

ANNOUNCEMENT

REQUEST FOR PROPOSAL (RFP)

LOWER PROVIDENCE TOWNSHIP, PARKS AND RECREATION OPEN SPACE PLAN

The Manager, Donald Delamater, of the Lower Providence Township, Montgomery County, Pennsylvania, is accepting proposals for a one-time contract to perform certain professional (consulting) services work for Lower Providence Township involving Lower Providence Parks and Recreation Open Space Plan. Proposal submission instructions, requirements, evaluation criteria, and sample contract is attached.

Sealed proposals (ten copies) must be received by Donald Delamater, 100 Parklane Drive, Eagleville, PA 19403, Lower Providence Township, no later than April 30, 2020 at 4:00 P.M. If mailed, the proposal should be addressed to Donald Delamater, Township Manager, 100 Parklane Drive, Eagleville, PA 19403.

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

Donald Delamater, Township Manager
100 Parklane Drive
Eagleville, PA 19403
610-635-3543
ddelamater@lowerprovidence.org

Donald Delamater, Township Manager

TABLE OF CONTENTS

RFP FOR: Lower Providence Township, Parks and Recreation Open Space Plan Lower Providence Township

- Section 1. BACKGROUND
- Section 2. GENERAL TERMS
- Section 3. SCOPE OF WORK
- Section 4. CONSULTANT QUALIFICATIONS
- Section 5. REQUIRED SUBMITTALS
- Section 6. EVALUATION CRITERIA
- Section 7. CONTRACT FOR PROFESSIONAL SERVICES (Form)

Appendices to Contract:

- Appendix A: Final Products
- Appendix B: DCNR Nondiscrimination/Sexual Harassment Clause
- For additional resources go to: add links here

<https://www.lowerprovidence.org/parks-and-recreation/pages/dcnr-open-space-grant-information>

SECTION 1. BACKGROUND

Lower Providence Township is in south central Montgomery County, Pennsylvania, Lower Providence Township reflects a unique mix of history and progress. Lower Providence Township encompasses 14.77 square miles, which includes the geographic areas of Audubon, Collegeville, Trooper, Eagleville, Yerkes, and Evansburg. From these villages has grown a community joined in a commitment to provide a safe, productive and prosperous environment in which to reside, raise a family and conduct business. With the City of Philadelphia situated approximately 17 miles to the east and easy access to the Pennsylvania Turnpike, Schuylkill Expressway, Interstate 476 and the Route 202 and Route 422 corridors, Lower Providence Township is truly strategically located for the projected growth into the 21st Century.

Lower Providence Township is a municipality that is governed as a Township of the Second Class with a Board of Supervisors consisting of five elected residents. The Board of Supervisors is responsible for the appointment of the Township Manager, who executes the policies of the Board of Supervisors. The Board of Supervisors also appoints all advisory and regulatory boards.

Within the confines of Lower Providence Township is a portion of Valley Forge National Historical Park and Evansburg State Park. Evansburg State Park provides for a multitude of recreational activities such as horseback riding, hiking, picnicking, biking, fishing and hunting. Mill Grove, the world-renowned first home in America of John James Audubon, is maintained as a museum and wildlife sanctuary by Montgomery County.

The award winning Methacton School District provides extraordinary educational opportunities for Township residents. The Woodland Elementary, Eagleville Elementary, Arrowhead Elementary and Arcola Middle School, a Nationally Recognized School of Excellence, are all located within the Township.

The township parks master plan was last updated in 2002 and requires a complete and comprehensive plan to accommodate current and future park, recreation, trail and open space demands for the community. Many existing outdoor recreational resources are available but somewhat disconnected to the community such as regional trail systems and national, state, county and local parks and open spaces. This comprehensive parks, recreation and open space (PROS) plan will review needs and demands that have changed since the last updates (Recreation Plan 2002 and Open Space Plan 2005) and predict the future capital projects required to provide the infrastructure and programming to benefit the health and welfare of the community.

This project is partially funded by a grant from the Community Conservation Partnership Program administered by the Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation (Bureau). The Bureau has certain requirements and standards that must be met by the Lower Providence 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-TAG-25-138**.

SECTION 2. GENERAL TERMS

- The Lower Providence 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 the Lower Providence Township.
- The contract is subject to the approval of the 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 Lower Providence Township review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by the Lower Providence 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 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. PLAN PURPOSE, GOALS, AND OBJECTIVES

Beyond the overall need for a system-wide update, the primary goal for this comprehensive plan is to find more ways to connect the community to close-to-home recreational opportunities, trails, parks and green spaces. The township recognizes the need to enhance connections throughout the community to link to existing major regional trail systems as well as connect to existing national, state, county and local parks. This park comprehensive plan will examine the past 2009 Bicycle and Pedestrian Infrastructure Improvement Plan and the previous parks plans to examine the missing links and needed connections for parks, trails and open spaces. The plan should help identify to key acquisition sites to remove barriers to existing park, open space and trail resources. This plan will then target potential acquisition in its proposed capital facilities plan to help close the gap in strategic links. The plan's goal will include the development of a system of parks, trails, sports fields and playgrounds that provide a diverse range of recreational opportunities with universal access and incorporating both popular and emerging trends in recreation.

The township has adopted a green approach to stormwater management by naturalizing all of its stormwater detention basins, beginning in early 2000s. Lower Providence Township also actively partners with the Perkiomen Watershed Conservancy to implement riparian buffer plantings to improve stream quality along its major streams and tributaries. Tree plantings are added to existing parks to expand the shade tree canopy. The parks comprehensive plan will examine additional opportunities for incorporating green infrastructure and innovative stormwater practices into the park system.

During the assessment of conditions in the existing park inventory, the consultant team will examine the park system for any potential barriers to universal access. Existing architectural barriers will be noted, and remedies planned for in the plan's recommendations for future capital improvements. The site conditions assessments for existing recreational facilities will provide an overview of where ADA compliance issues will need to be addressed. The PROS plan will identify ADA improvements for the park system in its recommended capital improvement plan.

B. PUBLIC PARTICIPATON

Community involvement and engagement must prioritize diversity, equity, and inclusion to ensure feedback and recommendations that are comprehensive, appropriate, and accountable. The scope of work for the parks comprehensive includes an extensive public engagement process comprising 25% of the project time and its budget. Outreach for gathering community feedback will include plan status and updates on the parks website, news of the planning process on regular e-news blasts, incorporation into the parks FaceBook page, regular public meetings on plan process updates at Board of Supervisor meetings, Planning Commission meetings and Parks Board meeting. A community-wide survey will be conducted as well as an additional on-line survey to gather community preferences on park and trail infrastructure, recreation programming and future improvements to the park system. Engagement activities for the plan's public input will also be incorporated into the Township's existing community recreation events and activities such as Opening Days for the local sports leagues, the Easter Egg Hunt, the Fall Fest and the Tree Lighting. The Township Recreation staff is prepared to assist the consultant with coordination and scheduling of CRPOS engagement activities with other Township events, meetings, room reservations, etc.

1. At minimum, public participation must include:
 - a. Open Space Committee (5-9 people) – An open space committee has been formed to meet with the planning consultant on a regular basis to provide guidance and review of the work.
 - b. Public Meetings (2 meetings) – At least two public meetings must be held and at least one must be with elected officials.
 - c. Key Person Interviews (~12 stakeholders) – A key person interview is a one-on-one discussion about a specific topic with an individual recognized or designated as a community leader. The Open Space Committee will help to determine potential interviewees to be contacted for individual interviews.
 - d. On-Line Survey – An on-line survey will be developed to use on the City's website and at significant public events.
 - e. Focus Groups – Up to two focus groups provides community input from individuals with common interests. Consider focus groups organized sports organizations, and other potential special interest groups, will be interviewed in a group meeting.
 - a. Planning Document Review – Review previous planning documents and consider the results of recent public participation efforts regarding parks, recreation, and open space.

C. BACKGROUND INFORMATION

1. Community Background
 - a. Geographic location, size, regional context, character, history, etc.
 - b. Type of government.
 - c. History of the agency's recreation and park functions.
2. Socioeconomics (use of U.S. Census data is required)
 - a. Demographic trends including population, age, gender, race & ethnicity, households, income, education, and visitors.
 - b. Population projections for at least the next 10-20 years.
 - c. Economic trends including economic conditions, major employers, and fiscal health.
3. Physical Characteristics
 - a. Updated version of the existing municipal land use map.
 - b. Inventory and discussion of natural features and ecosystems such as forests, wetlands, waterways, farmland, critical habitats, etc.
 - c. Inventory and discussion of cultural and man-made features such as historic sites, transportation corridors, housing, utilities, etc.

- d. Inventory and analysis of environmental issues such as stormwater and brownfields.
4. Provisions of existing planning documents (i.e. Comprehensive Land Use Plan, Watershed or Rivers Conservation Plan, Greenway Plan, etc.).

D. AGENCY MISSION STATEMENT, GOALS, AND OBJECTIVES

The agency mission statement provides a clear definition of the agency's purpose and responsibilities. Goals address what the agency hopes to achieve in the next ten years. Agencies that have already developed a mission statement and goals should analyze them to determine if they clearly focus the agency's direction and purpose, are reasonable and achievable, and reflect the needs of their constituents. For agencies initiating a parks, recreation, and open space program, completion of this task may be best accomplished at the end of the project.

1. Review existing mission statement, goals, and objectives from previous park, recreation and open space planning documents.
2. Work with the Open Space Committee to develop a draft mission statement, goals, and objectives. The Draft Statements will be evaluated by the Board of Supervisors and refined at the end of the planning process.

E. TOWNSHIP PARKS, RECREATION & OPEN SPACE ADMINISTRATION

Analyze how effectively Lower Providence Township administers recreation, park, and open space services. Township practices are compared to accepted administrative practices. Township practices include the ability to involve the public with long-range planning efforts; the ability to work cooperatively with other public agencies, community groups, and businesses; and the effectiveness of existing office procedures and policies.

1. Describe and analyze the following:
 - a. Enabling legal document from which the Township receives authority and responsibility.
 - b. Relationships between the Township and community organizations and agency involvement with regional initiatives.
 - c. Public relations and marketing efforts to promote agency functions, services, and programs.
 - d. Cooperative efforts and established agreements between the Township and other municipalities, schools, recreation providers, conservation groups, support groups, area businesses, etc.
 - e. Policies and procedures that govern the general operation of the Township recreation, park, and open space functions (use of facilities, non-resident participation, policy manuals, risk management program, record keeping, etc.).
 - f. Opportunities for public involvement in planning efforts including use of program evaluation forms, distribution of surveys, public meetings, etc.
 - g. Record-keeping procedures.
 - h. Administrative challenges.

F. TOWNSHIP PARKS & RECREATION PERSONNEL

Describes who is responsible for providing the Township's recreation, park, and open space programs and services and analyze the effectiveness of each involved entity. Township personnel may include the governing body, municipal manager; public works department; paid recreation and park staff, maintenance staff, program staff, and/or volunteers such as recreation and park board members.

1. Analyze the organizational chart for accuracy with current conditions and procedures.
2. Describe and analyze the following:
 - a. Number, type, roles, and responsibilities of Township personnel currently responsible for providing recreation, park, and open space programs and services.

- b. Number, type, roles, and responsibilities of volunteers, such as the recreation and park board, that are responsible for maintaining recreation, park, and open space and assisting with programs, services, etc.
- c. How new staff/volunteers are hired/appointed and trained for new positions.
- d. Existing personnel policies including manuals, appraisal systems, continuing education, etc.
- e. Staffing level (paid or volunteer) needed to effectively administer and maintain the Township facilities, programs, and services. Compare with existing conditions.

G. FACILITIES AND OPEN SPACE INVENTORY AND ANALYSIS

Analyze existing recreation, park, and open space resources, regardless of ownership, and compare to standards based on population and service areas. The general locations and types of new recreation, park, and open space facilities and development priorities are identified with strong public participation and input.

1. On a map broken down by census tract or neighborhood, identify the location of indoor and outdoor facilities and open space owned/operated by:
 - a. Public agencies
 - b. Schools (public and private, all levels)
 - c. Major non-profits and quasi-public organizations (athletic associations, scouts, conservancies, service clubs, YMCA/YWCA's, etc.)
 - d. Major private businesses (health clubs, bowling alleys, etc.)
2. Provide the following information in chart form for the indoor and outdoor facilities and open space identified on the map:
 - a. Facility or open space name
 - b. Ownership
 - c. Number and type of facilities
 - d. Acreage
 - e. General condition and use
3. Provide the following information for the indoor and outdoor facilities and open space owned or managed by the agency:
 - a. Condition and required upgrades and/or major repairs.
 - b. Obsolete, underutilized, and/or inappropriate.
 - c. Compliance with current safety guidelines such as those developed by the Consumer Product Safety Commission (Playgrounds).
 - d. Compliance with accessibility standards (Americans with Disabilities Act).
 - e. Compliance with inclusive design standards.
 - f. Connectivity to transportation network (walk, bike, vehicle, public transit, etc.).
4. Compare existing number and type of facilities with developed standards from the National Recreation and Park Association (NRPA) or a county agency.
5. Compare public input with existing facilities and conditions.
6. Analyze the condition of existing greenways and riparian forest buffers and the development of additional resources in coordination with statewide initiatives and goals.
7. Analyze open space preservation techniques such as mandatory dedication, overlay zoning, conservation easements, etc.
8. Additional items for Greenways:
 - a. Prepare a base map of the proposed greenways.
 - b. Determine land ownership along corridor and contact non-agency owners to gauge potential support.
 - c. Identify corridor boundary, topography, geology, significant natural features and historic/cultural resources.
 - d. Conduct a wildlife analysis and document negative impacts of corridor development.
 - e. Determine demand and profile of potential user groups (walkers, bikers, etc.)
 - f. Determine potential connections to neighborhoods, businesses, transportation networks, etc.

H. FACILITIES AND EQUIPMENT MAINTENANCE

Analyze the effectiveness of the maintenance program.

1. Describe the current maintenance program and analyze its effectiveness. This includes record keeping, preventive maintenance, use of a maintenance management plan, etc.
2. List major maintenance equipment including age and purpose.
3. Describe existing risk management efforts including inspection of park facilities, specifically playground equipment.
4. Analyze the adequacy of maintenance in relation to the condition of the recreation and park facilities and open space areas.

I. RECREATION PROGRAMS AND SERVICES

Compare existing offerings to those provided by other entities, the needs/wants of constituents, and professional standards to determine if the Township provides a sufficiently broad range of cost-effective programs and services that constituents need/want.

1. Provide a list of programs and services sponsored by public, non-profit, and private entities that include:
 - a. Sponsoring group
 - b. Program name
 - c. Participant target age and gender
 - d. Program fee (if any)
2. For Township or publicly sponsored programs and services, provide information about participation trends for the previous five years.
3. Determine availability of programs and services for:
 - a. Active and passive
 - b. Competitive and noncompetitive
 - c. Individuals and groups
 - d. All gender identities
 - e. All ages and abilities
 - f. All races and ethnicities
 - g. All income levels
 - h. All education levels
4. Analyze accessibility and inclusiveness of Township programs and services.
5. Identify program and service deficiencies and develop a strategy for the Township to address them.

J. FINANCING

Identify and analyze current and previous Township Parks and Recreation (P&R) funding levels and sources, including tax and non-tax support, and compare to other municipal departments and similar agencies.

1. Compare tax support for recreation and parks in relation to the overall municipal budget and to other departments from the same municipality for the previous 5-year period.
2. Describe the Township philosophy for providing tax support to finance recreation and parks.
3. Compare Township P&R capital and operating expenditures with P&R agencies from municipalities that have similar populations and socio-economic characteristics.
4. Identify and analyze the major revenue sources (taxes, fees, donations, grants, etc.) and amounts used to finance recreation and parks.
5. Describe and analyze the current Township (recreation and park) budget process.
6. Identify new sources to finance recreation and parks and provide examples of their application.

K. RECOMMENDATIONS AND COST ESTIMATES

Outline specific Township priorities and actions to improve recreation and park facilities, programs, and services to meet community needs. Provide recommendations for scope of work

elements supported by data analysis and public input. Cost estimates shall be provided when appropriate.

1. Describe the recommended changes for administration, personnel, facilities, maintenance, programs, services, and financing and provide supporting data to justify the recommendations.
2. Provide a cost estimate to implement each recommendation and discuss potential implementation opportunities and challenges.
3. Each plan component must include:
 - a. An inventory of existing conditions.
 - b. A comparison of existing conditions with local or national standards.
 - c. Recommendations with priorities, timetables, and cost estimates.

L. PLAN IMPLEMENTATION

The cohesive and easy to follow five-year implementation plan must:

1. Prioritize the operating-related recommendations
2. Identify the following information for each recommendation:
 - a. Roles and responsibilities of public and non-public agencies.
 - b. Appropriate organizational structure to establish and maintain the facility.
 - c. Target dates for implementation.
 - d. Potential costs.
 - e. Potential funding source(s).
3. Prioritize capital improvement recommendations and provide a multi-year year Capital Development Program organized by short-term (1-3 years), medium-term (4-7 years) and long-term (8 plus years) projects. Identify the following information for each project:
 - a. Facility/area name.
 - b. Description of proposed improvements.
 - c. Total estimated development costs of proposed improvements, including engineering and design costs, project administration costs, acquisition and/or construction costs, and at least a 10% contingency.
 - d. Potential funding source(s).
4. Provide a five-year summary of the projected fiscal impact on the operating budget for operating-related costs associated with administration, personnel, programs, services, and maintenance.

SECTION 4. CONSULTANT QUALIFICATIONS

General Consultant Qualifications

Regardless of the planning project type, the lead consultant or consultant team must have documented experience in the following:

- A. Leadership and successful completion of planning studies of the project type funded by the grant.
- B. Development and implementation of public participation processes such as public meetings with elected officials and stakeholders, study committee meetings, focus group meetings, key person interviews, public surveys, etc.
- C. Development of planning documents and design for public park and recreation facilities/areas.
- D. Development of policies and procedures for the management, operation, and maintenance of public park and recreation facilities/areas.
- E. Effective communication of recommendations and implementation strategies to elected officials, non-profit organizations, and stakeholders.

Park and Recreation Practitioner Requirement

For certain planning project types outlined below, the Bureau requires a Park and Recreation Practitioner, preferably holding a Certified Park & Recreation Professional (CPRP) certification with a minimum of three (3) years of experience, to be a member of the consultant team. Generally, the role of the practitioner is to advise the grantee of current park and recreation management, operation, and maintenance practices and formulate appropriate recommendations.

The practitioner's minimum role should include:

- Attendance at study committee meetings.
- Involvement in the public participation process such as public meetings with elected officials and stakeholders, study committee meetings, focus group meetings, key person interviews, public surveys, etc.
- Evaluation of all existing park and recreation sites and those considered for potential acquisition.
- Preparation and review of the draft plan and final plan. The Bureau requires written review comments from the practitioner.

Project Specific Consultant Qualifications

Comprehensive Park, Recreation, and Open Space Plan (CPROS)

Comprehensive Park, Recreation, and Open Space Plans are typically developed by a team of professionals that include community planners, landscape architects, and park and recreation professionals. At least one member of the consultant team must be a park and recreation practitioner, preferably holding a Certified Park & Recreation Professional (CPRP) certification with a minimum of three (3) years of experience in the administration, planning, development, and maintenance of a comprehensive park and recreation system.

SECTION 5. REQUIRED SUBMITTALS

A. Letter of Transmittal

This letter must include the following:

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

B. Profile of Firm

This consists of the following:

- A statement of the firm's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
- The location of the firm's office that will perform the work.
- Resumes of individuals (consultants, employees, 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.

C. Methods and Procedures

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

D. Work Schedule

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

E. Cost

For each major work element, the costs must be itemized 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 Lower Providence Township. However, approval will not be denied if the staff replacement is determined by Lower Providence Township to be of equal ability or experience to the predecessor.

The method of billing must be stated. The preferred practice of Lower Providence Township is to pay upon completion of the work and receipt of the required report. However, Lower Providence 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 DCNR.

F. 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

A. 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

B. Procedures and Methods

The following factors will be considered:

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

C. Cost

The following factors will be considered:

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

D. Oral Presentation

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

SECTION 7. CONTRACT FOR PROFESSIONAL SERVICES

A proposed contract is included for review. If it is satisfactory, it should be completed, executed, and submitted with the proposal. If you prefer an alternative contract, you may submit it as a part of your proposal. Lower Providence Township reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional services contract.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 2020, by and between Lower Providence Township, Montgomery County, Pennsylvania ("Lower Providence Township"), and _____ ("Consulting Firm").

WHEREAS, the Lower Providence Township desires to have certain one-time professional consulting work performed involving Lower Providence Township, Parks and Recreation Open Space Plan

WHEREAS, the Lower Providence Township desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by Lower Providence 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. Lower Providence Township.
2. Obtain approval from the Lower Providence Township of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by Lower Providence Township to be of equal ability or experience to the predecessor.

THE Lower Providence 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 Lower Providence 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 Lower Providence 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 the Lower Providence 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:

FOR LOWER PROVIDENCE TOWNSHIP:

TITLE: _____

WITNESS:

FOR THE CONSULTING FIRM:

TITLE: _____

APPENDIX A

Comprehensive Recreation, Park, and Open Space Plan (CRPOS)

Final Products

NARRATIVE REPORT

A draft final CRPOS Plan must be reviewed and approved by the agency and Bureau before it is officially adopted by the agency. Typically, the review process consists of reviewing a complete draft plan, providing comments, and reviewing a revised draft plan to ensure comments are adequately addressed.

The final CRPOS Plan 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.

- Executive Summary – Briefly describe the planning process, highest priorities, and final recommendations.
- (A) Plan Purpose, Goals, and Objectives
- (B) Public Participation
- (C) Background Information
- (D) Agency Mission Statement, Goals, and Objectives
- (E) Agency Administration
- (F) Agency Personnel
- (G) Facilities and Open Space Inventory and Analysis
- (H) Facilities and Equipment Maintenance
- (I) Recreation Programs and Services
- (J) Financing
- (K) Recommendations and Cost Estimates
- (L) Plan Implementation
- (M) Additional SOW Elements and/or Recommendations (optional)
- Appendices

REQUIRED DOCUMENT SUBMISSION

The Grantee should determine the exact number of printed and electronic copies of the CRPOS Plan based on agency need and state the requirement in the RFP.

The following documents must be submitted to DCNR:

- Two (2) printed and bound copy of the final CRPOS Plan with the cover signed, sealed, and dated by the design consultant.
- One (1) electronic PDF of the final CRPOS Plan (as a single document) with the cover signed, sealed, and dated by the design consultant.
- Two (2) printed and one (1) 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-lighted 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)

DCNR-2018-Gen
Gen-GPM – 1 Rev. 5/18