

North Franklin Township
Waterside Park Master Site Development Plan
Request for Proposal (RFP)

ANNOUNCEMENT

REQUEST FOR PROPOSAL (RFP)

**North Franklin Township
Waterside Park Master Site Development Plan**

The Board of Supervisors of North Franklin Township, Washington County, Pennsylvania, is accepting proposals for a one-time contract to perform certain professional (consulting) services work for North Franklin Township involving preparing a Master Site Development Plan for a park located on an 89-acre parcel of land owned by North Franklin Township. Proposal submission instructions, requirements, evaluation criteria, and a sample contract are attached.

Sealed proposals (3 copies) must be received by Erin Dinch, Director of Planning and Development at 620 Franklin Farms Road, Washington, PA 15301, no later than **March 19, 2021 at 12:00 p.m. (noon)**. Bids, whether mailed or delivered in person, shall be sealed, and clearly marked "North Franklin Township MSDP" and addressed to Erin Dinch, Director of Planning and Development, 620 Franklin Farms Road, Washington, PA 15301.

A pre-bid meeting to discuss the project scope of work will be held **March 2, 2021 at 11:00 a.m.** at the North Franklin Township Municipal Building, Public Meeting Room, 620 Franklin Farms Road, Washington, PA 15301.

If additional information is needed, please contact Erin Dinch, Director of Planning and Development, at 724-228-3330, ext. 4.

For those interested in submitting a proposal for this work, an RFP may be obtained on the North Franklin Township website: <http://northfranklin.org/north-franklin-township-projects/>.

Or by contacting: Erin Dinch, Director of Planning and Development
620 Franklin Farms Road
Washington, PA 15301
724-228-3330, ext. 4
e.dinch@nftwp.com

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SECTION 1. BACKGROUND

North Franklin Township (Township) and the surrounding area have few municipal parks and recreation opportunities and the County and State Parks are 18-27 miles away. North Franklin currently has one park offering 2 pavilions, and a 1.2-mile walking trail that is not ADA accessible. In an effort to remedy this situation, the Township has acquired nearly 89 acres of property owned by the water company since 1890. The property has been untouched by development and contains pristine areas of natural habitat and wetlands. It contains two small reservoirs and runs along the banks of Chartiers Creek through the valley between Route 18 and Washington Crown Center. The nearly flat terrain throughout much of the property lends itself to being naturally ADA accessible without significant modification. The rural nature of the parcel, tucked into an urban setting, will allow future park users to experience a connection with the forest, wetlands, water features, and nature, that is not otherwise available in the area.

Washington Crown Center, Wild Things Park, Trinity Middle School, Trinity West Elementary, and several surrounding neighborhoods all lie in close proximity to the property allowing this linear park to offer safe routes connecting local residents to key amenities. Environmental education and recreation opportunities will also be available to school and community groups without excessive travel. A new Municipal Complex will soon be constructed at the edge of the property that will function as a central hub for the park by providing an office, initial restrooms, and a Community Center.

North Franklin is an older community that is working to position itself for new economic development by providing amenities attractive to both residential and commercial interests. Our residents are especially excited by the opportunity for accessible nature trails and water recreation. The Township needs to create sustainable landscapes that are accessible to the community without damaging the quality of the natural environment. Devising a Master Plan that leverages the natural assets of the area and details the facilities to be developed, the location of the facilities, and how the work will be broken down into construction phases, culminating in detailed maps and a written, bound report will provide a roadmap to future success.

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

The DCNR Grant Agreement number is BRC-RCP-26-89.

SECTION 2. GENERAL TERMS

- ❖ North Franklin Township reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of North Franklin Township. This shall confirm that cost will not be the sole determining factor in the Township's decision.
- ❖ The contract is subject to the approval of the North Franklin Township Board of Supervisors and is effective only upon their approval.
- ❖ Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.
- ❖ Proposals will remain effective for North Franklin Township review and approval for 60 days from the deadline for submitting proposals.
- ❖ If only one proposal is received by North Franklin Township, it may negotiate with the proposer or seek additional proposals on a formal or informal basis during the 60-day period that proposals are effective.
- ❖ The proposer is encouraged to clarify, modify, or add to any scope of work item that it deems appropriate to develop a high-quality plan at the lowest possible cost. All changes should be clearly identified and explained. The proposed scope of work must accomplish the goals and work as stated below.

SECTION 3. SCOPE OF WORK

A. PURPOSE, GOALS, AND OBJECTIVES

The purpose of the Master Site Development Plan (MSDP) for North Franklin Township Waterside Park is to create a detailed plan for the phased construction of a park that will include recreational space for people of all ages and abilities while conserving and protecting the existing natural greenway. The MSDP process will involve researching the myriad of available options for everything from electric car charging stations and vegetative swales to pickleball courts and bat houses. Public input and analysis of varying opinions will lead to a plan that details every aspect of park development, breaking the work down into manageable phases with detailed cost estimates. The Narrative Report and Site Development Drawing(s) will address all recreation and conservation needs and priorities identified by the community during the public participation process. All facilities will need to be studied and assessed to ensure appropriate type and size for the property and for the community, while still protecting the natural resources, such as the wetlands and forest, that are so important to this area. After the plan is broken into reasonable phases, sources of funding must be researched and identified.

B. PUBLIC PARTICIPATON

The research for creating our MSDP will include public participation in a variety of ways including the following:

1. Study Committee of 5-9 people – A Study Committee will be formed to function as an advisory board throughout the process. The committee will include several members of our township management team – the Director of Planning and Development, the Township Secretary/Treasurer, and the lead person from our Township Road Crew to offer insight on making the park as low-maintenance as possible. Additional members may include Dr. Jason Kilgore, Associate Professor of Biology and Environmental Science Major Coordinator for W&J College, a board member from the Chartiers Creek Watershed Association, and Ron Junko, former teacher/coach at Trinity High School and Township Supervisor. This committee will meet with the design professional on a regular basis.
2. Public meetings – Conduct at least two community informational meetings. One with elected officials and community leaders during the early planning stages and a final Town Hall Meeting where the Master Plan is presented, the different phases explained, and community feedback is received.
3. Key Person Interviews - Engage Key People (Stakeholders) in discussions during the planning process, including the leadership/management personnel of the North Franklin Volunteer Fire Company, Trinity School District, Chartiers Creek Watershed Association, Washington Crown Center and its major tenants, the Washington Wild Things, the Washington County Chamber of Commerce, the Washington County Historical Society, local churches, and scout troops.
4. Focus Groups – Following the Key Person Interviews, we may find that it is advantageous to meet with a larger representation from some of the interest groups listed in 3. Additionally, other groups may be selected such as the

Washington County Homeschooler's Co-op or the local 4H Club to better understand how the park can help meet their needs.

5. Survey Review – In August-September of 2020, North Franklin Township mailed a Resident Survey to every home in the Township, 25% of which were completed and returned. A section on possible future park amenities was included. This information can be used as a tool to help gauge interest in various options.

C. BACKGROUND INFORMATION

This section of the MSDP must provide an overview of North Franklin Township, the current park, and the 89-acre project site, and establish a foundation for project implementation utilizing data from the US Census. The following information must be provided:

1. North Franklin Township's characteristics including location, size, and regional context.
2. Demographics of North Franklin Township including population, age, gender, race and ethnicity, households, income, education, and visitors.
3. Economic, housing, transportation, and historic/cultural assets.
4. Natural resources such as forests, wetlands, waters, farmland, critical habitats, etc.
5. Park, open space, and recreation facility(s) including number, size, and type.
6. Project site(s) relationship to North Franklin Township and the surrounding area.
7. Provisions of existing planning documents (PA Statewide Comprehensive Outdoor Recreation Plan, Washington County Comprehensive Plan, Washington County Greenways Plan, The Place We Call Home [Multi-Municipal Comprehensive Plan], River Conservation Plan for the Upper Chartiers Creek Watershed, etc.) that are applicable to the project site.

D. SITE INVENTORY AND ANALYSIS

The inventory and analysis of North Franklin Township Waterside Park will establish parameters for the proposed park facilities and activities. The MSDP will describe the physical, natural, and historic/cultural resources and legal restrictions related to the park property and any potential impacts on its development and use. The opportunities and constraints of the park property will be analyzed, such as:

- Location
- Acreage
- Zoning
- Surrounding Land Use

- Deed Restrictions
- Easements & Rights-of-Way
- Utilities
- Circulation & Access
- Historic/Cultural Features
- Playground Safety Audit (if available)
- Environmental Issues (i.e., Brownfield)
- Topography
- Hydrology (water, wetlands, stormwater)
- Vegetation
- Soil Types
- PNDI Potential Impacts

E. ACTIVITY AND FACILITY ANALYSIS

The initial vision for the park site is to provide a place for people to connect with nature in their own community. Planning should include consideration of the following desired amenities: picnic pavilions, ADA accessible playground, ADA accessible fishing areas on the two ponds; multi-sport court; ADA accessible nature trails with creek access points and boardwalk areas through the wetlands connecting State Route 18 with Washington Crown Center.

Initial restroom facilities (including ADA accessible and family restrooms) will be available in the new Township Municipal Building which will be adjacent to the main activity center and parking areas for park. The Municipal Building itself is not included in the Master Site Development Plan, but its location should be noted. An evaluation of the historic Citizens' Water Company pumping station building for possible use as a 3-season pavilion for events including festivals, farmers' market, and party rentals, should also be incorporated into the plan.

The new park will offer connectivity to several key areas of the Township: Washington Crown Center mall, Trinity Middle School, Wild Things Park, and several neighborhoods bordering the park. The Master Plan should provide shared use trails and walkways connecting local residents to key amenities on both ends, as well as the activities throughout the park. ADA compliance and removal of barriers are a natural fit for this area due to the flat terrain.

The activity and facility analysis must determine the feasibility of our initial vision and determine the facilities to be constructed based on the community needs, uses, and

priorities for the site as identified by the public participation process, previous planning work, and needs assessment. The proposed facilities and uses must be clearly represented on the site development drawing(s). The activity and facility analysis must also provide the following information:

1. Determine local access to outdoor recreation using the following resources:
 - a. The National Recreation and Park Association (NRPA) Park Metrics (<https://www.nrpa.org/publications-research/ParkMetrics/>) is a comprehensive source of data benchmarks and insights for the effective management and planning of operating resources and capital facilities.
 - b. The Trust for Public Land (TPL) ParkServe (<https://www.tpl.org/parkserve>) interactive platform tracks park access in urban areas. The web-based tool identifies local parks and open space, determines the percentage of residents who live within a 10-minute walk, and identifies the neighborhoods most in need of new parks.
 - c. DCNR Partnered with the Trust for Public Land (TPL) and WeConservePA to use Geographic Information Systems (GIS) to understand access to outdoor recreation in Pennsylvania. TPL's Research and Innovation Team used the data analysis methods to assist DCNR in identifying areas with the greatest need and opportunity (http://elibrary.dcnr.pa.gov/GetDocument?docId=1750650&DocName=PA_SCORP_TPL_FinalReport.pdf). This interactive map of outdoor recreation access in Pennsylvania (<https://experience.arcgis.com/experience/4b34299cf99b4d699135e38c3ca0d6d9>) shows the results of the analysis. Data is available for a 10-Minute Walk by Municipality & County and a 10-Minute Drive for Trails and Water.
2. For active recreation facilities, describe the participant skill level, competition level, and spectator use for each facility.
3. For passive recreation facilities, describe the proposed use of the project site(s) such as wildlife viewing, nature trails, community gardens, habitat protection, environmental education, etc.
4. Describe the proposed preservation of open space, natural areas, and riparian buffers.
5. Describe the projected participation rates. To help define facility requirements, estimates of daily, weekly, monthly, and seasonal use may be required.
6. List the accepted published national, state, or local standards (reference the standard by name) used to determine the size, dimensions, orientation, slope, buffer areas and setback requirements, open or undisturbed space requirements, etc. for each proposed facility and use.
7. Support facilities may be required for the proposed recreation and conservation facilities and uses. Depending on the site and proposed uses, support facilities

may include roads, stormwater management, maintenance facilities, utilities, parking, etc. The activity and facility analysis will provide a brief description of each support facility and the requirements for connectivity and accessibility.

F. DESIGN CONSIDERATIONS

A design goal of the North Franklin Township Waterside Park is to protect and/or enhance natural resources and habitats. Green and sustainable elements promote environmental, health, and economic benefits and enhance the visitor experience. Naturalized sites are generally easier and less costly to maintain. The MSDP design considerations should conserve and sustain the site's natural resources while promoting recreation by combining sound planning and sustainability. This includes incorporation of native plantings, stormwater best management practices, and habitat protection/enhancement.

The following items should be considered when developing the plan:

1. Site opportunities, constraints, and generally accepted design standards related to the proposed recreation facilities and uses, including applicable local recreation and park agency standards.
2. Topography of the site. Free statewide topographic information is available from Pennsylvania Spatial Data Access (PASDA): www.pasda.psu.edu
3. Compliance with applicable laws, regulations, and guidelines including land subdivision, zoning, 2010 ADA Standards for Accessible Design, Uniform Construction Code, American Society for Testing Materials (ASTM) standards, and the Consumer Product Safety Commission (CPSC) guidelines pertaining to playground areas and equipment.
4. Protection/enhancement of significant historic structures and areas.
5. Protection/enhancement of environmentally sensitive areas including forests, streams, wetlands, and natural areas that provide wildlife habitat and protect water quality.
6. Sustainable site design and green infrastructure/materials may reduce environmental impact and lower maintenance and operation costs. Green design concepts (electric vehicle charging stations, solar array, rain gardens, etc.) should be incorporated where practical.
7. Establishment and maintenance of sustainable riparian native grass and/or forest buffers.
8. Stormwater management. Information about best management practices and regulations is available at:
 - a. PA Department of Environmental Protection (DEP): <https://www.dep.pa.gov/Business/Water/CleanWater/StormwaterMgmt/Pages/default.aspx>
 - b. StormwaterPA: <http://www.stormwaterpa.org/>

G. DESIGN PROCESS AND RECOMMENDATIONS

1. Develop preliminary alternative concept drawings and present them at the study committee meeting for discussion. Relationships between facilities and circulation patterns should be shown; however, the exact shape and placement of facilities is not critical.
2. Evaluate the preliminary alternative concept drawings.
3. Prepare a written evaluation for each alternative concept drawing highlighting both the positive and negative points. Through the public participation process, determine which alternative (or combination) best meets community needs, design standards, and regulations.
4. Prepare a draft of the final Narrative Report and Site Development Drawings(s).
5. Present the draft final Narrative Report and Site Development Drawings(s) at a public meeting for final comment. All existing and proposed facilities and areas must be shown on this final Site Development Drawing in proper shape, size, and orientation.
6. Upon approval of the final Narrative Report and Site Development Drawings(s) by the appropriate agencies (North Franklin Township Board of Supervisors, North Franklin Township & Washington County Planning Commissions, the Bureau), the consultant prepares the final deliverables.

H. COST ESTIMATE AND PHASED CAPITAL DEVELOPMENT PROGRAM

1. Development (Construction) Costs – Provide a current detailed cost estimate for the development of the proposed recreation areas and facilities. The cost estimate should include engineering and other professional services cost; construction and materials cost; permitting cost; project administration cost; and a contingency of at least 10% of the construction cost estimate.
2. Phased Capital Development Program – If the proposed development cannot realistically be carried out in one to three years as one project, develop a phased and prioritized multi-year capital development program. This should explain the strategy for the phasing, identify which areas and facilities are to be developed in which years, and provide the costs associated with each phase. Implementation strategies to finance the program should also be addressed (bonds, grants, fund-raising, etc.).

I. MAINTENANCE AND OPERATION COSTS; REVENUE

Provide a cost estimate for annual maintenance and operation of the recreation areas and facilities as proposed on the MSDP. An annual cost estimate must be calculated for each of the items identified below; analysis should also be included in the narrative report.

1. Personnel – Describe and analyze the current level of operation and maintenance personnel including paid staff and volunteers.

2. Maintenance and Operation Costs

- a. Determine if the life cycle costs can be lowered by using sustainable design practices and alternative materials.
- b. List and discuss various materials that could be used to lower long-term maintenance cost.
- c. Administration (i.e., insurance, office supplies, phone, internet, public relations, rentals, training, etc.)
- d. Personnel (Include a list of employment positions, number of employees in each position, estimated salaries or wages by position, fringe benefits, estimated overtime cost, temporary employment, etc.)
- e. Maintenance equipment needed to maintain recreation areas and facilities.
- f. Supplies and materials (i.e., concession and sale items, custodial supplies, motor vehicle fuel and supplies, tools and mechanical supplies, utilities, equipment rental, etc.)
- g. Programming (Include a general description and anticipated number of programs, participants by program, and costs by program)
- h. Contracted services cost for operation and maintenance.
- i. Annual capital outlay for major equipment.
- j. Debt Service. (To the extent that long-term financing is anticipated to fund the proposed site improvements and any major equipment purchased.)

3. Revenue - Project anticipated revenues for a one-year period by area, facility, and source. Include all items of revenue that may be applicable to the proposed site use and development such as:

- a. Daily admission or entrance fees; seasonal permits
- b. Facility rental
- c. Concessions
- d. General municipal tax support
- e. Other sources (i.e., endowments, donations, fund raising events, etc.)

J. STRUCTURAL ASSESSMENT

The purpose of this work element is to evaluate the condition of the existing 130-year-old former water pumping station and its potential use, or renovation/expansion for recreation purposes. This element must be addressed in the MSDP study process. Bureau staff will be

consulted to determine the required work tasks specific to this structure. *A structural assessment may not be sufficient, and a Feasibility Study may be required.*

K. SECURITY ANALYSIS

The purpose of this work element is to evaluate the safety, security, and risk management of the recreation area(s) and facility(s) and propose recommendations to address any deficiencies.

1. Interview local government officials, public safety officials, and recreation providers regarding site safety and security.
2. Discuss risk management and safety issues related to the site with applicable insurance providers.
3. Analyze and evaluate site security issues from the following perspectives:
 - a. Safety and security of visitors
 - b. Protection of property, facility(s), natural resources, critical habitat, and species
 - c. Risk management options
4. Provide recommendations that include:
 - a. Design and construction alternatives
 - b. Policing and patrolling methods
 - c. Maintenance issues
 - d. Safety signage
 - e. Insurance coverage
5. Develop a multi-faceted safety and security program that includes:
 - a. A safety policy
 - b. A process for routine inspections and hazard abatement
 - c. A program to assist employees and visitors in reporting hazards
 - d. Emergency procedures
 - e. An accident reporting system
 - f. An information management system for site safety and security

L. FOREST STEWARDSHIP PLAN

The project site contains 5 acres or more acres of Freshwater Forested/Shrub Wetlands. A Forest Stewardship Plan must be completed as part of the MSDP. A Forest Stewardship Plan is a written document listing activity that enhances or improves forest resources (i.e., wildlife, timber, soil, water, recreation, and aesthetics). A Service Forester is assigned to each county in Pennsylvania to advise residents on forest management. More information, including a complete listing of [Service Foresters](#) in your area, can be found on the DCNR website.

SECTION 4. CONSULTANT QUALIFICATIONS

The consultant or consulting team **must** meet the following requirements:

1. Have documented experience developing and implementing public participation techniques, such as holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc.
2. At least one member of the consulting team must have documented, prior experience conducting studies of the project type being undertaken. This person should be the project leader and assume overall project coordination responsibilities between the grantee and the consulting team.
3. Have documented experience in developing and recommending to local government officials and non-profit organizations the policies and procedures related to providing public recreation and park services and/or facilities, as well as the management and operation of these facilities and amenities.
4. Have documented experience in setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.

The consultant team **must** include individuals who understand the complexities of managing public natural resources and can partner with other professionals and scientists to address public concerns on the balance between conservation and human activity.

Depending on the nature of the project, the Bureau may require that the consultant team include a natural resource professional or a licensed professional or both a natural resource professional and a licensed professional. The licensed professional could be a landscape architect, an architect, or an engineer. The Bureau requires that any plan prepared by a licensed professional be under the seal of the professional, who is authorized by Pennsylvania law to apply the seal.

A biologist is required to survey the project site if the jurisdictional agency/agencies reviewing the PNDI results require a field survey to be completed.

SECTION 5. REQUIRED SUBMITTALS

1. Letter of Transmittal

This letter must include the following:

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

2. Profile of Firm

This consists of the following:

- A statement of the firm's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
- The location of the firm's office that will perform the work.
- Resumes of individuals (consultants, employees, etc.) proposed to conduct the work and the specific duties of each in relation to the work. The project consulting team must meet the Bureau's Consultant Qualifications (Section 4).
- A reference list of other municipal clients of the firm with contact information.
- Any other information relating to the capabilities and expertise of the firm in doing comparable work.

3. Methods and Procedures

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

4. Work Schedule

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

5. Cost

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

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

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

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

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

6. Contract

The Contract for Professional services form is provided in Section 7. The Bureau requires that the DCNR Nondiscrimination/Sexual Harassment Clause be referenced in the contract and included as an addendum in its entirety. The clause is provided in Appendix B of this RFP.

SECTION 6. EVALUATION CRITERIA

1. Technical Expertise and Experience

The following factors will be considered:

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

2. Procedures and Methods

The following factors will be considered:

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

3. Cost

The following factors will be considered:

- The number of hours of work to be performed.
- The level of expertise of the individuals assigned to conduct the work.

4. Oral Presentation

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

SECTION 7. CONTRACT FOR PROFESSIONAL SERVICES

North Franklin Township reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional services contract, including but not limited to adding specific language related to insurance coverage and policies for the services provided. Final contract terms and conditions must be approved by the Township.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 2021, by and between North Franklin Township, Washington County, Pennsylvania ("Township"), and _____ ("Consulting Firm").

WHEREAS, North Franklin Township desires to have certain one-time professional consulting work performed involving the North Franklin Township Waterside Park Master Site Development Plan;

WHEREAS, North Franklin Township desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by North Franklin Township;

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

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

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

THE CONSULTING FIRM WILL:

1. Provide professional consulting services in accordance with the RFP, its proposal in response to the RFP, and the Nondiscrimination/Sexual Harassment Clause, which is attached hereto and incorporated herein as Appendix A.
2. Obtain approval from the North Franklin Township of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by North Franklin Township to be of equal ability or experience to the predecessor.

NORTH FRANKLIN TOWNSHIP WILL:

1. Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$_____.
2. Provide the Consulting Firm with reasonable access to North Franklin Township personnel, facilities, and information necessary to properly perform the work required under this Contract.
3. Except as provided in item 4 below, make payment to the Consulting Firm within 30 days after receipt of a properly prepared invoice for work satisfactorily performed.

4. Make final payment of 10% of the funds available to the Consulting Firm under this Contract within 30 days after final product approval by the Department of Conservation and Natural Resources.

IT IS FURTHER AGREED THAT:

1. All copyright interests in work created under this Contract are solely and exclusively the property of the North Franklin Township. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work made for hire, the Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to North Franklin Township.
2. In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.

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

WITNESS:

NORTH FRANKLIN TOWNSHIP

TITLE: _____

WITNESS:

THE CONSULTING FIRM

TITLE: _____

APPENDIX A - FINAL PRODUCTS

NARRATIVE REPORT

A draft final report must be reviewed and approved by North Franklin Township and the Bureau Project Manager before it is officially adopted by the DCNR. Typically, the review process consists of reviewing a complete draft plan, providing comments, and reviewing a revised draft plan to ensure comments are adequately addressed.

The final report must be a narrative, bound report beginning with an executive summary and followed by clearly labeled sections for each of the plan's components in logical order. All supporting documents and information should be included in the appendices and not in the body of the report. The cover must be signed, sealed, and dated by the design consultant.

EXECUTIVE SUMMARY

Briefly describe the process, priorities, and final recommendations.

- A. Purpose, Goals, and Objectives
- B. Public Participation
- C. Background Information
- D. Site(s) Inventory and Analysis
- E. Activity(s) and Facility(s) Analysis
- F. Design Considerations
- G. Design Process and Recommendations - Describe the alternative plans presented, summary of the public discussion of the alternative plans, and a description of the final plan proposal including rationale for the proposed facility(s) and use(s).
- H. Cost Estimate and Phased Capital Development Program - Describe the rationale for costs, phasing, and financing strategy.
- I. Maintenance and Operations Costs; Revenue
- J.-N. As Appropriate

Appendices

SITE DEVELOPMENT DRAWING(S) WITH BASE MAP(S)

The site development drawing(s) must show the final proposed full development of the site(s). The base map must show existing conditions at the recreation area(s) and facility(s). All data identified on the Bureau's *Park Site Development Drawing (SDD) Checklist* must be represented on the drawing(s), as applicable. Specifically, the metes and bounds, existing conditions, proposed improvements, ADA compliance, and phasing must be clearly identified. Each drawing must be signed, sealed, and dated by the design consultant.

REQUIRED DOCUMENT SUBMISSION

The following documents must be submitted to North Franklin Township:

- Five (5) printed and bound copies of the final Narrative Report with the cover signed, sealed, and dated by the design consultant.
- Three (3) electronic PDF of the final Narrative Report (as a single document) with the cover signed, sealed, and dated by the design consultant.
- Five (5) printed copies of the final Site Development Drawing(s) that are signed, sealed, and dated by the design consultant.
- Three (3) electronic PDF of the final Site Development Drawing(s) that are signed, sealed, and dated by the design consultant.
- Five (5) printed and Three (3) electronic PDF of other deliverables, as applicable.

APPENDIX B - DCNR NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

The Grantee agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act (PHRA) and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lit places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.
4. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
5. The Grantee and each subgrantee, contractor and subcontractor represent that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to Title VII of the Civil Rights Act of 1964, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.
6. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract, or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.

7. The Granter's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
8. The Commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

Based on Management Directive 215.16 Amended (5/11/17)

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