

ANNOUNCEMENT

REQUEST FOR PROPOSAL (RFP)

**JOINT COMPREHENSIVE RECREATION, PARKS AND OPEN SPACE PLAN FOR DOVER
TOWNSHIP AND DOVER BOROUGH**

Dover Township & Dover Borough, York County, Pennsylvania are accepting proposals for a one-time contract to perform certain professional services work for the Township & Borough for a Comprehensive Recreation, Park, and Open Space Plan. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

Sealed proposals must be received by Chalet Harris, Parks & Recreation Director no later than October 8, 2021. If mailed, the proposal should be addressed to: Dover Township attn: Chalet 2480 W. Canal Rd. Dover, PA 17315.

If additional information is needed, please contact Chalet Harris, Parks & Recreation Director, 717-292-3634 or charris@dovertownship.org.

Laurel Oswalt, Township Manager

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JOINT COMPREHENSIVE RECREATION, PARKS AND OPEN SPACE PLAN

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SECTION 1. BACKGROUND

Dover Township and Dover Borough are located in the northwestern portion of York County, Pennsylvania. Dover Township surrounds the Borough of Dover on all sides. Both entities impact each other by virtue of their geographic location but also through their interactions. Commonalities that exist include police protection through Northern York County Regional Police Department, education services through Dover Area School District, and a common park called Dover Area Community Park. The entities worked together to form their first Joint Comprehensive Planning Document in 2007. In 2020, the plan was updated into an Implementable Comprehensive Plan Document.

The 2020 Joint Comprehensive Plan created the following Vision Statement for recreation: Collaborate regionally to enhance the quality of recreation organizations, programs, and facilities for the residents to enjoy. An action item from the plan called for the completion of a Comprehensive Recreation, Parks and Open Space Plan. This plan should look at the Dover Area School District footprint. This includes all of Dover Township and all of Dover Borough.

Many existing outdoor recreational resources are available within our community. This Plan will review the needs and demands that have been placed upon the existing recreational spaces and predict the future capital projects required to provide the infrastructure and programming to benefit the health and welfare of the community. Existing parks are listed below. There are several small open spaces that are undeveloped. Dover Township recently began development of the 55-acre Eagle View Park on the location of the former Mid-Atlantic Golf Course. This park sits directly behind the Dover Township Municipal Building. An additional 22-acre parcel along Admire Road/Davidsburg Road was recently acquired for a future expansion of Lehr Unity Park. Recreation projects for both communities should be looked at globally to provide a variety of opportunities for the community as a whole.

Park Spaces:

- **Brookside Park** (25 acres), owned by Dover Township, has four buildings that are available for rental seasonally, 5-12-year-old playground, public restroom (seasonal), baseball field, multi-purpose field, basketball court, two sand volleyball courts, sewer right-of-way that serves as a trail, stream, parking, and is connected by a trail to the Dover YMCA.
- **Dover Community Park** (8 acres), owned by Dover Township, has a pavilion and a gazebo available for rentals seasonally, a basketball court, 5–12-year-old playground, hill slide, stream, public restroom (seasonal), little library, sledding hill, restored Dover Jail, a Veteran’s Memorial, the Log House (out of service), parking, and is adjacent to Dover Area High School.
- **Eagle View Park** (55 acres), owned by Dover Township, is currently under construction. Phase 1 construction will have an ADA walking trail, a pavilion with fireplace available for rental seasonally, a sledding hill, an outdoor classroom, stream, and an 18-hole amateur level disc golf course. Phase 2 will have a baseball field (90ft base paths), parking, connecting trails and bridges to connect the park to Dover Area Middle School. Future phases include an amphitheater, public restroom, pavilions, tot lot, 5–12-year-old playground, splash pad, additional parking, and additional walking trails. This park sits directly behind the Dover Township Municipal Building and is adjacent to Dover Area Middle School.
- **Edgewood Park** (3 acres), owned by Dover Township, has a tot lot, 5–12-year-old playground, two baseball fields (60ft base paths), and parking.
- **Hadley Park** (6 acres), owned by Dover Township, is an open space with a picnic table and a stream.
- **Ketterman Park** (12 acres), managed by Dover Borough, has a pavilion, restored Blacksmith’s Shop, tot lot playground, swings, three parking lots, walking trail, two baseball fields, multi-purpose field, and a basketball court. This park sits adjacent to the Dover School District Administration/Dover Elementary School complex.

- **Lehr Unity Park** (20 acres), owned by Dover Township, has a baseball field (90ft base paths), three multi-purpose fields, walking trail, tot lot, 5-12-year-old playground, special needs playground, two pavilions available for rental seasonally, public restroom (seasonal), parking, and it is home to the Community Building. The Community Building houses the Dover Township Fire Department, Heritage Senior Center, Dover Community Library, and the Tax Collector's Office. It also has a large social hall that is used for programs/events and is available for rental year-round. The Heritage Senior Center will be building their own facility in the near future. Their current space will be repurposed for recreation programming needs when the Senior Center departs.
- **Mayfield Park** (8 acres), owned by Dover Township, is the home of Dover Youth Football Association. This park has a football field with a scoreboard and lights, a tower for calling games, a lighted practice field, a snack bar with covered seating, a storage building, tot lot, 5-12-year-old playground, space for a basketball court, and parking.

Other Spaces:

- Dover Township owns property at the following areas that could be used as future park space or connections to established park spaces. We welcome ideas of how to best incorporate these spaces.
 - Edgewood (Devonshire Dr.) – 1.7 acres
 - Edgewood (Greenfield Dr.) – 1.9 acres
 - Edgewood (Marborough Rd.) – 0.8 acres
 - Tower Village (Wyngate Dr.) – 2.398 acres
 - Solar Dr – 1.78 acres (this is part of a stormwater project)
 - Sunrise Acres (Chickadee Dr.) – 3.31 acres
 - Sunrise Acres (S. Partridge Dr.) – 1.7 acres
 - Pine Rd. (several properties)
 - Kunkle Mill Rd. (canoe launch) – 0.22 acres
 - Terra Vista (Admire/Davidsburg Rd.) – 22 acres
 - Glen Gery Land (E. Canal Rd.) - +/- 25 acres

Dover Township has a full-time Parks & Recreation Director as part of their administrative staff. She has her CPRP and CPSI certifications. She is a member of NRPA and PRPS. She is active with YARD (York Area Recreation Directors). YARD creates programs with municipalities from throughout York County. Dover Township often partners with Dover Borough and West Manchester Township for events and/or programming.

Project Goals:

- To look at recreation regionally within the Dover Area School District footprint.
- To optimize recreation activities and facilities for all participants.
- To build a facilities inventory and maintenance plan.
- To consider whether a feasibility study for an indoor facility is viable.
- To consider the creation of the following (may be more than one): a regional based recreation department, a parks and recreation board, a "friends of recreation" group.
- Look at additional ways to fund recreation programming in the Dover Community.

Project Objectives:

1. Conduct a recreational needs assessment to include the general community, organized community groups, government, and the private sector. Root the planning process in vigorous community involvement.
2. Build upon the Joint Comp Plan and other existing plans, including NRPA's 10-minute walk access to parks, trail, and open space, and PA's Statewide Comprehensive Outdoor Recreation Plan.

3. Undertake a level-of-service analysis for open space, parks and recreation facilities that is based on the strengths, challenges, and opportunities particular to the Dover Community. The analysis will include assessment of program offerings for scheduled and self-directed opportunities for people of all ages and abilities.
4. Build upon the mission/vision statements developed during the Joint Comp Plan. Develop a clear community vision for the recreation system. Create a mission statement describing how community organizations will work together to achieve the vision.
5. Provide recommendations on new open space and park locations, sidewalks, and bikeways, including configuration, facilities, enhancements, access, etc.
6. Provide recommendations on strengthened or new recreational programming and staff utilizing the recommended physical improvements.
7. Provide recommendations for zoning ordinance and SALDO amendments that promote trail systems and open space preservation. (i.e. Trolley Trail)
8. Create a prioritized strategy which achieves the recommendations, maximizes limited financial resources and staff, takes advantage of available state implementation funding and complementary municipal regulations and ordinances, and deters duplication of services. The strategy will identify recommended partnerships to establish a strong collaboration for plan implementation. It will also include a financial strategy recommending a mix of public and non-public resources to develop, maintain and manage the system.

The primary goal is to find more ways to connect the community to close-to-home recreational opportunities, trails, parks, and green spaces. The Plan's goal will include the development of a system of parks, trails, sports fields, playgrounds, etc. that provide a diverse range of recreational opportunities with universal access and incorporating both popular and emerging trends in recreation.

Dover Township has adopted a green approach to stormwater management by conducting a stream restoration project along Fox Run and an unnamed tributary as they pass through Eagle View Park. Additional stream restoration projects are underway for other open space properties. Dover Township has worked with Land Studies and the York County Stormwater Consortium for many of these projects. In 2021, three retention ponds will be retrofitted to become bio-retention ponds. This 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 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 final Plan should be formatted to include an appropriate mix of text, graphs, photographs, charts, tables, and maps in order to be easily understood by an average resident of the Township or reader of the Plan. The findings and recommendations should be clearly and concisely presented in a straightforward manner.

This project is partially funded by a grant from the York County Open Space & Land Preservation Program. This grant has certain requirements and standards that must be met by Dover Township/Dover Borough and its contracted Consultant. York County Planning Commission will monitor the project and certain documents will be subject to their review and approval.

SECTION 2. GENERAL TERMS

- Dover Township/Dover Borough reserve the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of the municipalities.
- The contract is subject to the approval of the Dover Township Board of Supervisors and the Dover Borough Council 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 Dover Township/Dover Borough review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by Dover Township/Dover Borough, 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 a high-quality plan at the lowest possible cost. All changes should be identified with explanation. However, the scope of work proposed must accomplish the goals and work stated below.

SECTION 3. SCOPE OF WORK

Dover Township and Dover Borough desire to engage a Consultant to prepare a Comprehensive Recreation, Park and Open Space Plan. This section outlines the work to be performed during the preparation of the Plan.

The work elements are outlined under six headings:

- A. Project Oversight
- B. Public Participation
- C. Mapping
- D. Plan Development
- E. Deliverables
- F. Cost

A. Project Oversight

Dover Township and Dover Borough will establish an “Recreation, Parks and Open Space Advisory Committee” to meet at least four times to:

- Acquire information, materials, and references.
- Prepare for and review input from committee and public meetings.
- Review conclusions, option, and recommendations
- Review the draft plan prior to and prepare for formal public review.

The Advisory Committee will have between 9-11 members. Members will be drawn from recommendations made by the Planning Commission, Business Authority, School District, Dover Township Board of Supervisors and Dover Borough Council. The remaining members will be Dover Community resident volunteers. We aim for a Committee that is balanced demographically and geographically. The optimal composition would balance gender, race, socioeconomic group, age, interest in diverse sports, conservation, the arts, bikeways, community development and others.

The Committee will assist the Consultant to:

- Identify issues and opportunities.
- Arrange the public meetings.
- Provide timely review and feedback to plan documents.
- Brief their home committees on progress.

Dover Township and Dover Borough staff and the Advisory Committee will be responsible for administering the project and overseeing the Consultant's work on the project. Township/Borough staff will provide the Consultant with information on related studies and planning initiatives and will provide available GIS data. A representative will chair the Committee and will assist the Consultant in leading the meetings, providing outreach and coordination with the remainder of the Committee, and reviewing materials prior to wider distribution.

Printing and mailing costs associated with the public communications shall be the Township/Borough's responsibility.

The Township Recreation Director is prepared to assist the Consultant with coordination and scheduling of Plan engagement activities with other Township events, meetings, room reservations, etc.

B. Public Participation

By orchestrating successful public participation, the planning process will set the stage for implementation. 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 Plan 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 Township/Borough's websites, incorporation into the Township's social media pages, regular public meetings on Plan process updates at Board of Supervisors meetings, Borough Council meetings, Planning Commission meetings and any additional meetings. A community-wide survey will be conducted online 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.

Recreation, Parks and Open Space Plan Advisory Committee

The Committee will provide input and review of the Consultant's outreach materials and procedures.

Key Person Interviews

Consultant will conduct a minimum of ten (10) key person interviews to gather information and input. The interviews will determine issues and opportunities, explore partnership potential, and seek out others who should be interviewed. The interviews will be conducted either in-person, via telephone, via email, or virtually throughout the planning process. The Advisory Committee will help determine the list of interviewees with input from Township/Borough staff. Consultant will ensure that minutes will be kept.

Focus Groups

The Consultant will conduct at least three focus group meetings/workshops. These focus groups would be organized around common interests and issues, such as sports organizations (not limited to Youth Sports), age groups, biking, environmental conservation, etc. Focus groups would be conducted after issues and opportunities have been identified and as options and preliminary recommendations are being developed. Consultants will ensure that minutes will be kept.

Public Workshops/Open House

The Consultant will lead two public workshops or forums for the general citizenry. One workshop/forum must be with elected officials. The Consultant will present information as a foundation for facilitated discussion, but the emphasis will be on listening to the participants and giving everyone a chance to articulate their priorities and concerns. The first workshop/forum will be held early in the process for the purpose of determining issues, ideas, concerns and suggestions regarding parks, open space, and recreation and may be conducted as an interactive workshop. The second forum will be held after conclusions and options are drawn and when recommendations are being formulated to obtain community feedback about possible actions for the Plan; it may also be an interactive workshop. Consultant will ensure that minutes will be kept.

Online Survey

The Consultant, with the assistance of the Advisory Committee, will develop an online questionnaire to solicit public comment about parks, recreation, open space, level of interest and support. The questionnaire will be placed on the Township and Borough's websites and social media platforms. The Advisory Committee and Township/Borough staff will work together to maximize the number of responses. Dover Township can provide access to the survey at events with the use of an iPad.

C. Mapping

The Consultant will illustrate or visualize the key elements of the Plan through cartography. Every attempt will be made to utilize existing data and to limit maps to those most necessary to explain the recommendations.

The work involves the inventory, analysis, and mapping of the project area. At least two overall maps will be prepared: 1) existing resources, including existing public and semi-public facilities and their service areas, and 2) a composite opportunity map to illustrate the recommendations, such as linkages, management issues and recreation opportunities.

Dover Township has GIS data that can be utilized for this process.

D. Plan Development

The approach will use a four-phase planning process over 12 to 18 months that includes:

- Phase 1 – Inventory and Assessment of Existing Resources
- Phase 2 – Conclusions, Options, and Direction
- Phase 3 – Plan Development
- Phase 4 – Report Production

Phase 1: *Inventory and Assessment of Existing Resources*

- 1) **Community Background Information** – The Consultant will review existing plans and materials to develop information about demographics, trends and other information that affects planning.
 - a) Geographic location, size, regional context, character, history, etc.
 - b) Type of government.
 - c) History of the recreation and park functions.
 - d) Demographic trends including population, age, gender, race, and ethnicity.
 - e) Population projections for at least the next 10-20 years.
 - f) Economic trends including economic conditions, major employers, and fiscal health.
- 2) **Existing Resource Mapping** – The Consultant will map existing resources as noted in the previous section on inventory mapping.
 - a) Updated version of the existing municipal land use map.
 - b) Inventory and discussion of the 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.
- 3) **Parks and Facilities** – The Consultant will inventory existing parks, open space, recreation facilities, non-public facilities and schools, and potential linkages. Service areas for facilities will be determined. Maintenance conditions will be assessed. The inventory map will include the location of open space, parks, and recreation facilities, both public and private. A chart will list recreation facilities for each open space, park, and school site.
- 4) **Programs and Services** – The Consultant will develop an inventory of programs and services available to the public. A review of the current recreation delivery system will be made that addresses the roles of the Township, Borough, School District, County, non-profit providers, and private enterprise. The Consultant will assess the diversity and range of programs to determine how needs are being met and where gaps in service exist.
- 5) **Management and Financing** – This is a crucial part of the planning process. The Consultant will use the comparisons with similar jurisdictions to check current outlays. Budget trends, philosophy, and revenue sources will be addressed. Policies and procedures that guide open space, parks and recreation will be evaluated and suggestions made for enhancing and supplementing them.
- 6) **Public Opinion and Information** – The Consultant will collect public opinion and information through the items previously listed.
- 7) **Existing Plans, Ordinances and Related Planning Efforts** – The Consultant will use existing plans, ordinances, and related planning efforts as the foundation for this Plan and to develop a coordinated, consistent approach to the planning process.

Phase 2: *Conclusions, Options, and Direction*

This task will bring together the conclusions of the inventory and assessment, interviews, and public input. This task integrates the issues for a look at the big picture of open space, parks, and recreation. In this phase, the Consultant will synthesize the issues and opportunities that have merged as part of the planning process into a clear picture.

The synthesis of information is the most important piece of critical thought for the Plan. Too often, plans contain laundry lists of items and suggestions without an overall strategy much like presenting the “trees but not the forest”. The most important thing a Plan can do is synthesize the issues that are unique to Dover Township & Dover Borough. With issues clarified, the Consultant can establish options for responding. The options will provide a range of actions that meet present and future recreation and open space needs.

This portion of the Plan will present the vision for open space, parks, and recreation for the Township/Borough.

Phase 3: *Plan Development*

With the completion of the assessment and conclusions, the Consultant will establish the Plan’s recommendations.

The Committee will assist the Consultant in developing recommended phasing. It will include a realistic, practical schedule for meeting the Plan’s recommendations through an orderly and coordinated process.

Also included will be actions that could be achieved should the right opportunities emerge. It may list both practical solutions as well as “stretch goals” – items of importance that require more of an effort and additional resources.

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. Completion of this task may be best accomplished at the end of the project. 1. Review existing mission statement, goals, and objectives. 2. Work with Committee to develop a draft mission statement, goals, and objectives. The Draft Statements will be evaluated by the Board of Supervisors/Borough Council and refined at the end of the planning process.

Parkland

The Consultant will identify land to be considered for acquisition. They will establish criteria for acquisition for open space and park purposes. The Plan's opportunities/recommendations map will present the system graphically.

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/Borough provides a sufficiently broad range of cost-effective programs and services that constituents need/want.

- Provide a list of programs and services sponsored by public, non-profit, and private entities that include:
 - Sponsoring group
 - Program name
 - Participant target age and gender
 - Program fee (if any)
- For Township/Borough or publicly sponsored programs and services, provide information about participation trends for the previous five years.
- Determine availability of programs and services for:
 - Active and passive
 - Competitive and non-competitive
 - Individuals and groups
 - All gender identities
 - All ages and abilities
 - All races and ethnicities
 - All income levels
 - All education levels
- Analyze accessibility and inclusiveness of Township/Borough programs and services.
- Identify program and service deficiencies and develop a strategy for the Township/Borough to address them.
- Identify opportunities to partner with other entities for space, advertising, staff, etc.

The Plan will make recommendations to meet the needs of all ages, interests, and abilities, year-round. It is expected to focus on partnerships, coordination with providers of identified services, and facilitating the delivery of services by other organizations. It will provide guidance as to the type of facilities that are needed to support these programs. The Plan will emphasize self-directed recreation opportunities that foster active healthy lifestyles for citizens of all ages (e.g., walking, biking). Program services will target citizens of the twenty-first century with lifestyle factors that warrant special considerations.

Recreation Facilities

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

- On a map broken down by census tract or neighborhood, identify the location of indoor and outdoor facilities and open space owned/operated by:

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

The Plan will identify the facilities needed to meet present and future recreation needs. The Plan will address specific concerns to be identified in the field reconnaissance and in the public participation process. Athletic organizations will be an important source of data for projecting field numbers and opportunities. The Plan will incorporate recommendations for enhancing facilities in accordance with the findings.

Facilities and Equipment Maintenance

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

Administration and Management

Analyze how effectively Dover Township and Dover Borough administer recreation, park, and open space services. Township/Borough practices are to be compared to accepted administrative practices. Township/Borough practices include the ability to involve the public with long-range planning efforts; the ability to work cooperatively with other public agencies (including each other – Township/Borough), community groups, and businesses; and the effectiveness of existing office procedures and policies.

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

Parks & Recreation Personnel

Describe who is responsible for providing the Township/Borough's recreation, park, and open space programs and services and analyze the effectiveness of each involved entity. Township/Borough 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.

- Analyze the organizational chart for accuracy with current conditions and procedures.
- Describe and analyze the following:
 - Number, type, roles, and responsibilities of Township/Borough personnel currently responsible for providing recreation, park, and open space programs and services.
 - 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.
 - How new staff/volunteers are hired/appointed and trained for new positions.
 - Existing personnel policies including manuals, appraisal systems, continuing educations, etc.
 - Staffing level (paid or volunteer) needed to effectively administer and maintain the Township/Borough facilities, programs, and services. Compare with existing conditions.

Financing

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

- Compare tax support for P&R in relation to the overall municipal budget and to other departments from the same municipality for the previous five-year period.
- Describe the Township/Borough's philosophy for providing tax support to finance P&R.

- Compare Township/Borough P&R capital and operating expenditures with P&R agencies from municipalities that have similar populations and socio-economic characteristics.
- Identify and analyze the major revenue sources (taxes, fees, donations, grants, etc.) and amounts used to finance P&R.
- Describe and analyze the current Township/Borough (P&R) budget process.
- Identify new sources to finance P&R and provide examples of their application.
- Consider the creation of a “Friends of Recreation” Group to assist with financial goals.

A financing plan that includes a mix of public and private revenue sources will be suggested. The Plan will include both operations and capital improvements. Partnerships and alternatives to implementing recommendations will be incorporated.

Recommendations and Cost Estimates

Outline specific Township/Borough 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.

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

Regulatory Improvements

The Consultant will create a set of recommendations to improve recreation outcomes to include such items as:

- Zoning changes, e.g., improved cluster regulations or zoning categories.
- Subdivision ordinance improvements, e.g., required recreation improvements.
- Payment-in-lieu of recreation ordinance
- Official map

Plan Implementation

The cohesive and easy to follow implementation Plan must:

- Prioritize the operating-related recommendations.
- Identify the following information for each recommendation:
 - Roles and responsibilities of public and non-public agencies.
 - Appropriate organizational structure to establish and maintain the facility.
 - Target dates for implementation.
 - Potential costs.
 - Potential funding source(s)
- Prioritize capital improvement recommendations and provide a multi-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:
 - Facility/area name.
 - Description of proposed improvements.
 - 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.
 - Potential funding sources.

- 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.

Phase 4: Report Production

The Consultant will assemble a final report using the reports and pieces that have been drafted throughout the process.

E. Deliverables

- a. Final report, which summarizes the learning gained from project activities described, and which meets the Project Objectives as outlined.

F. Cost

- a. Consultant will provide a cost estimate for implementing suggested open space initiatives.

Project Schedule

The selected Consultant shall be expected to begin work within two weeks of contract signing.

Submittal Requirements

Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

1. **Firm Description:** Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.
2. **Project Team:** Provide names and resumes of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, include the lead consultant.
3. **Project Understanding:** Provide a statement summarizing how the Consultant and/or Project Team is particularly qualified for this project.
4. **Scope of Services:** Describe the Consultant's approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the Consultant shall not delete any requested scope tasks unless specifically noted.
5. **Project Schedule:** The Consultant shall submit a schedule, itemized by task, for completing the scope of work.
6. **Project Budget:** The Consultant shall submit a proposed project budget. In addition, please indicate in the proposal the hourly rates that would apply to any additional work beyond the scope of services.
7. **Comparable Projects:** Description of related, recent project experience and role of key staff.
8. **Copies of Proposal:** Copies of the proposal document should be submitted by the appropriate date and time noted above. Please send electronic copies of the proposal to charris@dovertownship.org.
9. **References:** Three (3) references, including current contract name and phone number for similar projects.

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

This project 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 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.

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. 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 required.

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 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 Dover Township/Dover Borough. However, approval will not be denied if the staff replacement is determined by the Township/Borough to be of equal ability or experience to the predecessor.

The method of billing must be stated. The preferred practice of the Township/Borough is to pay upon completion of the work and receipt of the required report. However, the Township/Borough 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 Grant Award will be withheld until the final product is approved by YCPC and all project costs are paid in full.

F. Contract

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

SECTION 6. EVALUATION CRITERIA

The following factors will be considered in each category:

A. Technical Expertise and Experience

- 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 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 number of hours of work to be performed.
- The level of expertise of the individuals proposed to do 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 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, the Township/Borough 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 _____, 2021, by and between Dover Township/Dover Borough, York County, Pennsylvania ("Township/Borough"), and _____ ("Consulting Firm").

WHEREAS, the Township/Borough desires to have certain one-time professional consulting work performed involving Comprehensive Park, Recreation, and Open Space Plan

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

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

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

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

THE CONSULTING FIRM WILL:

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

THE TOWNSHIP/BOROUGH 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 Township/Borough 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 York County Planning Commission.

IT IS FURTHER AGREED THAT:

1. All copyright interests in work created under this Contract are solely and exclusively the property of the Township/Borough. 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 Township/Borough.
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 Township/Borough written notice of not less than **90** calendar days. The Township/Borough 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 Township/Borough shall within **90** 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:

FOR THE TOWNSHIP:

TITLE: _____

WITNESS:

FOR THE BOROUGH:

TITLE: _____

WITNESS:

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-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.
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