

# CENTRE REGION COUNCIL OF GOVERNMENTS

## Centre Region Parks & Recreation

2643 Gateway Drive, State College, Centre County, PA 16801

(814) 231-3071 Fax 814.235.7832

Visit <http://www.crpr.org>

*Serving the Borough of State College and the Townships of College, Harris, Ferguson and Patton*

### REQUEST FOR PROPOSALS / SCOPE OF WORK FOR PREPARATION OF A MASTER SITE PLAN:

## WHITEHALL ROAD REGIONAL PARKLANDS

**Site Location: 75-acres near the intersection of Whitehall Road and Blue Course Drive, State College, PA 16801 (project funded with PA DCNR assistance).**

**PA DCNR Project #BRC-TAG-13.6-589**

*Add Alternate: To include planning services for an adjoining 25-acre parcel (future acquisition). This portion of the project will be 100% locally-funded.*

## ANNOUNCEMENT

The Centre Region Council of Governments, Centre County, Pennsylvania, is accepting sealed proposals for a one-time contract to perform professional services (consulting work) on behalf of five participating municipalities involving the undeveloped, 75-acre parklands in Ferguson Township, near State College, PA.

Sealed proposals (containing two paper copies plus a digital version on one CD) labeled “**Whitehall Road Parkland Master Plan**” must be received at the Centre Region Parks & Recreation Offices in the Centre Region COG Building, 2643 Gateway Drive #1, State College PA 16801, **by WED. 29 APR 09, 1:00 PM.** Proposals will be publicly opened and read aloud at that time in the COG Building Forum Room. All proposals must be valid for at least 60 calendar days after that date.

Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal, proposal evaluation criteria and the proposed contractual agreement.

The complete RFP and Scope of Work is also available at the agency website: <http://www.crpr.org>. Questions may be addressed to Ronald J. Woodhead, Director of Parks & Recreation, at [rwoodhead@crcog.net](mailto:rwoodhead@crcog.net) or (814) 231-3071.

#### Document Date: 27 Mar 09

#### Distribution:

CRPR.org website, PlanningPA.org Web Manager, USPS to firm roster, Centre Daily Times (Legal Notice), PA DCNR, COG Admin Office

**WHITEHALL ROAD REGIONAL PARKLANDS – MASTER SITE PLAN**  
**REQUEST FOR PROPOSALS / SCOPE OF WORK**  
 The Centre Region COG, State College, Centre County, PA  
**PA DCNR Project #BRC-TAG-13.6-589**

**TABLE OF CONTENTS**

|             |  |       |
|-------------|--|-------|
| Section 1.  | BACKGROUND .....   | 3-5   |
| Section 2.  | SITE BACKGROUND DATA.....                                | 6-7   |
| Section 3.  | REQUIREMENTS (Scope of Work).....                        | 8-16  |
| Section 4.  | PROPOSAL REQUIREMENTS .....                              | 17-18 |
| Section 5.  | EVALUATION CRITERIA .....                                | 19    |
| Section 6.  | AGREEMENT (Form).....                                    | 21-22 |
| Appendix A. | NONDISCRIMINATION / EQUAL OPPORTUNITY CERTIFICATION..... | 23-24 |
| Appendix B. | PA DCNR CONSULTANT QUALIFICATIONS .....                  | 25    |

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” are used interchangeably.



**Figure 1: The Whitehall Road Regional Parklands (100 acres total).**

Only the two “Park Tracts” are included in this project. The “Conservation Tract” is owned by State College Borough Water Authority as part of their wellhead protection initiative. The “Rezoned R-4 Tract” is owned by Penn State University and will provide, upon development of their tract, a public access road to the parkland.

## SECTION 1. BACKGROUND

---

### Agency Information

Since 1969, the Centre Region COG has provided cooperative services on behalf of six municipalities in and around State College, PA. As an agency of the COG, Centre Region Parks & Recreation operates and maintains the municipal parks (44 in total), as well as providing recreation programs on a year-round basis to five of the six COG municipalities. The agency also serves each as the official P&R department to those five municipalities. While each municipality has been responsible for developing their own parks, their parks are maintained and programmed on a regional (shared funding) basis. The five participating municipalities cover 126 square miles with a population of 80,641 (2006).

The five municipalities have also jointly funded the construction and operation of two swimming pools, a nature center and a senior center on a regional basis. The regional park projects represent a new extension of the shared capitalization.

It is noted that since each municipality has been responsible for developing their own parks, they are following their respective Parks and Recreation Comprehensive Plans. As a result, there is no region-wide Parks, Recreation & Open Space Comprehensive Plan to guide this regional effort. In short, the regional plan has been the sum of each municipal plan - combined with the vision and efforts of the elected municipal officials and the requests from residents.

### “Regional Park” Project Information

In 2001 these five municipalities officially embarked on a new program to jointly fund the acquisition, development and operation of at least two new “regional” parks with the following purpose:

- 2.1 *The Participating Municipalities will consider the regional parklands as regional open space resources to serve as public parks. Their primary uses will provide for active recreation activities, including but not limited to softball, baseball, soccer, basketball, tennis, etc., and where possible, to enhance public access to and enjoyment of the environment with provisions for passive recreation. The Master Plans for each site will reflect these purposes.*

This planning project represents the next step forward towards that end. The first regional park (the 68-acre Oak Hall parkland tract) was acquired in July 2005. The Master Site Plan for that tract is currently being completed. Since the two new regional parks are intended to be complimentary, the Oak Hall planning process included public input to be used for the planning of both regional parks. In addition, that project included the development of a “Capacity Diagram” to serve as a basis for the Master Site Plan (MSP) design for the Whitehall Road tract. The end result should be Master Site Plans for both regional parks that will meet the current and future recreation needs of the five municipalities. It is noted that the grant proposal for this planning project was submitted prior to the extent of the Oak Hall MSP was finalized. As a result, **we expect that the final cost of this project should be less than originally planned due to the extent of the background work completed.** The Oak Hall Parkland MSP information is available from CRPR and posted at [www.crpr.org](http://www.crpr.org).

The 75-acre tract of the Whitehall Road parklands is jointly-owned by the Centre Region COG and the Township of Ferguson. This project involves:

- (1) The 75-acre Whitehall Road parklands plus,
- (2) An adjoining 25-acre tract owned by Penn State University that may be acquired in the future.

Since the 25-acre addition will impact the facilities planned on the 75-acre tract, this proposal provides for an **Add Alternate** to include, with 100% local funding, the 25-acre tract in the MSP process. The 25-acre tract is not eligible for grant funding, so this portion of all expenses for this project must be quoted and invoiced separately by the consultant.

The COG wishes to include some level of tournament-class facilities at each regional park. In addition, the COG is continuing to explore ways to preserve the operation of a 4-field, 21-acre softball complex (**Hess Softball Field Complex**) in Harris Township on PA Rt. 45 between Boalsburg and Pine Grove Mills. It has been operated (on leased land) by a volunteer group for many years and hosts upwards of 1,500 softball games per year, which includes many statewide tournaments. If the complex is sold by the landowner's estate, the impact on the regional parks may be significant. At this point, both regional parks plans are proceeding with the assumption of the continued operation of the Hess Softball Field Complex.

With regard to the Regional Park Master Site Planning Process by the COG, it is noted that the agreement that authorizes the voluntary participation by each municipality specifies the following:

- 4.1 *So as to develop the regional parklands to best serve the needs of the Participating Municipalities, and to fulfill the purpose of the regional parklands (Section 2), the COG will coordinate the preparation of a Master Site Plan for each regional park. That planning process will engage representatives of the Participating Municipalities, and others as may be determined by the Participating Municipalities.*
- 4.2 *Each Master Site Plan for a regional park must be approved by the unanimous action of the Participating Municipalities at the COG General Forum prior to any park development (construction) activities on the respective site.*
- 4.3 *The approved Master Site Plan for each park must identify the recommended phasing, if any, of the construction of the various facilities and features, the cost estimates for constructing those facilities, and any temporary (interim) facilities that may be developed on the site.*
- 4.4 *Revisions to the Master Site Plan must be approved by a unanimous vote of the Participating Municipalities. There will be no development of park facilities, whether temporary or permanent, that is not shown on the approved Master Site Plan unless the plan is revised to include that facility or feature.*
- 4.5 *The Master Site Planning process may incorporate, as approved by a majority of the Participating Municipalities, the requirements of the grants or other financial contributions that may be obtained for their preparation. In all cases, the approved plans must meet the applicable deed requirements as previously established by DCNR, PSU, and where appropriate, the National Park Service.*

Funding assistance for this project is being provided from the Community Conservation Partnership Program administered by PA DCNR Bureau of Recreation and Conservation. The Bureau has requirements and standards that must be met by the COG and the contracted consultant, including, but are not limited to, consultant qualifications, public participation, meeting schedules, preparation of bi-monthly progress reports, and Bureau review of draft chapters and the final draft Master Site Plan. In addition:

- The selected consultant will be required (in concert with CRPR staff) to help arrange, publicize and facilitate the public meetings in an effort to gather citizen input and comment.
  - The selected consultant will be required to advise (in concert with CRPR staff) DCNR in advance of all Regional Parks Planning Committee and public workshop meetings so that a representative can attend, if deemed appropriate.
  - The selected consultant will be required to submit (in concert with CRPR staff) any and all progress reports as required by DCNR to the COG via the Regional Parks Planning Committee and to the Bureau.
  - The selected consultant will be required to forward to DCNR (upon authorization from CRPR staff) draft chapters / selections of the Master Plan as they are completed, and to obtain Bureau approval of the final draft document.
-

## SECTION 2. SITE BACKGROUND DATA

The following documents / data will be available to the selected consultant:

- The Master Site Plan for the Oak Hall regional parklands, with background and supporting data, including the facility recommendations for both regional parks.
- The Regional Park Planning Survey data from a mailed, paper version and from a web-based version. This information is listed on the [www.crpr.org](http://www.crpr.org) website for review.
- The “Capacity Diagram” for the Whitehall Road parklands prepared as part of the Oak Hall MSP (Figure 2, below).
- The Land Development Plan approved by Ferguson Township to obtain the current zoning and subdivision status, which provides for a park access road and future sewer service.
- The Boundary Survey and a 1’ contour Topographic Survey for the entire 100 acres from Sweetland Engineering Associates Inc. (May 2007) in DWG format.
- The “Phase 1 Environmental Assessment” by Blazosky Associates (Aug. 2007) with no evidence of recognized environmental conditions at the sites.
- A plan for the “Musser Gap Bikeway / Greenway” as currently planned for 2009 construction by Penn State University with funding assistance by PA DCNR. The incorporation of this trailhead into the Whitehall Road parklands MSP is included as part of this project.



Figure 2: The Whitehall Road Parkland CAPACITY DIAGRAM (2009)

The 75-acre site was acquired jointly in May 2008 by COG and the Township of Ferguson with funding assistance provided by (1) Ferguson Township and (2) PA DCNR using state funds. It is not known when the 25-acre tract will be acquired by Ferguson Township, although the Township has been granted a right of first refusal on the tract by Penn State University. Further, the participating municipalities have previously confirmed that they have no interest in operating indoor recreation facilities. As a result, provisions for indoor recreation facilities at this site are problematic.

To date, the following groups have assisted and/or expressed interest in providing input to the regional park MSP process:

- COG municipal officials & staff (via the COG Parks Capital Committee)
- Centre Region Parks & Recreation Board / Centre Regional Recreation Authority
- Municipal P&R Advisory Committees (from College, Harris & Patton Townships)
- Local youth and adult sport organizations (soccer, softball, baseball, target shooting, tennis, etc.)
- Park neighbors and interested residents
- The ClearWater Conservancy
- Easter Seals (for a barrier-less playground)
- State College Radio Control Club (model aircraft)
- Central PA. Convention & Visitor's Bureau (to encourage sport tournaments)
- State College Area Family YMCA
- State College Community Garden Plot group

As part of this study, the suggestion regarding supplemental venues for School District / PIAA sports should be explored with both the municipalities and the State College Area School District.

With all groups, it is also important for the consultant to gauge the resources that each group may be able to provide to the development and operation of the requested facilities.

## **SECTION 3. REQUIREMENTS**

---

### **General Requirements**

The Centre Region COG reserves the right to reject any or all proposals and select the proposal that it judges to be in the best interest of the participating municipalities. The contractor is subject to the approval of the General Forum of the Centre Region COG and PA DCNR and is effective only upon those approvals. 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 Centre Region COG and PA DCNR review and approval for a period of sixty (60) calendar days from the deadline for submitting proposals.

If the Centre Region COG receives only one proposal, the COG may initiate negotiations with the firm submitting the proposal or seek additional proposals on an informal basis during the sixty (60) day period that each proposal must remain effective.

While the proposer is permitted to add to, modify or clarify any of the scope of work items, any proposed changes should be listed and fully explained. **In all cases, the scope of work proposed, at a minimum, must accomplish all the goals and work outlined herein.**

### **Work Requirements (Scope of Work)**

#### **(A) Public Participation**

This project is envisioned as a continuation of the regional park planning process that, to date, has provided both the Master Site Plan and outstanding community support for the Oak Hall parklands. To help reduce potential conflicts and continue support for the projects, citizen input must be received throughout the planning process for this site. The selected consultant will be required to attend, facilitate and participate in the meetings listed below. In all cases, the CRPR website ([www.crpr.org](http://www.crpr.org)) must also be utilized to assist with securing public input and to assist with publicizing the meetings, meeting summaries, various planning options, cost estimates, phases and the overall planning process.

Consultant Responsibilities:

1. **Meetings with the 12-member “Regional Parks Planning Committee”:** the combined Centre Region COG Parks Capital Committee (6) and the CRPR Board / Centre Regional Recreation Authority (6) will continue to provide project oversight. The Park Planning Committee will meet four (4) times during this planning process to discuss and examine issues related to this project. Preparation of meeting agendas and summaries will be provided by CRPR staff, with support materials provided by the consultant.
2. **Key Person / Group Interviews:** While all the relevant groups were interviewed for the Oak Hall MSP process, the consultant should provide for up to six (6) Key Person / Group Interviews in order to update their group / individual interest in this regional parksite. Documenting each interview is the responsibility of the consultant.
3. **Community Meetings:** Three (3) community meetings will be held for this project. Preparation of meeting agendas, publicity and summaries will be provided by CRPR staff.
4. **Presentation Meeting:** The consultant will also be responsible for presenting the proposed Final Master Site Plan at a regular monthly meeting of the COG General Forum. The presentation would be provided just prior to the General Forum’s action to officially adopt the plan, pending the required comments from PA DCNR.

As part of the proposal process, the consultant shall specify any proposed modifications to this strategy for involving the public and clearly identify the advantages of the method(s) and where these fit into the overall public participation schedule.

The consultant is responsible for compiling the records of the meetings, decisions and input gained through the public participation process as part of the final report.

**(B) Community Background Information and Data**

The purpose of the background data is to orient the Master Plan reader to the community, the overall park system and generally how this specific site fits into the community, the existing parks and recreation programs (in the 5 municipalities). The consultant may utilize the background information posted at [www.crpr.org](http://www.crpr.org) and developed for the Oak Hall parklands MSP, updated as necessary for this project.

- 1.) Community Setting and Regional Location
  - Forms of Government
  - Regional / Community History
  - General Description of municipal park system – including non-municipal facilities and providers of recreation programs
  - General Site description
- 2.) Community Socio-Economic Data
  - Population Trends and Projections
  - Population Characteristics
  - Economic Characteristics
- 3.) Existing Planning Programs
  - Municipal, Regional & County Planning Programs
  - Non-Municipal Planning Programs

**(C) Site Information and Analysis**

A physical inventory and assessment of the property and its associated facilities must be prepared. This information should be used by the consultant to create base mapping for planning purposes. At a minimum, the consultant will assess and map the following:

General Site Data – Descriptive and graphic form

- a. Existing Land Uses
- b. Natural, cultural and man-made features
- c. Infrastructure and utilities
- d. Water Resources (noting the nearby Water Authority wellfield)
- e. Wetland areas
- f. Unique natural areas, woodlands, geological, (potential) archeological areas
- g. Wildlife habitat
- h. Man-made corridors
- i. Site Access
- j. Easements/Deed/Subdivision/Zoning Restrictions
- k. Other significant features

**(D) Site Analysis**

1. Consultant shall prepare an analysis and description of how the physical features of the site impact the potential use and development of the site including:
  - a. Advantages/disadvantages for particular uses
  - b. Identification of areas unsuitable for public use

- c. Special Environmental Protection areas/measures
- d. Obtain PNDI and PMHC Reviews
- e. Other limiting factors

**(E) Activities and Facilities Analysis**

The consultant shall provide a clear indication of the process, software, database and research methods intended to prepare these elements of Analysis – based upon the approved recommendations provided by the Oak Hall parklands MSP process and updated as necessary:

1. The consultant shall evaluate and update, if necessary, the analysis to determine the uses, type, sizes and standards of the facilities recommended for development on the Whitehall Road park site based on the public participation process, community needs and site analysis.
2. 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 the needs assessment.
3. Provide a list of recreational and public uses and facilities determined to be developed on the site and to be included on the Master Plan drawing. For each of the uses and facilities to be developed and activity to be offered provide the following information:
  - a. Description of level of activity, including evaluating the feasibility of lighted facilities
  - b. Projected Participation Rates
  - c. Standards and Requirements
4. Provide a list of support facilities required for the recreation and public uses proposed. The COG desires to explore tournament-class facilities for the regional parks. Depending on the site and proposed uses, support facilities would normally include roads, storm water management systems, parking facilities, utility access and installations (water, sanitary, electrical, phone, data), signage, site furniture, maintenance facilities etc.
5. The option of automatic turf irrigation systems should be explored for the sport fields – specifically to utilize the water associated with University Area Joint Sewer Authority “**Beneficial Reuse Project.**”
6. The park site is located immediately outside of the current **Regional Growth Boundary** (RGB) identified in the 2000 Centre Region Comprehensive Plan, and the Sewer Service Area (SSA) in the 2006 Centre Region Act 537 Sewage Facilities Plan. Provision of public sewer service to the park site would require expansion of the RGB/SSA, through a formal amendment to the Act 537 Plan. A proposal to expand the RGB/SSA must follow the process set forth in the Centre Region Growth Boundary/Sewer Service Area Implementation Agreement. Any RGB/SSA adjustment requires the unanimous approval of the six COG municipalities. As a result, this project includes the consultant providing the necessary data for future preparation of a Development of Regional Impact (DRI) application to the six Centre Region municipalities, as specified below.

An estimate of wastewater generation for the park facilities must be provided in the Master Plan to help evaluate wastewater disposal alternatives, and to determine the recommended method of disposal. The estimate must be provided in terms of Equivalent Dwelling Units (EDUs). In the Centre Region, one EDU is equal to 175 gallons per day of wastewater.

The location of facilities on the site that would generate wastewater must consider environmental features, sensitive groundwater recharge areas, and proximity to the RGB/SSA. The RGB/SSA is located on the northern boundary of the park site, along the shared property line with a parcel owned by Penn State University.

This information will be utilized to determine the preferred method of wastewater disposal, and may be used in a DRI application that would be prepared by the COG at a later date, if it is determined that public sewer service is the preferred method.

7. The activities and analysis for the Whitehall Road parklands should be based upon the facility needs analysis prepared for the Oak Hall parklands MSP that includes recommendations regarding the needed facilities at this site.

**(F) Vehicle Trip Generation Data**

In order to assist with future off-site roadway and intersection planning, an estimate of the maximum number of vehicle trips anticipated to be generated by the park in the evening peak hour of travel, for the typical highest-use period in the fall (September-November), and the spring (March-May) shall be provided by the consultant. In addition, an approximate distribution of the trips should be provided for vehicles approaching and departing the site at the intersection of Whitehall Road and the access road serving the park.

This information will be utilized to help determine the general configuration of the intersection for the Whitehall Road/University Drive Extension Improvements Project currently being advanced by PennDOT, and will also be used in a traffic impact study that will be needed to obtain a Highway Occupancy Permit (HOP) from PennDOT to access Whitehall Road.

Since the construction of the park facilities may be phased, the estimates should be based upon that schedule. The development of this data should be confirmed with the staff of Ferguson Township and the Centre Regional Planning Agency.

**(G) Design Considerations**

To determine the uses and facilities planned for the site and the size and location of the facilities, the consultant must consider and report on the following to the extent that they are applicable to the site plan.

- a. Site limitations and positive points, as well as standards related to the proposed areas, facilities, and activities identified
- b. Applicable laws and regulations relating to health and safety including local building and zoning regulations (note that the tract spans two municipalities). This will include evaluating the feasibility of lighting some or all of the sport fields / facilities for night play.

- c. Significant natural and historic features, including an Archeological Field Survey (if specified by the PA Museum & Historical Commission) and a PNDI (Pennsylvania Natural Diversity Index) Survey.
- d. Handicap accessibility standards as prescribed by the Americans with Disabilities Act (ADA) or the United States Access Board.
- e. Protection of environmentally sensitive areas including streams, wetlands, forests and established tree and natural areas that provide wildlife habitat
- f. Accepted design practices and reasonable maintenance requirements.
- g. Links/connections to nearby parklands, bike paths and other points of interest in the Centre Region (including encouraging access to and use of the park by pedestrians, bicyclists and those riding public transportation).
- h. Soil types are an obvious factor in planning an active recreation area. The Consultant will review soil map data for the site as well as verify the mapping with a field evaluation. The consultant will also survey the site to identify locations likely to develop sinkholes – then incorporate this data into each proposed layout.

**(H) Sustainability (in planning, building and operating the park)**

1. All phases of this park development project should reflect positive aspects of environmental sustainability while balancing the active recreation demands of the community. This would include, but not be limited to, protection of waterways and other natural resources on or near the site, grading, lighting, park maintenance requirements, building materials, erosion control, storm water practices, plant selections, and encouraging visitor access on foot, by bicycle and by public transportation. A publication by the PA DCNR Office of Conservation Science entitled “Creating Sustainable Community Parks” (Jan. 2007) provides an appropriate guide for these efforts: <http://www.dcnr.state.pa.us/brc/GreeningPennsylvania.pdf> .
2. The design should also incorporate interpretive features and initiatives to inform visitors with regard to the “sustainability practices” in the park and the (integrated) natural features there.
3. The Consultant will provide options that will permit the COG to consider the feasibility of constructing and operating this park as a model / demonstration project which combines, wherever feasible, the requirements of facilities for both active and passive recreation with varied design concepts and operational procedures that are environmentally sustainable. LEED certifications should also be explored, where applicable.

**(I) Design Process**

1. Consultant shall develop preliminary alternative concept plans and the present plans at Regional Parks Planning Committee meetings for review and discussion. Bubble drawings may be used to illustrate alternative concepts. Relationship 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. A written evaluation of each preliminary alternative highlighting the positive and negative points must be provided.
3. Through discussion by the Regional Parks Planning Committee and from public participation, the solution, or combination of ideas from the alternatives, that offers the best compromise must be identified. Consideration must be given not only to

what facilities the community desires for this site, but also site limitations, applicable laws and regulations, and accepted good design practices and standards.

4. Prepare and present draft of final Master Plan at a public meeting for final comment. The final conceptual plan should be a to-scale, graphic rendering of the final solution. All proposed areas, facilities and support facilities, along with existing areas and facilities are to be shown on this final plan in proper orientation, size and shape.

**(J) Cost Estimates and Financing**

1. Consultant shall provide, by area and facility, a detailed current cost estimate for the development of the proposed areas and facilities. The cost estimate should include: engineering and other professional services cost; construction cost; projected administration cost; and a contingency of at least 10% of the construction cost estimate.
2. If the proposed development cannot be realistically carried out in one year as one project, the consultant shall develop, in cooperation with the Regional Parks Planning Committee, a phased and prioritized multi-year capital development plan. This should identify which areas and facilities are to be developed and in which years and the costs associated with each.
3. The consultant shall identify implementation strategies to finance – with both public and private resources - the completion of the proposed areas and facilities.
4. Operating costs and revenue - The purpose of this work element is to estimate a net annual cost of operating and maintaining the park and park facilities based on the development of the site as determined by the master site 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.

a. 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, benefits, estimated overtime cost, temporary employment, etc.)
- Supplies and materials. (Example: concession and sale items, custodial supplies, motor vehicle fuel and supplies, tools and mechanical supplies, utilities, equipment rental, etc.)
- Programming costs. (Include a general description and numbers of anticipated programs, anticipated numbers of participants by program, anticipated costs by program)
- Options for contracted services for operation and maintenance. (Indicate the type of contract service anticipated.)
- Annual capital outlay for major equipment.
- Debt Service (to the extent that long term financing is anticipated to fund the proposed park improvements and any major equipment purchased.)

- b. 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 park use and development such as:

- Seasonal and event permits

- Facility rentals
- Programs, classes, leagues, tournaments and other programs
- General municipal tax support
- Sales of products services (i.e., concession stand, vending, locker rental, etc.)
- Other sources of income (i.e., endowments, contributions, fund raising events, etc.)

**(K) Master Plan Report Organization**

1. DRAFT VERSIONS: The consultant will be responsible for providing fifteen (15) paper copies of the draft report and draft maps for review by the Regional Parks Planning Committee, the general public and DCNR. All documents shall also be provided to the owner in digital format, including a web-compatible format.
2. All aspects of the planning process and the final site plan must be presented in the narrative planning report that includes the following items, organized as listed:
  - a. Executive Summary (at the beginning of the document)
  - b. Background information including a description and summary of the public participation process.
  - c. Site Information and Analysis
  - d. Activities and Facilities Analysis
  - e. Summary discussion of important design considerations
  - f. The Sustainable Design practices incorporated in the plan
  - g. Brief description of alternative plans presented, summary of the public discussion on the alternative plans and a description of the final plan proposal including the rationale for the uses and facilities proposed.
  - h. Presentation of the itemized cost estimates and capital improvement phasing plan.
  - i. The specified text indicating PA DCNR funding assistance and Project No. BRC-TAG-13.6-589.
3. Mapping and Plan Drawings
  - a. A base map indicating existing conditions of the site must be prepared. It is highly recommended that this map be prepared early in the planning process so that it can be used as a tool in the early discussions with the Regional Parks Planning Committee. This base map may be based upon the site survey furnished by the COG and include data from other sources, including the Oak Hall parkland Master Site Plan, Centre Regional Planning Agency, Centre Area Transit Authority (bus routes), State College Borough Water Authority, Ferguson Township, the University Area Joint Sewer Authority and PennDOT.
  - b. A site plan drawing must be prepared reflecting the final proposed long-term, full development of the site. The following items and information must be shown on the map:
    - Site name: Whitehall Road Regional Parklands
    - Name of owners: The Centre Region Council of Governments and the Township of Ferguson.
    - Scale / North Arrow / Date / Legend
    - Seal of designing Landscape Architect registered in the Commonwealth.
    - Acreage of site(s)

- Site boundary lines (which includes two tax parcels)
  - All uses, facilities and structures proposed for the site(s)
  - Existing site features that are proposed to remain on the site(s)
  - Proposed site topography to accommodate proposed development of the site in one foot contour intervals. The data of the existing topography will be furnished by COG (with 1' contour intervals).
  - Identification of known or likely sinkhole areas
  - Circulation patterns (proposed access roads / service drives / parking / trails / walks / ramps / paths and bridges)
  - Natural and man-made barriers
  - Water features (infiltration areas / streams / rivers / ponds / lakes)
  - Wetlands / PNDI / PMHC Archeological areas and hotspots
  - Flood plains (delineate floodway and 100 year flood level)
  - Major drainage structures (culverts / catch basins / inlets / ditches / under drains)
  - Site control structures (fences / dikes / walls)
  - Rights-of-way and nearby utility availability
  - Vegetation (trees and forested areas / meadow areas, farmland)
  - 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.
  - The specified text indicating PA DCNR funding assistance and Project Number BRC-TAG-13.6-589.
- c. A board-mounted (24"x 36" minimum) full-color site plan drawing must be prepared reflecting the proposed final, long-term and complete development of the site. This image shall also be furnished to the COG in a web-compatible format.

**(L) Final Products**

1. The Narrative Report (final version) must be bound and include all of the items specified in Section I (above) with each section of the report clearly labeled.
  - FOR THE COG: Fifteen (15) printed and bound copies of the report plus one electronic version (Adobe PDF format on CD/DVD) of the final study report, including any GIS layers if available, must be provided.
  - FOR DCNR (via the COG): Three (3) printed and bound copies and one electronic version (Adobe PDF format on CD/DVD) of the final study report, including any GIS layers if available, must be provided.

The consultant will also accept full responsibility for all costs associated with printing of the draft and final plans, executive summary and color-rendered drawing. The consultant will provide the Regional Parks Planning Committee with these items in final form along with all necessary digital files suitable for reproduction by a professional printing business, without additional fees for desktop publishing or cartographic work.

2. The same number of full-scale base maps and full-scale final site plan drawings shall be prepared and provided with each narrative report indicated above. In addition, see Item K3c (above) for the required full-scale colored final site plan drawings to be provided to the COG.

**(M) Time Frame**

All copies of the final master plan, executive summary, and colored final site plan drawings are to be completed and delivered within ten (10) months of the date that the contract is fully executed and notice to proceed is given (via a COG Purchase Order). **As part of any proposal submitted**, a schedule is to be provided that outlines specific milestones or target dates for the development of the master plan. Review at critical stages of the master plan preparation by the Regional Parks Planning Committee must be included and identified in the schedule.

**(N) Available Reference Materials**

In addition to the background data noted in Section 2, the COG can also provide the following information for reference:

- a. Regional / municipal / county Comprehensive Plans.
  - b. Regional / municipal zoning, subdivision and land development ordinances.
  - c. Municipal Parks, Recreation and Open Space Plans.
  - d. GIS Data provided by Centre Regional Planning Agency or Centre County.
-

## **SECTION 4. PROPOSAL REQUIREMENTS**

---

It is strongly recommended that the park site be visited by each firm prior to preparing and submitting a proposal.

### **Letter of Transmittal**

This letter should include:

- A statement of the firm's qualifications for professionally and expertly conducting the work as specified;
- The firm's contact person concerning the proposal (with email, phone & fax info.),
- A clear statement of the firm's, and/or principals of the firm, relationship(s) with, or knowledge of any officials or employees of Centre Region COG and the nature of this relationship or knowledge.
- DCNR requires that the project consulting team have certain qualifications per the DCNR document attached. The Letter of Transmittal must indicate if the consulting team meets the specified qualifications.

NOTE: FAILURE TO CLEARLY STATE AND FULLY DISCLOSE ANY OF THE INFORMATION REQUIRED IN THE LETTER OF TRANSMITTAL SHALL BE GROUNDS FOR CENTRE REGION COG TO REJECT THE FIRM'S PROPOSAL AND WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF ANY CONTRACT ENTERED INTO BETWEEN THE COG AND THE FIRM WITHOUT PAYMENT OF WORK COMPLETED.

### **Firm Profile**

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;
- The 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, along with the client name(s) and contact info (phone and email) for the project; and,
- Any information describing the office may be included if it relates to the capabilities and expertise of the firm in doing comparable work.
- The provision by the consultant to include a Pennsylvania Registered **Professional Engineer** on the Project Staff Team. The purpose of this requirement is to assure accurate cost estimates for effective infrastructure facilities related to the Master Site Plan.

### **Explanation of Work to be Performed**

The proposal must include a detailed description of the procedures and methods proposed to complete the work requested by the COG. The methods and procedures proposed will receive primary consideration in evaluating your proposal. Examples of similar work will be helpful and may be included.

### **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.

## **Cost**

Full cost information should be provided, with the proposed **Add Alternate** information, 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 payments must be stated, which includes all reimbursable expenses.

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 Centre Region COG and PA DCNR.

A method of billing must be indicated. The preferred practice of COG is to pay for this type of consulting services on a monthly basis as substantial portions of the work are performed. Those payment milestones and projected payment amounts must be specified in the proposal. In all cases, ten percent (10%) of the total contract price will be withheld from each invoice until the final product is approved by DCNR.

## **Other Submittals (per Attachments A & B)**

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

- Attachment A: Nondiscrimination Certification (for Proposing Firm and for any associated firms)
- Attachment B: Consultant Qualifications: It is not necessary to execute this document. It is necessary that each proposal confirm that the qualifications are met by the proposing firm and any associated firms.

## **SECTION 5. EVALUATION CRITERIA**

---

All proposals will be evaluated based on the technical and professional expertise and experience of the firm, the proposed method and procedures for the 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.

### **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 the Centre Region COG.
- The prior work experience of the firm with regard to multi-municipal park projects.
- The overall experience of the firm with park design projects that incorporate “sustainable design” practices with both passive and active-recreation facilities.
- The expertise and professional level of the individuals proposed to conduct the work for the Centre Region COG.
- The provision by the consultant to include a Pennsylvania Registered **Professional Engineer** on the Project Staff Team. The purpose of this requirement is to assure accurate cost estimates for effective infrastructure facilities related to the Master Site Plan.
- The clarity and completeness of the proposal and the apparent general understanding of the work to be performed.

### **Procedures and Methods**

The methods and procedures proposed to be used 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.

### **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 service to be received by the COG and the overall level of expertise of the specific firm’s personnel to do the work.

As part of the evaluation process, the Regional Parks Planning Committee will request oral presentations / interviews with those firms selected by the COG.

### **Contract**

A recommended contract is included for use. This agreement should be executed and returned with the proposal. If an amendment is proposed, please submit said amendment as part of this proposal form. In all cases, the COG reserves the right to negotiate the exact terms of a professional consulting services contract.

*This page was intentionally left blank*

**SECTION 6 - AGREEMENT FOR PROFESSIONAL SERVICES**  
**WHITEHALL ROAD REGIONAL PARKLANDS – MASTER SITE PLAN**  
PA DCNR Project #BRC-TAG-13.6-589 (*Due by 1:00 PM on 29 Apr 09*)

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2009, by and between the Centre Region Council of Governments, Centre County, Pennsylvania, hereinafter referred to as the “COG” and \_\_\_\_\_, hereinafter referred to as “Consulting Firm”.

WHEREAS, the COG desires to have certain one-time professional consulting work done involving a master plan for the development of the Whitehall Road Regional Parklands Master Site Plan; and,

WHEREAS, the COG 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 the COG based on the formal proposal submitted in response to the COG’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 an Addendum to this agreement as follows: (List: \_\_\_\_\_)

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 the REGIONAL PARKS PLANNING COMMITTEE’S required work as the minimum number of hours as indicated:

| <u>NAME</u> | <u>POSITION</u> | <u>MINIMUM HOURS</u> |
|-------------|-----------------|----------------------|
|-------------|-----------------|----------------------|

Any changes to the staffing proposed above shall be subject to the approval of the COG, however, staff changes by the Consulting Firm will not be denied where the staff replacement is of equal ability or experience to the predecessor.

THE COG WILL:

▪ Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses related to the 75-acre tract for the total amount not to exceed \$\_\_\_\_\_.

**ADD ALERNATE #1:** Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses related to the 25-acre tract for the total amount not to exceed \$\_\_\_\_\_. Said invoices and payments shall be made separately from the primary contract. It is understood that this portion of the project is not eligible for state funding assistance.

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

▪ Bear the responsibility for implementing any recommendations made by the Consulting Firm in conjunction with the work performed hereunder 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 payments (less 10%) to the Consulting Firm within thirty (30) days after receipt of a properly prepared invoice for work satisfactory completed.

▪ Make a final payment to the Consulting Firm within thirty (30) days after final product approval by DCNR.

FURTHER, IT IS AGREED BY BOTH PARTIES THAT:

The final product produced by the Consulting Firm pursuant to this agreement, including the master plan narrative report, maps, drawings, and other documents prepared by the Consulting Firm and intended to be appended to the master plan narrative report or be included by reference, shall be jointly owned by the COG and DCNR.

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

WITNESS:  
\_\_\_\_\_

FOR CENTRE REGION COG:  
\_\_\_\_\_  
TITLE: \_\_\_\_\_

WITNESS:  
\_\_\_\_\_

FOR THE CONSULTING FIRM:  
\_\_\_\_\_  
TITLE: \_\_\_\_\_

PA DCNR Project #BRC-TAG-13.6-589  
END OF AGREEMENT (Section 6)

## APPENDIX A

### **NONDISCRIMINATION & EQUAL OPPORTUNITY CERTIFICATION**

RFP for Whitehall Road Regional Parklands - Master Site Plan

**PA DCNR Project #BRC-TAG-13.6-589**

#### NONDISCRIMINATION

Nondiscrimination and equal opportunity are the policy of the Commonwealth/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, 1995, (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 discriminate against any employee, applicant for employment, independent contract or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Contractor shall take affirmative action to ensure 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 which it has collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers 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 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 to the COG (James C. Steff, Executive Director) for purposes of investigation to ascertain compliance with the provisions of this certification. If contractor does not possess documents or records reflection the necessary information requested, it shall furnish such information on reporting forms supplied by the Township.

(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

### CONSULTANT QUALIFICATIONS RFP for Whitehall Road Regional Parklands – Master Site Plan PA DCNR Project #BRC-TAG-13.6-589

Commonwealth of Pennsylvania  
Department of Conservation and Natural Resources (DCNR)  
Bureau of Recreation and Conservation (Bureau)

Keystone Recreation, Park and Conservation Fund  
COMMUNITY GRANT PROGRAM  
Planning, Implementation and Technical Assistance (PITA) Grant Projects

### Consultant Qualifications

#### GENERAL CONSULTANT QUALIFICATIONS FOR ALL PROJECT TYPES

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

1. 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 with prior experience conducting studies of the project type (comprehensive plan, feasibility, master plan, or green way). 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 recreation and park areas and facilities.
4. Experience developing and recommending to local government officials policies and procedures related to providing public recreation and park services and/or facilities.
5. Experience setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.

#### PROJECT SPECIFIC CONSULTANT QUALIFICATIONS

The Bureau requires that **a registered landscape architect licensed to practice in Pennsylvania seal both the master site plan and the study report**. This requirement in no way precludes an architectural or engineering firm from being the prime consultant on such projects.

*It is noted that the boundary and topographic survey furnished by the COG for use in this Master Site Plan was performed by a Registered Land Surveyor licensed to practice in Pennsylvania, as shown by his seal on those plans.*

End of Appendix B