan completion 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.

## **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. Security analysis
- K. Existing recreational amenities assessment
- L. Significant historic areas and structures  
review
- M. Forest stewardship plan  
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:

- One (1) electronic PDF of the final Narrative Report (as a single document) with the cover 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.
- One (1) electronic PDF of other deliverables, as applicable.