



REQUEST FOR PROPOSAL

Comprehensive Recreation, Park and Open Space Plan (CRPOS)

Deadline for proposals:

August 18, 2023

1 Parkside Place

North Wales, PA 19454

215-699-7777

TABLE OF CONTENTS

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

Upper Gwynedd Township

- Section 1. Background
- Section 2. General Terms
- Section 3. Scope of Work
- Section 4. Consultant Qualifications
- Section 5. Required Submittals
- Section 6. Evaluation Criteria
- Section 7. Contract for Professional Services (Form)

Appendices to Contract:

- Appendix A: Nondiscrimination/Sexual Harassment Clause

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

Section 1: Background:

Upper Gwynedd Township recently received a grant from DCNR (Department of Conservation and Natural Resources) to perform a Comprehensive Recreation, Park and Open Space Plan (CRPOS.)

We have 5 parks and over 500 acres of passive, active and Nature Preserves. Our Parks include Parkside Place Park, Rexdale Park, Whittaker Park, Garfield Park, and West Point Park.

This project is partially funded by a grant from the Community Conservation Partnerships Program administered by the Pennsylvania Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation (Bureau). The Bureau has certain requirements and standards that must be met by Upper Gwynedd 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-28-138

Introduction:

Upper Gwynedd Township is seeking proposals from professional firms interested in the provision of consulting services for the development of a Parks and Recreation Master Site Plan that will allow Upper Gwynedd Township to develop a plan for these 5 parks and open space's future.

Upper Gwynedd Township has a strong commitment to provide high quality parks and recreational facilities and programs to its residents. The consultant will develop a master site plan for the properties that reflects the needs of the neighboring community and the Township-identified needs as well.

Submission:

Please submit an electronic version of the proposal and three (3) hard copies for review by August 18, 2023, at 4:00 PM. The electronic copy can be sent to sprebis@uppergwynedd.org and the hard copies can be sent/ dropped off to:

Upper Gwynedd Township Parks and Recreation

1 Parkside Place

North Wales, PA 19454

If you have any questions, please contact Sarah A Prebis, Parks and Recreation Director at 215-699-7777 x236 or at sprebis@uppergwynedd.org . Interviews with qualified applicants will be scheduled after this date.

Section 2: General Terms

- Upper Gwynedd 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 township.
- The contract is subject to the approval of the Upper Gwynedd Township Board of Commissioners 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 Upper Gwynedd Township review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by Upper Gwynedd 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 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:

The consultant is to handle the below aspects of the work to prepare Upper Gwynedd's Master Park and Recreation Site Plan for the township.

(A) PLAN, PURPOSE, GOALS and OBJECTIVES

Upper Gwynedd Township's Park and Recreation Department's focus is to provide residents with a safe, fun, and unique recreation experience. This helps contribute to the health of residents and guests, preserve the natural spaces, and attract visitors to our area. We are running out of green space in Upper Gwynedd and the Park and Recreation Department wants to utilize and keep what we have. This master park plan will be designed to ensure we leave a legacy so those in the future can continue to enjoy our programs, facilities, parks and open spaces.

(B) PUBLIC PARTICIPATION

To help reduce potential conflicts and gain public support for this project, resident input must be received throughout the planning process. At minimum, a project study committee must be formed to meet with the planning consultant on a regular basis, and at least two public meetings must be held. These are meetings the consultant will be required to attend and facilitate. Additionally, Upper Gwynedd Township desires input from the residents living in the immediate vicinity of all 5 of the parks and will develop and distribute a survey to collect any input from these residents.

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

Meeting Type

Number

1. Study committee meetings: 6 - 8
(every other month until project is complete.)
2. Advertised or promoted general public meetings: 2
(Minimum of 2 required of which one is with Elected Officials)
3. Key person interviews: 12- 20
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.

Additional Recommended public participation

1. Citizen Survey – A random sample citizen survey is a type of opinion poll that asks residents for their perspectives on specific topics. Describe the survey method to be used (i.e. written, telephone, internet, etc.) and the anticipated number of survey questionnaires.
2. Focus Group – A focus group provides community input from individuals with common interests. Consider focus groups comprised of neighborhood residents, elected officials, organized sports organizations, etc.
3. Planning Document Review – Review previous planning documents and consider the results of recent public participation efforts regarding parks, recreation, and open space.

(C) BACKGROUND INFORMATION

The purpose of the background is to orient the plan reader to the community, the overall park system and generally how this specific site fits into that park system.

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

- b. Inventory and analysis of climate change impacts such as flooding, drought, heat island effect, loss of habitat, changes in recreational seasons, etc.
 - c. Inventory and analysis of opportunities for climate resilient systems related to stormwater management, waste management, brownfield redevelopment, energy efficiency, habitat improvement, etc.
5. Provisions of existing planning documents (i.e. Township 2040 Comp Plan which was completed in 2021, , Watershed or Rivers Conservation Plan, Greenway Plan, [2020-2024 Pennsylvania Statewide Comprehensive Outdoor Recreation Plan](#), etc.).

(D) UPPER GWYNEDD’S MISSION STATEMENT, GOALS AND OBJECTIVES

The agencies mission statement provides a clear definition of the agency’s purpose and responsibilities. Currently, Upper Gwynedd Township’s Park and Recreation Department does not currently have a mission statement but would love during this process to adopt one. A mission statement provides a clean definition of our purpose and responsibilities. We want to address what we hope to achieve in the next 10 – 20 years. For agencies initiation a parks, recreation, and open space program, completion of this task may be best accomplished at the end of the project.

- 1. Discuss the purpose and use a mission statement, goals, and objectives. They should have long term applicability beyond the planning process.
- 2. Develop a draft mission statement, goals, and objectives. They should be re-evaluated at the end of the planning process to ensure that they are still appropriate for the agency.

(E) ADMINISTRATION

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

Describe and analyze the following:

- 1. Enabling legal document from which the agency receives authority and responsibility (i.e. Hold Harmless Agreements, Pavilion Rental forms, etc.)
- 2. Relationships between the Upper Gwynedd and community organizations and agency involvement with regional initiatives.

3. Public relations and marketing efforts to promote Upper Gwynedd functions, services, and programs.
4. Cooperative efforts and established agreements between us and other municipalities, schools, recreation providers, conservation groups, support groups, area businesses, etc.
5. Policies and procedures that govern the general operation of the our recreation, park, and open space functions (use of facilities, non-resident participation, policy manuals, risk management program, record keeping, etc.).
6. Opportunities for public involvement in planning efforts including use of program evaluation forms, distribution of surveys, public meetings, etc.
7. Administrative challenges.
8. Record keeping procedures.

(F) PERSONNEL

Describes who is responsible for providing the agency recreation, park, and open space programs and services and analyze the effectiveness of each involved entity. These personnel may include the governing body, township manager; public works department; paid recreation and park staff, maintenance staff, program staff, volunteers and the recreation and park board members.

1. Create an organizational chart for accuracy with current conditions and procedures.
2. Describe and analyze the following:
 - a. Number, type, roles, and responsibilities of agency personnel currently responsible for providing recreation, park, and open space programs and services.
 - b. Number, type, roles, and responsibilities of volunteers, such as the recreation and park board, that are responsible for being a liaison between the public and the park and rec department and also assisting with events, etc.
 - c. How new staff/volunteers are hired/appointed and trained for new positions.
 - d. Existing personnel policies including manuals, appraisal systems, continuing education, etc.
 - e. Staffing level needed to effectively administer and maintain the agency facilities, programs, and services. Compare with existing conditions.

(G) FACILITIES AND OPEN SPACE INVENTORY AND ANALYSIS

Analyze existing recreation, park, and open space resources, and compare to standards based on population and service areas. The general locations and types of new recreation, park, and

open space facilities and development priorities are identified with strong public participation and input.

1. On a map broken down by neighborhood, identify the location of indoor and outdoor facilities and open space owned/operated by:
 - a. Public agencies
 - b. Schools (public and private, all levels)
 - c. Major non-profits and quasi-public organizations (athletic associations, scouts, conservancies, service clubs, YMCA/YWCA's, etc.)
 - d. Major private businesses (health clubs, bowling alleys, etc.)
2. Provide the following information in chart form for the indoor and outdoor facilities and open space identified on the map:
 - a. Facility or open space name
 - b. Ownership
 - c. Number and type of facilities
 - d. Acreage
 - e. General condition and use
3. Provide the following information for the indoor and outdoor facilities and open space owned or managed by Upper Gwynedd Township.
 - a. Condition and required upgrades and/or major repairs.
 - b. Obsolete, underutilized, and/or inappropriate.
 - c. Compliance with current safety guidelines such as those developed by the Consumer Product Safety Commission (Playgrounds).
 - d. Compliance with accessibility standards (Americans with Disabilities Act).
 - e. Compliance with inclusive design standards.
 - f. Connectivity to transportation network (walk, bike, vehicle, public transit, etc.).
4. Determine local access to outdoor recreation using the following resources:
 - a. The National Recreation and Park Association (NRPA) [Park Metrics](#) is a comprehensive source of data benchmarks and insights for the effective management and planning of operating resources and capital facilities.
 - b. The Trust for Public Land (TPL) [ParkServe](#) interactive platform tracks park access in urban areas. The web-based tool identifies local parks and open space, determines the percentage of residents who live within a 10-minute walk, and identifies the neighborhoods most in need of new parks.
 - c. DCNR Partnered with the Trust for Public Land (TPL) and WeConservePA to use Geographic Information Systems (GIS) to understand access to outdoor recreation in Pennsylvania. TPL's Research and Innovation Team used the data analysis methods to assist DCNR in identifying [areas with the greatest need and opportunity](#). This [interactive map of outdoor recreation access in Pennsylvania](#) shows the results of the analysis. Data is available

for a 10-Minute Walk by Municipality & County and a 10-Minute Drive for Trails and Water

5. Compare public input with existing facilities and conditions.
6. Analyze the condition of existing greenways and the development of additional resources in coordination with statewide initiatives and goals.
7. Analyze open space preservation techniques such as mandatory dedication, overlay zoning, conservation easements, etc.

(H) FACILITIES ANALYSIS AND EQUIPMENT MAINTENANCE

The purpose of this analysis is for our Community Center and Playgrounds.

1. Describe the current maintenance program and analyze its effectiveness. This includes record keeping, preventive maintenance, etc.
2. List major maintenance equipment including age and purpose.
3. Describe existing risk management efforts including inspection of park facilities, specifically playground equipment.
4. Analyze the adequacy of maintenance in relation to the condition of the recreation and park facilities and open space areas.
5. Describe recurring maintenance or major rehabilitation of facilities due to climate change impacts such as frequent flooding and invasive/pest management.

(I) RECREATION PROGRAMS AND SERVICES

Compare existing offerings to those provided for other entities, the needs/wants of public and professional standards. This comparison helps to determine if the agency provides a sufficiently broad range of cost-effective programs and services that constituents need/want. Identify new programming areas for Upper Gwynedd and discuss any implementing strategies.

1. Provide a list of programs and services sponsored by public, non-profit, and private entities in the township. Please include:
 - a. Sponsoring group
 - b. Program name
 - c. Participant target age and gender
 - d. Program fee (if any)
2. Determine availability of programs and services for:
 - a. Active and passive
 - b. Competitive and noncompetitive
 - c. Individuals and groups

- d. All gender identities
 - e. All ages and abilities
 - f. All races and ethnicities
 - g. All income levels
 - h. All education levels
3. Analyze accessibility and inclusiveness of agency programs and services.
 4. Identify program and service deficiencies and develop a strategy for Upper Gwynedd Township Park and Recreation to address them.
 5. For agency or publicly sponsored programs and services, provide information about participation trends for the previous five years

(J) FINANCING

Identify and analyze current and previous township funding levels and sources, including tax and non-tax support, and compare to other municipal departments and similar agencies. Upper Gwynedd Township's budget process is unique to Upper Gwynedd. This starts in August with a meeting with the finance director going over any additions to the current budget. From there, each department head comes up with the following years budget and any special projects they want to get accomplished. After this is completed, we meet with the board of commissioners for a presentation. The board gets a chance to ask questions and the department heads get feedback. The board then votes, and the budget is presented to the public at a meeting and gets approved in December.

1. Compare tax support for recreation and parks in relation to the overall township budget and to other departments from the same municipality for the previous 5-year period.
2. Describe Upper Gwynedd's philosophy for providing tax support to finance recreation and parks.
3. Compare our capital and operating expenditures with agencies from municipalities that have similar populations and socio-economic characteristics.
4. Identify and analyze the major revenue sources (taxes, fees, donations, grants, etc.) and amounts used to finance our recreation and parks.
5. If needed, identify new sources to finance recreation and parks and provide examples of their application.

(K) COST ESTIMATES AND RECOMMENDATIONS

Outline specific township priorities and actions to improve recreation and park facilities, programs, and services to meet our community needs. Recommendations supported by data

analysis and public input must be provided for scope of work elements. Cost estimates must be provided when appropriate.

1. Describe the recommended changes for administration, personnel, facilities, maintenance, programs, services, and financing and provide supporting data to justify these recommendations.
2. Provide a cost estimate to implement each recommendation and discuss potential implementation opportunities and challenges.
3. Each plan component must include:
 - a. An inventory of existing conditions.
 - b. A comparison of existing conditions with local or national standards.
 - c. Recommendations with priorities, timetables, and cost estimates.
4. Strategies for Climate Resiliency:
 - a. Provide guidance for the utilization of green and sustainable best management practices in new development, rehabilitation, and maintenance of facilities to mitigate the impacts of climate change. Examples include the use of green infrastructure and renewable energy sources and the accommodation of active transportation options.
 - b. Determine how park and recreation infrastructure and programming can support water quality improvement initiatives and plan and meet regulatory requirements.
 - c. Educational resources related to climate change and sustainable initiatives:
 - DCNR and Climate Change- Planning for the Future (PDF)
 - DCNR's Climate Change Adaptation and Mitigation Plan (PDF)
 - Pennsylvania's Conservation Districts
 - Pennsylvania Stormwater Best Management Practices Manual

(L) PLAN IMPLIMENTATION

The easy to follow ten -year implementation plan must:

1. Prioritize the operating-related recommendations
2. Identify the following information for each recommendation:
 - a. Roles and responsibilities of public and non-public agencies. Including transportation, health, environment protection, emergency management, conservation district, watershed organizations, etc.
 - b. Appropriate organizational structure to establish and maintain the facility.
 - c. Target dates for implementation.
 - d. Potential costs.
 - e. Potential funding source(s).
3. Prioritize capital improvement recommendations and provide a multi-year year Capital Development Program organized by short-term (1-3 years), medium-term (4-7 years) and long-term (8 plus years) projects. Identify the following information for each project:

- a. Facility/area name.
 - b. Description of proposed improvements.
 - c. Total estimated development costs of proposed improvements, including engineering and design costs, project administration costs, acquisition and/or construction costs, and at least a 10% contingency.
 - d. Potential funding source(s).
4. Provide a ten-year summary of the projected fiscal impact on the operating budget for operating-related costs associated with administration, personnel, programs, services, and maintenance.

(M) FINAL PRODUCTS AND REQUIRED DOCUMENT SUBMISSIONS:

Narrative Report

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

The final CRPOS Plan must be a narrative, bound report beginning with an executive summary and followed by clearly labeled sections for each of the plan components in logical order. All supporting documents and information should be included in the appendix and not in the body of the report.

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

- A. Purpose, Goals, and Objectives
 - B. Public Participation
 - C. Background Information
 - D. Agency Mission Statement, Goals, and Objectives
 - E. Agency Administration
 - F. Agency Personnel
 - G. Facilities and Open Space Inventory and Analysis
 - H. Facilities and Equipment Maintenance
 - I. Recreation Programs and Services
 - J. Financing
 - K. Recommendations and Cost Estimates
 - L. Plan Implementation
 - M. Additional SOW Elements and/or Recommendations (optional)
- Appendix

Required Document Submission

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

The following documents must be submitted to Upper Gwynedd Township:

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

Section 4: Consultant Qualifications:

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

PARK AND RECREATION PRACTITIONER REQUIREMENT

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

The practitioner's minimum role should include:

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

PROJECT SPECIFIC CONSULTANT QUALIFICATIONS

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

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

FEASIBILITY STUDY

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.

CONSULTANT QUALIFICATIONS SPECIFIC TO MASTER SITE DEVELOPMENT PLANS (MSDP)

In order to comply with DCNR grant requirements, the Township requires that the Master Site Development Plan, including the maps and report, be under seal of a licensed professional who is authorized by Pennsylvania law to apply the seal. Depending on the project, the professional could be a landscape architect, architect, or engineer. The grantee's choice of which professional to hire as a consultant should be determined both by the nature of the plan as well as the experience of the consultant or consultant team. If a boundary survey is required as part of the MSDP, the seal of a registered land surveyor licensed to practice in Pennsylvania must be affixed to the plan. A biologist is required to survey the project site if the jurisdictional agency/agencies reviewing your PNDI results require a field survey to be completed.

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

The method of billing must be stated. The preferred practice of Upper Gwynedd is to pay upon completion of the work and receipt of the required report. However, Upper Gwynedd 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.

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, Upper Gwynedd Township reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional services contract.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 2023, by and between Upper Gwynedd Township, Pennsylvania, and _____.

WHEREAS, Upper Gwynedd Township 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, Upper Gwynedd Township desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by Upper Gwynedd.

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 Upper Gwynedd Township of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by Upper Gwynedd to be of equal ability or experience to the predecessor.

Upper Gwynedd Township WILL:

1. Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$_____.
2. Provide the Consulting Firm with reasonable access to Upper Gwynedd personnel, facilities, and information necessary to properly perform the work required under this Contract.
3. Except as provided in item 4 below, make payment to the Consulting Firm within 30 days after receipt of a properly prepared invoice for work satisfactorily performed.
4. Make final payment of 10% of the funds available to the Consulting Firm under this Contract within 30 days after final product approval by the Department of Conservation and Natural Resources.

IT IS FURTHER AGREED THAT:

1. All copyright interests in work created under this Contract are solely and exclusively the property of Upper Gwynedd Township. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work made for hire, the Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to Upper Gwynedd Township.
2. In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.
3. The Consulting Firm may terminate this Contract at any time upon giving Upper Gwynedd Township written notice of not less than 30 calendar days. Upper Gwynedd 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, Upper Gwynedd Township shall within 30 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 Upper Gwynedd Township

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-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.