

REQUEST FOR PROPOSALS

CITY OF PITTSBURGH COMPREHENSIVE OPEN SPACE, PARKS, AND RECREATION PLAN



Honorable Luke Ravenstahl, Mayor

July 2, 2009
Department of City Planning

REQUEST FOR PROPOSALS (RFP)

City of Pittsburgh Comprehensive Open Space and Recreation Plan

The City of Pittsburgh, Department of City Planning is accepting proposals for a one-time contract to perform certain professional services (consulting) work for the City involving data collection, research, analysis and recommendations to be contained in a report that will constitute a section of the City's Comprehensive Plan, specifically the chapter on Open Space and Recreation. The project budget is **\$350,000**. Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal, proposal evaluation criteria, and the proposed contractual agreement.

Written queries are due at the Department of City Planning by July 17, 2009 at 4 PM. (mail, fax, or email acceptable). Verbal queries are not acceptable. Response to queries will be issued by July 24, 2009.

Sealed proposals (ten hard copies and one digital copy), must be received no later than Friday, July 31 at 4 PM. Postmarks are not sufficient. Proposals by fax or email are not acceptable.

Contact person for all queries and for receipt of proposals:

Andrew Dash, AICP
City of Pittsburgh, Department of City Planning
200 Ross Street, 4th Floor
Pittsburgh, PA 15219

412 255-0760
412 255-2838 (fax)
andrew.dash@city.pittsburgh.pa.us

TABLE OF CONTENTS

City of Pittsburgh Comprehensive Open Space, Parks, and Recreation Plan RFP

Section 1.	BACKGROUND
Section 2.	REQUIREMENTS General Requirements Work Requirements (Scope of Work)
Section 3.	ORGANIZATION AND REQUIRED SUBMITTALS FOR PROPOSAL
Section 4.	EVALUATION CRITERIA
Section 5.	CONTRACT (Form)
Appendix A.	NONDISCRIMINATION CERTIFICATION (For proposing firm)
Appendix B.	CONSULTANT REQUIREMENTS
Appendix C.	ANTICIPATED PROJECT SCHEDULE

NOTE: In this document the term "Consultant" shall mean the person or firm making a proposal based on this RFP. The term "Consultant" and the term "firm" are used interchangeably. Also, the term "you" or "your" shall refer to the Consultant.

SECTION 1. BACKGROUND

The City of Pittsburgh is undertaking the production of its first Comprehensive Plan. The Chapter addressing Open Space, Parks and Recreation will be the first chapter produced. Subsequent chapters in this initial phase will address Transportation, Public Art, and Cultural Heritage.

The Open Space, Parks, and Recreation chapter will include but not be limited to parks, greenways, trails, urban farming, green lots (temporal open space), sensitive environmental areas, steep slopes, athletic fields, swimming pools, senior community centers, and other recreation facilities and programs. Total project budget is **\$350,000**.

The goal of the Comprehensive Open Space, Parks, and Recreation plan is to provide the city clear direction in land use and infrastructure decisions including those decisions related to our green infrastructure (parks, greenways, urban tree canopy, etc.), and in recreation facility infrastructure and associated programming. This plan must recognize that while the City may not ever be as big as it once was, it can be better than it ever was if there is a conscious decision to meet open space and recreation needs in a comprehensive and efficient manner, if open space is promoted as the highest and best use where appropriate, and if all infrastructure decisions are cognizant of the direction provided by the Comprehensive Plan.

This project is partially funded by the Community Conservation Partnership Program, administered by the 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 Pittsburgh and its contracted consultant. Accordingly, this Request for Proposals (RFP) has been prepared to meet these requirements and standards. The Bureau will monitor the project. Certain documents and drafts of documents will be subject to review and approval by the Bureau.

SECTION 2. REQUIREMENTS

A. General

The City reserves the right to reject any or all proposals and to select the proposal that it judges to be in the best interest of the City.

All proposers are bound by the deadline and location requirements of this RFP as previously stated in the Announcement.

All proposals shall remain effective subject to City review and approval for a period of ninety (90) days from the deadline for submitting proposals.

If only one proposal is received by the City, the City may initiate negotiations with the firm submitting the proposal or seek additional proposals on an

informal or formal basis during the ninety (90) day period that proposals must remain effective.

The proposer is encouraged to add to, modify or clarify any of the scope of work items it deems appropriate to obtain a high quality plan at the lowest possible cost. All changes should be listed and explained. However, the scope of work proposed, at minimum, must accomplish the goals and work outlined below.

B. Scope of Services

The following are tasks within the Comprehensive Open Space, Parks, and Recreation Plan process that require the assistance of a Consultant and their expertise:

Listing of Categories / Tasks:

Task 1 – Review and assess existing plans and conditions

The Department of City Planning (DCP) is currently compiling a series of GIS layers documenting the existing conditions of the open spaces and parks within the City. As this information is compiled, it will be available to the Consultant. Other information, such as demographic, economic, and quality of life statistics, is available from DCP as well.

The Consultant will review existing plans for parks, recreation, and open space pertaining to the City, including, but not limited to, *The Riverfront Development Plan: a comprehensive plan for the three rivers* (1998), *A Vision Plan for Pittsburgh's Riverfronts* (2001), *Pittsburgh's Regional Parks Master Plan* (2001), *The City of Pittsburgh Athletic Fields Analysis* (2002), *An Ecological and Physical Investigation of Pittsburgh Hillsides – Report to the City of Pittsburgh Hillside Committee* (2004), the Parks, Open Space, and Greenways Plan for Allegheny County, within *Allegheny Places* (2008), and the Allegheny County Natural Heritage Inventory (1994).

After reviewing the former plans and the background information, the **product** of this task will be a report prepared by the Consultant assessing the breadth of information, identifying any critical gaps in information needed, and recommending ways to fill those gaps in information. If filling these gaps in information is not cost-effective, alternative approaches will be considered. The Consultant will assist the Management Committee in determining responsibilities for this effort.

Task 2 – Solicit and compile public input

Because the City's natural environment and parks are so well-used and highly valued by Pittsburghers, it is essential that the public be involved in the development, and in some cases, the implementation of the plan. Consultants will work with the Management Committee to devise a public outreach plan outside of public meetings that entices a broad range of participants from across the city in a creative, yet cost effective manner. Innovation in public outreach strategies is strongly encouraged. Outreach strategies could include, but are not limited to:

- Focus groups
- Face-to-face interviews
- Outreach, presentations, and flyers at public events
- Events in the parks
- Mail or web-based surveys

At a minimum, public meetings should be held at the outset of the plan; following preliminary recommendations of the plan; and prior to adoption of the final plan. Meetings should be dispersed throughout the city as much as possible, particularly in underserved communities where obtaining public input has been historically challenging, and capitalize on the outreach efforts and public participation of existing organizations where possible.

Consultants will be responsible for facilitating public meetings. Department of City Planning, CitiParks, and other Management Committee members and their organizations may be able to provide some assistance with the preparation of materials, maps, outreach, identification of appropriate venues and other meeting organization activities, but the consultant should assume primary responsibility for meeting organization.

Task 3 – Review and assess best practices and how they can be applied to Pittsburgh

The Consultant will share with the Management Committee its knowledge of best practices from its research and prior open-space planning work in comparable cities. Best practices will include, but are not limited to:

- Parks and land management practices;
- Grounds, Facilities and Forest Maintenance;
- Project funding;
- Economic benefit analysis;
- Environmental and fiscal sustainability;
- Environmental regulations;
- Site design;
- Innovative uses of land as open space in dense or underserved neighborhoods;

- Connectivity of greenways and other environmentally sensitive areas (e.g. habitat connectivity);
- Bike and pedestrian connectivity for recreational and transport through open spaces;
- Reduction of urban heat island effect;
- Stormwater management;
- Connectivity and access to open space;
- Vacant property strategies;
- Right-sizing;
- Siting and operations of a City composting facility(ies).
- Urban farming for food, fuel and fiber;

The Consultant will then work with the Management Committee to determine what best practices, policies, and strategies can be applied in Pittsburgh, understanding that not all best practices are appropriate due to issues related to topography, government structure and demographics.

The **product** of this task will be guidelines and recommendations specific to Pittsburgh that will assist in making future decisions about the acquisition, management, and stewardship of open space, parks and recreation resources. This may include the types of open space the City should provide within a relative proximity to its neighborhoods; performance standards for maintenance and management; methods for using open space for innovative stormwater management; food production, etc.

Task 4 – Identify opportunities for ensuring highest and best use of open space within the City

The Consultant will work with the Management Committee to identify opportunities to improve and expand the City's open spaces and parks.

These opportunities will:

- Fulfill a variety of open space and recreation needs for the City in an equitable manner
- Improve quality of life for its residents
- Strengthen and expand the City's physical, social, economic, and ecological connections to the region at large
- Provide for more efficient City infrastructure and services;
- Promote development proximate to defined open space;
- Provide a network of open spaces and recreation opportunities that are fitting for "America's Most Livable City".

These goals can be achieved by protecting or better utilizing a mixture of existing or newly identified open spaces and recreational resources, such as:

- Riverfront areas;
- Bike, pedestrian, motorized, or equestrian trails;
- Streetscape improvements;
- Infrastructure rights of way;

- Steep slopes;
- Undermined and landslide-prone areas;
- Greenway areas;
- Habitat restoration and connection areas;
- Vacant lots;
- Tax delinquent properties;
- Active and passive park areas;
- Institutional properties, such as schools, cemeteries, and churches;
- Better or reorganized use of existing open spaces and facilities.

The **product** of this task is to provide a complete inventory of potential open space and recreation resources, as well as creating a comprehensive menu of options for improving and expanding the City's use of those resources. The City's GIS department can provide assistance with the inventory process.

Task 5 – Assess needs for open space and recreation facilities city-wide and at the sector level

Although the Plan is comprehensive in nature and intended to be city-wide, it will need to inform decisions that will have impacts at a more local level. To accomplish this, some planning will take place at a scale smaller than city-wide. This is to be organized around the City's existing 16 Planning Sectors. These sectors are mapped at the following address:

<http://www.city.pittsburgh.pa.us/cp/assets/SectorPicture.pdf>. Existing conditions information is being coordinated through the Department of City Planning's Sector Neighborhood Asset Profiles (SNAP) for use in sector planning for open spaces. The assessment of needs is to be coordinated by the Management Committee, with assistance from the Consultant.

The Consultant will work with the Management Committee to define the guidelines for an assessment of needs for open space, parks, and recreation facilities at both a city-wide and sector level. The Consultant will then conduct the assessment of needs with assistance from the Management Committee and possibly from Focus Groups organized around topics of interest or by localities.

The needs are driven by a number of factors, including:

- Demographics, such as population, age, income, household / family types;
- Physiography such as natural land constraints and limitations;
- Providing efficient infrastructure and public services;
- Providing open space that enhances, attracts, and promotes surrounding development;
- Public opinion and visioning, determined by the various methods of public process;
- Best practices that are applicable to Pittsburgh (Task 3);
- Environmental or other regulatory requirements or guidelines;

- Natural habitat protection, establishment, or expansion;
- Connectivity for bicyclists and pedestrians (trails, paths, shared roadways, etc.) to and through open spaces;
- Special needs for the disabled and other disadvantaged groups;
- Economic, social, public health, and quality-of-life conditions that may be improved by changes in the provision of open space; and
- Sustainability policies and practices.

The Consultant will document and report the needs in each sector, as well as needs city-wide. Consistency among the sectors will be the responsibility of the Consultant, and will ultimately provide a strategic overview of the city that minimizes overlap among services, maximizes connections between communities and existing and planned open space. Regional needs, such as the riverfronts and hillsides, will be considered as well.

Task 6 – Prepare recommendations based on needs assessment at the City-wide and sector scale

After conducting the needs analysis with the Management Committee and input from focus groups and other public outreach activities, the Consultant will then develop a list of recommendations that fulfill open space needs using the City's existing resources, best practice research, and opportunities. The Department of City Planning (DCP) will assist the Consultant in mapping the recommendations that deal with physical open space.

Recommendations will be on, but not limited to, the following:

- Opportunities for improving and/or creating bike/pedestrian corridors and trails linking parks, recreation, and open space resources;
- Opportunities for maintaining, improving, creating, and/or protecting environmentally sensitive areas & resources, such as riparian zones, steep slopes/hillsides, critical habitat, land banking for future uses, etc.;
- Revisions to City policy towards open space programs such as the Greenway program, the Side Yard program, Urban Agriculture, and vacant lot management & greening; demolitions and historic preservation policy (coordinated with the work done and recommendations of the Cultural Heritage Plan);
- Preferred methods of stormwater management tools and siting criteria, with recommendations to policy changes as needed; and
- Protection strategies for environmentally sensitive areas and key corridors;

Recommendations will be categorized by type of open space, location of open space, function, cost, etc. Evaluation criteria will be based on the goals and objectives of the plan to select and prioritize recommendations both city-wide and at a sector level.

Task 7 –Perform selective cost/benefit analyses to ensure cost-efficient solutions

The Consultant will work with the Management Committee to:

1. Develop a list of programs and projects for which the Consultant will develop estimates for legacy costs (operations & maintenance), and extrapolate unit costs as appropriate.
2. Develop an approach to measure both costs and benefits for each of the projects. Factors may include economic, environmental, or other quality-of-life benefits.
3. Create a template to estimate the costs and benefits for each type of open space.

Examples:

- The costs of a 1-acre neighborhood park are A
- The benefits to property values (and future tax revenue) are X
- The stormwater management benefit is Y (possibly costs to handle that amount of stormwater through traditional methods)
- The quality-of-life benefits are Z.

Task 8 – Prioritize City-wide and Sector recommendations

The consultant, working with the Management Committee, will prioritize the recommendations at both a city-wide and sector scale, balancing the needs and cost/benefit analyses, capacity of City agencies, and budgetary realities. The **product** of this task will be a set of recommendations phased into immediate, near-term, and long-term timeframes.

Task 9 – Create a timeline and capital budget for implementing plan recommendations

In consultation with the Management Committee, the Consultant will prepare a capital budget for the selected recommendations to serve as the basis of a budget for implementing the Open Space, Parks, and Recreation Plan over a 25 year period. This capital budget will include the following: a long-term capital maintenance plan for Parks and Recreation facilities and programs, a capital plan for project recommendations, as well as a capital plan for the acquisition, maintenance, and management of open space proposed in the recommendations. This will include the City departments and agencies and external partners that will be responsible for implementing these recommendations, as well as details on the funding sources and contacts, programs, and revenue streams that will be responsible for implementation of each recommendation.

Task 10 – Create policy document including tasks #1-9, maps, graphics, supporting documents and data, as needed.

The Consultant will work on the preparation of a draft Open Space, Parks & Recreation Plan for review by the Management Committee. After the Management Committee's review, the Consultant will assist in guiding the Plan through the formal adoption process, including review and recommendation by the City Planning Commission and review and acceptance of the Plan by City Council. Through this process, the Consultant will revise the draft and create the final plan document. The Plan will be a combination of text based on the prior nine Tasks, illustrative commentary to further explain the concepts within the document, and an outline of the public participation process for the Plan.

The draft and final plan documents are to include:

- The Open Space, Parks, and Recreation Plan document
 - o Summary of the public participation process for the Plan
 - o Goals and Objectives (from the visioning process)
 - o Existing Conditions
 - o Best Practices Applicable to the City
 - o Opportunities
 - o Needs analysis
 - o Cost / Benefit analysis
 - o Recommendations
 - Criteria for determining the proper types and mix of Open Space (e.g. x number of acres / resident)
 - Locations for expanding, converting to Open Space (by type)
 - Locations for conversion of open space to developable land
 - Usage of Best / Sustainable Practices to minimize legacy costs
 - Appropriate Zoning Code or other City ordinance amendments
 - Management and maintenance of resources
 - Phasing (Immediate, Near-term, Long-term)
 - o Implementation Plan (with preliminary budget)
 - o Potential funding sources and contacts for plan implementation
 - o Timetable and performance benchmarks and indicators to evaluate progress and/or success
 - o Relevant tables, charts, graphics, sketches, and appendices as needed
- Executive Summary of Plan
- Relevant maps, with assistance from DCP

The Consultant will be responsible for designing and formatting the document, as well as providing the plan so that it can be reproduced in both paper (50 hard copies of the final document, as well as high-resolution digital copies of the plan and all images, charts, maps, etc. used in the plan will be required as a deliverable), electronic, and web-based formats, including Limehouse software, in which the City's SNAP (Sector Neighborhood Analysis Profiles) program was created.

SECTION 3. ORGANIZATION AND REQUIRED SUBMITTALS FOR PROPOSAL

A. Letter of Transmittal

This letter should include:

- a statement indicating your understanding of the work to be performed;
- an affirmation of the Consultant's qualifications for professionally and expertly conducting the work as understood;
- the Consultant's contact person concerning the proposal and a telephone number where that person can be reached; and,
- A clear statement of the Consultant's, and/or the principals of the Consultant, relationship(s) with, or knowledge of any officials or employees of the City and the nature of this relationship or knowledge.

Failure to clearly state and fully disclose any of the information required in the letter of transmittal shall be grounds for the city to reject the consultant's proposals and will be grounds for immediate cancellation of any contract entered into between the city and the consultant without payment of work completed.

B. Profile of Consultant

The consultant profile should be a brief statement indicating the Consultant's experience in conducting work of the nature sought by this RFP. Advertising brochures on the Consultant may be submitted as a part of this profile as long as the brochures specifically address the experience of the Consultant related to the work to be performed. Additionally, this profile should include:

- the location of the Consultant's office that will provide the proposed services;
- resumes of individual consultants or employees proposed to conduct the work and the specific duties of each consultant or employee relative to the proposed work;
- a brief reference list of other municipalities served by the Consultant should be provided with telephone numbers and names of contact persons; and,
- any other information describing the office may be included if it relates to the capabilities and expertise of the firm in doing comparable work.

Note: DCNR requires that the project consulting team have certain qualification per the DCNR document attached as Appendix B. Please be prepared to confirm that your consulting team meets these qualifications.

C. Explanation of Work to be Performed

The proposal must include a detailed description of the procedures and methods you propose to use to complete the work requested by the City. This is important because the methods and procedures proposed will receive primary consideration in evaluating your proposal. Examples of similar work will be helpful and may be included.

D. Work Schedule

A project work schedule should be provided which includes time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents.

E. Cost

Full cost information should be provided that shows the minimum number of hours to be provided by each person assigned to the proposed work by the firm's organizational levels. The proposed hourly rate for billing shall be included for each person. The hours of work and cost shall be itemized for each major work element of the proposal. An itemized estimate of reimbursable expenses must be included. The total amount of maximum payment must be stated.

The cost shall be based on the hours of work provided and "out-of-pocket expenses" and shall not exceed the maximum cost proposed unless an amendment to the contract is negotiated and approved by the proper authority of the City.

MBE and WBE participation shall be clearly indicated.

Your method of billing must be indicated. The preferred practice of the City of Pittsburgh is regular invoicing but not more than one time per month. Regardless of the billing method used, ten percent (10%) of the total contract price will be withheld until the final product is approved by DCNR.

F. Other Submittals

Additionally, documents attached as appendices to this RFP shall be fully executed and returned with the proposal as follows:

- Nondiscrimination Certification (For proposing firm).

SECTION 4. EVALUATION CRITERIA

All proposals will be evaluated based on the technical and professional expertise and the experience of the Consultant, the proposed method and the procedures for completion of the work, and the cost of the proposal. The apparent ability of the Consultant to be independent and objective in performing the requested work will also be considered.

A. Technical Expertise and Experience

The technical expertise and experience of the Consultant will be determined by the following factors:

- The overall experience of the Consultant in conducting similar work that is to be provided to the City of Pittsburgh.
- The expertise and professional level of the individuals proposed to conduct the work for the City of Pittsburgh.
- The clarity and completeness of the proposal and the apparent general understanding of the work to be performed.

B. Procedures and Methods

The methods and procedures proposed to be utilized to conduct the work requested as they relate to thoroughness and objectiveness will be of primary importance in evaluating proposals. This includes evaluation of the soundness of the approach relative to the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the work to ensure timely and orderly completion.

C. Cost

The cost will be weighed in relation to the other proposals received and shall be evaluated relative to the number of hours of professional consulting services to be received by the City of Pittsburgh and the overall level of expertise of the specific Consultant's personnel proposed to do the work.

All, or selected, Consultants submitting proposals may be invited to interviews explaining their proposal.

D. City of Pittsburgh MBE and WBW Goals.

City of Pittsburgh goals are 18% MBE and 7% WBE participation. The degree to which the proposal meets or otherwise addresses these goals will be considered.

SECTION 5. CONTRACT

- A. The Contract shall be between the City of Pittsburgh ("City") and the consultant. The contract shall be directed and managed by the Department of City Planning.
- B. The City can neither process invoices nor approve payments until the contract has been fully executed by all City signatories. The Department of City Planning has no legal authority to authorize commencement of work until the contract is fully executed.

- C. City laws and policies mandate the incorporation of various terms and conditions into all City contracts. For this reason the City will not sign any respondent's standard contract.
- D. All photographic, graphic, printed, electronic or other data developed pursuant to this project shall be the property of the City, and the contractor shall relinquish to the City without further payment all copyrights and other claims to ownership or use of such data.

- E. The City requires all consultants to indemnify the City by including the following clause in all City contracts.

The Consultant hereby agrees to indemnify, save and hold harmless, and defend the City, its officers, agents, and employees against liens, charges, claims, demands, losses, costs, judgments, liabilities, and damages of every kind and nature whatsoever, including court costs and legal fees, arising by reason of: the performance by the contractor or and services under this agreement; any act, error or omission of the Consultant or of any agent, employee, licensee, consultant, or subconsultant; or any breach by the contractor of any of the terms, conditions, or provisions of this Agreement. The contractor shall indemnify and save harmless the City against and from any and all claims and liabilities whatsoever on account of, or by reason of, or growing out of personal injuries or death to any person, including the Consultant and its employees, whether the same results from the actual or alleged negligence of the City or the City's agents or employees or otherwise, it being the intent of the provision to absolve and protect the City of Pittsburgh from any and all loss by reason of the premises or anything related in any way whatsoever to the contract. The Consultant shall supply evidence of insurance satisfactory to the City covering the liabilities and indemnification required by the contract.

- F. The standard insurance coverage required by the City of Pittsburgh for professional services contracts is as follows:
- All insurance must be on an occurrence basis, not a claims-made basis
 - The City must be listed as an additional named insured, not merely as a certificate holder.
 - Insurance should provide 30 days cancellation notice.
 - The consultant shall provide an insurance certificate showing that it meets the requirements.
 - Worker's Compensation shall meet statutory requirements.
 - General liability (including property damage and bodily injury), automobile liability and professional liability shall be provided in the following amounts:

Public liability and property damage

Bodily injury, including death and property	\$500,000.00	per occurrence
Damage combined	\$1,000,000.00	aggregate

Automobile Liability and Property Damage

Bodily injury, including death and property	\$500,000.00	per occurrence
Damage combined	\$1,000,000.00	aggregate

APPENDIX A
To Request for Proposals for City of Pittsburgh Open Space and Recreation
Comprehensive Plan

NONDISCRIMINATION

Nondiscrimination and equal opportunity are the policy of the Commonwealth and the City of Pittsburgh in all its decisions program, and activities. The purpose is to achieve the aims of the United States and Pennsylvania Constitutions. Executive Order 1972-1, the Pennsylvania Human Relations Act, Act of October 27, 1955, (P.L. 744), as amended, (43 P.S. § 951, et. seq.), and (43 P.S. § 153), by assuring that all persons are accorded equal employment opportunity without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.

During the term of this contract, the Contractor agrees as follows:

(a) Contractor shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Contractor shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Contractor shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this nondiscrimination certification.

(b) Contractor shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.

(c) Contractor shall send each labor union or workers' representative with whom it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this nondiscrimination certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.

(d) It shall be no defense to a finding of noncompliance with this nondiscrimination certification that contractor has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

(e) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that contractor will be unable to meet its obligations under this nondiscrimination certification, contractor shall then employ and fill vacancies through other nondiscriminatory employment procedures.

(f) Contractor shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of contractor's noncompliance with the nondiscrimination certification or with any such laws, this contract may be terminated or suspended, in whole or part, and contractor may be declared temporarily ineligible for further City of Pittsburgh contracts, and other sanctions may be imposed and remedies invoked.

(g) Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by the City of Pittsburgh for purposes of investigation to ascertain compliance with the provisions of this certification. If contractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Pittsburgh.

(h) Contractor shall actively recruit minority and women subcontractors or subcontractors with substantial minority representation among their employees.

(i) Contractor shall include the provisions of this nondiscrimination certification in every subcontract, so that such provisions will be binding upon each subcontractor.

(j) Contractor's obligations under this clause are limited to the contractor's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: _____

(NAME OF CONTRACTOR)

BY _____

TITLE _____

APPENDIX B

Consultant Qualifications

COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM



CONSULTANT QUALIFICATIONS

PLANNING GRANT PROJECTS

Purpose: These consultant criteria are established to help grantees select a qualified consultant or consulting team to complete **any planning project** funded by a grant under the Community Conservation Partnerships Program. Selecting a qualified consultant will substantially increase the likelihood that the completed project will be comprehensive, accurate, and of the highest quality.

GENERAL CONSULTANT QUALIFICATIONS FOR ALL PROJECT TYPES

Regardless of the planning project type, your consultant or consulting team **must** meet the following requirements:

1. Have documented experience developing and implementing public participation techniques such as holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc.
2. At least one member of the consulting team must have documented, prior experience conducting studies of the project type. This person should be the project leader and assume overall project coordination responsibilities between the grantee and the consulting team.
3. Have documented experience with the planning, design and general operation of recreation and park areas and facilities.

4. Have documented experience in developing and recommending to local government officials and non-profit organizations the policies and procedures related to providing public recreation and park services and/or facilities, as well as the management and operation of these facilities and amenities.
5. Have documented experience in setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.

PROJECT SPECIFIC CONSULTANT QUALIFICATIONS

COMPREHENSIVE RECREATION, PARK, AND OPEN SPACE PLANS

Comprehensive recreation, park and open space plans are typically developed by a team of professionals that include landscape architects, community planners, and recreation and park professionals. At least one member of the consultant team must be a recreation & parks practitioner*, preferably holding CPRP (Certified Recreation and Park Professional) certification with a minimum of 3 years experience in the administration, planning, and development of facilities/areas, programming, finance, personnel, and maintenance of a comprehensive park & recreation system or related entity.

TRAIL AND GREENWAYS PLANS

Although this project is not a Trail and Greenways Plan per se, trail connectivity and a review of the City's existing Greenways Program is included in the scope of work and will require an experienced team of professionals from various disciplines such as, landscape architecture, architecture, engineering, recreation and parks, and community planning. A consultant or consulting team with documented expertise in greenways and trails planning is strongly encouraged.

***RECREATION AND PARK PRACTITIONER REQUIRED INVOLVMENT**

Generally, the practitioner's role is to educate the grantee on the variety of available recreation and park-related operating practices and to help select the most suitable ones. The practitioner's minimum role should include:

- Attending a majority of the study committee meetings
- Involvement in and implementation of the public participation process (such as attending public meetings, conducting interviews, reviewing the survey process).
- Participation in preparing and reviewing the plan text from draft chapters to the final plan. The Bureau requires at least verbal review comments from the practitioner.
- Visits to and evaluations of all existing sites and those considered for potential acquisition.

APPENDIX C

Anticipated Project Schedule

- July 2, 2009 - RFP Issued
- Friday, July 31, 2009, 4 p.m. – proposals due to Dept. of City Planning
- Monday, August 17 - short list of consultants notified
- Week of Aug 24 – Consultant interviews
- Sept 4, 2009 – Consultant notified
- October 2009 – Public Engagement Begins (pending executed contract)
- January 2010 to January 2011 - Plan Development
- Review and Adoption Process – allow three months, date depends on consultant's stated work plan
- April 2011 – Final Draft Completed and Approved