ANNOUNCEMENT

REQUEST FOR PROPOSALS (RFP)

CRAWFORD COUNTY CONSERVATION DISTRICT
WOODCOCK CREEK NATURE CENTER MASTER SITE PLAN

The Crawford County Conservation District is accepting proposals for a one-time contract to perform certain professional (consulting) services work for the District involving the Development of a Master Site Plan. Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal, proposal evaluation criteria, and the proposed contract.

Sealed proposals (two copies), must be received by the Crawford County Conservation District at 21742 German Road, Meadville, PA 16335 no later than September 23, 2016 at 1:00 PM. If mailed, the proposal should be addressed to: Crawford County Conservation District, Master Site Plan at 21742 German Road, Meadville, PA 16335.

A pre-bid meeting to discuss the project scope of work will be held 10:00 am on September 1, 2016 at the Woodcock Creek Nature Center, 21742 German Road, Meadville, PA 16335

If additional information is needed, please contact Tracey J. Crawford, District Manager, at 814-763-5269.

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

Woodcock Creek Nature Center
21742 German Road
Meadville, PA 16335
814-763-5269
www.crawfordconservation.org

Tracey J. Crawford, District Manager

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

SECTION 1. BACKGROUND

Mission Statement: To protect, conserve, and restore the natural resources of the county for present and future generations by actively seeking resources and partnerships to achieve these goals through voluntary cooperation.

The Crawford County Conservation District (CCCD) was first formed in 1956 as a local grassroots organization to encourage farm conservation planning on a local level. The concept was that *local people* knew best how to handle soil and water conservation problems. The emphasis was on educating landowners about wise land use and encouraging voluntary cooperation to achieve farm conservation planning. Technical conservation expertise was made available free to all landowners through the USDA Soil Conservation Service. The Conservation District board was made up of farmer volunteers who directed the local program. Frequently, these conservation pioneers spent their time convincing their neighbors to adopt measures to save their topsoil and keep local streams free of pollution. Today the Crawford County Conservation District board is still made up of local volunteers committed to the conservation ethic.

In 2005, the Conservation District relocated its office space to a larger facility owned by the Army Corp of Engineers. The District entered into a 50 year lease agreement and the Woodcock Creek Nature Center was formed. In order to develop and further enhance environmental education programming, a community Environmental Education Survey and Action Plan was conducted. Based on the Action Plan, the District expanded its staff and services to include an Environmental Educator and regular educational programs.

In addition to sustaining the Nature Center, the District maintains Stainbrook Park located adjacent to the Nature Center. Stainbrook Park is also utilized for educational programs and has picnic shelters, parking areas and a restroom facility. The park is bordered by Woodcock Creek at the base of Woodcock Dam, a popular, local tourist destination. The area attracts sportsman and families for camping and swimming.

The Crawford County Conservation District now has a staff to handle the increased work load and receive funding from both county and state government. The staff currently includes a District Manager, Agricultural Engineering Technician/Nutrient Management Technician, Watershed Specialist, Administrative Assistant, Resource Conservation Technician, and an Environmental Educator. The Crawford Conservation District continues to emphasize education and voluntary cooperation to achieve conservation goals.

The Conservation District Board continues to direct the local programs. Encouraging farm conservation planning and wise land use is still the backbone of the District's program. An awareness of increasing environmental problems, however, has expanded the District's responsibilities to include urban and forestry erosion and sediment control, watershed conservation plan implementation, nutrient management planning, stormwater and floodplain management planning, wildlife and forestry enhancement and water quality protection, conservation education in schools as well as for the public.

The District is seeking to develop a Master Site Plan to improve outdoor recreational opportunities in our community and continue to conserve our natural resources. A Master Site Plan would allow us to analyze the needs of our community and develop our facilities to meet those needs. The Master Site Plan will influence our development of educational opportunities and provide a long-range guide for improvement of the grounds we manage. This long range plan will also further enhance our mission to connect with future generations.

This project is partially funded by a grant from the Community Conservation Partnership Program administered by the Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation (Bureau). The Bureau has certain requirements and standards that must be met by the **District** and its contracted consultant. This Request for Proposals (RFP) has been prepared to meet these requirements and standards. The Bureau will monitor the project. Certain documents and drafts of documents will be subject to review and approval by the Bureau.

DCNR's grant agreement number is **BRC-TAG-21-145**

SECTION 2. GENERAL TERMS

- The **District** reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of the **District**.
- The contract is subject to the approval of the **Crawford County Conservation District Board of Directors** and is effective only upon their approval.
- Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.
- Proposals will remain effective for **District** review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by the **District**, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 60-day period that proposals are effective.
- The proposer is encouraged to add to, modify or clarify any scope of work items it deems appropriate to develop a high quality plan at the lowest possible cost. All changes should be listed and explained. However, the scope of work proposed must accomplish the goals and work stated below.

SECTION 3. SCOPE OF WORK

The scope of work for this project includes:

- public participation
- background information and data collection
- site information and analysis
- activities and facilities analysis
- design considerations
- design process and cost estimation
- maintenance, operating costs and revenue analysis
- plan narrative report organization
- base maps and site development drawings
- final products
- public participation strategies
- security analysis
- structural assessment
- work to be performed and information to be provided by the grantee

The final product is a bound final plan with narrative report and site development maps.

The detailed list of work requirements and tasks for each major element of the scope of work is attached as Appendix B.

SECTION 4. CONSULTANT QUALIFICATIONS

GENERAL CONSULTANT QUALIFICATIONS

Regardless of the planning project type, your consultant or consulting team **must** meet the following requirements:

1. Have documented experience developing and implementing public participation techniques, such as holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc.

2. At least one member of the consulting team must have documented, prior experience conducting studies of the project type being undertaken. This person should be the project leader and assume overall project coordination responsibilities between the grantee and the consulting team.

3. Have documented experience with the planning, design, general operation, and maintenance of recreation and park areas and facilities.

4. Have documented experience in developing and recommending to local government officials and non-profit organizations the policies and procedures related to providing public recreation and park services and/or facilities, as well as the management and operation of these facilities and amenities.

5. Have documented experience in setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.

PROJECT SPECIFIC CONSULTANT QUALIFICATIONS

MASTER SITE DEVELOPMENT PLANS (MSDP)

The Bureau requires that the Master Site Development Plan, including the maps and report, be under seal of a licensed professional who is authorized by Pennsylvania law to apply the seal. Depending on the project, the professional could be a landscape architect, architect, or engineer. The grantee's choice of which professional to hire as a consultant should be determined both by the nature of the plan as well as the experience of the consultant or consultant team. If a boundary survey is required as part of the MSDP, the seal of a registered land surveyor licensed to practice in Pennsylvania must be affixed to the plan. A biologist is required to survey the project site if the jurisdictional agency/agencies reviewing your PNDI results require a field survey to be completed.

SECTION 5. REQUIRED SUBMITTALS

A. Letter of Transmittal

This letter must include the following:

- A statement demonstrating your understanding of the work to be performed.
- A statement confirming that the firm meets the Consultant Qualifications (see Section 4 above).
- The firm's contact person and telephone number.

B. Profile of Firm

This consists of the following:

- A statement of the firm's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
- The location of the firm's office that will perform the work.
- Resumes of individuals (consultants, employees) proposed to conduct the work and the specific duties of each individual in relation to the work. NOTE: DCNR requires that the project consulting team have the qualifications listed in the DCNR document entitled "Consultant Qualifications" (see Section 4 above).
- A reference list of other municipal clients of the firm with contact information.
- Any other information relating to the capabilities and expertise of the firm in doing comparable work.

C. Methods and Procedures

The proposal must include a detailed description of the methods and procedures the firm will use to perform the work. Inclusion of examples of similar work is encouraged.

D. Work Schedule

The schedule must include time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents.

E. Cost

For each major work element, the costs must be itemized showing:

- For each person assigned to the work, the title/rank (organizational level) of the person in the organization, the hourly rate, and the number of hours to be worked
- The reimbursable expenses to be claimed

The itemized costs must be totaled to produce a contract price. If awarded a contract, a proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs.

If awarded a contract, the firm may not change the staffing assigned to the project without approval by the **District**. However, approval will not be denied if the staff replacement is determined by the **District** to be of equal ability or experience to the predecessor.

Your method of billing must be stated. The preferred practice of the **District** is to pay upon completion of the work and receipt of the required report. However, the **District** will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, 10% of the funds available under the contract will be withheld until the final product is approved by DCNR.

F. Contract

See Section 7 below for the contract form and the document entitled, "Nondiscrimination/Sexual Harassment Clause" that DCNR requires to be attached to and incorporated in the contract as an appendix (labeled Appendix A in this RFP).

SECTION 6. EVALUATION CRITERIA

A. Technical Expertise and Experience

The following factors will be considered:

- The firm's experience in performing similar work
- The expertise and professional level of the individuals assigned to conduct the work
- The clarity and completeness of the proposal and the firm's demonstrated understanding of the work to be performed

B. Procedures and Methods

The following factors will be considered:

- The techniques for collecting and analyzing data
- The sequence and relationships of major steps
- The methods for managing the work to ensure timely and orderly completion

C. Cost

The following factors will be considered:

- The number of hours of work to be performed
- The level of expertise of the individuals proposed to do the work.

D. Oral presentation

Any or all firms submitting proposals may be invited to give an oral presentation of their proposal.

SECTION 7. CONTRACT FOR PROFESSIONAL SERVICES

A proposed contract is included (beginning on next page) for your review. If it is satisfactory to you, it should be completed, executed, and submitted with the proposal. If you prefer an alternative contract, you may submit it as a part of your proposal. However, the **District** reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional (consulting) services contract.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 2016, by and between the **Crawford County Conservation District**, Crawford County, Pennsylvania, and _____ _____("Consulting Firm").

WHEREAS, the **Crawford County Conservation District** desires to have certain one-time professional consulting work performed involving the development of a **Master Site Plan**;

WHEREAS, the **Crawford County Conservation District** desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by **Crawford County Conservation District**;

WHEREAS, the Consulting Firm desires to perform the work in accordance with the proposal it submitted in response to the RFP;

WHEREAS, the Consulting Firm is equipped and staffed to perform the work;

NOW, THEREFORE, the parties, intending to be legally bound, agree as follows:

THE CONSULTING FIRM WILL:

1. Provide professional consulting services in accordance with the RFP, its proposal in response to the RFP, and the Nondiscrimination/Sexual Harassment Clause, which is attached hereto and incorporated herein as Appendix A.

2. Obtain approval from the **Crawford County Conservation District** of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by the **Crawford County Conservation District** to be of equal ability or experience to the predecessor.

THE CRAWFORD COUNTY CONSERVATION DISTRICT WILL:

1. Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed $_____.

2. Provide the Consulting Firm with reasonable access to **Crawford County Conservation District** 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 **Crawford County Conservation District**. 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 **Crawford County Conservation District.**

2. In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.

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

WITNESS: FOR THE CRAWFORD COUNTY CONSERVATION DISTRICT:

_____ _____

TITLE: _____

WITNESS: FOR THE CONSULTING FIRM:

_____ _____

TITLE:_____

APPENDIX A
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

The GRANTEE agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the GRANT AGREEMENT or any subgrant agreement, contract, or subcontract, the GRANTEE, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the GRANTEE shall not, by reason of gender, race, creed, or color, discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.

2. The GRANTEE, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate against or intimidate any of its employees on account of gender, race, creed, or color.

3. The GRANTEE, any subgrantee, contractor or any subcontractor shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.

4. The GRANTEE, any subgrantee, contractor or any subcontractor shall not discriminate by reason of gender, race, creed, or color against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.

5. The GRANTEE, any subgrantee, any contractor or any subcontractor shall, within the time periods requested by the Commonwealth, furnish all necessary employment documents and records and permit access to their books, records, and accounts by the DEPARTMENT and the Bureau of Minority and Women Business Opportunities (BMWBO), for the purpose of ascertaining compliance with this Nondiscrimination/Sexual Harassment Clause. Within 15 days after award of the grant, the GRANTEE shall be required to complete, sign and submit Form STD-21, the "Initial Contract Compliance Data" form. If the GRANTEE has fewer than five employees, or if all its employees are from the same family, or if it has completed the STD-21 form within the past 12 months, it may, within 15 days after award of the grant, request an exemption from the STD-21 form from the DEPARTMENT.

6. The GRANTEE, any subgrantee, contractor or any subcontractor shall include this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.

7. The Commonwealth may cancel or terminate the GRANT AGREEMENT and all money due or to become due under the GRANT AGREEMENT may be forfeited for a violation of this Nondiscrimination/Sexual Harassment Clause. In addition, the DEPARTMENT may proceed with debarment or suspension and may place the GRANTEE, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

Based on Management Directive 215.16 amended (9/1/10)

CRAWFORD COUNTY CONSERVATION DISTRICT
WOODCOCK CREEK NATURE CENTER MASTER SITE PLAN
SCOPE OF WORK (SOW)

The following work elements and work tasks, along with the planning procedures presented as part of the work elements, constitute the work and product required to be performed and produced for a satisfactory Master Site Development Plan (MSDP).

(A) PUBLIC PARTICIPATION

To help reduce potential conflicts and gain public support for the project, citizen input must be received throughout the planning process. Listed below are the projected meetings to be held during the development of the master site plan with the general public.

Meeting Type	Number
❑ Study committee meetings: (based on the size and complexity of the project consider a range between 4- 8)	8
❑ Advertised or promoted general public meetings: (minimum of 2 required of which one is with Elected Officials)	4
❑ Other meetings (describe): (see optional section (L))	0
❑ Key person interviews: (based on the size and complexity of the project consider a range between 5- 15)	10

(B) BACKGROUND INFORMATION AND DATA

The purpose of the background is to orient the MSDP reader to the community, the Woodcock Creek Nature Center and generally how this specific site fits into the Army Corps Woodcock Creek Dam park system.

1. Brief introduction to the community, its population, size, character and geographic location.

2. Brief introduction on the natural resources of the site including but not limited to critical habitat or area of special interest, sensitive species, drainage features, native wildflower meadows, trees, etc.

3. Brief introduction to the park system:
   a. General description of park system.
   b. Number of municipal parks (by general type) and acreage.

4. Description of how this park or open space area fits into the overall park system.

5. Description of existing community planning, (i.e., Comprehensive Recreation, Parks and Open Space Plan, Community-wide Comprehensive and Land Use Plan, Watershed or Rivers Conservation Plan, Greenway Plan, community surveys, etc.)

6. Describe the public participation process including the techniques used, key participants, level of participation, number of meetings etc.; and list the results (major areas of consensus or contention) of the public participation process. Meeting reports are to be included in the MSDP as appendices to the plan.

(C) SITE INFORMATION AND ANALYSIS

Specific site information must be gathered and reported to establish a basis for the planned use of the site. Site information must be analyzed to determine the workable parameters for the proposed uses and facilities for the site.

1. Brief introduction to and general description of the physical, natural, and cultural resources of the site which includes, but is not limited to, the following features:
   - Acreage
   - Deed Restrictions, Easements and Right-of-Ways that limit use
   - Environmental issues
   - Floodplains
   - Historic features
   - Location
   - Playground Safety Audit (if available)
   - Riparian buffers
   - Site access
   - Soil types
   - Species of special concern
   - Stormwater drainage features
   - Surrounding land uses
   - Topographic features
   - Vegetation (including both native and non-native species present)
   - Vernal pools
   - Wetlands
   - Zoning

2. Analysis and description of how the <u>physical features</u> of the site, impact the potential use and development of the site including:
   - The advantages of the site for certain uses
   - The disadvantages of the site for certain uses
   - Areas that may not be suitable for public use
   - Areas that need special environmental protection and/or mitigation
   - Areas that should be protected because they are natural drainage courses
   - Areas of high quality habitat value
   - Other use limiting aspects of the site (i.e.: access, adjacent uses, existing uses, etc.)
   - Neighborhood compatibility – including the impact on and from adjacent land uses due to activities, lighting, traffic, noise and/or aesthetic characteristics

3. Pennsylvania Natural Diversity Inventory (PNDI).
   a. PNDI Receipt specified potential impacts with avoidance measures. The following avoidance measure will need to be integrated into the MSDP: Use stringent erosion and sedimentation controls before, during, and after project implementation to ensure that sediment and contaminants do not enter any waterway(s).

(D) ACTIVITIES AND FACILITIES ANALYSIS

The purpose of this analysis is to determine the proposed uses for this site, and the type, size and standards for facilities to be developed based on the public participation process, community needs, and site analysis.

1. Provide a description and prioritization of the community needs and uses for the site as identified by the public participation process, previous planning work and, if applicable, needs assessment.

2. List the recreational, conservation, and public uses and facilities proposed to be developed, maintained, or enhanced on the site and to be included on the site Plan drawing. For each use/facility to be developed and activity to be offered provide the following information.

   a. Describe the degree and skill level of site use for active recreation purposes:
      - Skill level
      - Unstructured, non-programmed use
      - Competition
      - Level of use by spectators

   b. Describe the proposed use of the site for passive recreation activities, such as:
      - Wildlife viewing
      - Nature trail with interpretive signage
      - Quiet places for reading and relaxing
      - Sensory gardens, wildlife gardens, native plant gardens, or community garden plots

- Wetland or critical habitat protection
- Educational uses
- Night sky viewing
- Watershed protection
- Environmental education
- Nature play

c. Describe the proposed preservation of open space, natural areas, and buffers on the site.

d. Indicate the projected participation rates to define facility requirements and size.

e. Describe the basic standards and requirements, such as:
   - Size
   - Dimensions
   - Orientation
   - Maximum percent slope permissible
   - Need for undisturbed area (e.g., for wildlife observation, groundwater recharge and habitat protection)

   For each facility and structure proposed, list the accepted published national, state, or local standards used to determine the size, dimensions, orientation, minimum and maximum surface slope (grade), buffer areas and setback requirements, open or undisturbed space requirements such as for riparian buffers and wildlife observation areas etc.

3. List the support facilities required for the proposed recreational, conservation and public uses. Depending on the site and proposed uses, support facilities would normally include roads, parking, access paths, comfort facilities, maintenance facilities, storm water management system and structures, utility installations, signage, site furniture, ADA compliance, etc.
   a. For each support facility provide a short description giving the size and type of facility proposed. (For example: for a road or drive, provide the length, width, type of surfacing, and type of curbing; for electrical, water and sewer utilities give the estimated size of the service required, the location of the most likely connection to the system, and any major structures that need to be constructed as part of the utility service.)
   b. For parking facilities include an analysis of the required number of parking spaces based on the proposed uses and facilities, and accepted or required standards for parking spaces. Indicate by name the accepted or required standards used to calculate the number of parking spaces proposed. Further, distinguish between on street and off-street spaces and provide a description including size, type and location of any overflow parking accommodations, and ADA compliance.

(E) DESIGN CONSIDERATIONS

In determining the uses and facilities to be planned for the site, as well as the size and location of the facilities, the following must be considered and reported on to the extent that they are applicable to the SDD:

1. The site's limitations and positive points, as well as the various generally accepted design standards related to the proposed areas, facilities, and activities as identified under *(C)* and *(D) above*. If local recreation and park agency standards have been developed, these should be considered.

2. Applicable laws and regulations relating to public health and safety including land subdivision, zoning, and the Uniform Construction Code.

3. Handicap accessibility standards as prescribed by the Americans with Disabilities Act of 1990 (ADA).

4. Assess if the existing topography of the site is suitable for the types of activities and/or development being proposed.

5. Compliance with the American Society for Testing Materials (ASTM) standards and the Consumer Product Safety Commission (CPSC) guidelines pertaining to playground areas and equipment.

6. The maintenance and establishment of sustainable riparian native grass and/or forest buffers.

7. Protection/enhancement of environmental sensitive areas including streams, wetlands, forests and established trees, gardens, and natural areas that provide wildlife habitat and protect water quality.

8. Incorporate sustainable site design and green infrastructure (stormwater best management practices, LEED standards, native landscaping, trees, etc.) into the site design. View resources at:
   a. http://www.dcnr.state.pa.us/brc/publications/ (Creating Sustainable Community Parks)
   b. http://www.sustainablesites.org/ (Sustainable Sites Initiative)
   c. http://www.usgbc.org/ (LEED)
   d. http://www.dcnr.state.pa.us/brc/grants/ (Green Principles)

9. List and discuss alternate "Green" materials and designs that could be used to reduce environmental impact, potentially lower maintenance and operation costs, and conserve energy.
   a. Evaluate the cost impact of using "Green" materials and "Green" design.
   b. Evaluate the costs and benefits of low-impact design and maintenance.
   c. Evaluate the life cycle cost impact of using specific alternate materials.

10. Significant historic areas and structures.

(F) DESIGN PROCESS

1. Develop preliminary alternative *sketch* drawing(s) and present the drawing(s) at a study committee meeting for review and discussion. Relationships between areas, facilities, and support facilities, along with circulation patterns, should be shown.

2. Evaluate the preliminary alternatives.

3. Prepare a written evaluation of each alternative highlighting both the positive and negative points, and through community discussions and public participation determine which solution, or combination of ideas from the alternatives, offers the best compromise. Consideration must be given not only to what facilities and uses the community desires, but also to site limitations, applicable laws and regulations, the need to balance habitat protection with recreation, and accepted good design practices and standards. Determine whether use of alternate or non-conventional design and material can reduce the impact of the proposed facilities on the environment and reduce the use of natural resources.

4. Prepare a draft of the final MSDP.

5. Once the alternatives have been evaluated and the draft of the final SDD has been prepared it should be presented at a public meeting for final comment. This is a to-scale, graphic rendering of the final solution. All proposed areas, facilities, and support facilities, along with the existing areas and facilities identified in section C1 are to be shown on this final SDD in proper orientation, size and shape.

(G) DESIGN COST ESTIMATES

1. Development (construction) costs. Provide, by area and facility, a current detailed cost estimate for the development of the proposed 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.

(H) MAINTENANCE, OPERATING COSTS, AND REVENUE

Develop an element in the MSDP describing maintenance, operating costs and revenue opportunities on an annual basis based on the development of the site as determined by the MSDP. The following tasks should be included:

1. Describe and analyze existing level of operation and maintenance personnel including paid staff and volunteers.

2. Maintenance and Operating Costs:
   a. Determine whether the life cycle cost of the facility(s) can be lowered by using alternative sustainable design and construction materials and practices.
   b. List and discuss various materials that could be used to lower long-term maintenance cost.
   c. Administration. (e.g., insurance, office supplies, phone, internet server, 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 site and facilities.
f. Supplies and materials. (e.g., concession and sale items, custodial supplies, motor vehicle fuel and supplies, tools and mechanical supplies, utilities, equipment rental, etc.)
g. Programming costs. (Include a general description and numbers of anticipated programs, anticipated numbers of participants by program, anticipated costs by program)
h. Contracted services cost for operation and maintenance. (Indicate the type of service anticipated to be contracted for.)
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
b. Season permits
c. Facility rental
d. Concessions
e. General municipal tax support
f. Other sources of income (i.e., endowments, contributions, fund raising events, etc.)

(I) PLAN NARRATIVE REPORT ORGANIZATION

All aspects of the planning process and the final MSDP (i.e., all work elements set forth in *(A)* through *(H)* above) must be presented in a narrative planning report that includes the following items and is organized as follows:

1. A brief executive summary setting forth the key aspects of the planning process and the final Plan.

2. Summary of the public participation process (work element *A)*

3. Summary of background information and data (work element *B)*

4. Site Information and Analysis (work element *C*)

5. Activities and Facilities Analysis (work element *D*)

6. Summary discussion of important design considerations (work element *E*)

7. Brief description of the alternative plans presented, summary of the public discussion on the alternative plans and a description of the final Plan proposal including rationale for the uses and facilities proposed (work element *F*)

8. Presentation of itemized cost estimates, phased capital development, and narrative rationale for phasing (work element *G*)

9. Maintenance, Operating Costs and Revenue (work element *H*)

10. Presentation of the optional work elements *L* through *Q* if required as part of the project.

11. Discussion of other considerations and recommendations that the community should be aware of in proceeding to construct the improvements proposed by the MSDP.

(J) BASE MAP AND SITE DEVELOPMENT DRAWING(S) (SDD)

1. **Base Map**. As a foundation for the final SDD, an existing conditions map of the site must be prepared.

   a. Scale: each site is unique and the characteristics of that site will determine the scale most appropriate. The goal is to provide the SDD at as large a scale as possible to allow for as much detail as possible.

The following are suggested scale ranges for the project site:

- <1 acre to 10 acres = 10- 30 scale drawings
- 15 to 75 acres = 30- 60 scale drawings
- 100 to 200 acres = 100 scale drawings

b. The following items and information must be shown on the map:

- Acreage of site
- Boundaries of existing riparian buffers
- Boundary lines of adjacent property parcels where they intersect with the project site. These lines should be shown to the extent that they provide information regarding density of surrounding lands, points of change in use of adjacent properties, and points of access to the site
- Circulation patterns (existing access roads, service drives, parking, trails, paths, ramps, and bridges)
- Drainage structures (swales, detention/retention basins, bioretention, block pavers, rain gardens)
- Existing uses of surrounding property (e.g., single family residential, multi-family residential, commercial, industrial, undeveloped natural areas)
- Existing structures and facilities including utility installations and storm water facilities
- Flood plains (delineate floodway and 100 year flood level)
- General location and type of easements, right-of-ways, and deed restrictions on the site
- Graphic Scale, North Arrow, Date, Legend
- Name of Park or Open Space Area
- Name of municipality/owner
- Natural and man-made barriers
- Seal of designing landscape architect, architect, or engineer registered in Commonwealth of Pennsylvania
- Site boundaries with metes and bounds
- Boundaries of non-recreational and municipal uses with metes and bounds
- Site control structures (fences, crosswalks, retaining walls, bollards, gates)
- Site zoning and zoning of surrounding properties
- Topography (two to ten foot contours, or spot elevations indicating land character and grade changes for relatively level sites)
- Vegetation (existing trees and forested areas, meadows, gardens, landscaped plants)
- Water features (streams, rivers, ponds, lakes)
- Wetlands (identify any on or immediately adjacent to site)
- Other site features that may impact, or be impacted by, the use and development of the site

2. **Site Development Drawing(s) (SDD)**. A drawing (map) of the site must be prepared reflecting the final proposed long-term, full development of the site. Building on the foundation of the base map/existing conditions map add the following specifications and information to the final SDD:

a. One colored drawing must be provided.

b. The scale of the SDD shall be the same as the Base Map.

c. All features, uses and structures proposed for the site must be drawn to scale and identified by name and/or description and shown in their exact proposed location. (This must include all existing features, uses and structures that are to remain on the site as part of the planned use and development of the park.)

d. All roadways, driveways, trails and walkways must be clearly identified and stating the type of proposed surfacing.

e. The following additional items and information must be shown on the SDD:

- All uses, facilities and structures including utilities and stormwater structures proposed for the site
- Benches (if applicable) including ADA compliance (back supports, arms, bump-out seating, etc.)
- Boundaries of proposed riparian buffers
- Circulation patterns (proposed access roads, service drives, parking, trails, ramps, paths and bridges) indicating ADA compliance
- Structures and facilities that are proposed or will remain on the site
- Notations and legends necessary to fully explain the size, type and location of any existing or proposed use, feature, or facility
- Vegetation (proposed trees, meadows, gardens, landscaped plants)

(K) FINAL PRODUCTS

1. **Narrative Report**. This must be a written bound report that is organized and includes all of the items specified in section *(I) above with each section of the report* clearly labeled.

2. **Site Development Drawing(s) (Maps)** One full-scale SDD shall be prepared and provided to the Bureau. The Base Map and Final SDD must be developed in digital format and an electronic version must be provided to the grantee.

Number of bound (Narrative Report) copies to be prepared and provided to grantee:	20
Number of bound (Narrative Report) copies to be prepared and provided to the Bureau:	3
Number of printed full-scale final SDD to be prepared and provided to grantee:	5
Number of printed full-scale final SDD to be prepared and provided to the Bureau:	3
Number of mounted conceptual renderings of proposed facility	5
Total number of bound copies required:	20
Number of electronic copies including full-scale final SDD to be provided to grantee:	1
Number of electronic copies (PDF Format), including full-scale final SDD to be provided to the Bureau:	1
Total number of electronic copies required:	2

(L) ADDITIONAL PUBLIC PARTICIPATION STRATEGIES

1. Random Sample Citizen Survey. (Describe the survey method to be used (i.e., written, telephone, internet, follow-up contacts, etc.) and the anticipated number of survey questionnaires to be conducted). Include a copy of the survey as appendix to the Plan.

3. Focus Group Meetings. Some or all of the following types of focus group meetings will be held:
   a. Neighborhood meetings
   b. Land owner meetings
   c. Stakeholder meetings
   d. Additional meeting with Elected Officials

(M) SECURITY ANAYLSIS

The purpose of this work element is to evaluate and make recommendations regarding the safety, security, and risk management of the proposed new or rehabilitated existing sites.

1. Interview local government officials, public safety officials 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.

4. Provide recommendations for the safety and security of the park.

5. Develop a multi-faceted safety and security program for the park.

(N) STRUCTURAL ASSESSMENT

The purpose of this work element is to evaluate and make recommendations regarding the condition of existing structures and their potential use, continued use, or renovation/expansion for additional recreation purposes. A structural assessment may be insufficient and a Feasibility Study may be required.

(O) FOREST STEWARDSHIP PLAN

DCNR will Develop a Forest Stewardship Plan.

(P) WORK TO BE PERFORMED AND INFORMATION TO BE PROVIDED BY GRANTEE

1. Project Coordination and Public Participation - The District will organize and send notices on meetings; arrange and set up meeting rooms; advertise and promote public meetings; arrange and coordinate key person interviews and, mail and tabulate survey questionnaires.

2. Background Information - The District will provide community descriptions and statistics; park or open space system information; research; and, previous planning and community survey information.

3. Site Information – The District will provide a site boundary description, copy of deed, aerial photos; zoning map; future land use map; existing utility information and mapping; flood plain and wetlands information and mapping, areas of particular habitat value information and mapping.