



PROPOSAL FOR
RIVER'S EDGE BIKE PARK
MASTER SITE DEVELOPMENT PLAN

Presented to: **Smithfield Township**





YOUR GOALS. OUR MISSION.

SMTHOH24010

June 14, 2024

Julia Heilakka, Township Manager
Smithfield Township
1155 Red Fox Road
East Stroudsburg, PA 18301

RE: RIVERS EDGE BIKE PARK MASTER SITE DEVELOPMENT PLAN (MSDP)

Dear Ms. Heilakka,

Since our inception nearly six decades ago, T&M Associates (T&M) has been assisting our clients work through the constantly evolving public environment. Our professionals, whether engineers, environmental scientists or planners, take a proactive approach to our clients' needs allowing us to increase efficiencies; anticipate new regulations and requirements; and identify alternate budget sources. In this manner, they are able to leverage the insights and value of their experience to successfully deliver on project needs and goals. Our clients count on us to provide smart counsel and always protect and promote their best interests. We make **'Your Goals, Our Mission'**.

Our flexibility as a prominent mid-sized firm, with the capabilities of a large company, provides clients a more unique approach to a project, being able to provide personalized service while having a diverse pool of experts to develop innovative solutions to meet our clients' project expectations.

In March of this year, our team from LVL Engineering Group joined T&M in its Bethlehem office. This team will be familiar to you, as we have provided services to Smithfield Township since 2007. We provide a wide variety of services including planning, municipal/civil engineering, site development, water resources and survey brings decades of experience in Eastern Pennsylvania to T&M.

Our intimate experience with Smithfield Township gives us a deep understanding of River's Edge Park, and the park's history. We also understand the goals of the Township in developing this park and how important public input is going to be to this process. In 2007, prior to joining T&M, this team designed a Master Site Plan for River's Edge Park.

We are very excited about the opportunity to work with you and the Pennsylvania Department of Conservation and Natural Resources (DCNR) on this project. Now more than ever, with the additional talent of the T&M team, we believe we are the *right team* to prepare this plan. Our submission illustrates our expertise and experience and ability to meet the required Consultant Qualifications.

If you need additional information or have any questions after reviewing our submittal, please don't hesitate to contact me at 610.234.4248 or via email at JTresslar@tandmassociates.com.

Very truly yours,

Jon S. Tresslar, PE, PLS
Regional Client Manager

Letter of Transmittal

SECTION 1 | FIRM QUALIFICATIONS

- Firm Overview
- T&M's Practice Areas + Services
- Office Locations + Key Contact
- Municipal Clients + References

SECTION 2 | THE T&M TEAM

- Team Summary
- Resumes of Key Staff

SECTION 3 | METHODS + PROCEDURES

- Project Understanding
- Project Approach
- Work Schedule
- Similar Work

SECTION 4 | COST PROPOSAL

SECTION 5 | CONTRACT



FIRM OVERVIEW



THE CORE OF T&M IS TO BE FOCUSED ON CLIENTS, ACT WITH INTEGRITY, BE ACCOUNTABLE FOR THE WORK WE DO, AND DELIVER QUALITY AS A RESULT. BY DOING THESE THINGS, WE CREATE SUSTAINABLE VALUE FOR CLIENTS, COMMUNITIES AND OUR EMPLOYEES.

T&M Associates (T&M) is a leading national consulting, engineering, environmental and technical services company that has delivered proven results for a broad spectrum of public and private clients since 1966. Having worked closely with public sector clients since our inception, we have gained a deep-rooted understanding of the challenges they face. Municipal and County governments, and their agencies, dedicate themselves to improving service levels for the public, promoting the local economy, controlling costs, pursuing sustainability and providing a high quality of life for their communities. At the same time, accomplishing this while navigating a challenging regulatory climate, managing limited budgets and complying with both today's requirements and tomorrow's demands.

Through a team of 350 business and technical professionals, we service clients from office locations throughout the US. Our flexibility as a prominent mid-sized firm, with the capabilities of a large company, provides clients a more unique approach to a project, being able to provide personalized service while having a diverse pool of experts to develop innovative solutions to exceed any need. While T&M continuously evolves, some things never change. Since our start, our people have always been our greatest value and success.

T&M's staff holds over 200 professional licenses, giving us an extraordinary talent base to choose from when tailoring a team to meet our clients' individual needs. T&M's in-house staff includes civil, structural, site, transportation, traffic, environmental and MEP engineers; planners; environmental scientists; LEED Certified professionals; licensed landscape architects; construction managers and inspectors; land surveyors; GIS and technology experts; and support staff. The firm's multidiscipline staff has played an integral part in creating and maintaining local and regional infrastructure for years.

T&M is consistently recognized by national and local trade organizations for project excellence. This year, Engineering News Record (ENR) ranks T&M within the Top 500 Design Firms in the country while the Philadelphia Business Journal ranked T&M as the #16 Top Engineering Firm in 2023.

In March of this year, a team from LVL Engineering Group joined T&M in our Bethlehem office. This team provides a wide variety of services including planning, municipal/civil engineering, site development, water resources and survey brings decades of experience in Eastern Pennsylvania to T&M. Additionally, many clients of the LVL team followed them to T&M to continue working with them and building on the relationships that have been established over the years.



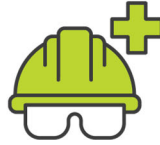
T&M'S PRACTICE AREAS



ELECTRICAL & AUTOMATION



ENVIRONMENTAL



HEALTH & SAFETY



MECHANICAL, ELECTRICAL, & PLUMBING



MUNICIPAL



NATURAL HAZARDS



PROGRAM MANAGEMENT & CONSTRUCTION MANAGEMENT



SITE DEVELOPMENT



WATER



TRANSPORTATION

T&M provides a wide variety of **in-house** services in our practice areas including the following:

Professional Engineering + Planning Services

Municipal + Civil
 Mechanical, Electrical + Plumbing
 Fire Protection
 Traffic + Transportation
 Structural Design + Inspection
 Water/Wastewater
 Park + Recreation Facilities
 Stormwater Management + Green Infrastructure
 Facilities Management + Maintenance Plans
 Energy + Utilities
 Building System Analysis & Studies
 US Green Building Council + LEED Assessment
 Site Development
 Surveying + Mapping
 Master Plan + Site Plan Development
 Site Feasibility Analysis
 Grading + Drainage
 Floodplain Management
 Landscape Architecture
 Sports/Athletic Field Engineering
 Comprehensive Land Planning
 Redevelopment Planning

Urban + Community Planning
 Zoning + Ordinance Planning
 COAH/Affordable Housing
 Index Point Visualization Mapping
 Circulation, Transit, Bicycle + Pedestrian Planning
 Recreation + Open Space Planning
 Storm Resiliency + Recovery

Environmental

Environmental Engineering
 Regulatory Compliance and Permitting
 Environmental Impact Assessments
 Remedial Investigation/Remedial Action
 Wetland Delineation/Mitigation Design
 Ecological & Habitat Assessments
 Underground Storage Tank Evaluation + Investigation
 Groundwater Protection Plans
 Geologic & Groundwater Resource Evaluation
 Industrial Hygiene (IAQ, Asbestos, Lead Paint & Mold)
 Health + Safety
 Air Quality Services

Construction Services

Project Management + Construction Management
 Project Feasibility
 Constructability Review
 Construction Administration + Inspection
 Construction Documentation Development
 Cost Estimating + Scheduling
 Bidding Assistance
 Project Close-Out

Technology

Geographic Information Systems (GIS)
 Automation
 Asset Inventory, Inspection + Management
 Mapping + Visualization
 Application Development
 3D Visualizations
 Data Services (Digitize, Migration, Optimization)
 Unmanned Aerial System Services (UAS)



Municipal Services Engineering/Planning

Developing seamless capital improvement plans to help revitalize local communities.

As municipal engineers throughout the state of Pennsylvania, New Jersey and Ohio, we understand the demands and uncertainties municipalities face on a daily basis. Our team offers a blend of expertise and depth of resources that will allow us to respond quickly and confidently to such issues as they arise. Many of our municipal engineers have served as public municipal employees in a variety of positions including municipal staff engineers and zoning and planning officials during their careers. This targeted experience gives us a unique perspective on cost and service, two of the most important elements in our public client relationships. **T&M's experience with local governments is unparalleled.**

T&M has a deep-rooted understanding of what it takes to produce innovative, outside-of-the-box solutions to accommodate community needs, solve the business requirements of the government, ensure resident safety and protect the environment. Many of our municipal engineers have served as public municipal employees in a variety of positions giving us a unique perspective on cost and service, two of the most important elements in our public client relationships.

When engaged with the public sector, T&M's engineering staff design a wide spectrum of infrastructure improvements and public works projects including park and recreational facilities; storm drainage facilities; bridges and roadways; neighborhood redevelopment; environmental remediation; water supply, treatment and distribution; as well as wastewater collection and treatment facilities. Our engineers review major development site plans submitted to planning boards and help municipal officials negotiate fair-share, offsite contributions from commercial and residential developers.

Master Planning, Redevelopment Planning and Visioning are key specialties of T&M's Planning Division. T&M has prepared comprehensive master plans, individual master plan elements, and master plan reexamination reports for urban, suburban and rural communities, as well as county and state government. This experience is complemented by expertise in redevelopment. The Planning Division is also home to our extremely successful Grants Department responsible for securing millions of dollars in grants for our municipal clients.

T&M's landscape architecture team has provided many imaginative and budget conscious services. Solutions have been implemented for a wide array of recent projects including the Schuylkill River West Trail in Upper Merion Township, reimagining of the Granite Run Mall, and several park and recreation facility and municipal streetscape projects.

T&M has provided inspection services for capital projects as well as subdivision and site plans. As municipal engineers, we inspect and perform related contract administration services for hundreds of public and private projects. Our inspection services are coordinated to eliminate construction problems, residential complaints and resident dissatisfaction. However, if and when problems in construction arise, our inspectors act promptly and efficiently.

T&M's skilled engineers, planners and landscape architects work together to revitalize local economies, design master plans, deliver new streetscapes, create more sustainable environments, develop geographic information systems (GIS), formulate comprehensive redevelopment plans and adopt regulatory and financing strategies that enable successful execution.





Parks + Recreation Qualifications

Recreation and open space are critical to the balanced development of any community. Parks and recreational facilities help to establish the identity of a community and instill a sense of community pride. For many people, access to parks and recreational facilities is a major consideration in evaluating communities in which they want to live. Most residents understand the health and community benefits associated with parks and recreational facilities; however, these facilities also create an opportunity to improve and preserve the environment. When properly designed, parks and recreational facilities can serve their primary civic function while also acting to improve our environment.

At T&M, we understand the many factors and benefits associated with the design and implementation of parks and recreational facilities. As a partner, T&M is excited about the opportunity to work with your municipality and other valuable stakeholders to plan and design the new park facilities.

Modern sports and recreational facilities require the coordination of virtually every design and engineering discipline. With the talents of our award-winning site, civil and environmental engineers; landscape architects; and community engagement specialists, T&M has the unique range of in-house skills, creativity, sensitivity and enthusiasm to drive the park and recreation visions of our clients. Our expertise provides complete sports and recreational facility design packages for community, institutional, and private facilities. Our professionals continually acquaint themselves with the latest trends, uses, maintenance concerns and products to cost-

effectively deliver state-of-the-art playgrounds, spray parks, athletic fields and sports venues of all kinds.

T&M has planned, designed and managed the construction of a wide variety of park and recreation facilities ranging in size from small “pocket” parks to meet the needs of small neighborhoods to 1,875-acre active parks in meeting the recreational needs of a larger population in size. This diverse and comprehensive experience in recreational facility planning and design allows our specialists to meet your environmental preservation and recreational goals. Our professionals specialize in the design of innovative active and passive parks, trail systems and facilities, playgrounds, athletic fields, green infrastructure, stormwater management systems and environmental education and fitness features.

From public parks to university athletic fields to site planning for corporate campuses to degraded landfills to simple municipal gateways... our team’s services can cross all T&M market sectors. Our expertise encompasses:

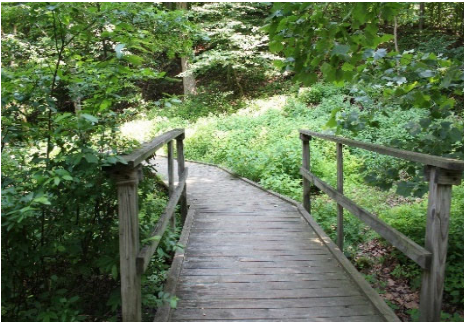
- Synthetic Turf Sports Fields
- Natural Grass Fields
- Running tracks
- Field Usage Analysis Reports
- Baseball and Softball Fields
- Field House and Concession Buildings
- Irrigation Design
- Sports Lighting
- Maintenance Specifications
- Stormwater Management
- ADA Compliance



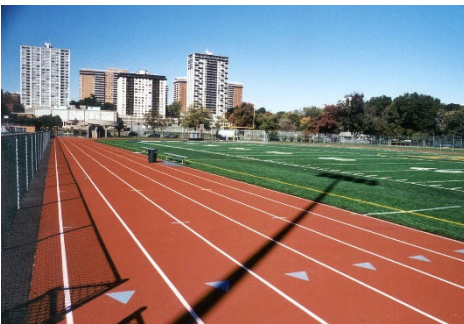
Comprehensive Solutions... Tailored to Meet Any Challenge



T&M's overall approach to every park and recreational project is guided by our philosophy of "placemaking". This philosophy is based on understanding the context, constraints, potential, and character of a particular project or site. We blend together elements of planning and design to create projects of distinction. Our professionals are adept at leading and facilitating the planning and design process so that "pathways to consensus" are developed, maintained, and utilized. The variety of techniques we use, ranging from key person interviews, surveys, work sessions, public meetings, and facilitated nominative group techniques, ensures that everyone gets a voice. We build consensus so all stakeholders embrace the ultimate solution. We see our project team as the educators and facilitators of a process, not as the "pre-conceivers" of rote methods and solutions.



Our value is in our ability to understand the distinction between "choreography" and "technology". Our systematic process and understanding of project workflow, enables us to be creative while utilizing streamlined project management and quality control measures to ensure high value project deliverables, presented on time and on budget. We are adept at anticipating and defining challenges before they become "problems" that endanger schedules or budgets.



Our design professionals are specifically blended as a group, dedicated to the planning, design, and implementation of all types of recreational related projects from parks to sensory gardens, outdoor classrooms to playgrounds and large-scale multi-field sports complexes. From civil engineering to landscape architecture, our design process is fully integrated from concept to implementation.



T&M also has a dedicated team to provide construction administration and inspection services. Our team of professionals participate in design review, value engineering, bidding and contract award and construction administration and inspection services. These services include receipt of bids, contract award, pre-construction meeting, material and installation inspection, shop drawing review, responses to contractors' inquiries, claims management, payment requests, change order review, as-built drawings, operating and maintenance manuals and project closeout.



When it comes to the engineering and planning of parks and recreation projects, T&M gets the job done. With over 55 years of experience providing comprehensive engineering and planning services to a wide range of clients, our dedicated team of professionals develops innovative solutions to every challenge.

The end result is a portfolio of work that has been recognized with awards for design excellence at the national, state, county and municipal level. T&M park projects have been awarded numerous "Best in State" and "Best in County" awards. Our Park designs focus on meeting our clients' recreational needs while incorporating the latest in sustainability practices.



Office Locations

T&M operates from 12 offices throughout the country. Service for this contract will be provided out of our **Bethlehem** office — where proposed Project Personnel are based. Additional support and expertise, if needed, can be called upon from our other regional offices as needed. *Our approach is to pull together the most qualified team to ensure a successful project—and not to restrict that by staff members' physical location. We also have the right technologies and practices in place to make this sharing of work an efficient process.*



Primary Office Servicing

Smithfield Township

74 West Broad Street, Suite 300
Bethlehem, PA 18018
T: 610.625.2999

Regional Support Office

1700 Market Street, Suite
3110
Philadelphia, PA 19103
T: 215.282.7850

Corporate Headquarters

11 Tindall Road
Middletown, NJ 07748
T: 732.671.6400

These services for Smithfield will be performed out of our nearby **Bethlehem office** allowing us to readily respond to the needs of the Township. Our close proximity will provide you with quick access to our professionals and wide range of services.

Key Contact

Jon Tresslar, PE, PLS will serve as the primary contact for Smithfield Township. He can be reached at our Bethlehem Office at 610.625.2999 or via email at JTresslar@tandmassociates.com.

Jon will be supported by a strong team of in-house staff with the tailored experience and expertise to meet your needs. The qualifications of the T&M Team can be found in Section 2 of this proposal.



MUNICIPAL CLIENTS + REFERENCES

T&M brings vast experience in the public works environment and takes pride in its ability to develop practical engineering and planning solutions to municipal challenges. Similar to the services being requested by the Township, T&M works closely with other communities providing consulting engineering, planning, park & recreation design, grant/bid assistance, municipal project design services, CAD and GIS capabilities, construction administration and observation, environmental services and regulatory agency interactions. A list of some of our current clients and references is shown below.

Municipality	Position(s)	Contact	Phone
Smithfield Township, PA	Consulting Engineer	Julia Heilakka, Township Manager	570.223.5082
Bangor Borough Authority, PA	Consulting Sewer Engineer	Steve Reider, Borough/Authority Manager	610.588.2216
Bucks County Water & Sewer Authority, PA	Authority Engineer	Jim Napoleon, Manager of Asset Management and SCADA Operations	215.343.2538
Bucks County, PA	Consulting Engineer	George Hutt, Director of Operations for General Services	215.345.3950
Coplay Whitehall Sewer Authority, PA	Authority Engineer	Matt Harleman, General Manager	610.467.4461
Delaware Township, PA	Consulting Engineer	Krista Predmore, Township Administrator	570.828.2347
Delaware Water Gap Borough, PA	Consulting Engineer	Allisen Trotter, Borough Manager	570.476.0331
East Norriton, PA	Consulting Engineer	Robert Hart, Township Manager	610.275.2800
Glendon Borough, PA	Conflict Engineer	Don Young, Borough Manager	610.253.1577
Palmer Township, PA	Special Projects Engineering	Tom Adams, Director of Public Works	610.253.7191
Philadelphia Water Department, PA	Water & Sewer General Engineering Services Green Stormwater Infrastructure	Jeff Twardzik, Engineering Supervisor Jillian Simmons, PE, Director, GSI Unit	215.685.6288 215.685.4963
Pocono Township, PA	Municipal Engineer	Patrick Briegel, Public Works Director	570.629.1922
Schuylkill Township, PA	Municipal Engineer	Laurie Getz, Township Manager	610.933.5843



SECTION 1 | FIRM QUALIFICATIONS

Municipality	Position(s)	Contact	Phone
Tobyhanna Township, PA	Sewer Engineer	Robert McHale, PE, Township Engineer	570.355.2235
Upper Darby Township, PA	Special Projects Engineer	Michael Galante, Township Engineer	856.404.0540
Upper Uwchlan Township, PA	Special Projects Engineering Services	Tony Scheivert, Township Manager	610.646.7008
Wilson Borough, PA	Municipal Engineer	Jill Garcia, Township Manager	610.258.6142



PROJECT TEAM SUMMARY

When you hire T&M, you gain access to our uniquely qualified team of experts. Our people are absolutely our greatest asset. For some engineering firms, that phrase has become an empty cliché, but not for T&M. It's why we hire and partner with the best, those who are forward-thinking, client-oriented and respected experts in their field.

We are confident you will notice the difference too.

Clients routinely share with their peers and with our senior management how a given T&M associate isn't just an exceptional Engineer, Planner, Project Manager, Designer or technology expert, but also their advocate.

We recognize the success of all projects starts with the development of a sound and well-thought-out project team. The structure of the team is founded on the selection of individuals who will be dedicated to bringing their experience to this project, along with establishing a continuous flow of communication with Smithfield Township and the Department of Conservation and Natural Resources (DCNR). **Many members of our team have prior experience not only with Smithfield Township, but this project site.**

As previously mentioned, [Jon Tresslar, PE, PLS](#) will serve as our Main Point of Contact on this assignment and work closely with our proposal Project Manager, [Amy Montgomery, PE](#).

NAME/ROLE	YEARS OF EXPERIENCE	AREAS OF EXPERTISE
KEY TEAM MEMBERS		
Jon Tresslar, PE, PLS Point-of-Contact	50	Project Management; Land Development Plans; Civil Engineering; Park Design; NPDES Plans + Permits; Construction Management + Oversight; Municipal Representation; Boundary/Topo/ALTA Surveys
Amy Montgomery, PE Project Manager	36	Park + Recreation Planning; Municipal Engineering; Infrastructure Rehabilitation + Improvement; Project Management; Stormwater Management; Erosion + Sediment Control
Melissa Hutchison, PE Principal Engineer	20	Municipal Engineering; Civil Engineering; Land Development; Park Design; Stormwater Management; Permitting; Cost Estimating
Robert Dare, PP, AICP Supervising Planner	21	Master Planning; Redevelopment; Land Use Planning and Regulation; Open Space and Recreation; Farmland Preservation; Web-Based Mapping Applications
Mark Vizzini, PLA, LEED AP BD+C Landscape Architect	28	Landscape and Lighting Design; Site and Master Planning; Grading Design; Site Layout and Design
Brendan Kishbaugh Staff Designer	1	Civil Engineering; Stormwater Management; Land Development; AutoCAD; Civil3D
Aneel Chaggar Staff Designer	1	Civil Engineering; AutoCAD; Civil3D

Resumes for key staff members are on the following pages.





Education

Lafayette College, Bachelor of Science Civil Engineering, 1972

Professional Registrations/ Affiliations

Professional Land Surveyor, Pennsylvania
Professional Engineer, Pennsylvania
Association of Association of Civil Engineers, Member

Years in the Industry

50

Areas of Expertise

Land Development Plans & Entitlement Permitting, PennDOT HOP Plans, NPDES Plans & Permits, Construction Plans, Specifications & Bidding Documents, Construction Management & Oversight, Water Supply, Storage, & Distribution System Design, Sanitary Sewer Collection System Design, Municipal Representation, Expert Witness Testimony, Boundary/Topo/ALTA Surveys

Summary of Qualifications

Mr. Tresslar has over 50 years of engineering experience providing civil and surveying services to municipal and private clients in Southeast and Northeast Pennsylvania. His area of expertise includes all facets of site design for residential, commercial, and industrial projects. These projects range in size from small commercial pad sites to large planned residential developments encompassing hundreds of acres and thousands of residential units. His municipal expertise includes representation to municipal governments as their plan review engineer, for the design of water supply/distribution systems, sanitary collection systems, street reconstruction, and parks and playgrounds. Mr. Tresslar has served as principal in charge of eight open end design contracts for the department of defense totaling ten million dollars in contract fees. He also does forensic analysis and appears as an expert witness.

Key Projects

Smithfield Township Vision Loss Trail, Smithfield Township, Monroe County, PA. Principal In Charge for design, permitting, and construction management for Wellness Park. Wellness Park is an existing 51-acre park that includes athletic fields, parking, the municipal complex, and community garden. The plan proposes to improve the existing park to include approximately two (2) miles of new ADA accessible trails, including the Vision Loss Trail, with associated handicap parking and ADA handicap ramps. The project will also include a second access driveway, composting restrooms, four (4) play pods, and one (1) overlook area. Stormwater management is being handled throughout the park by four (4) small rain gardens and one (1) underground basin.

Marshalls Falls Park, Smithfield Township, Monroe County, PA. Principal in Charge and engineer responsible for the permitting, design, and construction of a new timber pedestrian bridge across Marshalls Creek.

TLC Park Projects, Pocono Township, PA. Principal In Charge for the design, bidding, and construction and contract administration for improvement projects to Pocono Township's TLC Park including a Dog Park, Recreation Facilities, Parking Lot and Dam Wall Repairs. Provided construction administration for the construction of a new Splash Pad utilizing DCNR grant funds.

TLC Park, Pocono Township, Monroe County, PA. Principal in Charge of rehabilitation of steel pedestrian bridge across the Pocono Creek.

TLC Park, Pocono Township, Monroe County, PA. Principal in Charge and engineer responsible for permitting, design and construction administration of rehabilitation of lower pond dam.

Akenac Park Recreation Building, Delaware Township, PA. Principal In Charge for the design and construction management to repair 20+ existing piers under the existing recreation building. This work included preparation of construction plans, bidding documents, contracts, public bidding, construction observation and management and project closeout.

Owl's Nest Park, Plumstead Township, Bucks County, PA. Principal in Charge and engineer responsible for the permitting, design and construction of a new timber pedestrian bridge across Neshaminy Creek.



Upper Bucks Rail Trail Project, Bucks County, PA. Principal In Charge of engineering, permitting and construction management services for Bucks County Planning Commission and the Bucks County Commissioners for a multi-use trail, following the former Reading Railroad Bethlehem branch. The project ran from the northernmost point at the county line with Lehigh County, through Springfield Township south, to California Road in Richland Township, Bucks County and ending at Richland Township's Veterans Park. The trail consisted of three at-grade road crossings and passes through a section of wetlands. The total length of the trail is about 3.5 miles.

Lehman Park, Lehman Township, Pike County, PA. Principal In Charge for improvements to Lehman Park in Lehman Township. The park is approximately ten acres and was constructed in two phases using DCNR grant funding. The improvements consisted of a new Little League baseball field, soccer fields, tennis courts and hiking trails with associated parking and stormwater management facilities. Services include Phase 1 & Phase 2 design, NPDES Permitting and construction oversight.

South Bethlehem Greenway Connection, City of Bethlehem, Northampton County, PA. Principal In Charge of engineering, permitting and construction management services for the Greenway Trail Project. This project provides a pedestrian connection from the Greenway to the northern portion of Saucon Park. The project included the development of vegetative bio swales, re-establishing a riparian buffer and other stormwater methods to protect the Saucon Creek.

Neshaminy Greenway Trail, Bucks County, PA. Principal In Charge currently collaborating with the Bucks County Planning Commission and the Bucks County Commissioners to provide engineering, permitting and construction management services for a multi-use trail. The trail will traverse through Doylestown Township's Central Park, along Turk Road, then run parallel to Almshouse Road to and along the western edge of Easton Road (S.R. 611).



Education

Lehigh University, BS Civil Engineering, 1988

Villanova University, Continuing Education: Hydrologic Engineering Center, River Analysis Modeling (HEC –RAS Floodplain Simulation)

NASSCO PACP, LACP and MACP Training

Professional Registrations/Affiliations

Licensed Professional Engineer, Pennsylvania
Pennsylvania Township Engineers Association, Member

Years in the Industry

36

Areas of Expertise

Municipal Engineering; Infrastructure Rehabilitation and Improvement, Ordinance Preparation, Client Representation Project Management; Stormwater Management; Erosion and Sediment Control

Summary of Qualifications

Ms. Montgomery has more than 36 years of experience in the field of civil engineering specializing in municipal engineering. She has been a key representative in more than 10 municipalities, including second- and first-class Townships and Boroughs over the course of her career. Her diverse experience within the municipal engineering field includes management of the land development application process, application plan reviews, the development of detailed engineering plans, public bid specifications, and managing of bidding and construction processes for municipal capital improvement projects.

Ms. Montgomery is proficient in the comprehension of municipal ordinances, the MPC, and other Pennsylvania state regulations, including environmental and erosion and sedimentation control regulations and practices as well as stormwater, MS4 regulations, and Best Management Practices. She regularly attends public meetings with elected officials, planning commissions, zoning hearing boards, and other municipal groups, providing critical advisory consultation to the municipal staff and elected officials. Ms. Montgomery has made numerous capital project and study presentations to elected officials and public audiences throughout her career and has partnered with watershed agencies and PADEP in public outreach settings. She has been a key member of focus groups for stormwater management, recreation, and community planning projects as well as study committees for numerous municipal ordinance rewrites.

Additionally, Ms. Montgomery has also served as an in-house engineer for a large First-Class Township and brings her firsthand experience and knowledge from a client perspective to each community.

Municipalities Represented

- Abington Township, Montgomery County, In-house Township Engineer/Director of Public Works
- Cheltenham Township, Montgomery County, Township Engineer
- East Caln Township, Chester County, Township Engineer
- Hellertown Borough, Northampton County, Borough Engineer
- North Wales Borough, Montgomery County, Borough Engineer
- Perkasio Borough, Bucks County, Borough Engineer
- Pocono Township, Monroe County, Township Engineer (Secondary Representative)
- Richland Township, Bucks County, Assistant Reviewing Engineer
- Springfield Township, Montgomery County, Township Engineer
- Souderton Borough, Montgomery County, Borough Engineer
- Wilson Borough, Northampton County, Borough Engineer

Key Projects

Mountain View Park Master Planning, Pocono Township, PA. Engineer responsible for preparing a plan to modify underused Little League fields as new soccer fields, working with the Township to reconfigure underused basketball courts into new pickleball courts, preparing a plan to locate existing playground equipment for replacement, preparing bid documents and performing contract administration for construction of replacement backstops and fencing for the park.



TLC Park Projects, Pocono Township, PA. Engineer responsible for the planning, design, bidding, and construction and contract administration for improvement projects to Pocono Township's TLC Park including a Dog Park, Recreation Facilities, Parking Lot, and Dam Wall Repairs. Provided construction administration for the construction of a new Splash Pad utilizing DCNR grant funds.

USDA Stream Rehabilitation Projects, Springfield Township (Montgomery Co.), PA. Prepared the engineering design and specifications, conducted the bidding process, and provided construction administration and project closeout services. The project required coordination with the local USDA office and involved stabilization of two (2) separate streambanks with stacked natural rock walls and the removal of a gravel bar.

Bike Path 25th Street to Wood Avenue, Wilson Borough, PA. Prepared the engineering design, permitting, and specifications, conducted the bidding process, oversaw construction inspection, and provided construction administration and project closeout services for a 4,300 LF new bike path connector over a former railbed.

Fisk Field Reconstruction, Wilson Borough, PA. Prepared the engineering design, permitting, and specifications, conducted the bidding process, oversaw construction inspection, and provided construction administration and project closeout services for the reconstruction of an underused athletic area and created overlapping softball and football/soccer/multi-purpose fields with full underdrain systems, restrooms and field lighting.

Bocce Courts, Wilson Borough, PA. Prepared the engineering design and specifications, conducted the bidding process, oversaw construction inspection, and provided construction administration and project closeout services for the construction of two (2) standard bocce courts, fence work, and signage in the location of a previously existing shuffleboard court.

NPDES MS4, Springfield Township (Montgomery Co.), Cheltenham Township, North Wales Borough, Souderton Borough, Abington Township, & East Caln Township, PA. Engineer responsible to administer the initial NPDES applications and on-going annual reporting requirements for the MS4 program. Worked with municipalities to satisfy MCM requirements, determine and undertake projects for reduction of sedimentation.

Capital Planning, East Caln Township, PA. Engineer responsible to manage the preparation of a Capital Plan consisting of the mapping of existing storm and sanitary sewers, roadways, curbs, sidewalks, bridges, traffic signals, park facilities, other Township facilities. Created a 10-year budgeting plan for maintenance and improvements.

Annual Paving Projects, North Wales Borough, PA. Engineer responsible to prepare bid plans and specifications and coordinated the bid process for award of annual paving projects. Managed and coordinated all construction observation operations. Reviewed and approved all project payment recommendations. Coordinated with contractors during construction and project closeout. Project work consisted of milling, selective base repair, resurfacing, sidewalk installation and curb ramp replacements.

Subdivision Ordinance Update, Abington Township, PA. Member of the project team along with the Township Zoning Officer, County Planner, and elected official to update the Township's Subdivision Ordinance.

Chestnut Street Playground, Souderton Borough, PA. Engineer worked with the Borough and neighborhood groups from planning inception through design, bidding, construction, and project closeout for a new inclusive and accessible community playground on the grounds of an existing underused playground. The project was funded by CDBG grant funds which required adherence to Federal Contract provisions as related to HUD assistance. There was also a high level of community interest and involvement both in the planning and fund raising for improvements.

Green Street Reconstruction CDBG Project, Souderton Borough, PA. Engineer for the preparation of design, bidding, construction management, and project closeout for the reconstruction of Green Street between Wile Avenue and West Street. The project was funded with CDBG federal grant funds and consisted of demolition of existing curb, sidewalk, and pavement as well as selective milling and leveling of Green Street. The Green Street cartway was widened and new curb, sidewalk and ramps installed.



Education

LaSalle University, Master of Business Administration, 2007

Drexel University, BS in Civil Engineering & Architectural Engineering, 2003

Professional Registrations/Affiliations

Licensed Professional Engineer, Pennsylvania, 2015

Hellertown Borough Zoning Hearing Board, Member

Years in the Industry

20

Areas of Expertise

Municipal Engineering, Civil Engineering, Land Development, Municipal Ordinances, Stormwater Management, MS-4 Regulations + Permitting, Budgeting and Cost Estimating

Summary of Qualifications

Ms. Hutchison has over 20 years of civil engineering experience in land development and municipal engineering preparing detailed engineering and land development plans from concept to construction involving site layout, zoning, roadway, curb and sidewalk, grading, water and sewer, stormwater management facilities, erosion and sedimentation control, and floodplain regulations. She currently serves as the Borough Engineer for Delaware Water Gap and has represented municipalities in performing zoning reviews for compliance with current ordinances, subdivision, land development, stormwater management and MS4 design and coordination.

Additionally, she is knowledgeable with current Commonwealth of Pennsylvania regulations and permitting including MS4, PADEP Chapters 102 and 105, water quality and best management practices, NPDES, erosion and sedimentation control, PennDOT and Act 537.

Ms. Hutchison is proficient with Stormwater Modeling with Hydraflow and VTPSUHM, Stream Modeling with HEC-RAS, Culvert Analysis with FHWA HY-8, ACAD-Civil 3D, MAP-GIS, and ArcView GIS Software.

Melissa has considerable experience in public participation. She conducts presentations for Pocono Township, Monroe County and Smithfield Township, Monroe County in support of each municipality's Pennsylvania Department of Environmental Protection (PADEP) MS-4 program. The presentations are conducted during advertised public meetings and solicit questions and discussion from the audience. The discussions often include the MS-4 programs' progress, present and future goals, and public feedback. Reports including the details of each presentation are prepared and submitted to PADEP. In addition, Melissa also attends numerous advertised public meetings for various municipal clients located in Monroe and Pike Counties. The meetings often involve interaction with the audience including question and answer sessions and general discussions on various topics.

Key Projects

River's Edge Bike Park Rehabilitation, Smithfield Township, PA. Principal Engineer responsible for redesign of the existing bike park to correct the constructed pump track and associated swale and rain garden. This includes grading and stormwater management design, and coordination with the Monroe County Conservation District to confirm redesign meets the requirements of the approved NPDES permit. Also responsible for preparation of bidding documents, contracts, public bidding, and construction observation and management, and project closeout.

Waterfront Park, Smithfield Township, PA. Principal Engineer responsible for design, permitting, and construction management for Waterfront Park. Waterfront Park is an existing 51-acre park that includes athletic fields, parking, the municipal complex, and community garden. The plan proposes to improve the existing park to include approximately two (2) miles of new ADA accessible trails, including the Vision Loss Trail and a fishing dock on the Brodhead Creek, with associated handicap parking and ADA handicap ramps. The project will also include a second access driveway, composting restrooms, five (5) play pods, and one (1) overlook area. Stormwater management is being handled throughout the park by four (4) small rain gardens and one (1) underground basin. Also responsible for preparation of bidding documents, contracts, public bidding, construction management and observation, and project closeout.



Akenac Park Recreation Building, Delaware Township, PA. Senior Municipal Engineer responsible for the design and construction management to repair 20+ existing piers under the existing recreation building. This work included preparation of construction plans, bidding documents, contracts, public bidding, construction observation and management, and project closeout.

Akenac Park Culvert Replacement Project, Delaware Township, PA. Senior Municipal Engineer Responsible for the design and implementation of a culvert replacement. The project included permitting through the Pennsylvania Department of Environmental Protection, preparation of design plans, preparation of bidding documents and contracts, construction observation, and project closeout.

Akenac Park Emergency/Secondary Access, Delaware Township, PA. Principal Engineer responsible for the design of an emergency/secondary access to the existing park. The project included preparation of design plans, preparation of bidding documents and contracts, construction observation and project closeout.

Souderton Borough Community Park, Souderton Borough, PA. Senior Municipal Engineer responsible for design and permitting of the Souderton Borough Community Park. Souderton Borough Community Park is an existing 9-acre park that includes existing playground equipment, baseball field, shuffleboard courts, and bandshell. The proposed plan includes drainage improvements at the existing bandshell, two (2) new playground areas, an outdoor fitness area, basketball court, new shuffleboard courts, trails with associated landscaping and sculpture garden areas, new bathrooms and kitchen area, and a new 50-space parking lot. Rain gardens will handle the stormwater runoff. Construction will take place in phases with the parking lot and playground areas being part of the first phase. The playground areas were designed and constructed with DCNR funding.

Lehman Township Park, Lehman Township, PA. Senior Municipal Engineer responsible for design and permitting of improvements at the existing 64-acre park. The proposed plan includes a baseball field, path, basketball courts and picnic area, and an expanded parking lot. Construction will take place in phases with the baseball field and path being part of the first phase. Also responsible for preparation of bidding documents, contracts, public bidding, construction management and observation.

Woodland Hills Preserve, Lower Saucon Township, PA. Senior Municipal Engineer responsible for the design, permitting, and construction management for a new ADA accessible trail at Woodland Hills Preserve. The proposed trail is 1-mile long and connects to other natural trails that traverse the 148-acre preserve. Also responsible for preparation of bidding documents, contracts, public bidding, construction management and observation and project closeout.

NPDES MS4, Smithfield Township, Pocono Township, North Wales Borough, & Souderton Borough, PA. Senior Municipal Engineer responsible to administer the initial NPDES applications and on-going annual reporting requirements for the MS4 program. Worked with municipalities to satisfy MCM requirements, determine and undertake projects for reduction of sedimentation.

2023 Green Light Go Adaptive Signal Project, Pocono Township, Stroud Township, Smithfield Township, Middle Smithfield Township, PA. Senior Municipal Engineer assisted municipalities in receiving \$912,000 in grant monies through the Green Light Go program for an adaptive signal control project at 22 intersections. Also responsible for preparation of bidding documents, contracts, public bidding and will continue to be responsible for construction observation and management until project close out.

Cherry Valley Road Paving Project, Delaware Water Gap Borough, PA. Senior Municipal Engineer assisted the Borough in applying for and receiving \$215,000 in grant monies through the LSA program and utilizing liquid fuels monies through the Pennsylvania Department of Transportation. Also provided design, preparation of bidding documents and contracts, public bidding, construction observation and management, and project closeout for the milling and paving of 0.5 miles of roadway including pavement repair areas, curbing and drainage improvements.

Kings Pond Road Culvert Replacement Project, Smithfield Township, PA. Senior Municipal Engineer responsible for the design and implementation of a culvert replacement. The project included permitting through the Pennsylvania Department of Environmental Protection, preparation of design plans, preparation of bidding documents and contracts, construction observation and project closeout.



Education

McGill University, PhD in Urban Planning, Policy and Design (Focus on Climate Change Adaption), 2024 (Anticipated)

Stuttgart University of Applied Sciences, Advanced Studies in Urban Planning and Design, 2009-2010

Rutgers University, Master of City and Regional Planning (MCRP), 2004

Rutgers University, BA in Geography (Focus on GIS and Cartography), 2002

Professional Registrations/Affiliations

Licensed Professional Planner in New Jersey

American Institute of Certified Planners

American Planning Association

Canadian Institute of Planners

Years in the Industry

21

Areas of Expertise

Climate Change, Vulnerability Analysis, Sustainability, Resiliency, GIS, Affordable Housing, Master Planning, Redevelopment, Land Use Planning and Regulation, Municipal Plan Endorsement, Open Space and Recreation, Farmland Preservation, Transportation and Mobility, Urban Design, Traffic Impact Analysis, Demographic Analysis, Economic Analysis, Fiscal Impact Analysis, Web-Based Mapping Applications

Summary of Qualifications

Mr. Dare is a planner and geographer. He holds a Professional Planner's license from the New Jersey State Board of Professional Planners and is a member of both the American Institute of Certified Planners and the Canadian Institute of Planners. He applies his strong analytical skills and broad expertise in planning and GIS to a variety of projects including comprehensive master plans; redevelopment studies and plans; climate change-related vulnerability assessments; land use and zoning regulation; affordable housing plans; open space and recreation plans; farmland preservation plans; traditional neighborhood development plans; smart growth plans; disaster recovery plans; and environmental resource inventories. He has also been involved in the development of customized GIS systems and associated tools to facilitate local- and regional-level planning and promote recovery and risk mitigation for numerous municipal, state, and federal clients.

In addition to his employment at T&M, Mr. Dare has taught land use and environmental planning courses at McGill University, where he is currently completing a doctorate in Urban Planning, Policy and Design. He has also published in peer-reviewed journals on a variety of topics related to climate change adaptation and urban planning and presented at conferences both in the United States and abroad.

Key Projects

Master Plan Circulation Element. Served on a multi-disciplinary team to develop comprehensive circulation elements for Jersey City and Somerset County. Also prepared circulation master plan elements for Sea Bright Borough, Fanwood Borough and Lakewood Township. Plans focused on motorized transportation, as well as non-motorized transportation and appurtenant facilities (e.g., multipurpose trails, bikeways, greenways, etc.).

County Park, Recreation and Open Space Master Plan. Prepared a park, recreation and open space master plan and associated GIS data for Passaic County. The plan was reviewed by the Green Acres Program of the New Jersey Department of Environmental Protection and deemed compliant with the Open Space and Recreation Plan guidelines for Participation in the Green Acres Planning Incentive Program.

Municipal Park, Recreation and Open Space Master Plan. Prepared municipal park, recreation and open space master plan elements for Sea Bright Borough and Lakewood Township and assisted in the preparation of a park, recreation and open space plan for Deptford Township. These plans were prepared in accordance with applicable guidelines and requirements for participation in the planning incentive grant program of the New Jersey Department of Environmental Protection's Green Acres Program.

Waterfront Walkway Plan. Provided planning assistance in the preparation of a plan for a walkway along the Hudson River in Bergen County.

Trail Plan. Prepared a trail plan for Manalapan Township. A key aim of the plan was to provide linkages between municipal parks, schools, and other public facilities.

Bicycle Master Plan. Prepared a bicycle master plan for Mount Laurel Township.



Regional Interactive Environmental Resource Inventory. Served as part of a project team to develop an innovative, web-based Regional Interactive Environmental Resource Inventory for the New Jersey Highlands Council. The Regional Interactive Environmental Resource Inventory provides access to a broad range of digital geographic data and facilitates the preparation of environmental resource inventories for user-defined areas within the New Jersey Highlands Region. A key element of the Regional Interactive Environmental Resource Inventory is the ability to export maps and generate descriptive text, which accurately discusses the environmental features of the user-defined area. Specific responsibilities include project administration; assemblage and processing of digital geographic data; and development of a programming algorithm to dynamically produce descriptive text.

Open Space Linkages Plan. Prepared an open space linkages plan for Lakewood Township. A key aim of the plan was to provide off-road linkages between municipal parks and open space areas of the Township. This plan was prepared in accordance with a Planning Implementation Agreement with the State Planning Commission.

Farmland Preservation Plans. Prepared farmland preservation plans in Passaic County, City of Vineland, and Manalapan Township. The New Jersey State Agriculture Development Committee deemed each plan compliant with applicable guidelines and requirements for participation in the state's planning incentive grant programs.

GIS Development. Provided technical oversight and assistance in the development of online and desktop-based GIS systems to promote recovery and risk mitigation in Hurricane Sandy-impacted communities, including Rumson Borough, Union Beach Borough, Keansburg Borough, Point Pleasant Beach Borough, Oceanport Borough, Ocean Township (Ocean County) and Little Egg Harbor Township.

Comprehensive Master Plans. Provided planning assistance for the preparation of comprehensive municipal master plan documents, including associated mapping and background studies, for Sea Bright Borough, Lakewood Township, the City of Vineland, Eatontown Borough, and Fanwood Borough.

County Comprehensive Plan. Served as project manager in the preparation of a new comprehensive plan for Cape May County. Prepared mapping and various studies in support of plan preparation and served as principal author of the plan. Given Cape May County's coastal location between the Atlantic Ocean and Delaware Bay, promotion of sustainability and resiliency to extreme weather events and anticipated impacts of climate change was a key focus of the plan.

Site Conditions and Zoning Analysis. Developed site condition and zoning analysis reports for Belleville Township, City of Linden, Woodbridge Township and Cranford Township.

Land Use Vision Plan. Served as staff planner in the preparation of a land use vision plan for the reuse of a large tract for the Camden County Improvement Authority.

Streetscape Plan. Prepared a streetscape design plan for the Downtown Core of Lakewood Township. The plan included site-specific projects to exhibit customized streetscape design principals and facilitate plan implementation. The plan was prepared in accordance with a Planning Implementation Agreement with the State Planning Commission.

FEMA Levee Prioritization and Visualization Dashboard. Developed an algorithm to review levee systems and prioritize funding and intervention within Region 3 of the Federal Emergency Management Agency (FEMA), which consists of Delaware, the District of Columbia, Maryland, Pennsylvania, Virginia and West Virginia. This algorithm included a total of approximately 30 evaluation criteria and considers local demographic, economic and environmental characteristics, as well as the presence of critical facilities and infrastructure. The algorithm was then used to develop a software application for internal use within FEMA Region 3 to identify levee systems that pose the greatest risk to life, infrastructure, economy, and environment.

Master Plan Reexamination Reports. Prepared master plan reexamination reports for Aberdeen Township, Barnegat Township, Brick Township, Ship Bottom Borough, Branchburg Township, Fanwood Borough, Manalapan Township, Washington Township (Bergen County), Eatontown Borough, Keyport Borough, Little Egg Harbor Township, Matawan Borough, Borough of National Park, Ocean Township and Point Pleasant Beach.



Education

West Virginia University, BS,
Landscape Architecture,
1995

Professional Registrations/ Affiliations

Licensed Landscape
Architect in NJ, NY, PA, VA

LEED AP BD+C

Member – Association of
Medical Facilities
Professionals

Years in the Industry

28

Areas of Expertise

Project Management,
Landscape and Lighting
Design, Site and Master
Planning, Grading Design,
Site Layout and Design,
Rooftop Amenity/Green
Roof Design, Urban Design

Summary of Qualifications

Mark Vizzini brings 28 years of experience in design and management across a diverse mix of public and private land development projects throughout the tri-state area to T&M's Site Development Practice. He has a proven track record of delivering projects on time and within budget. His experience also supports a wide spectrum of services including project programming, consensus building and community engagement, site inventory and analysis, site design and master planning, permitting and construction administration. More specifically, Mark specializes in site layout, grading design, landscape and lighting design, rooftop and amenity design, construction detailing, green infrastructure, LEED Design, construction administration and all aspects of project management. This experience also covers a wide variety of project types including K-12 and higher education facilities, brownfield urban redevelopment projects, mixed-use multi-family residential, office, commercial/retail, industrial, waterfront redevelopment, streetscapes and lighting, parks, recreation, and open space, green roofs/rooftop amenity spaces, assisted living facilities and green infrastructure/sustainable design.

Mr. Vizzini is also a seasoned Project/Client Manager, successfully navigating the development process and regulatory constraints to deliver projects on time and on budget.

Key Projects

Silver Lake Village, Township of Belleville, Essex County, NJ. Landscape Architect for this transit oriented, mixed-use multifamily residential brownfield redevelopment project in Belleville, NJ. Located adjacent to the existing Silver Lake Train Station. The project features a central park-like courtyard with passive recreation features and various amenities for residents such as outdoor dining, lounging areas with fire pits and seating areas, a dog park; and improvements to vehicular and pedestrian circulation relating to the existing on-site supermarket. Provided expert testimony at the municipal land-use hearings as well as provided guidance during construction administration.

Berry Lane Park, City of Jersey City, Hudson County, NJ. Project Manager for the brownfield redevelopment of a former environmentally impacted 14-acre rail and industrial site into a safe, clean and vibrant new city park. Through the public participation/outreach program during schematic design, developed the site programming for the park to include a multi-sport synthetic turf field, tennis courts, basketball courts, sports lighting, spray water park, fitness area, high school level baseball field, picnic grove, large multi-aged playground, dog park, amphitheater with performance plaza, cast in place skate park, running/walking paths, historic signage, Morris Canal Greenway shared bike path, concession building with changing rooms and an area for food trucks. To utilize as much space for the park, the stormwater management system under the turf field and sport courts and it is able to hold 75% of the 100-year storm onsite through detention and infiltration, rain gardens, porous paving and the planting of over 600 trees. Responsible for preparation of all of the construction and bidding documents for the different phases of the construction. Provided construction administration and oversight.



Meadowland Park, Township of South Orange Village, Essex County, NJ. Project Director overseeing the landscape architecture department in the programming and redesign of an under-utilized section of the park. Services included programming and conceptual design, including public outreach/consensus building via a user survey exercise, public design charrette, and graphics presentations to project stakeholders and the public. Responsible for peer review / oversight to the design team.

Culinary Arts Urban Plaza, City of Jersey City, Hudson County, NJ. Lead Landscape Architect for the design and construction of an urban park located in the Journal Square section of Jersey City. The passive park was designed to be used as outdoor event and gathering space for the Hudson County Community College School of Culinary Arts as well as open passive space to Jersey City Residents when not in use by the College. It consists of a rich palate of granite, precast and scored concrete pavement which accentuate the radial design pattern of the park. High end decorative lighting and site furniture adorn the park while allowing flexibility of the space, while a decorative granite fountain and relocated historic statue provide a focal point within the space. A diverse plant palate is contained within the raised planting beds that provide screening and separation from the busy streets. Oversaw the development of the park design plans and construction documents and provided construction administration services.

Canal Crossing Redevelopment, City of Jersey City, Hudson County, NJ. Lead Landscape Architect and Assistant PM responsible for working closely with his planning team to help create the 110-acre urban brownfield redevelopment area, which will transform the underutilized and partially abandoned industrial area into a pedestrian friendly, transit oriented, low impact mixed-use development. Participated in design charrettes with City Stakeholders, the JC Planning Department and Property Owners to develop the framework and vision for the area. Worked hand in hand with planners to develop the overall Canal Crossing Master Plan, which converts 16 blighted industrial blocks into 40 new mixed-use development blocks. The overall design incorporates pedestrian friendly block layouts, dedicated bikeways, 20-acres of new parks, green space and urban plazas, retail and commercial spaces as well as the inclusion of green infrastructure improvements such as bioswales, rain gardens, green roofs etc. throughout.

Subsequent to the establishment of the Redevelopment Plan, the City received a TIGER grant for the development of 60% design development documents for the design of the roadway and utility infrastructure, which also included the design of the parks, open space, streetscape and lighting for the 110-acres. Mr. Vizzini was his firms Project Manager, overseeing the development of the landscape and lighting standards, the preliminary design for all of the parks and open space, coordination and design of green infrastructure (bioswales, tree planters, permeable pavements etc.) and the preparation of coordinated plans and specifications with other team members responsible for the roadway and utility improvements; which included the separation of storm and sanitary sewers and stormwater management throughout.

Monticello Triangle, Jersey City, NJ. Project Director/Client manager for the development of a 10-story, 300-unit mixed-use residential project, with below grade parking for 125 cars and a rooftop amenity terrace, located in the Jackson Hill section of Jersey City. Led the design team, overseeing the amendments to the redevelopment plan, preparation of site plan drawings and preparation of construction documents and regulatory permitting.

NY Vue, Bayonne, NJ. Project Director/Client Manager for the development of an iconic 26-story residential tower containing 281 luxury units as first of four phases for the site, which will ultimately contain up to 900 units over four towers. The first phase of the project also contains a 565- stall parking garage which will be wrapped on the first floor with commercial/retail space. The rooftop of the deck will contain a world class amenity space for the tenants which will include, pool, seating areas, lounging areas, tennis/pickle ball courts, fire pits, walking track, outdoor kitchens etc. Led the team in procuring the municipal entitlements and development of construction documents and regulatory permits.

The Standard, Bayonne, NJ. Project Director/Client Manager for the development of a 13-story, 250-Unit, mixed-use residential building with 250 stall parking garage, ground floor retail and two amenity terraces for the tenants. Managed procurement of municipal entitlements from the City.



Education

The Pennsylvania State University, Bachelor of Science, Civil Engineering, 2023

Years in the Industry

1

Areas of Expertise

Computer Aided Design - Civil 3D, Solidworks, Revit, Inventor, AutoCAD, Programming - MATLAB, Python, Other - Surveying, Zoom, Microsoft Office

Summary of Qualifications

Mr. Kishbaugh brings a strong foundation in both technical and practical aspects of civil engineering. He has a comprehensive skill set and hands-on experience with various software(s) including Civil 3D, Solidworks, Revit, and AutoCAD for Computer Aided Design, as well as MATLAB and Python for programming. He brings valuable experiences in reviewing shop drawings, calculating impervious and drainage areas, and designing layouts for storm water management using hydrographs program. Mr. Kishbaugh has specialized in stormwater management design, land development projects and surveying. His responsibilities included designing rain gardens and basins, conducting stormwater calculations, and navigating civil engineering protocols such as zoning ordinances and permit applications.

Key Projects

CE 438W Construction Project Management, Penn State University OPP, State College, PA.

Staff Designer responsible for performing construction project management, designing work breakdown schedule, reading through design requirements to determine possible prices, presenting project and the path of a project management, designing layouts for warehouse and stormwater management and visiting sites to check progress or any setbacks.

JBLA00001 1242 Shadyside Rd, Stormwater Design, Jared Blake, 1242 Shadyside Road,

Downingtown, PA. Staff Designer responsible for designing the layout for the house and driveway based on a steep slopes analysis. The original stormwater design was a rain garden on the property. Using hydrographs program, found that the rain garden was not sufficient for peak flows on the property. Changed the system to an underground system with sufficient capacity to allow peak flows to remain unaltered.

BCCC00003 Van Buren Rd Apartments, Land Development Concept Plan, Exchange 12 LLC,

Van Buren Road, Easton, PA. Staff Designer responsible for design related to the land development of a 36-acre property. Provided floodplain and floodway information. Checked with the zoning ordinances to see how much parking and lot sizes were needed per mobile home.

TASA SR 611/Learn Rd Safety Enhancements, Pocono Township, SR 611, Tannersville, PA.

Staff Designer responsible for performing calculations for ADA ramps and adjusting elevations. Provided ADA compliance reviews and design.

DEHG00001 New Personal Care Facility, Land Development and HOP, Geraldine Anamege,

5128 Milford Rd, East Stroudsburg, PA. Staff Designer responsible for developing a land development plan set for the property and a PennDOT plan set for the driveway. Added in existing features and designed a building, septic, and a driveway on the property. Adjusted SR0209 to include a center turn lane all the way through the property and include sight distance to make sure it was safe for people pulling out of the driveway as well as using AutoTurn on Civil 3D to verify traffic sightlines.



Education

Penn State University,
Bachelor of Science, Civil
Engineering, 2022

Years in the Industry

1

Areas of Expertise

Civil Engineering,
SOLIDWORKS, MATLAB,
AutoCAD, Civil3d, OpenSite
Desinger

Summary of Qualifications

Mr. Chaggar recently joined T&M's Site Development team after graduating from Penn State University. During his time there, Aneel gained experience with Solidworks, AutoCAD, Civil3D, OpenSite Designer, and SAP2000. He also studied blueprints, shop drawings, subdivisions, construction management, and the optimization of mechanical systems.

Key Projects

The Farm, MCM Management Group, State College, Pennsylvania. Design Intern for the design and optimization of a development layout using Civil 3D and Bentley's OpenSite Designer. Optimization of the design was to be based off the contours, existing conditions, sun cycle, rainwater collection, and cost. Project was to be a fully sustainable development with a school, community garden, solar farm, a wastewater treatment facility, estate, single family, and community homes over a 650-acre area. Tasked with designing the layout of the community by creating road alignments for seamless travel and lot sizes based on setbacks, size and orientation of the homes. Once designed, the layout was optimized to reduce costs where possible.

280 N Broad Street, Doylestown Township/Borough, Pennsylvania. Staff Designer for a new community consisting of multifamily and single-family homes on a property in both Doylestown Township and Doylestown Borough. Tasked with laying out the community from the architects' design and optimizing the layout based off of the various setbacks by each municipality.

Saint Thomas More School Greenhouse, Allentown, Pennsylvania. Staff Designer for a greenhouse next to school property in Allentown. Tasked with laying out the greenhouse flush level with existing features, light grading based off of the existing contours, and light stormwater management tying into existing inlets.

Tiny Home Project, Luzerne County, Pennsylvania. Staff Designer for a new community consisting of single-family homes on a property in Butler Township. Tasked with laying out the community and optimizing the layout to maximize the number of tiny homes based off of the various setback requirements.

Northampton County Hydraulics, Northampton County, Pennsylvania. Staff Designer for the update of floodplain areas for streams in Northampton County and reviewing MT-2 forms. Tasked with updating areas to model channel flows for various streams and tributaries using programs such as ArcMap, WISE, SwiftMaps, HydroMax, and HEC-RAS.

Sterling Township Business Parks Lots 11-13 & 14-16, Sterling Township, Pennsylvania. Staff Designer for two new manufacturing buildings on a subdivided property in Sterling Township. Tasked with laying out the manufacturing buildings based off of the developer's requirements and adding in parking and stormwater basins based off of the setback and community's requirements per ordinance.

Wilson Borough Zoning, Northampton County, Pennsylvania. Assisting the zoning officer with the Wilson Borough account. Tasked with creating Zoning Hearing Board packets for meetings, zoning permits, NOVs/courtesy letters, zoning denials, budget/expense sheets, and grant appendices. Additionally performing zoning and subdivision and land development reviews.

PROJECT UNDERSTANDING

River's Edge Bike Park is identified as Parcel ID# 16.8.1.20-16 in Smithfield Township. It consists of approximately 48 acres, has frontage on River Road (T663) and is surrounded on three sides by the confluence of the Brodhead Creek with the Delaware River. The site is largely wooded with mature forest and contains two major amenities including a dirt pump track for bikes, and a nine (9) hole disk golf course. The tract also contains the Lenape Anthropological site identified as being located near the confluence of the two water bodies. Smithfield Township wishes to develop a Master Site Development Plan (MSDP) to aid in the creation of a multimodal ADA-accessible park to benefit the community's recreational needs. To help fund the creation of the Plan, Smithfield Township obtained a grant from the Pennsylvania Department of Conservation and Natural Resources (DCNR).

The DCNR guidelines require specific requirements be met during the planning process leading up to the finalization of the Master Site Development Plan. Multiple tasks will be completed to fulfill these requirements. Initially a site inventory will be performed. Five (5) meetings will be scheduled and coordinated with Township Officials and members of the public to gain input from them on what they envision is needed to satisfy community needs. We will conduct interviews with key persons as identified by the Township. We will utilize outside sources for insight on incorporating existing project amenities including, but not limited to, The State Historic Preservation Office regarding the Lenape "dig site", and the Monroe County Forester regarding enhancing the existing woods.

As interviews progress, we will develop concept plans incorporating the major design themes. These will include rehabilitation of the existing pump track. Consideration of expanding the bike park to include a skills area and jump track. The disk golf course will be considered for rehabilitation, expansion and/or replacement. A boat launch has already been discussed at Township meetings and will be considered. Also, a trail system to take advantage of the woodlands while still preserving the natural habitat is a likely recommendation.

At the conclusion of the interactive process, we will develop a written report and draft MSDP for presentation to the Township for review and comment. This will include proposed recommendations, cost estimates for proposed improvements along with a phased construction schedule, an estimate of maintenance costs and security needs.

PROJECT APPROACH

T&M anticipates using past knowledge and experience to generally proceed with the project as follows. Some steps may occur simultaneously and/or alter in sequence slightly as new information comes to light. The T&M Team will:

1. Establish a kickoff meeting (Study Committee Meeting No. 1) with Alex Jackson, Smithfield Township Conservation & Recreation Director; Julia Heilakka, Township Manager; and interested members of the Board of Supervisors to discuss the project. At this meeting, we will establish the Township point-of-contact and introduce our team and T&M's point-of-contact as well. We will explain to Township officials the process that will be followed (as per DCNR guidelines) to conduct surveys, interviews, public meetings and other items as necessary to complete the project and discuss tentative dates to accomplish those tasks. Our Team will advise the Township to establish a committee and set the first date for a committee/public meeting. T&M will walk the site and document existing conditions and changes that may have occurred since the original Master Plan was developed. The conditions will be documented with photographs and notes.
2. Develop a new base plan upon which the Master Site Plan will be constructed. T&M will utilize the original survey prepared by Frank J. Smith, PLS, dated October 13, 2003, for the boundary. Contours and existing



features will be developed from PASDA information. This will be augmented by actual field survey of existing conditions for the pump track. The renovation of the pump track will be one of the focal points of future discussions with the public. We will submit a PNDI request to identify the potential of any endangered or threatened species of plant or wildlife.

3. Hold Study Committee Meeting No. 2. Our Team will review project history and goals; and develop an overview of committee objectives for the park. We will discuss what key person interviews should be conducted, and how they will be performed.
4. Begin the process of key person interviews. We will develop a form and means to obtain citizen surveys. The process will be advertised on the Township website with a request for public participation.
5. Contact the State Historic Preservation Office to discuss the Lenape “dig site” and how that might be incorporated into the overall Master Plan. We will contact the Monroe County Service Forester to discuss how to utilize the woodlands while preserving them in the Plan’s development. Our Team will also contact representative(s) of the local “bike group” for their ideas on the pump track and development and/or expansion of other bike amenities.
6. Develop a draft concept plan(s) based upon committee meeting, key person interviews and discussions with the audiences identified in Step 5.
7. Hybrid Committee Meeting and Public Meeting No. 1. Present the results and information gathered from interviews, surveys, government agencies and present initial concepts.
8. Hold Public Meeting No. 2 to receive additional public feedback prior to finalizing a final draft.
9. Assess feedback from the meetings, compile a draft report with chosen concept plan.
10. Hold Study Committee Meeting No. 3 to present and review final draft.
11. Finalize the Final Report complete with Plan, Analysis and backup data.



SCHEDULE

TASK	ACTIVITY	WEEKS AFTER NTP
	Notice to Proceed (NTP)	0
1	Kick-Off Meeting (Study Committee Meeting No. 1)	2
3	Develop Base Plans	2-4
1	Study Committee Meeting No. 2	4
2	Key Person Interviews	6-10
4	Contact State Representation (i.e. County forester)	6-10
4+5	Compile Information from Interviews + Develop Concepts	10-16
1	Hybrid Committee Meeting / Public Meeting No. 1	17
1	Public Meeting No. 2	18
5	Complete Draft Report/Plan	18-22
1	Study Committee Meeting No. 3	23
5	Finalize Report & Master Plan	23-27



SIMILAR WORK/RELEVANT EXPERIENCE

T&M's professional team will draw upon their experience from many past projects completed over multiple years and will incorporate appropriate elements of that knowledge into the planning and design of the River's Edge Bike Park MSDP. Specifically, the Team will draw upon more specific knowledge gleaned from working on parks within Smithfield Township, including the preparation of the previous Master Plan for this site prepared in March 2007.

A sample of projects in other municipalities which undoubtedly include appropriate design elements for River's Edge Bike Park MSDP include the following:

- **Owl's Nest Park, Plumstead Township, Bucks County, PA |** This park is comprised of mostly woodlands along the Neshaminy Creek. The wooded environment was utilized as a base for the development of an educational walking trail with kiosks and educational signs. Special features of the trail designed by this team included a plank bridge over wetlands, and a timber pedestrian bridge across the Neshaminy Creek.
- **Woodland Hills Preserve, Lower Saucon Township, Northampton County, PA |** This project involved the renovation of an existing golf course into a natural preserve with nature trails throughout. Special features included a 1-mile-long ADA accessible trail connected to other trails within the preserve.
- **Akenac Park, Delaware Township, Pike County, PA |** Akenac Park is a community park open to all of residents of Pike County. It is approximately 143 acres in size, mostly wooded with mature forests, and includes Pine Crest Lake utilized for fishing and swimming. Adjacent to the lake are volleyball courts, tot lots and an outdoor movie theater. The park has mile of interpretative trails. Many improvements have been designed by this T&M team over past years including the design of a ½ mile long access road, new septic systems and renovations to the recreation center. A special feature which may be of importance to River's Edge Bike Park MSDP is the design and permitting of floating docks on the lake.
- **Mountainview Park and TLC Park, Pocono Township, Monroe County, PA |** Both parks are "works in progress" as funding becomes available. To help aid in obtaining grants for the improvements, this design team prepared master plans for each park. Mountainview Park is approximately 77 acres and includes picnic pavilions, tennis courts, basketball courts, baseball fields, a heritage center, zip line, fitness trail and maintenance facilities. TLC Park is approximately 10 acres and includes a baseball field, dog park, basketball courts, a splash pad, two fishing ponds, ice-skating rink and a pedestrian bridge across the Pocono Creek. In addition to preparing the master plan, the design team designed, prepared contract documents and administered the construction of the dog park, splash pad, complete renovations of the pedestrian bridge and dam on the existing pond.

The foregoing projects are samples to demonstrate the broad-based knowledge T&M will bring to the River's Edge Bike Park MSDP. In addition to the planning aspect, it demonstrates the team's knowledge of permitting, design and construction administration. This is particularly important when the team develops the cost analysis for proposed improvements as required in the RFP.

As the team progresses through the conceptual design, they will draw on specific experience gained from working on other park projects *in Smithfield Township* including:

- **Marshalls Falls |** This park is another "work in progress" as funding becomes available. An initial project in this park included the design and permitting of a new timber pedestrian bridge to replace the previous bridge lost to Hurricane Sandy.
- **Minisink Park |** This park is approximately 29 acres and is located immediately adjacent to River's Edge Bike Park. This park was planned, and designed, with construction oversight by members of the T&M team. The park has numerous soccer fields and hiking trails. A unique feature is the steppingstones across the Cherry



Creek which borders the park. These were designed and constructed of cast-in-place concrete to create a naturalized footpath across the stream.

- **Waterfront Park |** Soon to be Wellness Park, this is another “park in progress”. The T&M design team is in the process of aiding the Township in the development of a master plan for this park. Wellness Park is an existing 51-acre park that includes athletic fields, parking, municipal complex and community garden. The plan proposes to improve the existing park to include approximately two (2) miles of new ADA accessible trails, including the Vision Loss Trail, with associated handicap parking and ADA handicap ramps. The project will also include a second access driveway, composting restrooms, five (5) play pods, one (1) overlook area, and an ADA accessible fishing dock. The T&M design team recently completed the planning, design, permitting and construction administration for the fishing dock. Currently, they are working on a phase of the hiking trail and have submitted an application for an NPDES Permit.
- **River’s Edge Bike Park |** The park is the subject of this RFP, and as stated elsewhere, approximately 49 acres bounded by the Brodhead Creek, Delaware River, River Road and Minisink Park. A Master Plan was developed for this park by LVL Engineering Group (aka Boucher & James) in 2006. Members of the T&M team are former staff of LVL and have the files pertaining to the plan. The existing bike park was designed and built by others in non-conformity to the approved NPDES Permit. The T&M team was engaged to identify all areas of nonconformity and submit a plan to the Monroe County Conservation District demonstrating improvements to bring the plan into compliance.

Please see the additional project write-ups on the following pages.



Mountain View Park

Client

Pocono Township

Location

Tannersville, PA

Contact

Patrick Briegel
Public Works Director
570.629.1922

Services Provided

Park Planning & Design,
Construction Administration

Project Completion

Ongoing

Prior to joining T&M, members of our team worked with Township staff to prepare design plans to modify underused Little League fields as new soccer fields due to the increased demands for youth soccer. Our surveyors performed field survey and we prepared a plan to locate existing playground equipment slated for replacement. Our team worked closely with the Township's Public Works staff and assisted them by preparing bid documents and performing contract administration for the construction of replacement baseball backstops and fencing for the park.



Now as part of T&M, the Team is working with the Township to reconfigure underused basketball courts into new pickleball courts using a CoStar contractor. T&M will also be developing an overall Park Master Plan for the facility.



TLC Park

Client

Pocono Township

Location

Pocono, PA

Contact

Patrick Briegel
Public Works Director
570.629.1922

Services Provided

Park Planning & Design,
Construction Administration

Project Completion

2023



Prior to joining T&M, members of our team worked closely with the Township to prepare a Master Plan for this focal Township Park. Our team provided planning, design, bidding, construction, and contract administration services for various improvement projects within Pocono Township's TLC Park as envisioned in the Master Plan. These include a new dog park, new recreation facilities, new parking lot, and

repairs to the dam wall. The Team provided construction administration and coordination with a CoStars contractor for the construction of a new splash pad utilizing DCNR grant funds. Additionally, our staff provided construction coordination with a CoStars contractor for the construction of new basketball court which has an added feature of being able to be modified into a very popular skating area in the winter.



Akenac Park

Client

Delaware Township

Location

Dingmans Ferry, PA

Contact

Krista Predmore
Township Administrator
570.828.2347

Services Provided

Park Planning & Design,
Construction Administration

Project Completion

2022

Prior to joining T&M, members of our team performed inspection services and designed repairs for a floating dock and maintenance building at Akenac Park in Delaware Township.

Floating Dock

The piers on the existing dock were misaligned, most likely caused by forces occurring during the formation of ice on the lake. While the dock was still structurally sound, the misalignment of the piers caused distortion of the deck surface. The distortion made traversing the dock more difficult and increased the potential for users to slip and fall. If the piers continue to move, causing further distortion, the stress on the joists and decking will cause their connections and fastenings to loosen and fail.



The gangway dock will be removed, and existing piers will either be pulled out or cut down to a depth appropriate for the installation of a floating dock. The floating dock will have the same dimensions as the existing dock, and it can be left in year-round without suffering the ill effects from ice action. All materials, whether natural or synthetic, removed during the existing dock's demolition shall be disposed of in accordance with PA DEP's solid waste management regulations at 25 PA code 260.1 et seq., and 287.1 et seq. and any other appropriate local, state or federal code, regulation or law.

Maintenance Building

Repairs to the park maintenance building include:

- Roof Repairs – Repair of the existing roof in kind. The work includes removal and proper disposal of existing roof covering; repair of any wooden decking and/or support structure as needed; provision of a new rubber membrane roof over 1" insulation board; and replacement of fascia, soffits, gutters and downspouts.
- Electrical Repair – Provision of two, new, 200-amp services and a sub-panel for a future service to an outlying building as well as all new interior lighting to include lights, switches, and outlets to meet current electrical code.
- Double Door – Replacement of double door on front of building, in kind.
- Translucent Panels – Replacement of the translucent panels on the right side of the building, in kind.
- Outside Lights – Replacement or repair of two lights at the rear and one at the front of the building.
- Paint – Painting of the rear wall of the building.
- Paving – Overlay of the paving at the rear of the building with 1-1/2 inch of 9mm wearing course.



Comprehensive Community Parks and Recreation Master Plan

Client

A Pocono Country Place
Property Owners Association

Location

Coolbaugh Township,
Monroe County PA

Contact

Cathleen Dunn
Community Manager
570.894.8356

Services Provided

Mastering Planning, Site
Analysis/ Assessment,
Community Outreach,
Funding Plan

Year Completed

2018

A Pocono Country Place (APCP) is a private homeowner's association with 3,000 homeowners within a unique mountain setting. APCP was incorporated in 1975 as a homeowner's association and served the purpose as a recreational community, later becoming a residential community. The community is comprised of approximately 1,783 acres, 50 miles of road and a total of 5,000 properties. APCP is located in the heart of the Poconos. As such, it is surrounded by endless park and recreation opportunities, which creates a captive tourist audience for the Association.

APCP sought assistance with planning and design work for an update to their Master Plan (Plan) and engaged T&M to do so. T&M has helped to prepare a Plan that has a ten-year horizon to the year 2026. This plan identifies/addresses the park, recreation and open space needs of the community, and recommends a capital improvement plan for the various amenities to address the identified needs.

The Scope of Services included:

- Site analysis and assessment
- Community outreach and public input
- Park master plan schematics
- A funds plan

T&M also provided support with design development, including phasing of the overall selected plan.



Schuylkill River West Trail

Client

Upper Merion Township

Location

Upper Merion Township,
Montgomery County, PA

Contact

Dan Russell
Parks & Recreation Director
610.265.1071

Services Provided

Grant Writing and Administration, Trail Concept Design, Wetlands Delineation, Survey, Preliminary Engineering, Permitting

Project Duration

December 2014 - October 2017

Construction Budget

Original: \$1.8 million
Actual: \$1.760 million

Upper Merion Township (Township) and its neighbors worked together to create a plan for the Schuylkill River West Trail, a 15.5-mile network of trails and greenway that would join the municipalities.

Upper Merion worked diligently towards implementing the plan, completing many parts of the trail passing through the Township.

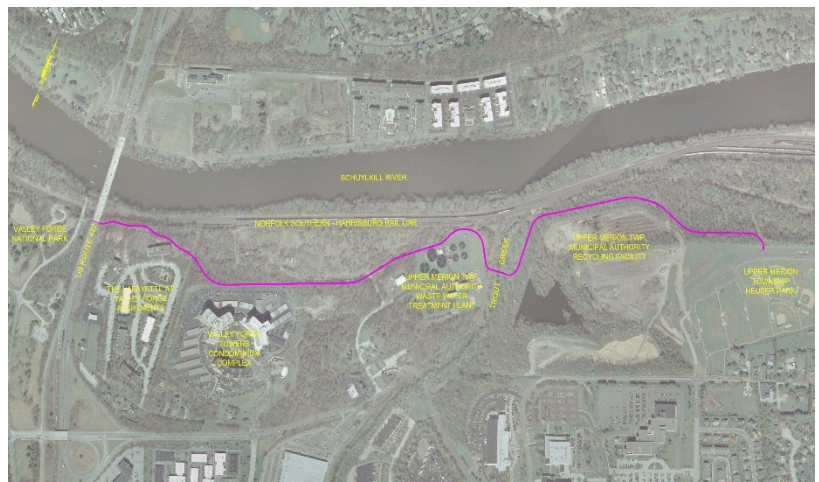
T&M prepared a Redevelopment Assistance Capital Program application that will help pay for one of the most significant sections of the trail to provide access to the historic Valley Forge Park.

T&M also prepared a successful grant request for funding from the Pennsylvania Department of Conservation and Natural Resources (DCNR) for a Community Conservation and Partnership Program.

The first 1.5-mile section of this trail connects the historic park to Heuser Park via a 12' wide asphalt surface multi-use trail.

The T&M team designed the final trail alignment after refining the original alignment to navigate the trail safely and efficiently across utilities, over creeks, through wetlands and around areas of soil contamination. The new alignment carefully considered the needs and desires of the Township and local stakeholders for an aesthetically pleasing and efficient addition to the Township's trail network.

The project was recognized by the American Planning Association's Pennsylvania Chapter with a 2018 "Great Places in Pennsylvania Award," in the *Great Greenways/Trails* category.



Recreation Needs Assessment

Client

Holmdel Township

Location

Holmdel Township,
Monmouth County, NJ

Contact

Services Provided

Recreation Needs
Assessment, Park Facility
Review

Completion Date

2018

Holmdel Township NJ is a suburban municipality located in northern Monmouth County. The Township is 18 square miles in area and has 850 acres of open space and recreation areas in 14 separate locations for the use of over 16,600 residents. The governing body had concerns about overuse of some recreation facilities and insufficiency in other areas and requested its Township professionals to perform a comprehensive and in-depth assessment of its recreation facilities. With the guidance and direction of a Recreation Advisory Committee, T&M's landscape architects, planners and engineers prepared ideated inventory of the all the parks and open space tracts. Maps of each recreation and open space area was prepared.

The second phase involved a specialty consultant to assist in the development of a community-wide park and recreation survey. The survey questions were prepared based on input of the Recreation Advisory Committee and mailed to over 5,000 households. The response was overwhelming and over 1,100 survey forms were received ensuring a 95% confidence level in the results. Detailed survey results were reported and provided in the final document.

The final section of the Recreation Needs Assessment Report is a Capital Improvement Plan that recommends proposed projects for the various parks with an estimated cost and timeframe for each project. The Parks and Recreation Plan will guide the Township's investment in its parks and recreation facilities for many years.



Wardell Park Improvements

Client

Borough of Tinton Falls

Location

Tinton Falls, NJ

Contact

Jim Colabelli, Director
732.583.4200x134

Services Provided

Park & Recreation Design, Grant Management, Public Outreach, Permitting, Wetlands Delineation, Environmental Preliminary Assessment, Environmental Due Diligence, Construction Administration & Inspection

Project Duration

September 2020 - June 2021

Construction Cost

\$1.5 Million

Project Recognition

NJ Alliance for Action, Distinguished Engineering Award, 2021

NJ Society of Municipal Engineers (NJSME), Project of the Year Award, Second Place in Municipal Design Projects Population Under 20,000 Category, 2021

American Council of Engineering Companies, NJ Chapter, Engineering Excellence Award, 2021

This project is a testament to the Borough's aspiration to preserve open space via the purchase of 46 acres of wooded land, with 4.5 acres reserved for the park. Before the site was developed, the Borough investigated purchasing the land for preservation. Prior to final acquisition, T&M prepared a complete Preliminary Assessment Report, which identified various potential areas of concern that required further investigation. Surface water and soil sediment samples were completed, and T&M worked with the NJDEP to determine that no further action was required within the property.



A field delineation of all wetlands and streams associated with the Reevy Branch Category 1 waterway that traverses the site was completed to identify necessary wetlands, transition areas and riparian buffers. An Environmental Due Diligence Report was also prepared to determine if the site contained threatened or endangered species, historic resources, Natural Heritage Sites or any other environmental constraints. Through a careful analysis, T&M was able to design the park improvements in a very limited area that preserved these critical environmental areas. This required a significant grading effort and careful design of the uplands area and avoided the need for NJDEP permits. In addition, 27 acres of the site have a conservation easement to preserve the property and prevent future development.

To offset the Borough's land acquisition cost, T&M prepared grant applications for \$1.1M in NJDEP Green Acres funds and \$250,000 in Monmouth County Open Space grants. Following that, T&M assisted the Borough in obtaining \$200,000 in Municipal Open Space grant funds from Monmouth County.



Based on input from residents at public meetings, T&M proposed and designed a new facility with a combination of playgrounds, two basketball courts, two tennis courts and six pickleball courts to provide a new park facility that could be used by all residents. T&M incorporated NJDEP established green infrastructure guidelines to the highest extent practicable to meet stormwater quantity, water quality and groundwater recharge requirements. Porous asphalt was used for the 50-vehicle parking lot with a stone storage/filtration area beneath all parking spaces, perforated HDPE pipes and a sand bottom infiltration basin to provide additional filtration and water quality. The design also included new electric service for the park that includes LED lighting throughout all courts, the playground and the parking lot so play could continue into the evening hours. All facilities were ADA compliant, including sufficient space for wheelchair viewing areas. Fall zones were analyzed for new types of large playground equipment, and a rubber safety surface provided to ensure that all safety standards are met. T&M also provided construction oversight.

Delaware Gardens Park Improvements

Client

Township of Pennsauken

Location

Pennsauken Township, NJ

Contact

Duke Martz
 Director of Public Works
 856.663.0178

Services Provided

Civil Engineering, Bidding Assistance, Construction Administration

Project Completion

November 2020

Construction Cost

\$714,000

T&M provided design upgrades at the Delaware Gardens Park which involved the construction of a new asphalt walking path, ADA compliant curb ramps, concrete curb, sidewalk, fencing, installation of playground/exercise equipment, park benches, landscaping, reconstruction of a softball field with new dugouts, backstop/fence and infield mix.



This project also included the reconstruction of two docks on a nearby lake, resurfacing of an existing parking lot, the addition of a rain garden and other grading and drainage improvements.

T&M provided bid assistance, contract award assistance, and construction administration services.

Manalapan Township Trail Plan

Client

Township of Manalapan

Location

Manalapan, NJ

Contact

Tara L. Lovrich
Township Administrator
732.446.8308

Services Provided

Planning

Completion Date

2009

In 2009, T&M prepared the Manalapan Township Trail Plan for Manalapan Township in Monmouth County, New Jersey. The Trail Plan amends the Circulation Element and the Open Space, Recreation and Conservation Element of the Township Master Plan. The plan presents a vision for the development of a comprehensive network of trails which promotes circulation alternatives to motorized vehicles. The plan outlines potential pedestrian and non-vehicular trails linking the municipality's parks, rural landscapes, open spaces, and view sheds with residential neighborhoods, libraries, schools and community facilities.



Early in the process, through stakeholder participation, a community visioning process yielded a comprehensive trail plan that includes trail concepts, bike path concepts and three pilot projects for initial implementation. The pilot projects are a direct result of the Environmental Commission's community outreach efforts to expand the trail network throughout the Township by coordinating local, county and state initiatives for trail development and circulation improvements.

As an overall circulation plan for the Township, the Trail Plan presents a course of action to locate, fund, build, operate and maintain a network of trails for the benefit and enjoyment of pedestrians, bicyclists, equestrians and users of other non-motorized modes of transportation. The established trail system will be located in the both the suburban and rural areas of the Township and include on- and off-road elements. These elements will connect and integrate trails and paths to the Township's street and sidewalk system.

The Township of Manalapan was awarded a 2009 Monmouth County Planning Board Merit Award. The plan was prepared with a Smart Growth Planning Grant from the Association of New Jersey Environmental Commissions (ANJEC).

Name	Hours/Rate (\$)	Cost
1. Kickoff Meeting – Committee Meeting No. 1 (Organize, Attend, Compile Minutes)		
Jon Tresslar	3 hrs @ 154	\$462.00
Melissa Hutchison	4 hrs @ 122	\$488.00
2. Two (2) Study Committee Meetings, One (1) Hybrid Meeting and One (1) Public Meeting (Organize, Attend, Compile Minutes)		
Melissa Hutchison	30 hrs @ 122	\$3,660.00
3. Conduct Interviews (20 maximum)		
Melissa Hutchison	30 hrs @ 122	\$3,660.00
4. Site Inventory/Base Plan Preparation		
Melissa Hutchison	24 hrs @ 122	\$2,928.00
Brendan Kishbaugh/Aneel Chaggar	24 hrs @ 113	\$2,712.00
5. Research/Analysis/Concept Plans		
Robert Dare	16 hrs @ 154	\$2,464.00
Amy Montgomery	16 hrs @ 154	\$2,464.00
Melissa Hutchison	110 hrs @ 122	\$13,420.00
Brendan Kishbaugh/Aneel Chaggar	60 hrs @ 113	\$6,780.00
6. Final Report/Plan		
Robert Dare	8 hrs @ 154	\$1,232.00
Amy Montgomery	8 hrs @ 154	\$1,232.00
Melissa Hutchison	40 hrs @ 122	\$4,480.00
Brendan Kishbaugh/Aneel Chaggar	24 hrs @ 113	\$2,712.00
TOTALS	397 hrs	\$49,094.00 *

**Reimbursable Expenses (mileage, copies, prints, etc.) will be billed at cost and will not exceed \$900.*

T&M has developed the above task/personnel rate schedule based on our understanding of the project scope and what we believe to be the necessary work effort to provide the completed product. Our team will maintain the proposed professional fee; but retains the right to substitute work effort from task to task or redistribute among the listed personnel as deemed necessary to complete the assignment.



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 T&M Associates ("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 reasonable and necessary reimbursable expenses for a total amount not to exceed \$ \$29,994.
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.

MISCELLANEOUS PROVISIONS

1. This Agreement may not be altered, changed, amended or modified by the parties hereto unless the parties mutually agree to such and such change, amendment or modification is placed, in writing, and signed with the same formalities as the instant Agreement or by order of court of competent jurisdiction.
2. This Agreement constitutes the entire agreement between the parties hereto. It supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written, with respect to the subject matter hereof and has been induced by no representations, statements, or agreements other than those herein expressed.
3. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without regard to its laws regarding conflict of laws. Jurisdiction and venue for any legal proceedings pursuant to this Agreement shall be with the Court of Common Pleas of Monroe County, Pennsylvania.
4. This Agreement or any section thereof shall not be construed against any party due to the fact that said Agreement or any section thereof was drafted by said party.
5. The parties hereto acknowledge that this Agreement contains the implied covenants of good faith and fair dealings in the performance under this Agreement. The parties

hereto covenant, warrant and represent to each other good faith, complete cooperation, due diligence and honesty in fact in the performance of all obligations of the parties pursuant to this Agreement. All promises and covenants are mutual and dependent.

6. The failure of either party, at any time, to require performance by the other of any provision of this Agreement shall not affect or impair the right of that party to enforce the same at a subsequent time. The waiver, by either party, of any breach of any provision of this Agreement shall not be deemed a waiver of any succeeding breach of such provision or a waiver of the provision itself. Unless stated otherwise, all rights and remedies contained in this Agreement are cumulative and are in addition to any other rights or remedies at law or in equity.
7. It is understood and agreed by the parties that if any part, term, or provision of this Agreement is held by a court of competent jurisdiction to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular part, term or provision held to be invalid.
8. The parties hereto shall execute and deliver all documents, provide all information and take or forbear from all such action as may be necessary or appropriate to achieve the purposes of this Agreement.
9. Except as may be otherwise provided herein, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, designated representatives and assigns.
10. Exhibits, appendices and schedules attached to this Agreement, the introductory recitals and documents referenced herein are all an integral part hereof.
11. All notices, requests, demands, consents, approvals or other communications required or permitted to be given under any provision of this Agreement shall be in writing and shall be deemed given upon either a) personal delivery with an affidavit of delivery b) the mailing thereof by certified mail, return receipt requested, postage prepaid, addressed to each party at the addresses recited above or c) an electronic mailing with written confirmation of delivery.

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

WITNESS:

FOR THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS:

Wynne Hartmann
WITNESS:

TITLE: _____

FOR THE CONSULTING FIRM:
Jim S. O'Leary

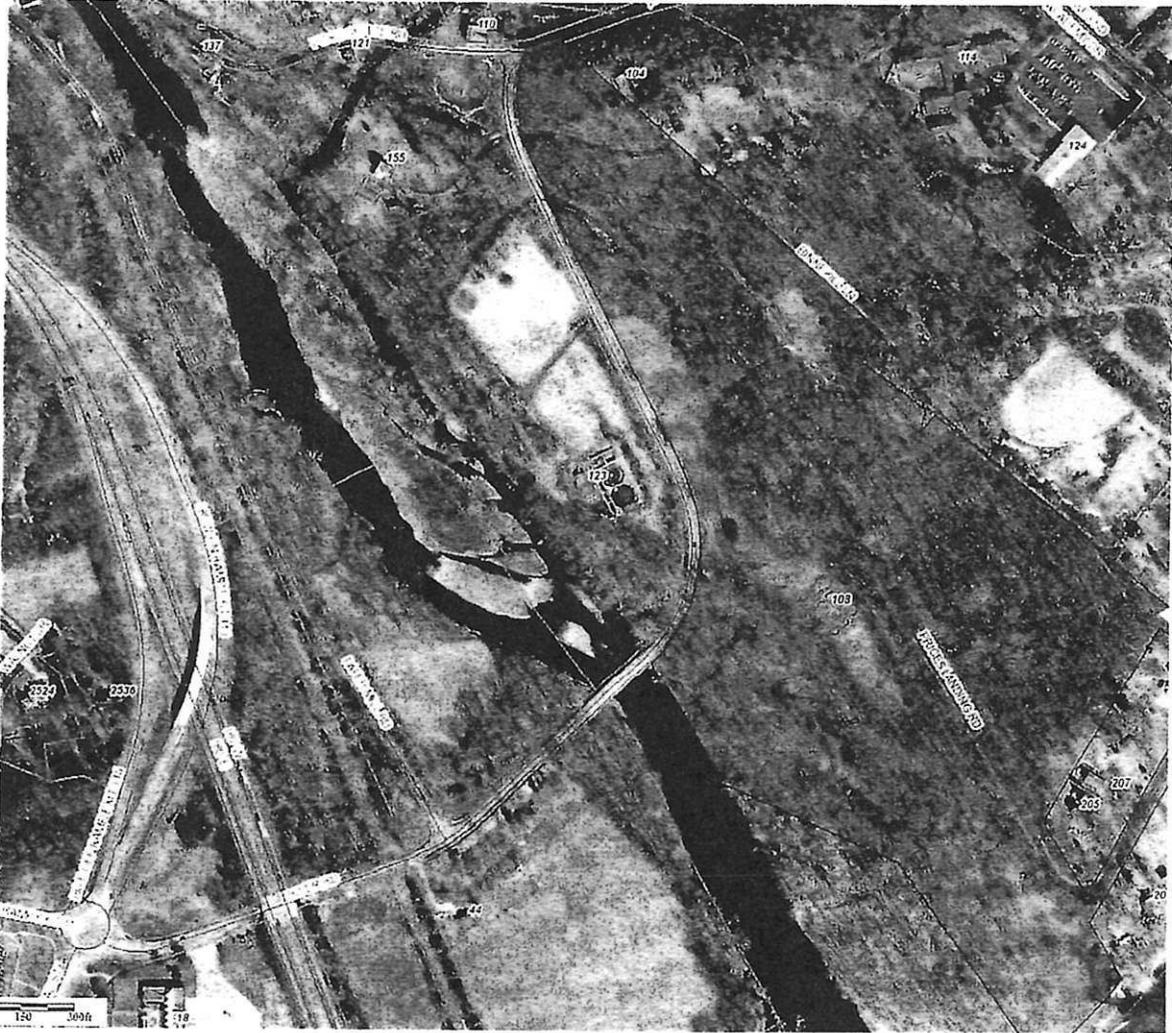
TITLE: Regional Client Manager

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.

6. **Subgrant Agreements, Contracts, and Subcontracts.** The Grantee shall include these Nondiscrimination/Sexual Harassment provisions in its subgrant agreements, contracts, and subcontracts with all subgrantees, contractors, and subcontractors providing goods or services under this agreement. The incorporation of these provisions in the Grantor's subgrants, contracts, or subcontracts does not create privity of contract between the Commonwealth and any subgrantee, contractor, or subcontractor, and no third-party beneficiaries are created by those provisions. If the Grantee becomes aware of a subgrantee's, contractor's, or subcontractor's violation of these provisions, the Grantee shall use its best efforts to ensure the subgrantee's, contractor's, or subcontractor's compliance with these provisions.

APPENDIX B. MAP OF THE PARCEL



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 Development 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 Development 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 Development 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 Development 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.