



ABINGTON TOWNSHIP

REQUEST FOR PROPOSALS (RFP):

**Comprehensive Recreation, Park, and Open Space Planning
Services in Abington Township**

PROPOSAL INFORMATION

Submittal Deadline:
Tuesday June 14, 2022

Submit Qualifications to:

Richard J. Manfredi
Township Manager
Abington Township
1176 Old York Road
Abington, PA 19001

Any inquiry concerning this RFP should be directed by e-mail to:

Ashley McIlvaine
Assistant Township Manager
amcilmvaine@abingtonpa.gov



ABINGTON TOWNSHIP
Request for Proposals – Comprehensive Recreation, Park, and Open Space Plan

REQUEST FOR PROPOSALS:

**Comprehensive Recreation, Park, and Open Space Planning
Services in Abington Township**

Abington Township will accept qualifications for planning consulting services for the creation of a Recreation, Park and Open Space Plan for Abington Township, until **12:00 p.m. on Tuesday, June 14, 2022**, to tcastorina@abingtonpa.gov.

All qualifications presented will be in accordance with this Request for Proposals ("RFP" and/or "Proposal") specifications. One (1) electronic copy of each proposal shall be submitted to and received by e-mail at tcastorina@abingtonpa.gov with the subject line as "RFP – Recreation, Park, and Open Space Plan" on or before **12:00 p.m. on Tuesday, June 14, 2022**. One (1) original hard copy of the RFP should also be submitted to the Township at:

Richard J. Manfredi
Township Manager
1176 Old York Road
Abington, PA 19001

For an electronic version of the RFP, please e-mail
tcastorina@abingtonpa.gov or visit www.abingtonpa.gov/RFP

If you have any questions regarding the contents of this RFP, please contact Ashley McIlvaine, Assistant Township Manager.



ABINGTON TOWNSHIP
Request for Proposals – Comprehensive Recreation, Park, and Open Space Plan

ABINGTON TOWNSHIP

REQUEST FOR PROPOSALS:

**Comprehensive Recreation, Park, and Open Space Planning
Services in Abington Township**

TABLE OF CONTENTS

| | | |
|------|-------------------------------------|---|
| I. | GENERAL INFORMATION..... | 3 |
| | a. BACKGROUND | |
| | b. PROFESSIONAL CREDENTIALING | |
| | c. RFP SCHEDULE | |
| | d. QUESTIONS | |
| | e. ADDENDA | |
| II. | SCOPE OF WORK..... | 4 |
| III. | PROPOSAL ELEMENTS..... | 5 |
| | a. GENERAL REQUIREMENTS | |
| | b. FORMAT OF TECHNICAL PROPOSAL | |
| | c. FORMAT OF COST PROPOSAL | |
| IV. | SELECTION PROCESS..... | 8 |
| | a. SELECTION DATE | |
| | b. EVALUATION CRITERIA | |
| | c. INTERVIEWS | |
| | d. RESERVATIONS REGARDING SELECTION | |



ABINGTON TOWNSHIP
Request for Proposals – Comprehensive Recreation, Park, and Open Space Plan

I. GENERAL INFORMATION

A. BACKGROUND

Abington is a township located in Montgomery County, Pennsylvania, encompassing approximately 15 square miles or 9,520 acres of land with more than 22,000 parcels. The Township functions under a fifteen (15) member Board of Commissioners under a Council-Manager form of government with Departments providing quality services to over 58,000 residents.

The Township is soliciting proposals from professional planning firms for the creation of a Comprehensive Recreation, Park and Open Space Plan for Abington Township.

B. PROFESSIONAL CREDENTIALING

The consultant(s) assigned to the project must meet the following minimum requirements:

1. Documented expertise in park, recreation, open space and trail planning, design and construction, and experience with park development and management.
2. At least one (1) member of the consulting team must have documented prior experience developing park and trail design/engineering drawings in accordance with acceptable and applicable guidelines. This person should serve as the project leader and assume overall project coordination responsibilities between the Township and consultant.
3. At least (1) member of the consulting team being a Certified Recreation and Park Professional (CPRP) is preferred.
4. Have documented experience in parks planning, recreational services, playground design and development.
5. At least one (1) member of the consulting team should be from the following disciplines: registered landscape architect, civil engineer.
6. Have documented experience in construction oversight.
7. Have documented experience in setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.



ABINGTON TOWNSHIP
Request for Proposals – Comprehensive Recreation, Park, and Open Space Plan

- C. **RFP SCHEDULE** (subject to change) This Request for Proposals schedule is proposed as follows:

| <u>DATE</u> | <u>EVENT</u> |
|------------------------|---|
| May 16, 2022 | Issued and Notice Given on Website |
| June 14, 2022 | Submission Deadline (12:00 p.m.) |
| June 15 – July 6, 2022 | Review & Evaluation of Submissions |
| July 14, 2022 | Selection of Planning Firm |

D. **QUESTIONS**

Any questions regarding this RFP should be directed to the Office of the Township Manager by e-mail to:

Ashley McIlvaine
Assistant Township Manager
amcivaine@abingtonpa.gov

All questions must be received by **12:00 p.m. on June 10, 2022**. Inquiries received after 12:00 p.m. on June 10, 2022 will not receive responses. No responses will be provided to telephone inquiries.

E. **ADDENDA**

To ensure consistent interpretation of certain items, answers to questions the Township deems to be in the interest of all will be made available on the Township website at www.abingtonpa.gov/RFP. Responses to questions will not be issued in the form of an Addendum to the Request for Proposals.

Abington Township may, in the Township's sole and absolute discretion and without explanation to the prospective proposer(s), at any time choose to discontinue this RFP without obligation to any proposer(s) who have submitted a Proposal.

II. **SCOPE OF WORK**

The Township is soliciting proposals from professional planning firms for the creation of a Comprehensive Recreation, Park and Open Space Plan as described in Appendix A: Commonwealth of Pennsylvania's Department of Conservation and Natural Resource's *COMPREHENSIVE RECREATION, PARK, AND OPEN SPACE PLAN Guidelines and Example Scope of Work* for the Township. This plan may also serve as a basis for the parks master plan in a future chapter of the Township's Comprehensive Plan.



ABINGTON TOWNSHIP
Request for Proposals – Comprehensive Recreation, Park, and Open Space Plan

Comprehensive Recreation, Park and Open Space Plan Elements:

The Comprehensive Recreation, Park and Open Space Plan and associated process shall include the following components as outlined and described on pages 2 through 9 of the Commonwealth of Pennsylvania's Department of Conservation and Natural Resources's *COMPREHENSIVE RECREATION, PARK, AND OPEN SPACE PLAN Guidelines and Example Scope of Work* found in Appendix A:

A narrative report with all supporting documents and information included as an appendix:

“Executive Summary – Briefly describe the process, priorities, and final recommendations.

- A. 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”

Deliverables Format:

All deliverables outlined above must be provided electronically. One bound copy of the Comprehensive Park, Recreation, and Open Space Plan must be provided. A sufficient number of copies of concept or site plans may be required for public engagement.

III. PROPOSAL ELEMENTS

A. General Requirements

- 1) Proposal Submission: One (1) electronic copy of the Proposal shall be sent to and received by tcastorina@abingtonpa.gov with the subject line "RFP- Recreation, Park and Open Space Plan " and one (1) original hard copy of the Proposal shall be sent to

Richard J. Manfredi
Township Manager
1176 Old York Road
Abington, PA 19001



ABINGTON TOWNSHIP
Request for Proposals – Comprehensive Recreation, Park, and Open Space Plan

Qualifications must be submitted no later than **12:00 p.m. on June 14, 2022** to:
tcastorina@abingtonpa.gov

- 1) Any Proposal submitted after the deadline will not be considered.
- 2) Preparation costs: The Township will not be responsible for any costs associated with the preparation, submission, or presentation of any Proposal.
- 3) Minority Proposer: Abington Township encourages all qualified businesses, including minority-owned and women-owned businesses, to respond to all invitations to this RFP.
- 4) All submitted qualifications will be the property of Abington Township.
- 5) Open Records Law/Public Information: Under the Pennsylvania Right-to-Know (the "Law"), 65 P.S. §67.101, et seq., as amended, and other applicable laws, a record in the position of the Township is presumed to be a public record subject to disclosure to any legal resident of the United States upon request, unless protected by a statutory exception.
- 6) This RFP shall not, without the Township's prior written consent, be disclosed to any proposer, in any manner whatsoever, in whole or in part, or used for any purpose other than the submission of the RFP to the Township.

B. Format of Technical Proposal

- 1) Title Page & Table of Contents:
 - a. Title Page should show the RFP subject; the institution's name; contact name, title, office address, telephone number and E-mail address; and the date of the proposal.
 - b. Table of Contents should identify matters submitted by section and page number.
- 2) Contact Information: On a single cover sheet in your proposal, please provide:
 - a. The name of the organization, owner, address, and telephone number;
 - b. The name and contact information for the organization's primary contact;
 - c. E-mail address for organization principals or individuals working with the Township;
 - d. The year the organization or individual practice was established; and
 - e. The MBE/WBE status of the organization.



ABINGTON TOWNSHIP
Request for Proposals – Comprehensive Recreation, Park, and Open Space Plan

- 3) Personnel Qualifications:
- a. Identify key personnel who will be responsible for performing the scope of services required under the Proposal;
 - b. Provide a resume and summary of experience for the individuals identified above, who will be responsible for performing the scope of services required under the Proposal;
 - c. Describe your experience assisting public counties, municipalities or other governmental agencies;
 - d. Describe any existing or potential legal or other policy conflicts of interest, or appearance of conflict of interest, you may have, or which reasonably might arise, because of your work with the Township;
 - e. State whether you or any principals in your organization have been (in the past five years) or are currently the subject of any Federal or State investigation or any investigation by any law enforcement agency, and indicate the nature of this investigation;
 - f. Indicate any pending litigation in which you are involved which may directly or indirectly affect your ability to work with the Township in any manner; and
 - g. Please indicate the amount of professional insurance coverage which you carry, the amount of any self-retention, and the name of the carrier.
- 4) Specialized Planning and Design Services Competence:
- a. Provide examples of respondent's experience in the past five years specifically related to the scope of services included in this RFP. This section should also include examples evidencing the respondent's experience.
 - b. Describe the process the design team will devise, implement, and execute to complete the project under this RFP.
 - c. Describe firm's abilities and past experience related to service delivery and budgetary considerations.
 - d. Describe the approach to facilitation and solicitation of ideas from staff and committee members.
- 5) Client List
- a. Provide a list of current municipal clients, including at least two references from each of those organizations, including names, contact persons, and phone numbers.
 - b. List any clients you have that could cause a conflict of interest with your performing the scope of work for the Township, if selected, and describe how you would be willing to resolve a conflict or any future conflicts of interest.

NOTE: NO FEES AND/OR PRICING OF THE RFP SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL.



C. Format of Cost Proposal

The sealed cost proposal shall contain detailed pricing information relative to the work as described for each section of the RFP. Please provide:

- 1) Rates for providing the services described in the RFP;
- 2) A list of anticipated reimbursable expenses and the rate charged for each;
- 3) Any reduced fees offered to other municipalities, government entities, economic development/redevelopment or nonprofit organizations, and civic organizations; and
- 4) Any other fees or charges not outlined in the other sections of the cost proposal.

Pricing will be reviewed based on reasonableness for services being provided, competitive market rates, and fee structure. The Township is not obligated to select the Proposal with the lowest fee proposal to perform these professional services.

IV. SELECTION PROCESS

A. Selection Date

Selection of the consultant(s) to complete this RFP will be based on timely written proposals. Oral interviews may be conducted by telephone or in-person to assist the Township in the selection process, but are not required under this RFP. It is anticipated that the selection will be made on **July 14, 2022** with the commencement of the appointment anticipated to start within 14 days of date of selection.

B. Evaluation Criteria

- 1) Any award to be made pursuant to this RFP will be based upon the proposal, with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the proposer's responsiveness to the RFP, and the ability of the proposer to meet the needs of Abington Township.
- 2) The following elements will be the primary consideration in evaluating all submitted qualifications in the selection of a consultant(s):
 - Clarity and completeness of the proposal and the apparent understanding of the work performed;
 - General qualifications, experience, and expertise of the firm and key staff;
 - Soundness of the methods and approach to the work;
 - Information derived from reference checks and review of other documents completed and submitted by the proposer;
 - Comparative cost of the organization's proposal;



ABINGTON TOWNSHIP
Request for Proposals – Comprehensive Recreation, Park, and Open Space Plan

- Capability to perform all aspects of the project scope; and
- Ability to deliver services on time and within budget.

C. Interviews

Once the qualifications have been evaluated, proposer(s) may receive an invitation for in-person interviews with their key staff that would be responsible for supporting the Township. Interviews will be granted in the Township's sole and absolute discretion.

D. Reservations Regarding Selection

The Township reserves the right to do any or all of the following:

- 1) Conduct interviews with some or all of the respondents.
- 2) Reject any or all RFPs.
- 3) Waive any informality or irregularity in a Proposal.
- 4) Hold all RFPs for a period of thirty (30) days after the date fixed for the opening thereof.
- 5) Enter into good faith negotiations with the respondents to modify service or project descriptions to a greater or lesser magnitude than described in this RFP or any Proposal.
- 6) Accept the Proposal that the Township deems in its sole and absolute discretion, to be the most favorable in the best interest of the Township.
- 7) Enter into good faith negotiations with the selected respondents regarding the pricing set forth in the Proposal prior to entering into an agreement. If the agreement's negotiations cannot be concluded successfully with the first selected respondent, the Township may negotiate an agreement with the second selected respondent.
- 8) Re-advertise this RFP for new proposals as may be deemed necessary at the sole discretion of the Township.



ABINGTON TOWNSHIP
Request for Proposals – Comprehensive Recreation, Park, and Open Space Plan

APPENDIX A:

*Commonwealth of Pennsylvania's Department of Conservation and Natural Resources's
COMPREHENSIVE RECREATION, PARK, AND OPEN SPACE PLAN
Guidelines and Example Scope of Work*

COMPREHENSIVE RECREATION, PARK, AND OPEN SPACE PLAN Guidelines and Example Scope of Work

The following information is provided to assist in the development of a scope of work (SOW) for a Comprehensive Recreation, Park, and Open Space Plan (CRPOS) that accurately addresses community needs and specific project requirements under the Community Conservation Partnerships Program. This SOW can also be used to acquire a cost estimate from a qualified consultant.

Before starting a grant application, contact the appropriate Bureau Regional Advisor to discuss the project and assist in the development of a general SOW. Contact information is available on the [Regional Staff Assignment map](#). Please contact the advisor assigned to the region in which your project is located.

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

A CRPOS Plan is a plan for the future. It involves a research, public input, and analysis process that leads to a municipal, county or regional-based plan that identifies the methods, resources, organizational capacity, and capital investment needed to accomplish both short-term and long-term recreation and conservation goals of the community. Greenways may also be studied as part of the CRPOS Plan. Greenways are linear corridors of public and private land that serve as the linkages between specifically identified natural resource-based or manmade features and can serve a variety of functions. The planning process includes substantial citizen involvement, inventory of existing conditions and facilities, analysis of issues and community needs, and specific recommendations that set forth actions, priorities, and cost. It also includes an implementation plan and strategy for measuring and evaluating progress.

A CRPOS Plan is an official document that, in part, dictates municipal land use policy and decisions. The Bureau strongly encourages municipalities to follow adoption procedures listed in the Pennsylvania Municipalities Planning Code (Section 302).

Scope of Work (SOW)

The SOW describes specific work elements and tasks to be completed by the consultant, including deliverables and timeline. Potential consultants use the detailed SOW to develop a competitive proposal.

Consultant Selection

Professional design consultants must be selected using a competitive Request for Proposals (RFP) process. If a project is selected for grant funding, a detailed SOW must be submitted to the Bureau Project Manager for review and approval before issuing the RFP or awarding a contract for professional services. The DCNR-approved RFP must be sent to at least five (5) consulting firms. The RFP provides a detailed SOW and related requirements so that all firms are competing with the same information. Proposals from more than one consulting firm provide an opportunity to compare different approaches to the work, various cost proposals and the level of expertise of more than one firm. The firm selected through an RFP process does not have to be the one submitting the lowest cost proposal. The selected proposal must be cost-effective and responsive to the community and project needs.

Comprehensive Recreation, Park, and Open Space Plan (CRPOS) Example Scope of Work (SOW)

CRPOS Plans funded by the Bureau generally incorporate the work elements outlined in the following Example SOW. Depending on agency objectives and community recreation and conservation needs, the scope of work may be modified by adding or subtracting work elements. In preparation for the RFP process, the work elements and tasks must be further defined to fully develop the project SOW. The Bureau Project Manager will assist the Grantee in finalizing a SOW that best meets the needs of the community, established planning standards, and grant program requirements.

A. PLAN PURPOSE, GOALS, AND OBJECTIVES

Describe the purpose of the plan including any special or unique community concerns that will be addressed. Develop goals that describe what the plan will accomplish. Discuss how the agency and the public will use the plan. The purpose, goals, and objectives should be developed prior to consultant selection. This will allow the consultant team to concentrate the research and analysis on the highest agency priorities.

B. PUBLIC PARTICIPATION

Public participation is required throughout the planning process to help determine and prioritize community needs. Public participation techniques are outlined in the Bureau's *Public Participation Guide* and below. Community involvement and engagement must prioritize diversity, equity, and inclusion to ensure feedback and recommendations that are comprehensive, appropriate, and accountable. The narrative must include a detailed summary of the public participation methods, results, and conclusions (i.e. areas of consensus and/or contention); raw data should be included in the appendix.

1. At minimum, public participation must include:
 - a. Study Committee (5-9 people) – A representative and diverse study committee must be formed and meet with the planning consultant on a regular basis to provide guidance and review of the work. Consider appointing 5-9 people to the committee.
 - b. Public Meetings (2 meetings) – At least two public meetings must be held and at least one must be with elected officials. The appropriate number and type of meetings will vary depending on the project scope and community needs.
 - c. Key Person Interviews (10-20 interviews) – 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 Study Committee should help to determine potential interviewees. Consider conducting 10-20 interviews.

2. Additional recommended public participation:
 - a. Citizen Survey – A random sample citizen survey is a type of opinion poll that asks residents for their perspectives on specific topics. Describe the survey method to be used (i.e. written, telephone, internet, etc.) and the anticipated number of survey questionnaires.
 - b. Focus Group – A focus group provides community input from individuals with common interests. Consider focus groups comprised of neighborhood residents, elected officials, organized sports organizations, etc.
 - c. 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

The background information provides an overview of the community and the recreation, park, and open space system. Analyzing this data helps develop a future system that reflects the needs of present and future residents as well as conserves the natural, cultural, and historic elements that contribute to the uniqueness and cohesiveness of the community. Provide the following 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, [2020-2024 Pennsylvania Statewide Comprehensive Outdoor Recreation 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. Discuss the purpose and use of a mission statement, goals, and objectives. They should have long-term applicability beyond the planning process.
2. Develop a draft mission statement, goals, and objectives. They should be re-evaluated at the end of the planning process to ensure that they are still appropriate for the agency.

E. AGENCY ADMINISTRATION

Analyze how effectively the agency administers recreation, park, and open space services. Agency practices are compared to accepted administrative practices. Agency 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.

Describe and analyze the following:

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

F. AGENCY PERSONNEL

Describes who is responsible for providing the agency recreation, park, and open space programs and services and analyze the effectiveness of each involved entity. For most agencies, at least one entity is responsible for developing programs and services. Agency 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 agency 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 or arts council, 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 agency 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. Determine local access to outdoor recreation using the following resources:
 - a. The National Recreation and Park Association (NRPA) [Park Metrics](#) 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](#) 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](#). This [interactive map of outdoor recreation access in Pennsylvania](#) 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.
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

For agencies that are currently maintaining facilities, analyze the effectiveness of the maintenance program. Agencies without any facilities are provided with an overview of recreation and park maintenance requirements and how they can develop effective maintenance programs to ensure the protection of future capital investments.

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

For agencies that currently provide programs and services, compare existing offerings to those provided by other entities, the needs/wants of constituents, and professional standards. This comparison helps to determine if the agency provides a sufficiently broad range of cost-effective programs and services that constituents need/want. For agencies interested in providing programs and services, identify new programming areas and discuss an implementation strategy.

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 agency 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 agency programs and services.
 5. Identify program and service deficiencies and develop a strategy for the agency to address them.

J. FINANCING

Identify and analyze current and previous agency 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 agency philosophy for providing tax support to finance recreation and parks.
3. Compare agency capital and operating expenditures with 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 agency (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 agency priorities and actions to improve recreation and park facilities, programs, and services to meet community needs. Recommendations supported by data analysis and public input must be provided for scope of work elements. Cost estimates must 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. Additional items for Greenways:
 - a. Provide options for the development of different types of greenways (active, passive, resource protection, etc.).
 - b. Develop a greenway concept plan.
 - c. Phase acquisition and development and identify appropriate protection measures.
4. 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.

M. ADDITIONAL SOW ELEMENTS AND/OR RECOMMENDATIONS (*optional*)

Include additional SOW elements and/or recommendations, as appropriate. These may include, but are not limited to:

1. Greenway Plan
2. Trail Network Plan
3. Pool Feasibility Study
4. Playground Safety Study
5. Concept Designs for Neighborhood Parks
6. Maintenance Management Plan
7. Customer Service and Marketing Plan

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

Final Products

NARRATIVE REPORT

A draft final CRPOS Plan must be reviewed and approved by the Grantee and Bureau before it is officially adopted by the Grantee. 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 components in logical order. All supporting documents and information should be included in the appendix and not in the body of the report.

Executive Summary – Briefly describe the process, priorities, and final recommendations.

- A. 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)
- Appendix

REQUIRED DOCUMENT SUBMISSION

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

The following documents must be submitted to DCNR:

- Two (2) printed and bound copies 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.

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

DCNR Grant Application Cost Estimate Checklist

Provide this checklist to a qualified design consultant to develop a detailed cost estimate to be submitted with the DCNR Grant Application. The cost estimate must be detailed for the project to be considered Ready-to-Go during the application review process.

| Cost Estimate | Item |
|----------------------|--|
| _____ | <input type="checkbox"/> Executive Summary |
| _____ | <input type="checkbox"/> (A) Purpose, Goals, and Objectives |
| _____ | <input type="checkbox"/> (B) Public Participation |
| | <input type="checkbox"/> Study Committee Meetings (required; 5-9 people): # _____ |
| | <input type="checkbox"/> Public Meetings (2 required; 1 with elected officials): # _____ |
| | <input type="checkbox"/> Key Person Interviews (required; 10-20 interviews): # _____ |
| | <input type="checkbox"/> Citizen Survey (optional): # _____ |
| | <input type="checkbox"/> Focus Group (optional): # _____ |
| | <input type="checkbox"/> Other (optional): _____ |
| _____ | <input type="checkbox"/> (C) Background Information |
| _____ | <input type="checkbox"/> (D) Agency Mission Statement, Goals, and Objectives |
| _____ | <input type="checkbox"/> (E) Agency Administration |
| _____ | <input type="checkbox"/> (F) Agency Personnel |
| _____ | <input type="checkbox"/> (G) Facilities and Open Space Inventory and Analysis |
| _____ | <input type="checkbox"/> (H) Facilities and Equipment Maintenance |
| _____ | <input type="checkbox"/> (I) Recreation Programs and Services |
| _____ | <input type="checkbox"/> (J) Financing |
| _____ | <input type="checkbox"/> (K) Recommendations and Cost Estimates |
| _____ | <input type="checkbox"/> (L) Plan Implementation |
| _____ | <input type="checkbox"/> (M) Additional SOW Item: _____ |
| _____ | <input type="checkbox"/> Draft Narrative Report and Other Deliverables, as applicable |
| _____ | <input type="checkbox"/> Final Products |
| | <input type="checkbox"/> Narrative Report signed, sealed, and dated: # _____ |
| | <input type="checkbox"/> Other, as applicable: # _____ |
| _____ | TOTAL |