

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.