



CITY OF CHESTER REQUEST FOR PROPOSALS (RFP)
Parks, Trails, and Open Space Master Plan Update

I. GENERAL INFORMATION

The City of Chester, PA is seeking assistance from qualified professional planning and design consultants to prepare a municipal-wide parks, trails, and open space master plan. Consultant firms are invited to submit formal proposals that detail the scope of work and budget as well as participate in the final interview process. After reviewing the RFP submittals and interviews with the consultant teams, the City of Chester will identify its preferred candidate and enter into negotiations resulting in a final contract agreement.

Proposals, including four (4) paper copies and a PDF copy saved on a CD or USB flash drive, must be postmarked by **4:00 PM EST, Monday, June 27, 2016** and addressed to:

Latifah Griffin, City Planner
City of Chester, City Hall
Parks Department
1 Fourth Street
Chester, PA 19013

Proposals submitted after that time and date or proposals that are non-responsive to the requirements of this RFP will not be considered.

Request for Proposals (RFP) will be posted on www.chestercity.com. Questions concerning the RFP must be made by 4:00 PM EST, Friday, June 3, 2016. Please email questions to Anthony Moore, Parks Manager, at amoore@chestercity.com and Latifah Griffin, Director of Planning, at lgriffin@chestercity.com.

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS

- I. GENERAL INFORMATION.....1
- II. PROJECT OVERVIEW.....4
 - a. Purpose.....4
 - b. Background.....4
 - c. Project Objectives.....5
 - d. Project Team.....6
 - e. Advisory Committee.....7
- III. PROJECT SCOPE OF WORK.....7
 - a. Scope of Work.....7
 - b. Expected Deliverables.....7
 - c. Anticipated Schedule.....8
 - d. Budget.....8
- IV. PROPOSAL CONTENTS.....8
 - a. Technical Proposal.....8
 - b. Personnel Qualifications.....8
 - c. Comparable Projects.....8
 - d. Proposed Fee.....9
- V. ADMINISTRATIVE INFORMATION.....9
 - a. Proposal Timetable.....9
 - b. Evaluation of Proposal.....9
 - c. Acceptance/Rejection of Proposal.....10
 - d. Consultant Interviews.....10
- VI. APPENDIX A(Clauses).....11

II. PROJECT OVERVIEW

A. Purpose

The purpose of the project is to develop a community supported comprehensive Parks, Trails, and Open Space Master Plan (hereafter referred to as the Parks Master Plan) for the City of Chester. The Parks Master Plan will guide policy development, delivery of City services, prioritize demands and opportunities, and generate a strategic action plan. It will be rooted in all-inclusive public engagement and will seek to incorporate green stormwater infrastructure, energy efficiency strategies, accessibility, cost effective improvements and maintenance strategies, and environmental remediation opportunities.

B. Background

The City of Chester is located in the southeast corner of Delaware County. The population of the 4.7 square mile City is 33,900. Philadelphia is located approximately 9.7 miles to the northeast and the City of Wilmington, Delaware is located approximately 7.8 miles to the southwest. The City of Chester has direct access to rail lines and major roadways, including Interstates 95 and 476, and the New Jersey Turnpike via the Commodore Barry Bridge (US322). From downtown Chester, Philadelphia International Airport is less than a 15 minute drive.

The City of Chester has 33 parks and recreation resources. Together, publicly owned park and open space resources account for over 267 acres, or approximately 8.7 percent of Chester's land resources. The Chester Parks Department is responsible for the provision and maintenance of the City's park and recreation facilities. Similar to other cities, Chester's park system is under-resourced in terms of capital and operations funding.

The existing Parks and Recreation Plan was developed in 2000 and is outdated. Since the last plan was completed, plans have been made for improvements at selected parks and the design of a trail system has been initiated. Several City planning initiatives have also taken place since 2000, including an updated comprehensive plan, a new zoning ordinance, and a soon to be completed green stormwater infrastructure plan.

Based on the planning initiatives over the past fifteen years, there is a desire for enhanced connectivity between public spaces, and provision of safe, secure, outdoor attractions where City residents will want to congregate.

Existing plans and related initiatives will be used as the foundation for this plan to develop a coordinated, consistent approach. Some of the supporting documents for consultant firms to review and consider are listed below. Digital copies of these plans are available on the City's and Delaware County's website.

- City of Chester Vision 2020 Comprehensive Plan
- Delaware County 2035 Comprehensive Plan

- Delaware County Open Space, Recreation, and Greenway Plan
- Delaware County Delaware River Watershed Conservation Plan
- Chester City Climate Adaptation Plan
- Chester City Green Stormwater Infrastructure Plan (to be completed Summer 2016)
- East Coast Greenway Feasibility Study - Darby Creek to Flower Street, Delaware County

C. Project Objectives

1. Build upon existing City and regional plans. Minimize new data collection by using existing materials. Focus on communication, strategizing and plan formulation.
2. Conduct a planning process with vigorous public involvement.
3. Conduct a broad-based recreational needs assessment that includes the general citizenry, organized community groups, government, and the private sector.
4. Inventory current park facilities and evaluate the current life cycle status of amenities to identify opportunities to improve health of all residents through dedicated exercise areas.
5. Identify the strengths, challenges and opportunities of existing parks and recreation facilities. Identify the natural/passive vs. programmed recreational space.
6. Identify opportunities for expanding recreation and/or open space on vacant and distressed, or currently undeveloped lands.
7. Develop clear community goals for the recreational system that incorporate: improvements to public safety and security, streamlining future maintenance requirements, public art installations, enriching park aesthetics, and incorporating 'green' design principles.
8. Develop strategies for merging the parks, recreation, trails, and open space recommendations with natural resource conservation, green stormwater infrastructure, energy efficiency methods, accessibility, and environmental remediation opportunities.
9. Develop recommendations to meet the recreational needs of all ages, interests and abilities, year round.
10. Create a conceptual green network plan that proposes opportunities to improve access and usage of parks and greater connectivity among neighborhoods and local and regional parks, trails, open space, public facilities, and the City's waterfronts.

11. Develop illustrative conceptual site improvement plans for as many existing parks that is feasible.
12. Develop a conceptual plan with recommendations to improve and connect existing and proposed parks, plazas, alleys, and walkways within the central business district.
13. Create an action plan which achieves the recommendations, maximizes limited financial resources and staff, identifies partnership opportunities, and positions the City for available implementation funding from public and private sources.
14. Develop an official document that, in part, guides City policy and decisions regarding land use.

D. Project Team

The consultant for this project will work with a preset project team. The team includes Chester City's Parks, Planning, and Engineering Departments, the Pennsylvania Environmental Council (PEC), the Chester Upland School District, and the East Coast Greenway Alliance.

The Chester City Parks and Planning Departments will provide project oversight. The Engineering Department will provide technical guidance as needed.

PEC is contributing \$26,480 of in-kind services towards leading the community engagement and stakeholder collaboration elements of the planning process. PEC will be responsible for meeting preparation, and outreach materials. It is anticipated that PEC will prepare and distribute a community survey, conduct a series of neighborhood forums, and lead at least three general public meetings. The first general public meeting will be held early in the process for the purpose of determining issues, ideas, concerns and suggestions regarding parks, trails, open space, and recreation and will be conducted as an interactive workshop. The second general public meeting, also conducted as an interactive workshop, will be held after conclusions and options are drawn and when recommendations are being formulated to obtain community feedback about possible actions for the five to ten year plan. A third general public meeting will occur to review the draft plan and communicate to the public how their input influenced the decisions.

Under retainer from PEC, Michael Baker International (MBI) will be able to provide assistance with analyzing plan components that require traffic safety and stormwater analysis, as well as construction estimates. MBI is donating up to \$15,000 to support these tasks.

The East Coast Greenway Alliance will provide community engagement and technical support related to Chester City's East Coast Greenway segment.

E. Advisory Committee

An Advisory Committee will be put together by the City and PEC to guide the project. The consultant should plan on meeting with the Advisory Committee at least four times during the planning process. PEC will co-lead these meetings with the project consultant and provide meeting minutes.

III. PROJECT SCOPE OF WORK

A. Scope of Work

The scope of work should satisfy the City's objectives stated above and meet the expectations of the Comprehensive Recreation, Park, and Open Space Plan guidelines established by the Bureau of Recreation and Conservation under Pennsylvania's Department of Conservation and Natural Resources (DCNR). A final scope of work will be developed by the City and the respondent submitting the selected proposal ("The Project Consultant") following selection.

In addition to plan development, the consultant is expected to attend a project kickoff meeting with the City, at least four (4) advisory committee meetings, and at least three public meetings. The consultant should provide in their proposal a strategic approach to working with the Project Team.

B. Expected Deliverables

1. The consultant will attend and participate at Advisory Committee meetings and at least three public participation meetings.
2. PEC will create an event series of activities to organize, plan, and promote the public participation meetings.
3. PEC will develop a draft public participation report for review.
4. The consultant will produce park profiles that will include written and graphically depicted inventory and assessment of existing recreation and open space resources, facilities, programs and services, management and organization, and financing.
5. The consultant will produce conceptually illustrative master plans that create a framework for a citywide greenway system, improved public access to the Delaware River, and improved public space interconnection in the central business district.
6. The consultant will produce conceptually illustrative site improvement plans for as many city-owned parks as feasible within the project budget.

7. The consultant will develop a strategic action plan with implementable recommendations for open space, greenways, trails, parks, recreation facilities, programs and services, management and organization, financing.
8. The consultant will develop a draft report for review.
9. A graphically rich final report in digital (PDF) and print (8 copies) format.

C. Anticipated Schedule

The City of Chester anticipates an 18 to 24 month process to complete the final plan.

D. Budget

This project is being made possible by a generous grant from the Commonwealth of Pennsylvania, Department of Conservation and Natural Resources. In addition, local Chester City funding and donated services from the PEC and others is supporting the planning process. The City of Chester has \$60,000 budgeted for project consultant fees (including expenses) related to the scope of work and deliverables identified in this RFP.

IV. PROPOSAL CONTENTS

In the proposal, the consultant shall describe the overall technical and creative approach that demonstrates that the consultant understand the needs and objectives of this RFP and that the proposed method meets the DCNR's requirements for a Comprehensive Recreation, Park, and Open Space Plan.

The Responses to this RFP must not be more than 30 pages in length (15 double-sided or 30 single-sided pages) and include the following:

A. Technical Proposal

This section shall consist of:

1. A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal;
2. A scope of work that includes steps to be taken, including any products or deliverables resulting from each task;
3. A proposed schedule that indicates project milestones and overall time for completion;
4. Any other information deemed necessary to address the requests of this RFP.

B. Personnel Qualifications

Project personnel, as applicable, shall be listed including a description of assignments and responsibilities, a resume of professional experience and an estimate of the time each would devote to this project, and other pertinent information.

C. Comparable Projects

Provide a brief description of the last 3 comparable projects in progress or completed for municipalities in Pennsylvania. Include a reference name with current contact information.

D. Proposed Fee

Describe the allocation of the project budget by task (time, personnel, etc.). Identify the maximum professional fee inclusive of all fees and expenses.

V. ADMINISTRATIVE INFORMATION

A. Proposal Timetable

The proposed schedule for the RFP process is as follows:

Issue RFP:	May 18, 2016
Cutoff for written questions:	June 3, 2016 by 4 PM
Summary response to written questions:	June 6, 2016 (via email)
Proposals due:	June 27, 2016 by 4PM
Consultant interviews:	July 2016
Contract negotiations:	August 2016

B. Evaluation of Proposals

The Project Planning Team, including the City of Chester Parks Department and the Planning Department, and others will thoroughly evaluate the merits of each submission. The following criteria (in order of importance) will be used to evaluate proposals:

- **Professional qualifications** (planning and design experience related to parks, recreation, trails, and open space in urban settings and community engagement experience)
- **Project understanding** (sensitivity to the project objectives and Chester's characteristics, issues, and needs)
- **Technical approach** (quality and creativity)
- **Cost** (value of the most experienced people doing the most work for the least cost resulting in the best product)

C. Acceptance / Rejection of Proposals

The City of Chester reserves the right to reject all proposals submitted, to cancel the solicitation request under this notice, and/or to re-request proposals for this work and service.

D. Consultant Interviews

Consultants who are deemed most eligible for an interview and oral presentation will be notified of the intended time, date, location and format as determined by the City.

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 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 in violation of the PHRA and applicable federal laws against or intimidate any of its employees.
- 3.** The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees 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.
- 4.** The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate in violation of the PHRA and applicable federal laws against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
- 5.** The Grantee and each subgrantee, contractor and subcontractor 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 Small Business Opportunities (BSBO), for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.
- 6.** The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees,

contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.

- 7.** The Granter's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

- 8.** The Commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.