

ANNOUNCEMENT

REQUEST FOR PROPOSAL (RFP)

Ligonier Beach Park Swimming Pool Feasibility Study and Master Site Development Plan
Ligonier Township, 1 Municipal Park Drive, Ligonier, PA 15658

The Manager of Ligonier Township, Westmoreland County, Pennsylvania is accepting proposals for a one-time contract to perform certain professional services work for the Township for the development of a Master Site Plan for Ligonier Beach Park, to include evaluating the feasibility of including a swimming pool complex as part of the Plan. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

Sealed proposals must be received by Township Manager, Michael Strelac no later than **2:00 p.m., Friday May 17, 2024** Proposals may be hand delivered, or mailed to: Ligonier Township, Attn: Michael Strelac, 1 Municipal Park Drive, Ligonier, PA 15658.

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NOTE: The term "proposer" or "firm" in this RFP means the person or firm making a proposal based on the RFP.

SECTION 1. BACKGROUND

The Scope of this project involves determining the feasibility of a swimming pool complex that includes rebuilding the existing (or a version of the existing) 1.3 million-gallon swimming pool and developing a Master Site Plan for the 8-acre Ligonier Beach Park property. The property is located in Ligonier Township, one mile from the charming town of Ligonier, sandwiched perfectly between the town, with its varied shops and eateries, and the treasured Laurel Mountains with its expansive open spaces for outdoor adventure to the east/southeast. The property's immediate borders include S.R. 30, private landowners, and the Loyalhanna Creek.

For 93 years (1925-2017), Ligonier Beach was a popular swimming destination for community residents and visitors alike. The massive swimming pool, nestled at the foot of the Laurel Mountains, alongside the Loyalhanna Creek, was a recreational landmark along the historic Lincoln Highway. Not only did generations of Ligonier Valley families enjoy the recreational opportunity the pool provided, but also Pittsburghers and visitors from across the country traveled to experience one of Pennsylvania's largest pools.

The previous owners filed for bankruptcy and subsequently flooding events damaged several buildings as well as the pool's filter and pump systems. The previous owners closed the pool permanently in 2018 and the property was put up for sale.

In 2019, Ligonier Township acquired the property through grants from the Katherine Mabis McKenna Foundation and the Pennsylvania Department of Conservation and Natural Resources. The Township completed all requirements necessary for the acquisition grant. Several concepts for the property were developed by various entities however, a plan was not put into place at that time. Additional challenges to progress included unplanned delays resulting from the COVID-19 pandemic, shortages within the Township's municipal office staff, and changes in the Supervisory Board.

A grass-roots citizens' group, inspired by the community's desire to see the recreational landmark revitalized, established a 501(c)(3) non-profit to assist the Ligonier Township Supervisors in their pursuit of developing the Ligonier Beach Park property. This project will complete the work necessary to evaluate the feasibility of restoring the current swimming pool, a version of the existing swimming pool, and/or a new pool concept, as well as to develop a final master site plan for the property.

The Township received demolition funding from Westmoreland County to remove the deteriorated restaurant building, the bathhouse building, and the filter house building, which occurred in early 2023. The pump house has also been removed. The swimming pool structure, sand filters, large pavilion, as well as a historical stone arch and small stone building remain intact.

The 2020-2024 Pennsylvania Outdoor Recreation Plan is the foundation for this project. The Plan's title, "Recreation for All", highlights the need to provide outdoor recreation and easy access to outdoor recreation to all communities across the Commonwealth.

It is the goal of Ligonier Township to work with a qualified consultant to complete the following outlined tasks and deliverables with guidance and funding provided through the Pennsylvania Department of Conservation and Natural Resources. The priority of Ligonier Township is that at the end of this project, all viable creative and practical alternative options will have been considered, and a final recommended plan will be completed that reflects a unique, year-round outdoor recreation destination for the use and enjoyment of the entire Ligonier Valley community and to drive tourism for the area.

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

The DCNR Grant Agreement number is **[BRC-TAG-28.6-92]**.

SECTION 2. GENERAL TERMS

- Ligonier 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 municipality. 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.
- The contract is subject to the approval of the Ligonier 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 Ligonier Township's review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by Ligonier Township, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 60-day period that proposals are effective.
- The proposer is encouraged to add to, modify, or clarify any scope of work items it deems appropriate to develop high-quality plans at the lowest possible cost. All changes should be identified with an explanation. However, the scope of work proposed must accomplish the goals and work stated below.

DELIVERABLE 1: NARRATIVE REPORT

The final Pool Feasibility Study and Master Site Development Plan (MSDP) must be in the format of a narrative, bound report beginning with an executive summary and followed by clearly labeled sections for each of the plan and study components in logical order. While there may be sections of both the Swimming Pool Feasibility Study and MSDP that are identical in their required elements, such as public participation, community demographics, etc. that can be combined within the narrative, tasks specific to the Swimming Pool Feasibility Study and MSDP should be completed separately per the section outline below. It should be understood that the outlined tasks for the Swimming Pool Feasibility Study and MSDP are performed concurrently if possible. This should be taken into account when detailing a project timeline for both task completion and progress meetings. All supporting documents and information should be included in an Appendix and not in the body of the report.

The Narrative Report must address the following Work Elements A-J, as outlined through the key project tasks for each element:

Executive Summary

Briefly describe the process, priorities, and final recommendations of the Ligonier Beach Swimming Pool Feasibility Study and MSDP.

A. Purpose, Goals and Objectives

Briefly state the purpose, goals, and objectives of the Swimming Pool Feasibility Study and MSDP.

B. Public Participation

Public participation is required throughout the planning process to help determine and prioritize the types of facilities and activities at the site. Community involvement and engagement must prioritize diversity, equity, and inclusion to ensure feedback and recommendations that are comprehensive, appropriate, and accountable. This section should 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.

Task 1. Review previously completed planning documents and consider the results of past public participation efforts and surveys regarding Ligonier Beach Park available at the Ligonier Township office.

Task 2. Public Participation at a minimum, must include:

- a. Study Committee (9 people) – A representative and diverse study committee has already been formed with approval from the project coordinator to meet with the planning consultant on a regular basis to provide guidance and review of the work.
- b. Public Meetings (3 meetings) – At least three public meetings must be held: at least one must be with elected officials and one must be held with the youth living

within the Ligonier Valley School District. 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.
- d. Other – Additional recommended public participation such as citizen surveys, focus groups, or other creative strategies for public inclusion.

C. Background Information

Use of the most recent U.S. Census data is required.

Task 1. Provide the following community information:

- a. Physical characteristics including location, size, and regional context.
- b. Demographics including population, age, gender, race & ethnicity, households, income, education, and visitors.
- c. Economic, housing, transportation, and historic/cultural assets.
- d. Natural resources such as forests, wetlands, waters, farmland, critical habitats, riparian buffers, tree canopy, etc.
- e. Park, open space, and recreation facility(s) including number, size, and type.
- f. Project site(s) relationship to the community and/or regional park system.
- g. Project site(s) relationship to watersheds.
- h. Provisions of existing planning documents (i.e. Comprehensive Recreation, Parks and Open Space Plan, Comprehensive Land Use Plan, Watershed or Rivers Conservation Plan, [2020-2024 Pennsylvania Statewide Comprehensive Outdoor Recreation Plan](#), etc.) that are applicable to the project site(s).

D. Site Inventory and Analysis

The site inventory and analysis establish parameters for the proposed facilities and activities at the site.

Task 1. Describe the physical, natural, and historic/cultural resources and legal restrictions related to the project site(s) and any potential impacts on potential development and use. Provide analysis of the opportunities and constraints. Include the following:

- a. Location
- b. Acreage
- c. Zoning
- d. Surrounding land use
- e. Deed restrictions
- f. Easements & rights of ways
- g. Utilities
- h. Circulation & access
- i. Historic/cultural features
- j. Environmental issues
- k. Topography
- l. Hydrology (water, wetlands, stormwater)

- m. Vegetation
- n. Soil types
- o. PNDI Review & SHPO Review

E. Activity and Facility Analysis

Task 1. Describe the community needs, uses, and priorities for the site as identified by the public participation process, previous planning work, and needs assessment.

Task 2. Describe the four-season recreation and conservation facilities proposed to be developed, rehabilitated, or enhanced on the site. The proposed facilities and uses should also be clearly represented on the site development drawing(s).

Task 3. 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.

Task 4. For active recreation facilities, describe the participant skill level, competition level, and spectator use for each facility.

Task 5. 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.

Task 6. Describe the proposed preservation of open space, natural areas, and riparian buffers.

Task 7. Describe the projected participation rates. To help define facility requirements, estimates of daily, weekly, monthly, and seasonal use may be required.

Task 8. 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.

Task 9. Provide a brief description of each support facility such as roads, stormwater management, maintenance facilities, utilities, parking, comfort facilities, etc., and the requirements for connectivity and accessibility.

F. Swimming Pool Complex Feasibility Study

The purpose of this section is to evaluate the need for and current condition of the existing swimming pool and ancillary structures on the Ligonier Beach Property and its potential use, continued use, or renovation/expansion for recreational purposes. This may include restoring the current swimming pool, a version of the existing swimming pool, and/or a new pool concept, in order to develop a final master site plan for the property.

Task 1. Assess the current site and physical conditions of the swimming pool footprint and ancillary structures, including at a minimum:

- a. ANSI/NSPS-1-2003 Standard for Public Swimming Pools; ANSI/APSP/ICC 7-2013 Standard for Suction Entrapment Avoidance in Swimming Pools, Wading Pools & Spas; and ANSI/IAF 9-2005 American National Standard for Aquatic Recreation Facilities.
- b. Mechanical, electrical, plumbing, structural and cosmetic conditions of pool (i.e. pool structure, recirculation/filtration, disinfection systems, etc.). Provide a statement of overall condition for each component.
- c. Accessibility compliance with the Architectural Barriers Act of 1968, Section 504 of Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990.
- d. Compliance deficiencies with codes and/or recommended standards.
- e. Address all applicable occupancy and safety requirements.
- f. If any special tests are required to assess the existing systems, these tests should be specifically noted. (i.e. pressure testing of piping, bore testing of pool tank, ground-penetrating radar (GPR) for pool liner)
- g. Existing traffic circulation, parking, access to the site and recreation facility.
- h. Detail specific deficiencies where the component does not meet state and local codes (electrical code, existing occupancy requirements, PA Construction Code, Uniform Construction Code, 2010 ADA Standards for Accessible Design, etc.)
- i. Detail recommendations for needed improvements and renovation options including advantages, disadvantages, alternative sites and costs of each design alternative and option.
- j. Detail probable construction costs for capital improvements, renovation options and related operating costs.
- k. Present the options to the Study Committee to select the one that best meets the community's needs and funding abilities. Prioritize needed improvements and develop a project phasing plan.
- l. Detail permitting requirements and costs for development on the site per Agency regulations (Chapter 105, Section 404, etc.)

Task 2. Conduct a Market and Financial Analysis of the Ligonier Beach Pool that includes:

- a. A profile of historical, as well as projected, attendance and facility users of the Ligonier Beach Pool, (address residency, membership vs. daily attendance, peak times/dates, etc.).
- b. A summary of facility revenues and operational expenses of competing and similar facilities in the region.
- c. Projected breakdowns for population, age, educational level, ethnicity, gender, income level, businesses and schools, socio-economic trends, emerging and

- programmatic trends, compared to national, regional, and local participation statistics.
- d. A map which shows the names and locations of competing and similar facilities. Include with this a brief assessment of overall facilities and programs offered, quality, size, fees, attendance numbers, etc.
 - e. Usage and growth rates (local, state and national levels for a proposed facility.)
 - f. Work with the community to evaluate its rationale and opinion for continuing to provide or developing a swimming pool. Include discussions with the community that specify opportunities for programming and for operation of a swimming pool. Innovative ideas for programming may include water rescue training for emergency management, and special needs kayaking/paddleboarding. Examples for pool operation can include: municipal-owned, partnership with a non-profit organization, lease to an outside entity that specializes in outdoor recreation, etc.
 - g. Recommendations on how to increase revenues and decrease expenses without impacting user safety and with improvements to overall facility management and services.
 - h. A cost-benefit analysis of proposed capital improvements.
 - i. Summarize the history of the maintenance and repair of the Ligonier Beach Pool.

Task 3. Complete a Legal Analysis/Management Analysis of a proposed Swimming Pool at Ligonier Beach Park.

- a. Determine whether the municipality has the authority to develop and operate the proposed facility.
- b. Clearly define the ownership and control of the proposed pool once developed.
- c. If the municipality is planning to enter into an agreement with another agency/organization to operate and maintain the pool, develop drafts of these agreements for review. Clearly define the roles and responsibilities of each agency to operate and maintain the pool facility.
- d. Define a plan and budget for the 5-year projected revenue and expenses of the pool facility that includes administration (i.e. insurance, office supplies, programming, public relations, marketing, trainings), personnel (i.e. salaries/wages, contractual services), supplies (i.e. utilities, mechanical, office, custodial, concessions, retail) and maintenance equipment.
- e. Conduct a risk analysis for all phases of construction and operation that includes both legal and financial implications.
- f. Define an Emergency Action Plan.

Task 4. Provide a current, detailed cost estimate for the development of a proposed Swimming Pool at Ligonier Beach Park. This cost estimate should include: engineering and other professional services, construction materials, labor and oversight, project management and a contingency of at least 10% of the total construction cost.

Task 5. Provide the various financial options for obtaining the necessary funds to design, build, operate and maintain a pool facility based on input from public meetings, surveys and meetings with potential funders, such as: general fund support, bond sales, capital campaign, charitable

contributions, applicable grants, facility-generated revenue, partnerships, etc. Include any direct/indirect economic impacts from operations, events and activities.

Task 6. Develop economic impact projections that include direct impact from operations and indirect impact from events and activities.

Task 7. Conduct a programmatic analysis that includes a general description and numbers of anticipated programs, component/program relationships, interaction and program goals. The analysis should reflect programming interests/recommendations gathered from public meetings/interviews.

Task 8. Develop a detailed Summary of Findings and Recommendations pertaining to all elements detailed in Tasks 1-9 that will comprise the Swimming Pool Feasibility Study.

G. Design Considerations, Process and Recommendations

All park, open space and recreational facilities have the potential to protect and/or enhance natural resources and habitats. Green and sustainable elements promote environmental, health, and economic benefits and enhance the visitor experience. It is important to combine sound planning and sustainability.

Task 1. Evaluate Green and Sustainable Design Considerations to be included in the project.

- a. Site opportunities, constraints, and generally accepted design standards related to the proposed recreation facilities and uses including applicable local recreation and park agency standards.
- b. Topography of the site.
- c. 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.
- d. Protection/enhancement of significant historic structures and areas.
- e. Protection/enhancement of environmentally sensitive areas including forests, streams, wetlands, and natural areas that provide habitat and protect water quality.
- f. Sustainable site design and green infrastructure/materials may reduce environmental impact and lower maintenance and operation costs.
- g. Establishment and maintenance of sustainable riparian native grass and/or forest buffers.
- h. Describe the best green and sustainable practices to be included in the project.
- i. Analyze cost comparisons for these elements vs traditional development.
- j. Review current carbon footprint and potential reduction.
- k. Complete an energy audit, evaluating renewable energy sources.
- l. Integrate stormwater BMP's where possible to reduce water usage.
- m. List materials that can be used in design and construction that are eco-friendly, made of regional content, and recyclable.
- n. Provide a cost benefit analysis of green technologies and design elements.

- o. Evaluate opportunities for an eco-friendly chlorine pool, natural swimming pool, partly natural pool, salt water pool, or other options.

Task 2. Develop preliminary alternative concept drawings for Ligonier Beach Park and present at a 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.

Task 3. Evaluate the preliminary alternative concept drawings for Ligonier Beach Park. 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.

Task 4. Prepare a draft of the final recommended Narrative Report and MSDP Drawings(s) for Ligonier Beach Park. Present this draft at a public meeting for final comment. All recommended existing and proposed facilities and areas must be shown on this final Site Development Drawing in proper shape, size, and orientation.

Task 5. Finalize deliverables upon approval of the recommended Narrative Report and MSDP Drawings(s) for Ligonier Beach Park by both DCNR and the Ligonier Township Supervisors

H. Cost Estimate and Phased Capital Development Program

Task 1. Provide current detailed cost estimates for the preliminary alternative concept drawings and final recommended MSDP for Ligonier Beach Park. The cost estimate should include: engineering and other professional service costs; construction and material costs; project administration costs; and a contingency of at least 10% of the construction cost estimate.

Task 2. Develop a phased and prioritized multi-year capital development program for the final recommended MSDP. 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, fundraising, etc.).

I. Maintenance and Operations Plan/Budget

Task 1. Provide a plan for annual maintenance and operation of the recreation areas and facilities as proposed for all preliminary alternative concept drawings and the final recommended development of Ligonier Beach Park. An annual cost estimate must be calculated for each of the items identified below; analysis should also be included in the narrative report:

- a. Personnel – Describe and analyze the current level of operation and maintenance personnel including paid staff and volunteers.
- b. Maintenance and Operation Costs –

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

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

J. Security/Risk Analysis

The purpose of this plan element is to evaluate the safety, security and risk management of the facility(s).

Task 1. Interview local government officials, public safety officials, and recreation providers regarding site safety and security.

Task 2. Discuss risk management and safety issues related to the site with applicable insurance providers.

Task 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

Task 4. Provide recommendations that include:

- a. Design and construction alternatives
- b. Policing and patrolling methods
- c. Maintenance issues

- d. Safety signage
- e. Insurance coverage

Task 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

DELIVERABLE 2: FINAL SITE DEVELOPMENT DRAWING(S) WITH BASE MAP(S)

The final site development drawings must show the recommended full development of the site.

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.

REQUIRED DELIVERABLE SUBMISSION

The following documents must be submitted to Ligonier Township in the formats described:

- One (1) electronic PDF and Three (3) printed copies of the final Narrative Report (as a single document) with the cover signed, sealed, and dated by the design consultant.
- One (1) electronic PDF and Three (3) full-scale printed copies of the final Site Development Drawing(s) that are signed, sealed, and dated by the design consultant.

SECTION 4. CONSULTANT QUALIFICATIONS

The following information is provided to help the grantee select a qualified consultant or consultant team to complete any planning project funded by a grant from the DCNR Community Conservation Partnerships Program. Selection of a qualified consultant will substantially increase the likelihood that the completed project will be comprehensive, accurate, and of the highest quality.

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

Feasibility Study - Swimming Pool Complex:

The lead consultant or consulting team must have documented expertise to study swimming pools and related amenities (bathhouse, concessions, parking, etc.) A professional with applied pool management experience must be part of the consultant team. Generally, a qualified professional will need to assess the existing mechanical operations and the integrity of the pool shell. The Bureau requires that the Pool Feasibility Study be under seal of a licensed professional who is authorized by Pennsylvania law to seal such documents. Depending on the project, the professional could be a landscape architect, architect, or engineer.

Master Site Development Plan (MSDP)

The lead consultant or consulting team must have documented expertise to study the type of facility under consideration. Although not required, it is recommended to include a park and recreation practitioner, preferably holding a Certified Park & Recreation Professional (CPRP) certification, on the consultant team. The Bureau requires that the Master Site Development Plan be under the seal of a licensed professional who is authorized by Pennsylvania law to seal such documents. Depending on the project, the professional could be a landscape architect, architect, or engineer. If any jurisdictional agency/agencies reviewing the PNDI Receipt require a field survey to be completed, the Bureau requires a biologist to survey the project site. If a boundary survey is to be completed as part of the scope of work, it must be under the seal of a registered land surveyor who is authorized by Pennsylvania law to seal such documents.

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 Consultant Qualifications (see Section 4 above).
- 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) proposed to conduct the work and the specific duties of each in relation to the work. DCNR requires that the project consulting team have the minimum qualifications outlined in Section 4 Consultant Qualifications.
- 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 project section identified in the Scope or Work, the costs must be itemized showing:

- 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 firm may not change the staffing assigned to the project without approval by Ligonier Township. However, approval will not be denied if the staff replacement is determined by the Township to be of equal ability or experience to the predecessor.

The method of billing must be stated. The preferred practice of Ligonier Township is to pay upon completion of the work and receipt of the required report. However, the Township will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, a minimum of 10% of the DCNR Grant Award will be withheld until the final product is approved by DCNR and all project costs are paid in full.

F. Contract

The contract form and DCNR “Nondiscrimination/Sexual Harassment Clause” is provided in Section 7. DCNR requires that the “Nondiscrimination/Sexual Harassment Clause” be incorporated and/or attached to the contract in its entirety.

SECTION 6. EVALUATION CRITERIA

A. Technical Expertise and Experience

The following factors will be considered:

- The firm's experience in performing similar work
- The expertise and professional level 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 proposed to do the work.
- The cost compared to actual funds available.

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 to the firm, it should be completed, executed, and submitted with the proposal. If the firm prefers an alternative contract, the firm may submit it as a part of the proposal submission. However, Ligonier Township reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional services contract.

EXAMPLE CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 20[___], by and between the **[Municipality, County]**, Pennsylvania ("**[Municipality]**"), and _____ ("**Consulting Firm**").

WHEREAS, the **[Municipality]** desires to have certain one-time professional consulting work performed involving **[Insert here title or short description of work (same as used in RFP)]**;

WHEREAS, the **[Municipality]** desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by **[Municipality]**;

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. **[[Municipality] may add other appendices as appropriate.]**
2. Obtain approval from the **[Municipality]** of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by the **[Municipality]** to be of equal ability or experience to the predecessor.

THE **[Municipality]** 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 **[Municipality]** 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. **[Revise this provision to reflect actual payment arrangement agreed to.]**
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 **[Municipality]**. 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 **[Municipality]**.
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.
3. The Consulting Firm may terminate this Contract at any time upon giving the **[Municipality]** written notice of not less than **[insert number]** calendar days. The **[Municipality]** may terminate this Contract at any time if the Consulting Firm violates the terms of this Contract or fails to produce a result that meets the specifications of this Contract. In the event of termination of this Contract by either party, the **[Municipality]** shall within **[insert number]** of calendar days of termination pay the Consulting Firm for all services rendered by the Consulting Firm up to the date of termination, in accordance with the payment provisions of this Contract.

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

WITNESS:

WITNESS:

FOR THE **[Municipality]**:

TITLE: _____

FOR THE CONSULTING FIRM:

TITLE: _____

APPENDIX A
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. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall 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, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.
4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. 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.
6. 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.

7. The Grantee and each subgrantee, contractor and subcontractor represents 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.
8. 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.
9. 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.
10. 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 (8/2/18)

DCNR-2021-Gen
Gen-GPM – 1 Rev. 8/18

Master Site Development Plan (MSDP)
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 <ul style="list-style-type: none"> <input type="checkbox"/> Study Committee Meetings (required; 5-9 people): # _____ <input type="checkbox"/> Public Meetings (3 required; 1 with elected officials and 1 with youth living in the LVSD school district: # _____ <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): other creative strategies for public inclusion. |
| _____ | <input type="checkbox"/> (C) Background Information |
| _____ | <input type="checkbox"/> (D) Site(s) Inventory and Analysis |
| _____ | <input type="checkbox"/> (E) Activity(s) and Facility(s) Analysis |
| _____ | <input type="checkbox"/> (F) Swimming Pool Complex Feasibility Study |
| _____ | <input type="checkbox"/> (G) Design Considerations, Process and Recommendations |
| _____ | <input type="checkbox"/> (H) Cost Estimate and Phased Capital Development Program |
| _____ | <input type="checkbox"/> (I) Maintenance and Operations Costs; Revenue |
| _____ | <input type="checkbox"/> (J) Security/Risk Analysis |
| _____ | <input type="checkbox"/> Draft Narrative Report, Site Development Drawing(s), and Other Deliverables, as applicable |
| _____ | <input type="checkbox"/> Final Products <ul style="list-style-type: none"> <input type="checkbox"/> Narrative Report signed, sealed, and dated: 1 electronic PDF and 3 printed copies <input type="checkbox"/> Site Development Drawing(s) signed, sealed, and dated: # 1 electronic and 3 full-scale printed copies <input type="checkbox"/> Other, as applicable: # _____ |

_____ **TOTAL COST**