

ANNOUNCEMENT

REQUEST FOR PROPOSALS (RFP)

St. Anthony's Park Master Site Plan

New Garden Township Board of Supervisors are accepting proposals for a one-time contract to perform certain professional services (consulting) work for the New Garden Township Supervisors involving the development of a management and master plan for the St. Anthony's Open Space. Information relating to submitting a proposal including specific requirements, the organization of the proposal, proposal evaluation criteria, and the proposed contractual agreement are available from the Township Manager upon request to bona fide bidders at no cost or on-line at www.newgarden.org

Sealed proposals (two copies), must be received by the Township Manager at the New Garden Township Municipal Office at 299 Starr Road, Landenberg, PA no later than January 7th, 2020 at 2:00 P.M. prevailing time. If mailed, the proposal should be addressed to: Tony Scheivert, Township Manager, New Garden Township, 299 Starr Road, Landenberg PA 19350.

All proposers shall be required to attend a pre-bid conference meeting on December 18th, 2019 at 10:00 A.M. prevailing time at the New Garden Township. Any contact for additional information should be made to Tony Scheivert, Township Manager – 610-268-2915.

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

New Garden Township
299 Starr Road
Landenberg, PA 19350
610-268-2915
office@newgarden.org

Tony Scheivert, Township Manager

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NOTE: In this document the term "proposer" shall mean the person or firm making a proposal based on this RFP. The term "proposer" and the term "firm" is used interchangeably. Also, the term "you" or "your" shall refer to the proposer.

SECTION 1. BACKGROUND

Refer to *Appendix B: St. Anthony's Scope of Work, Section (C): Background Information and Data, for specific information on the project.*

SECTION 2. REQUIREMENTS

A. General

New Garden Township reserves the right to reject any or all proposals and to select the proposal that it judges to be in the best interest of New Garden Township.

The contract is subject to the approval of the New Garden Township Supervisors and is effective only upon their approval.

All proposers are bound by the deadline and location requirements of this RFP as previously stated in the Announcement.

All proposals shall remain effective subject to New Garden Township review and approval for a period of sixty (60) days from the deadline for submitting proposals.

If only one proposal is received by New Garden Township, New Garden Township may initiate negotiations with the firm submitting the proposal or seek additional proposals on an informal or formal basis during the sixty (60) day period that proposals must remain effective.

The proposer is encouraged to add to, modify or clarify any of the scope of work items it deems appropriate to obtain a high-quality plan at the lowest possible cost. All changes should be listed and explained. However, the scope of work proposed, at minimum, must accomplish the goals and work outlined below.

B. Work Requirements (Scope of Work)

See Appendix B for full Scope of Work

SECTION 3. ORGANIZATION AND REQUIRED SUBMITTALS FOR PROPOSAL- (See Appendix C for Consultant Qualifications)

A. Letter of Transmittal

This letter should include:

- a statement indicating your understanding of the work to be performed;
- an affirmation of the firm's qualifications for professionally and expertly conducting the work as understood;
- the firm's contact person concerning the proposal and a telephone number where that person can be reached; and,
- a clear statement of the firm's, and/or the principals of the firm, relationship(s) with, or knowledge of any officials or employees of New Garden Township and the nature of this relationship or knowledge.

FAILURE TO CLEARLY STATE AND FULLY DISCLOSE ANY OF THE INFORMATION REQUIRED IN THE LETTER OF TRANSMITTAL SHALL BE GROUNDS FOR NEW GARDEN TOWNSHIP TO REJECT THE FIRM'S PROPOSALS AND WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF ANY CONTRACT ENTERED INTO BETWEEN NEW GARDEN TOWNSHIP AND THE FIRM WITHOUT PAYMENT OF WORK COMPLETED.

B. Profile of Firm

This should be a brief statement indicating the firm's experience in conducting work of the nature sought by this RFP. Advertising brochures on the firm may be submitted as a part of this profile as long as the brochures specifically address the experience of the firm related to the work to be performed. Additionally, this profile should include:

- the location of the firm's office that will provide the proposed services;
- resumes of individual consultants or employees proposed to conduct the work and the specific duties of each consultant or employee relative to the proposed work;
- a brief reference list of other municipalities served by the firm should be provided with telephone numbers and names of contact persons; and,
- any other information describing the office may be included if it relates to the capabilities and expertise of the firm in doing comparable work.

C. Explanation of Work to be Performed

The proposal must include a detailed description of the procedures and methods you propose to use to complete the work requested by New Garden Township. This is important because the methods and procedures proposed will receive primary consideration in evaluating your proposal. Examples of similar work will be helpful and may be included.

D. Work Schedule

A project work schedule should be provided which includes time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents. The study shall be completed within one year to eighteen months from the date of notice to proceed.

E. Cost

Full cost information should be provided that shows the minimum number of hours to be provided by each person assigned to the proposed work by the firm's organizational levels. The proposed hourly rate for billing shall be included for each person. The hours of work and cost shall be itemized for each major work element of the proposal. An itemized estimate of reimbursable expenses must be included. The total amount of maximum payment must be stated.

The cost shall be based on the hours of work provided and "out-of-pocket expenses" and shall not exceed the maximum cost proposed unless an amendment to the contract is negotiated and approved by the proper authority of New Garden Township.

Your method of billing must be indicated. The preferred practice of New Garden Township is to pay for this type of consulting service on a periodic basis as substantial portions of the work are performed, but not more than one time per month.

F. Other Submittals

Additionally, documents attached as appendices to this RFP shall be fully executed and returned with the proposal as follows:

- Nondiscrimination Certification- *Appendix A*

END

SECTION 4. EVALUATION CRITERIA

All proposals will be evaluated based on the technical and professional expertise and the experience of the firm, the proposed method and the procedures for completion of the work, and the cost of the proposal. The apparent ability of the firm to be independent and objective in performing the requested work will also be considered.

A. Technical Expertise and Experience

The technical expertise and experience of the firm will be determined by the following factors:

- The overall experience of the firm in conducting similar work that is to be provided to New Garden Township.
- The expertise and professional level of the individuals proposed to conduct the work for New Garden Township.
- The clarity and completeness of the proposal and the apparent general understanding of the work to be performed.

B. Procedures and Methods

The methods and procedures proposed to be utilized to conduct the work requested as they relate to thoroughness and objectiveness will be of primary importance in evaluating proposals. This includes evaluation of the soundness of the approach relative to the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the work to ensure timely and orderly completion.

C. Cost

The cost will be weighed in relation to the other proposals received and shall be evaluated relative to the number of hours of professional consulting services to be received by New Garden Township and the overall level of expertise of the specific firm's personnel proposed to do the work for New Garden Township.

All, or selected, firms submitting proposals may be invited to give an oral presentation explaining their proposal.

END

SECTION 5. CONTRACT

A proposed agreement is included (next page) for your review. If you believe that this agreement is adequate, it should be completed in all material respects, including execution, and returned with the proposal. If you feel that an alternative agreement is more suitable, you may submit such as a part of your proposal. However, New Garden Township reserves the right to enter into the enclosed agreement with the successful firm or to negotiate the exact terms of a professional (consulting) services contract.

END

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement made and entered into this _____ day of _____, 2019, by and between New Garden Township of Chester County, Pennsylvania, a municipal corporation, hereinafter referred to as New Garden Township, and _____, hereinafter referred to as "Consulting Firm".

WHEREAS, New Garden Township desires to have certain one-time professional consulting work done involving the St. Anthony’s Master Site Plan; and,

WHEREAS, New Garden Township desires to enter into a contract for this work as indicated in the Request for Proposals, hereinafter referred to as "RFP", and made a part of this agreement, included herein by specific reference, and attached as Appendix A to this agreement; and,

WHEREAS, the Consulting Firm desires to provide services requested in the RFP to New Garden Township based on the formal proposal submitted in response to New Garden Township's RFP, said proposal made a part of this agreement, included herein by specific reference and attached as Appendix B to this agreement; and,

WHEREAS, the parties to this agreement have further negotiated changes or additions to Appendix A and/or Appendix B and have set forth these changes or additions as Addendum to this agreement as follows: [List any addendum here. If none, state "none".]

AND WHEREAS, the Consulting Firm is equipped and staffed to provide the services set forth in the RFP;

NOW, THEREFORE, the parties mutually agree as follows:

TERMS AND CONDITIONS

THE CONSULTING FIRM WILL:

Provide professional consulting services as specified in the RFP and accepted by the Consulting Firm's proposal and amended by any addendum listed herein and attached hereto.

Assign the following individuals to do New Garden Township's required work as the minimum number of hours as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>MINIMUM HOURS</u>
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Any changes to the staffing proposed above shall be subject to the approval of New Garden Township, however, staff changes by the Consulting Firm will not be denied where the staff replacement is of equal ability or experience to the predecessor.

New Garden Township WILL:

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

Provide reasonable access to all Township personnel, facilities, and information necessary to properly conduct and complete the work required under this Agreement.

Bear the responsibility for implementing provisions and/or recommendations of the final adopted plan completed under the terms of this contract unless implementation is required as a part of the requested work in the RFP, the Consulting Firms proposal, or any negotiated addendum that is part of this agreement.

Make payment to the Consulting Firm within thirty (30) days after receipt of a properly prepared invoice for work satisfactory completed.

FURTHER, IT IS AGREED BY BOTH PARTIES THAT:

The final product produced by the Consulting Firm pursuant to this agreement, including the study/plan narrative report, maps, drawings, and other documents prepared by the Consulting Firm and intended to be appended to the study/plan narrative report or be included by reference, shall be owned by New Garden Township.

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

WITNESS:

FOR NEW GARDEN TOWNSHIP:

TITLE: CHAIRMAN, BOARD OF SUPERVISORS

WITNESS:

FOR THE CONSULTING FIRM:

TITLE: _____

APPENDIX A
Request for Proposals
St. Anthony's Master Site Plan

NONDISCRIMINATION

Nondiscrimination and equal opportunity are the policy of the Commonwealth/ New Garden Township in all its decisions program, and activities. The purpose is to achieve the aims of the United States and Pennsylvania Constitutions. Executive Order 1972-1, the Pennsylvania Human Relations Act, Act of October 27, 1955, (P.L. 744), as amended, (43 P.S. § 951, *et. seq.*), and (43 P.S. § 153), by assuring that all persons are accorded equal employment opportunity without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.

During the term of this contract, the Contractor agrees as follows:

(a) Contractor shall not discriminated against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Contractor shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Contractor shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this nondiscrimination certification.

(b) Contractor shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.

(c) Contractor shall send each labor union or workers' representative with whom it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this nondiscrimination certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.

(d) It shall be no defense to a finding of noncompliance with this nondiscrimination certification that contractor has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

(e) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that contractor will be unable to meet its obligations under this nondiscrimination certification, contractor shall then employ and fill vacancies through other nondiscriminatory employment procedures.

(f) Contractor shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of contractor's noncompliance with the nondiscrimination certification or with any such laws, this contract may be terminated or suspended, in whole or part, and contractor may be declared temporarily ineligible for further New Garden Township contracts, and other sanctions may be imposed and remedies invoked.

(g) Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by the New Garden Township Supervisors for purposes of investigation to ascertain compliance with the provisions of this certification. If contractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the New Garden Township Supervisors.

(h) Contractor shall actively recruit minority and women subcontractors or subcontractors with substantial minority representation among their employees.

(i) Contractor shall include the provisions of this nondiscrimination certification in every subcontract, so that such provisions will be binding upon each subcontractor.

(j) Contractor's obligations under this clause are limited to the contractor's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: _____

(NAME OF CONTRACTOR)

BY _____

TITLE _____

APPENDIX B
Request for Proposals
St. Anthony's Master Site Plan

St. Anthony's Master Site Plan

PROPOSAL SCOPE OF WORK

Definitions: Study Area: includes the St. Anthony's site and all buildings and structures included within the site (Approximately 137.5 acres).

Introduction:

The intent of this master plan is to:

- 1. Provide a public process to determine the desired uses of the St. Anthony's site compatible with the goal of protecting the landscape's unique natural resources.**
- 2. Provide a public process to determine opportunities for the public to access and enjoy the study area with a goal of protecting the landscape's natural resources.**
- 3. Provide a public process to determine a timeline of desired capital improvement goals, considering the feasibility of and structural integrity of the existing buildings and structures, with financial projections for budgetary planning purposes.**

(A) STEERING COMMITTEE

A Steering Committee, led by a representative from the successful consulting firm and comprised of Township staff, Township residents, stakeholders, business owners and technical experts, will provide direction and oversight of the planning process. The steering committee will conduct, at a minimum, bi-monthly meetings. A Steering committee of approximately 10-12 members will be appointed by the Board of Supervisors.

(B) PUBLIC PARTICIPATION

To incorporate public participation into the planning process, the steering committee will conduct public meetings to gain an understanding of local community needs and desires and to consider recreational activities to develop recommendations to be implemented in the Master Plan. The successful consultant will be required, with the assistance Township staff, facilitate two public meetings at a Township facility.

The successful consultant will be required to conduct a maximum of 10 stakeholder/ key person interviews. Stakeholder and key person interview feedback will be used to gain an understanding of local community needs and desires and to consider recreational activities to develop recommendations to be implemented in the Master Plan.

The successful consultant will present the Draft Master Plan at a public Board of Supervisors meeting prior to adoption.

<u>Meeting Type</u>	<u>No. Of Attendance-required Meetings</u>
Steering Committee meetings:	6
Promoted general public meetings:	2
Draft Master Plan presentation at Board meeting	1

	<u>No. of Interviews</u>
Key person interviews:	10

(C) BACKGROUND INFORMATION AND DATA

The purpose of the background is to orient the master site plan reader to the community, the overall park system and generally how this specific site fits into that park system.

New Garden Township is more than 300 years old. This rich history is integrated into the landscapes, villages, and farmsteads of the Township and connects its residents to the lives, work and landscapes of our predecessors. However, the Township is a transitioning suburban community located in Southern Chester County that is rich in history, natural resources, and farmland.

Since the 1990s, the Township has been transforming from a quiet, agricultural community to a growing, suburban Township where rural features and agriculture are highly valued, but nestled amid residential communities, innovative tech companies, and modern distribution centers. Over the past ten years, New Garden has made tremendous strides toward becoming a more mature and progressive Township that is serious about the quality of life of its residents.

In the 2018 Comprehensive Plan, The New Garden Community has identified preserving Open Space and Natural Resources as the number 1 priority and Trails and Greenways the number 2 priority.

Currently, New Garden Township has one 62 acres community park centrally located in the Township. The park boasts highly demanded softball and baseball fields, soccer fields, walking and biking trails, exercise stations, two pavilions and two historic homes. The Township also owns an additional 46.6 acres in the southwestern portion of the Township for planned trails and passive recreation.

In December of 2018, New Garden Township purchased the property known as St. Anthony's in the Hills located in the southern portion of New Garden Township along Limestone Road. The property is a 137.2 acres parcel consisting of a large amphitheater, swimming pool, soccer fields, miniature golf course, horse stable, residences, and numerous pavilions and out buildings. The property offers unbelievable potential but has been neglected over the years to where almost everything is in need of some level of repair. The Township has plans to turn the site into a public park with walking trails and other amenities. Before the Township starts any project on the site, a master site plan and building and pool feasibility study shall be completed.

As the name suggests, St. Anthony in the Hills is a rolling 137.2 acre property with hills and valleys throughout as both Broad Run and several of its tributaries make their way through the landscape. Interspersed among the property are four ponds and associated wetlands, varying in size from half an acre to over two acres. The ponds were Kaolin clay quarries in the second half of the 19th century. The property is largely wooded, with larger, denser areas of forest mostly in the eastern half of the property, while the remainder of the property has more open, park-like woodlands with much less understory, mostly to accommodate the former camp facilities. There are several field areas on the property- former pasture in the northeast corner of the property, two active recreation fields in the southwest corner of the property, and two areas in the northwest and southeast corners, respectively, where camp and parish materials have been stored in the past. Man-made structures related to day camp and residential use are interspersed throughout the property and are connected by a paved road system. These improvements include three residences, miniature golf course, aviary, horse barn, several maintenance buildings/garages, Olympic swimming pool and pavilion complex, two outdoor amphitheaters, several pavilions, and several parking areas. There also are two areas on the property where materials and debris were stored.

The basic nature of this site will be that of a community park and conservation area. The particular characteristics of the site will require an exhaustive assessment of appropriate human activities. The current facilities of the property shall be reviewed for safety and usability and a master recreation plan created for active recreation, passive recreation, and open space preservation.

Studies and Assessments Completed (Available for Reference)

1. Natural Resources Assessment completed September 2019 by Natural Lands Trust

Natural Lands has prepared a natural resources assessment of the St. Anthony's site. The written report with mapping, will be available to the qualified selected consultant.

2. Recreation Opportunity Assessment completed May 2018 by YSM

The report explores the feasibility of developing the 137.2 acre tract of the former church camp into a community park for New Garden Township. Prior to New Garden Township being presented with the opportunity to purchase St. Anthony's in the Hills Property, the church explored placing conservation easements on the property to protect the open space. The easement areas were defined by varying degrees of protection and the Township, if it purchases the property, will align the development with the proposed easement areas. The Recreation Opportunity Assessment will be available to the qualified selected consultant.

3. Phase I Environmental Assessment completed May 2017 by Boucher & James, Inc.

The primary objective of the Phase I Environmental Site Assessment was to identify "Recognized Environmental Conditions" in connection with the site. "Recognized Environmental Conditions" are identified to exist on the site. The Phase I Environmental Assessment will be available to the qualified selected consultant.

4. Confirmation Environmental Testing completed May 2018 by Boucher & James

Confirmation testing was done as a follow up to the Phase I Environmental Assessment to further evaluate surface soil and well water quality in the primary areas of environmental concern. The Confirmation Environmental Testing will be available to the qualified selected consultant.

(D) STUDY AREA INFORMATION AND ANALYSIS

1. Conservation Easements- (Recreation Opportunity Assessment- YSM)

Three levels of conservation easements have been assigned to the St. Anthony in the Hills Property: Highest, Standard, and Minimum protection areas.

Highest Protection Area: This easement area encompasses most of the natural/ undeveloped portions of the property. The Highest Protection area encompasses 91.5 acres. The streams, lakes, ponds and most of the wooded areas are in the Highest Protection Area.

Standard Protection Area: This easement area is designated for one area of the site, the southwest corner that includes the previously developed soccer fields and associated former adjacent parking area. The Standard Protection Area encompasses 14.9 acres.

Minimal Protection Area: The easement area encompasses the developed pockets of the property. There are seven (7) separate areas designated as Minimal Protection Area, encompassing 30.6 acres. These areas include current buildings, parking, site improvements, and surface storage areas.

2. Brief introduction to and general description of the study area, which includes, but is not limited to, the following features:

- *Location:* The property is in the southeast portion of New Garden Township, with primary access from Route 7, Limestone Road.
- *Acreage:* A 137.2 acre tract on the west side of Limestone Road.
- *Topographic features:* Topography ranges from very gentle slopes to very steep slopes.
- *Surrounding land uses:* agriculture; low-density residential properties
- *Building features:* Boy Scout Building, Historic tenant house, Limestone tenant house, Limestone Road Maintenance Building, Conference Building, Maintenance Building, Storage Building, Amphitheatre Restrooms, Upper Meadow Restrooms
- *Recreation features:* Miniature Golf Course, Aviary, Soccer Fields, Basketball Courts, Horse Pasture, Playgrounds, Swimming Pools, Bocce Courts, Large Amphitheatre, Small Amphitheatre,
- *Recreation Structures:* Stables, Castle, (9) Pavilions A-I, Swimming Pool Building Complex.
- *Other:* Trails, Natural Areas, Picnic Areas, Viewing Areas, four ponds, Broad Run Stream, other wetlands.
- *Site Features:* 3 wells, public sewer, vehicular access roads traversing the site, parking areas
- *Environmental issues:* to be identified
- *Soil types:* Generally, bedrock about 5 feet or more except at stream corridors
- *Vegetation:* Diverse vegetation of healthy woodlands and areas overrun with invasive species.
- *Wetlands:* Yes
- *Floodplains:* No
- *Riparian buffers:* Yes
- *Access:* By vehicles to interior roads throughout property.
- *Current uses:* Abandoned camp facility and two occupied tenant homes.
- *Zoning:* Unified Development
- *Deed Restrictions:* None known.
- *Easements that limit use:* Sewer line through the property.

(E) ACTIVITIES AND FACILITIES ANALYSIS

The purpose of this analysis is to assess impacts of possible human activities and natural resource conservation goals; develop impact mitigation strategies, probable implementation costs and operating costs; identify conservation areas, buffer areas, and potential non-conservation areas that would be appropriate for recreation or other non-conservation use. Within the non-conservation area, determine appropriate uses and the type, size and standards of facilities that could be utilized on the study area based on the public participation process, community needs, and study area analysis.

1. List and identify recreational and public uses and facilities.
 - a. Identify and describe the basic standards and requirements for potential active and passive recreation such as:
 - Size;
 - Dimensions;
 - Orientation;
 - Maximum percent slope permissible; and,
 - Need for undisturbed area (Example: for wildlife observation).

For each facility and structure proposed, list the accepted published national, state, or local standards (reference the standard by name) 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.

2. List and identify the support facilities required for the proposed recreational and public uses. Depending on the study area and proposed uses, support facilities include roads, parking, comfort facilities, maintenance facilities, storm water management system and structures, utility installations, signage, furniture, etc. Any and all services must take advantage of existing service opportunities and/or be self-contained so as to minimize disturbance of the natural environment.
 - a. For each support facility provide a short description giving the size and type of facility. (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.) Provide a listing of sustainable techniques that could be considered for such needs.

- 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, provide a description including size, type and location of any overflow parking accommodations.
3. Identify current structures and features for safety, feasibility and ADA accessibility, including but not limited to, buildings, pavilions, picnic areas, pool, aviary, courts, fields, equipment, trails, parking areas, roads, and lighting and provide analysis for safety, usability and future implementation and make prioritized recommendations with cost analysis for repair, reuse or demolition.
 - a. For each structure or feature provide a short description giving the size and type of facility, current condition, and feasibility of public use, ADA compliance recommendations, repairs needed, cost analysis and prioritization recommendations. Provide a listing of sustainable techniques that could be considered for such needs.
4. Include previous study area considerations, such as Natural Resources Assessment, conservation easements, and Environmental Study.

(F) DESIGN CONSIDERATIONS

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

1. Protection of environmentally sensitive areas including streams, wetlands, forests and established non-invasive species of trees, natural areas that provide wildlife habitat, and corridors that allow for the movement of native species across the landscape.
2. Endangered species; conservation strategies for maintaining and improving their habitat.
3. Invasive species minimization and management.
4. The maintenance and establishment of riparian forest buffers.
5. Significant historic areas and structures.
6. Site limitations.
7. Applicable laws and regulations relating to health and safety including state and local building regulations and zoning.
8. Handicap accessibility standards as prescribed by the Americans with Disabilities Act (ADA) and the State Building Code.
9. Accepted best design practices as established by professional associations and standards identified and reported on under (E), 2, above.
10. Safety of users of the property (emergency response coordination, cell phone/communications within the canyon, police/ranger personnel or other criminal deterrence), protection of identified cultural and ecological locations.
11. Provide comparative assessments of comparable types of sites in other locations.

(G) DESIGN PROCESS

1. Develop two (2) preliminary alternative concept plans and present the plans at a study meeting for review and discussion. These may be bubble drawings. Suggested land use, identification of key areas (Conservation, Buffer, and Non-conservation), relationships between areas, facilities, and support facilities, along with circulation patterns, should be shown. At this stage, the exact shape and placement of facilities is not critical.
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 the community desires, but also to site limitations, applicable laws and regulations, and accepted best design practices and standards. Highest consideration must be given to the conservation of the natural resources. Consideration for other proposed uses will be subordinate.
4. Prepare a draft of the final master plan that designates conservation, buffer, recreation and non-conservation areas. Illustrate possible building envelopes within the non-conservation areas.
5. Once the alternatives have been evaluated and the draft of the final conceptual plan has been prepared it should be presented at a public meeting for final comment. This is a to-scale, graphic rendering of the proposed final plan. All proposed areas, facilities, and support facilities, along with the existing areas and facilities identified are to be shown on this final master plan in proper orientation, size and shape. Upon approval by appropriate agencies (local governing body, local & county planning agencies), the consultant will be instructed to prepare the final product (see section (K) below). Endangered species locations should not be included in publicly available documentation but “sensitive habitat areas” may be generally described and mapped and labeled as such.

(H) COST ESTIMATES

1. Development (construction) costs. Cost evaluations shall include all recommended aspects of the plan, including but not limited to, one-time and annual outlays for security, general maintenance, habitat protection and improvement, control of invasive species, reforestation, etc. These items are also covered in (M) Operating Costs. Present, by area and facility, a detailed *current* cost estimate for the development, repair or demolition of the proposed areas and facilities. The cost estimate should include: engineering and other professional services cost, construction cost, project administration cost, and a contingency of at least 10% of the construction cost estimate.
2. Phased capital program. Develop a phased and prioritized multi-year capital improvement plan. This should identify which areas and facilities are to be developed/improved/ demolished and in which years and the costs associated with each. Implementation strategies to financing this capital plan should also be addressed (bonds, grants, fund-raising, etc.).

(I) PLAN NARRATIVE REPORT ORGANIZATION

All aspects of the planning process and the final master plan (i.e., all work elements set forth in A to G 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. Background information including a description and summary of the public participation process (work elements *A*, *B* & *C*)
3. Study Area information and analysis (work element *D*)
4. Activities and Facilities Analysis (work element *E*)
5. Summary discussion of important design considerations not covered previously in the report (work element *F*)
 - a. Identification of the Conservation Area, Buffer area, and Non-conservation area
6. 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 *G*)
7. Presentation of itemized cost estimates including ongoing annual management and maintenance costs and capital improvement phasing plan (work element *H*)
8. Presentation of the optional work elements *L* and *M* as part of the project.
9. Discussion of other considerations and recommendations that the community should be aware of in proceeding to construct the improvements proposed by the plan.

(J) MAPPING AND PLAN DRAWINGS

1. **Base Map.** An existing conditions map of the study area must be prepared in accordance with the following specifications and include the following information: *(Note: this map must be prepared early in the planning process so that it can be used as a tool in the early discussions with study committee.)*
 - a. Color shall be used.
 - b. The scale of the map shall be 1 inch equals 200 feet, or as feasible based on printing size limitations
 - c. The following items and information must be shown on the map (if provided by the Township):
 - Study name
 - Name of municipality/owner
 - Scale, Graphic Scale, North Arrow, Date, Legend
 - Seal of designing landscape architect registered in Commonwealth of Pennsylvania
 - Acreage of study area
 - Site boundaries **with bearings and distances**
 - Zoning of study area and zoning of surrounding properties
 - Boundary lines of adjacent property parcels where they intersect with the planning study area. 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 study area
 - Existing uses of surrounding property (Example: single family residential, multi-family residential, commercial, industrial, undeveloped natural areas)
 - General location and type of easements on the study area
 - Deed restrictions on the study area
 - Topography (minimum of ten foot contour interval)
 - Existing structures and facilities including utilities installations and storm water facilities
 - Circulation patterns (existing access roads / service drives / parking / trails / walks / ramps / paths and bridges)
 - Natural and man-made barriers
 - Sensitive Habitat Areas
 - Water features (streams / rivers / ponds / lakes)
 - Wetlands (identify any on study area)
 - Flood plains (delineate floodway and 100 year flood level)

- Drainage structures (culverts / catch basins / inlets / ditches / under drains)
- Study area control structures (fences / dikes / walls)
- Rights-of-way
- Vegetation (existing trees and forested areas / meadow areas, farmland, known communities of invasive species)
- Soils and limiting subsurface conditions
- Boundaries of existing riparian buffers
- Other study area features that may impact the use and development of the site

2. **Study Area Plan Drawing.** A drawing (map) of the study area must be prepared reflecting the final proposed long-term, full development of the study area in accordance with the following specifications and including the following information:

- a. One colored drawing must be provided to the community (owner). The drawing must either be a reproducible colored drawing or a reproducible non-colored drawing that can be colored to meet the requirement of section (K), 2. below.
- b. The scale of the map shall be the same as the Base Map.
- c. All features, uses and structures proposed for the site and upland parcel of New Garden Township must be drawn to scale and identified by name and/or description and shown in their exact proposed location. (This includes all existing features, uses and structures that are to remain as part of the planned use and development.)
- d. All roadways, driveways, trails and walkways must be identified by type of surfacing proposed.
- e. The following items and information must be shown on the map:
 - Study name
 - Name of municipality/owner
 - Scale / North Arrow / Date / Legend
 - Seal of designing landscape architect registered in Commonwealth of Pennsylvania
 - Acreage of study area
 - Study area boundaries lines
 - All uses, facilities and structures proposed for the study area
 - Existing structures and facilities that are proposed to remain on the study area
 - Proposed study area topography to accommodate proposed development of the site (minimum of ten foot contour interval)
 - Circulation patterns (stormwater management, proposed access roads / service drives / parking / trails / walks / ramps / paths and bridges)
 - Natural and man-made barriers
 - Sensitive Habitat Areas
 - Water features (streams / rivers / ponds / lakes)
 - Wetlands areas
 - Flood plains (delineate floodway and 100 year flood level)
 - Major drainage structures (culverts / catch basins / inlets / ditches / under drains)
 - Study area control structures (fences / dikes / walls)
 - Rights-of-way
 - Vegetation (trees and forested areas / meadow areas, farmland, known communities of invasive species)
 - Boundaries of existing and proposed riparian buffers
 - Notations and legends necessary to fully explain the size, type and location of any proposed use, feature, or facility.
- f. A GIS-format electronic version of the study area/site mapping shall be provided to New Garden Township for its use.

(K) FINAL PRODUCTS

1. **Narrative Report.** This must be a written bound report that is organized according to a table of contents and includes all of the items specified in section *I above with each section of the report* clearly labeled. The number of copies of the report that must be provided to the municipality is indicated below.

Number of bound copies to be prepared and provided to grantee: 25

Number of electronic copies (Adobe PDF format on CD/DVD) including GIS layers to be provided 2

2. **Plan Drawings (Maps)** The same number of full-scale Base Maps and full-scale Final Study Area Plan Drawings shall be prepared and provided as the number of Narrative Reports indicated above. **In addition, three full-scale colored Final Master Study Area Plan drawing shall be provided to the grantee.**

The Base Map and Final Master Plan drawing must be developed in digital format and a complete GIS-format electronic version must be provided to the grantee.

Number of electronic copies to be provided to grantee: 1

(L) ORGANIZATIONAL STRUCTURE

There are a number of stakeholders interested in the conservation of this unique natural resource and all having varying capabilities to manage, operate and maintain natural resources and proposed facilities. This task will explore various management models, existing and pending management and operation agreements, potential partnerships and possible methods of achieving the vision developed for the study area. This will include interviews of key stakeholder groups and a management workshop to define an organizational model that will allow the Township to achieve a successful plan. The management plan will address:

- Archaeological resources/protection (including unidentified locations of interest)
- Endangered species and cold water fisheries protection and conservation/propagation
- Public access
- Safety (communications, emergency response)
- Security (of natural and cultural resources, property, owners, users)
- Natural Resources/Protection

(M) OPERATING COSTS AND REVENUE

The purpose of this work element is to estimate a net annual cost of operating and maintaining the site based on the recommendations and management plan proposals as included in the master study area plan. An annual budget estimate shall be calculated for each of the cost and revenue items checked below. The consultant must include in the narrative report an itemization of these estimates by description and amount along with appropriate subtotals and totals. Clarifying notes and analysis should also be included in the narrative report.

Operating Costs

Administration. (Example: insurance, office supplies, phone, public relations, rentals, training, etc.)

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. Shared services shall also be considered)

Supplies and materials. (Example: concession and sale items, custodial supplies, motor vehicle fuel and supplies, tools and mechanical supplies, utilities, equipment rental, etc.)

Restoration including but not limited to reforestation, invasive species management, and monitoring.

Programming costs. (Include a general description and numbers of anticipated programs, anticipated numbers of participants by program, anticipated costs by program)

Contracted services cost for operation and maintenance. (Indicate the type of service anticipated to be contracted for.)

Annual capital outlay for major equipment.

Debt Service. (To the extent that long term financing is anticipated to fund the proposed site improvements and any major equipment purchased.)

Revenue

Project anticipated revenues for 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:

- Season permits
- Facility rental
- Classes
- Sales of products / services
- Lessons and programs
- Special fees / permits
- General municipal tax support
- Other sources of income (i.e., endowments, contributions, fund raising events, etc.)

WORK TO BE PERFORMED AND INFORMATION TO BE PROVIDED BY GRANTEE

Project Coordination and Public Participation.

- Arranging for meeting space, advertising for public meetings
- Providing web site for posting study-related data
- Updates to the Township Supervisors at appropriate intervals

Study Area Information. *(Examples: Previous survey and inventory work; existing base mapping; boundary descriptions, copies of deeds, etc.; deed restrictions and easements; aerial photos; zoning map; future land use map; existing utility information and mapping; flood plain and wetlands information and mapping.*

APPENDIX C
Request for Proposals
St. Anthony's Master Site Plan

Consultant Qualifications

The successful consulting team **must** meet the following experience requirements:

1. Experience developing and implementing public participation techniques such as community visioning, holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc. The successful team must also be able to build community consensus.
2. At least one member of the consulting team with prior experience conducting studies of the project type (natural preserves, greenway, feasibility, etc.). This member should be the project leader and assume overall project coordination responsibilities between the grantee and the consulting team.
3. Experience with the planning, design and general operation of greenways, open space and natural areas, trails, and basic outdoor recreational support facilities including experience developing and recommending to local government officials policies and procedures related to managing and operating these amenities.
4. Experience setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.