

March 3, 2014

**REQUEST FOR PROPOSAL
MASTER SITE DEVELOPMENT PLAN PLANNING PROJECT**

Tinicum Township, Bucks County is pleased to announce that it has received a Community Conservation Partnerships Program Grant Award from the Pennsylvania Department of Conservation and Natural Resources (DCNR) to develop a Tinicum Township Park Master Site Development Plan (MSDP).

Tinicum Township seeks proposals from design teams comprised of qualified professionals, experienced in sustainable site design best utilizing DCNR's community recreation and conservation principles, as a Project "Consultant", to develop a Master Site Plan for Township property. The Township property is located on 30 Tohickon Valley Road, Ottsville, PA, identified as Tax Parcel 44-1-22-1 and will be developed as a Township Park. The MSDP for this future Park requires research and analysis with public participation and input that will lead to the full development of this property capitalizing on the potential best uses of the property with the purpose of serving the broadest range of the community's needs with the objective of creating a community center that will balance active recreation including athletic fields with passive recreation areas.

SCOPE OF WORK (SOW):

(A) Public Participation

Public Participation is required to identify and evaluate the types of active and passive recreation opportunities that will meet the broadest range of the community's needs that can be accommodated at this Park.

The community needs a public space for community events. It needs a range of athletic fields for active recreation and for passive types of recreation. Public input should be solicited to prioritize a list of activities to be accommodated such as an amphitheater for events, play areas, walking/running and biking trails, picnic areas, gardening, and bird watching. To date, the Township has received letters from a variety of organizations each looking for athletic field space and community space. Letters of interest, representing over 800 Tinicum individuals have been received from the Director of Athletics, Palisades School District, Palisades Youth Soccer Association, and Tinicum Youth Athletic Association. Potential partnerships are achievable for soccer, baseball, softball, basketball, field hockey, and lacrosse. Public input should be solicited to prioritize the type of athletic field space needed as well as to determine community interest for event space, natural play areas, picnic space, and garden space, as well as walking and bicycling trails.

Tinicum Township is assembling a Project Study Committee to provide sufficient representation of the Community's park and recreation needs during the planning process, to build broad based public support and to reduce potential conflicts. The Consultant is required to facilitate this process and to optimize utilization of public participation throughout the planning process. The Consultant shall assist the Township with its development of the Project Study Committee and shall also make recommendations about whether the public participation process should include a Citizen Survey to

determine how to prioritize what new facilities should be offered based on the overall needs of the community. Recommendations regarding the use of a Citizen Survey should include the survey method to be used and the anticipated number of survey questionnaires to be conducted. The Consultant must include a narrative report summarizing the methods of the needs assessment process and the finding of that assessment.

Public Participation shall include the following types and number of meetings:

<u>Meeting Type</u>	<u>Number</u>
Study committee meetings	6
Advertised or promoted general public meetings: (A minimum of one is which Elected Officials)	2
Focus Group Meetings (A minimum of 1 neighborhood meeting and 1 Elected Officials Meeting)	3
Key person interviews	Minimum of 8

(B) Background Information and Data:

SOW Items 1-3

Tinicum Township is a rural community located in Upper Bucks County with a 2010 census of 3995 persons and a total area of 30.2 square miles. Tinicum's eastern boundary is the Delaware River which separates the Township from New Jersey. Its villages include Erwinna, Ottsville, Point Pleasant, Sundale, Smithtown, Wormansville, Uhlerstown and Upper Black Eddy.

Tinicum Township has had the goal of owning parkland to provide active and passive recreation and to serve as a community center for over 15 years. Tinicum Township conducted a survey in 1997 where 97% of the Township said that they would like to have land for recreation. In 2002, a questionnaire resulted in a 2:1 approval of an Open Space referendum to be used for financing the acquisition by Tinicum Township of open space, agricultural and conservation easements, property development rights and recreational lands.

The December 2011 purchase of this ideally suited, relatively flat, 18-acre Ottsville property became possible when the landowner, Louis Cooper agreed to a bargain sale and abandoned his development plans for 268 Garden Apartments that would have strained municipal resources. Mr. Cooper retained 5 acres of the property where he will continue to operate Cooper Mechanical, Heating, Cooling, and Plumbing business. The 18-acre portion the Township purchased from Mr. Cooper was formerly used as a Golf Driving Range and Miniature Golf facility. The property currently houses the former Golf Pro Shop, Covered T-boxes and open T-boxes, a miniature golf course with water features, a parking area, street trees and lighting standards and netting used in conjunction with the driving range. Beyond the man-made improvements, the balance of

the property consists of open meadowland characterized by warm and cool season grasses and hedgerows comprised of walnuts, ash, pin oak, red maple and cedars.

The Bucks County Municipal Open Space Program provided funding to the Township for the purchase of the Property after determining that it qualified for the Program and that the property “possesses natural, scenic, open space, and outdoor recreational values (collectively, “Conservation Values”) of great importance to Grantor, Grantee, the people of Bucks County, and the people of the Commonwealth of Pennsylvania; the preservation and conservation of which will yield significant public benefit.” The property is protected by a recorded Deed of Conservation and Declaration of Restrictive Covenants and will receive annual site monitoring by the Tinicum Conservancy to identify and thus prevent any use of the Property that will significantly impair or interfere with the Conservation Values of the Property.

Tinicum Township has no recreational resources in the western portion of the Township and has just one other municipal park located centrally in the Township on Cafferty Road in Pipersville. The Cafferty Road Park is 4.5 acres in size and houses courts, playground equipment and an ice rink.

Tinicum Township is home to 625 acres of State gamelands in the North central portion of the Township which offers wildlife, hunting and trails, 9 miles of the State’s 165 mile Delaware Canal State Park which offers biking, walking, riding, cross-country skiing, fishing, boating, birding and picnicking, and the 45 acre Ralph Stover Park on Stover Park in Pipersville which offers fishing, boating, birding, picnicking and hiking. Bucks County owns the following parks: Tohickon Valley Park which is 612 acres on Cafferty Road in Point Pleasant which offers picnicking, boating, campgrounds, hiking trails, swimming, fishing, and white-water rafting/kayaking in the Tohickon Creek, Tinicum Park which is 122 acres on River Road in Erwinna which offers playground, picnicking, campgrounds, hiking, birding, ballfields, disc golf, and boat access to the Delaware River, Prahl’s Island Park which is a 88.4 undeveloped nature area within the Delaware River, north of Point Pleasant and Van Sant Airport which is 199 acres and an airport and working museum as well as an environmental preserve on Cafferty Road in Pipersville. The Port Authority recently acquired Marshall Island which is 130 acre island Delaware River Island that will provide passive recreation opportunities and camping.

4. The Consultant will evaluate how this park fits into the overall park system and how it can be linked to other community facilities and to the Village of Ottsville.

5. The Consultant shall review and address implementation of this Project so that it is consistent with the following:

Implements Objective 8 and 9 of the Goals and Objectives of the Tinicum Township Open Space and Multi-Resource Conservation Plan, January 2010, which are to select and purchase public parkland and recreation and to encourage provision for public access on properties preserved by conservation easement. The Master Site Development Plan will be designed to implement numerous “Individual Resource Goals”, including the protection of ground and surface water resources, protection of agricultural resources, maintenance of biological diversity, and providing greenway linkages and open space for a “wide variety of outdoor recreational and educational pursuits.”

Design to be consistent with Goals and Recommendations of the Pennsylvania Outdoor Recreation Plan to provide “closer to home” opportunities and to provide a safe bicycling route opportunity. Our project will reduce the current shortage of athletic fields, and aid sports teams that are currently too large to provide individuals with levels of participation that support a healthy lifestyle.

Provide “Healthy Lifestyles” opportunities through outdoor recreation to youth and seniors alike by offering athletic fields, multi- use paths, and natural areas.

Design to further the goals of the Bucks County Open Space and Greenways Plan, 2011 Bucks County Planning Commission, financed in part by a grant from the Community Conservation Partnerships Program under the administration of DCNR and Bureau of Recreation and Conservation. The Plan’s “Greenways Vision” is for a network of natural areas, open spaces, greenways and trails that connect population centers to parks and recreation facilities, providing recreational opportunities, and sustaining environmental conservation and protection. The Plan places municipalities at its center and tasks municipalities with the acquisition of land and easements for publicly accessible greenways and local recreational needs. Our Project is located within the Tohickon Creek, Multi-Use Greenway (length 7.6 miles), which is also identified as containing some of the County’s most scenic areas.

Design to be consistent with the Bucks County Comprehensive Plan, December 23, 2011, Principle 2 which is to preserve and expand parks, open space and agricultural resources. The Master Site Development Plan will incorporate 5 of the 8 Comprehensive Plan principles to (1) protect natural resources, (2) promote energy conservation and efficiency, (3) protect water resources, (4) manage stormwater with Best Management Practices (BMPs), and (5) provide a community facility and service.

Design to support the goals and policies of the Lower Delaware River Management Plan prepared by the Delaware River Wild and Scenic Task Force and the National Park Service. Tinicum Township’s Zoning Ordinance contains overlay zoning regulations that are intended to provide additional protection measures for areas along the Delaware River and the Tohickon Creek which shall be adhered to.

Design to be consistent with the Pennsylvania Highlands Greenway for Bucks County which designates this area as a “Corridor” area, which has the “best potential lands to connect the Hubs” and as public parkland achieves the County’s goal to connect the “Hubs”.

Design to be consistent with The Lower Tohickon Creek Watershed Conservation Plan, December 2002, which recognizes the importance of conserving land within the watershed.

6. The Consultant shall describe the public participation process including the techniques used, key participants, level of participation, number of meetings, and list the results of the public participation process and include copies of the meeting reports as an appendix to the Plan.

(C) Site Information and Analysis

Specific site information must be gathered and reported to establish a basis for the planned use of the site. Site information must be analyzed to determine workable parameters for the proposed uses and facilities for the site.

1. Brief Introduction to and general description of the physical, natural, and cultural resources of the site which includes but is not limited to, the following features:

- | | |
|---|---|
| • Acreage | • Soil types |
| • Deed restrictions, Easements and Right-of-Ways that limit use | • Landscape specimens and notable vegetation |
| • Environmental issues | • Stormwater drainage features |
| • Floodplains | • Surrounding land uses |
| • Location | • Topographic features |
| • Site access | • Vegetation (including both native and non-native species present) |
| • Zoning including Overlay Districts | • Surrounding land features and viewsheds |
| | • Storm damaged trees with recommendation for remediation/removal |

2. Analysis and description of how the physical features of the site, impact the potential use and development of the site including:

- The advantages of the site for certain uses
- The disadvantages of the site for certain uses
- Areas that may not be suitable to public use
- Areas that may need special environmental protection and/or mitigation
- Areas that should be protected because they are natural drainage course
- Areas of high quality habitat value
- Other use limiting aspects of the site (i.e.: access, adjacent uses, existing uses, etc.)
- Neighborhood compatibility-including the impact on and from adjacent land uses due to activities, lighting, traffic, noise and/or aesthetic characteristics

3. Pennsylvania Natural Diversity Inventory (PNDI). The PNDI for this project area specified “**no impact**”. There is no further coordination required with PNDI jurisdictional agencies until February 5, 2014.

(D) Activities and Facilities Analysis

The purpose of this analysis is to determine the proposed uses for this site, and the type, size and standards for facilities to be developed based on the public participation process, community needs, and site analysis.

1. Provide a description and prioritization of the community needs and uses for the site as identified by the public participation process, previous planning work and, needs assessment.
2. List the recreational, conservation, and public uses and facilities proposed to be developed, maintained, or enhanced on site and to be included on the site Plan drawing. **For each use/facility to be developed and activity to be offered provide the following information:**
 - a. Describe the degree and skill level of the site use for active recreation purposes: (Note: Active recreation activities are played at different levels and, subsequently, have varying facility standards and requirements. Using baseball as an example, pickup games may only need an open field with bases, pitcher’s mound and home plate indicated while a field used for community-wide league competition may require a skinned infield, fencing, players benches, lighting, spectator seating, more parking, et.)
 - Skill level (Entry level participation and introduction of users to basic skills, Intermediate, advance, etc.)
 - Unstructured, no-programmed use
 - Competition (identify participants, i.e. define ages and skill level, define level, such as informal municipal leagues or formal regional tournaments, etc.)
 - Level of use by spectators
 - b. Describe the proposed use of the site for passive recreation activities such as:
 - Wildlife viewing
 - Nature trail with interpretive signage
 - Quiet places for reading and relaxing
 - Sensory gardens, wildlife gardens, native plant gardens, or community garden plots
 - Wetland or critical habitat protection
 - Educational uses (BioBlitz, nature studies)
 - Night sky viewing
 - Watershed protection
 - Environmental Education

c. Describe the proposed preservation of open space, natural areas, and buffers on the site. (Reference the Bucks County Municipal Open Space Program Deed of Conservation Easement and Declaration of Restrictive Covenants.)

d. Indicate the projected participation rates. Note: To help define facility requirements and size, daily weekly, monthly and seasonal use projections may be required.)

e. Describe the basic standards and requirements such as:

- Size
- Dimensions
- Orientation
- Maximum percent slope permissible
- Need for undisturbed area (e.g. for wildlife observation, ground water recharge and habitat protection)

For each facility and structure proposed, list the accepted published national, state, or local standards (reference the standard by name) used to determine the size, dimensions, orientation, minimum and maximum surface slope (grade), buffer areas and setback requirements, open or undisturbed space requirements such as for riparian buffers and wildlife observation areas etc.

3. List the support facilities required for the proposed recreational, conservation and public uses. Depending on the site and proposed uses, support facilities would normally include roads, parking, access paths, comfort facilities, maintenance facilities, storm water management system and structures, utility installations, signage, site furniture, ADA compliance, etc.

a. For each support facility provide a short description giving the size and type of facility proposed. (for example: for a road or drive, provide the length, width, type of surfacing, and type of curbing; for electrical, water and sewer utilities, give the estimated size of the service required, the location of the most likely connection to the system, and any major structures that need to be constructed as part of the utility service.

b. For parking facilities include an analysis of the required number of parking spaces based on the proposed uses and facilities, and accepted or required standards for parking spaces. Indicate by named the accepted or required standards used to calculate the number of parking spaces proposed. Further distinguish between on street and off-street spaces and provide a description including size, type and location of any overflow parking accommodations, and ADA compliance.

(E) Design Considerations

Identify the level open areas best suited to athletic field development to minimize site disturbance and grading. Athletic fields will be designed with buffers between them that are planted with native species for infiltration of stormwater. Areas for reforestation will be utilized to create shade, improve stormwater recharge and create natural areas to create a sense of place. Stormwater Management will include minimization of impervious surfaces and utilization of non-structural BMPs. The development of forested areas and buffers will be utilized to maximize groundwater recharge.

In determining the uses and facilities to be planned for the site, as well as the size and location of the facilities, the following must be considered and reported on to the extent that they are applicable to the SDD. Design principles will include consideration of the following:

1. The site's limitations and positive points, as well as the various generally accepted design standards related to the proposed areas, facilities, and activities as identified under (C) and (D) above. If local recreation and park agency standards have been developed, these should be considered.
2. Applicable laws and regulations relating to public health and safety including subdivision, zoning, and the uniform Construction Code.
3. Handicap accessibility standards as prescribed by the Americans with Disabilities Act of 2010 (ADA).
4. Assess if the existing topography of the site is suitable for the types of activities and/or development being proposed. Free statewide topographic information is available and can be obtained for this site through the following link: http://www.pasda.psu.edu/uci/MetadataDisplay.aspx?entry+PASDA&file=PAMAP_Con_tours.xml&dataset=1245
5. Compliance with the Society for Testing Materials (ASTM) standards and the Consumer Product Safety Commission (CPSC) guidelines pertaining to playground areas and equipment.
6. The maintenance and establishment of sustainable riparian native grass and/or forest buffers.
7. Protection/enhancement of environmental sensitive areas including streams, wetlands, forests and established trees, gardens, and natural areas that provide wildlife habitat and protect water quality.
8. Incorporate sustainable site design and green infrastructure (stormwater best management practices, LEED standards, native landscaping, trees, etc.) into your site design.

9. List and discuss alternate “Green” materials and designs that could be used to reduce environmental impact, potentially lower maintenance and operation costs, and conserve energy.
 - a. Evaluate the cost of using “Green” materials and “Green” design.
 - b. Evaluate the costs and benefit of low-impact design and maintenance.
 - c. Evaluate the life cycle cost impact of using specific alternate materials.
10. Significant historic areas and structures.

(F) Design Process

1. Develop preliminary alternative sketch drawing(s) and present the drawing(s) at a study committee meeting for review and discussion. Relationships between areas, facilities and support facilities, along with circulation patterns, should be shown. At this stage, the exact shape and placement of facilities is not critical.
2. Evaluate the preliminary alternatives.
3. Prepare a written evaluation of each alternative highlighting both the positive and negative points and through community discussions and public participation determine which solution, or combination of ideas from the alternatives, offers the best compromise. Consideration must be given not only to what facilities and uses the community desires, but also site limitations, applicable laws and regulations, the need to balance habitat protection with recreation, and accepted good design practices and standards. Determine whether use of alternate or non-conventional design and material can reduce the impact of the proposed facilities on the environment and reduce the use of natural resources.
4. Prepare a draft of the final MSDP. Stake out the draft layout and conduct a walking tour of the site to assist the study group in evaluating alternatives.
5. Once the alternatives have been evaluated and the draft of the final SDD has been prepared, it should be presented at a public meeting for final comment. This is a to-scale, graphic rendering of the final solution. All proposed areas, facilities, and support facilities, along with the existing areas and facilities identified in section C are to be shown on this final SDD in proper orientation, size and shape. Upon approval by appropriate agencies (local governing body, local and county planning agencies, the Bureau, etc.) the consultant will be instructed to prepare the final product (see section K below).

(G) Design Cost Estimates

1. Development (construction) costs. Provide, by area and facility, a current detailed cost estimate for the development of the proposed areas and facilities. The cost estimate should include: engineering and other professional services cost; construction and materials cost; project administration cost; and, a contingency of at least 10% of the construction cost estimate.

2. Phased capital development program. If the proposed development cannot realistically be carried out in one to three years as one project, develop a phased and prioritized multi-year capital development program. This should explain the strategy for the phasing, identify which areas and facilities are to be developed in which years, and provide the cost associated with each phase. Implementation strategies to financing this capital plan should also be addressed (bonds, grants, fund-raising, etc.)

(H) Maintenance, Operating Costs, and Revenues

The purpose of this work element is to estimate an annual cost of operating and maintaining the site and associated facilities based on the development of the site as determined by the MSDP. Ann annual budget estimate shall be calculated for each of the cost and revenue items identified below. Justification of the analysis should be included in the narrative report.

1. Determine and analyze existing level of operation and maintenance personnel including paid staff and volunteers.

2. Maintenance and Operating Costs:

a. Determine whether the life cycle cost of the facility(s) can be lowered by using alternative sustainable design and construction materials and practices.

b. List and discuss various materials that could be used to lower long-term maintenance cost.

c. Administration. (e.g. insurance, office supplies, phone, internet server, public relations, rental training, etc.)

d. Personnel. (Include a list of employment positions, number of employees in each position, estimated salaries or wages by position, fringe benefits, estimated overtime cost, temporary employment, etc.)

e. Maintenance equipment needed to maintain site facilities.

f. Supplies and materials (e.g. concession and sale items, custodial supplies, motor vehicle fuel and supplies, tools and mechanical supplies, utilities, equipment rental, etc.)

g. Programming costs. (Include a general description and numbers of anticipated programs, anticipated numbers of participants by program, anticipated costs by program.

h. Contracted service cost for operation and maintenance. (Indicate the type of service anticipated to be contracted for.)

i. Annual capital outlay for major equipment.

j. Debt service. (To the extent that long term financing is anticipated to fund the proposed site improvements and any major equipment purchased.)

3. Revenue:

Project anticipated revenues for a one-year period by area, facility, and source. Include all items of revenue that may be applicable to the proposed site use and development such as:

- a. Daily admission or entrance fees
- b. Season permits
- c. Facility rental
- d. Concessions
- e. General municipal tax support
- f. Other sources of income (i.e. endowments, contributions, fund raising events, etc.)

(I) Plan Narrative Report Organization

All aspects of the planning process and the final MSDP (i.e., all work elements set forth in (A) through (H) above must be presented in a narrative planning report that includes the following items and is organized as follows:

1. A brief executive summary setting forth the key aspects of the planning process and the final plan.
2. Summary of the public participation process (work element A)
3. Summary of background information and data (work element B)
4. Site information and Analysis (work element C)
5. Activities and Facilities (work element D)
6. Summary discussion of important design considerations (work element E)
7. Brief description of the alternative plans presented, summary of the public discussion on the alternative plans and a description of the final Plan proposal including rationale for the uses and facilities proposed (work element F)
8. Presentation of itemized cost estimates, phased capital development and narrative rationale for phasing (work element G)
9. Maintenance, Operating Costs and Revenue (work element H)
10. Presentation of the optional work elements L, M, N and Q
11. Discussion of other considerations and recommendation that the community should be aware of in proceeding to construct the improvements proposed by the MSDP.

(J) Base Map and Site Development Drawings (SDD)

1. Base Map. As a foundation for the final SDD, an existing conditions map of the site must be prepared in accordance with the following specifications and information: (Note: It is highly recommended that this map be prepared early in the planning process so that it can be used a tool in the early discussions with the study committee.)

a. Scale: each site is unique and the characteristics of that site will determine the scale most appropriate. The goal is to provide the SDD at as large a scale as possible to allow for as much detail as possible.

Suggested scale is 30 scale

b. The following items and information must be shown on the map:

- Acreage of site
- Boundaries of existing riparian buffers
- Boundary lines of adjacent property parcels where they intersect with the project site. These lines should be shown to the extent they provide information regarding density of surroundings lands, points of change in use of adjacent properties, and points of access to the site.
- Circulation patterns (existing access roads, services drives, parking, trails, paths, ramps and bridges)
- Drainage structures (swales, detention/retention basins, bioretention, block pavers, rain gardens)
- Existing uses of surrounding property (e.g. single family residential, multi-family residential, commercial, industrial, agricultural, undeveloped natural areas)
- Existing structures and facilities including utility installations and storm water facilities
- Flood plains (delineate floodway and 100 year flood plain)
- General location and types of easements, right of ways, and deed restrictions
- Graphic scale, North arrow, Date, Legend
- Name of Park
- Name of municipality
- Natural and man-made barriers
- Seal of designing landscape architect, architect, or engineer registered in the Commonwealth of Pennsylvania
- Site boundaries with metes and bounds
- Site control structures (fences, crosswalks, retaining walls, bollards, gates)
- Site zoning and zoning of surrounding properties
- Topography (2 foot contours)
- Vegetation (existing trees, meadows, gardens, landscape plants)
- Water features
- Wetlands (identify any on or immediately adjacent to the site)
- Other site features that may impact, or be impacted by, the use and development of the site

2. Site Development Drawing(s) (SDD) A drawing (map) of the site must be prepared reflecting the final proposed long-term, full development of the site. Building on the foundation of the base map/existing conditions map add the following specifications and information to the final SDD:

a. One colored drawing must be provided to the grantee (see (K) below)

b. The scale of the SDD shall be the same as the Base Map.

c. All features, uses and structures proposed for the site must be drawn to scale and identified by name and/or description and shown in their exact proposed location. (This must include all existing features, uses and structures that are to remain on the site as part of the planned use and development of the park.)

d. All roadways, driveways, trails and walkways must be clearly identified with the type of proposed surfacing stated.

e. The following additional items and information must be shown on the SDD:

- All uses, facilities and structures, including utilities and stormwater structures proposed for the site
- Benches including ADA compliance (back supports, arms, bump-out seating, etc.)
- Boundaries of proposed riparian buffers
- Circulation patterns (proposed access roads, service drives, parking, trails, ramps, paths and bridges) indicating ADA compliance
- Structures and facilities that are proposed or will remain on site
- Notations and legends necessary to fully explain the size, type and location of any existing or proposed use, feature or facility
- Vegetation (proposed trees, meadows, gardens, landscaped plants)

(K) Final Products

1. Narrative Report. This must be a written bound report that is organized and includes all of the items specified the section (I) above with each section labeled. Three (3) bound copies and one (1) electronic PDF copy must be submitted to the Bureau and ten (10) bound copies and one (1) electronic PDF copy shall be submitted to the Township. The PDF shall be submitted as one complete document, not broken out by chapters.

2. Site Development Drawing(s) (Maps) One full-scale SDD shall be prepared and provided to the Bureau. The Base Map and Final SDD must be developed in digital format and an electronic version must be provided to the Township.

# of bound (Narrative Report) copies to be prepared and provided to Township	10
# of bound (Narrative Report) copies to be prepared and provided to Bureau	3
# of printed full-scale final SDD to be prepared and provided to Township	10
# of printed full-scale final SDD to be prepared and provided to Bureau	1
Total # of bound copies required:	13

# of electronic copies including full-scale final SDD to be provided to Township	1
# of electronic copies including full-scale final SDD to be provided to Bureau	1
Total # of electronic copies required	2

(L) Additional Public Participation Strategies

The purpose of these tasks is to assist the grantee, through an enhanced public participation process, determine what new facilities should be developed, what facilities should be moved or eliminated, and what activities should be offered at the site based on the overall needs of the community. This additional work element will be used based on the complexity of the project and surrounding community. The consultant must include in the narrative report a summary of the methods of the needs assessment process and the results (findings) of the assessment.

1. Review of the following planning documents
 - Tinicum Township Zoning Ordinance
 - Tinicum Township Open Space and Multi-Resource Conservation Plan
 - Tinicum Township Comprehensive Plan
 - Bucks County Comprehensive Plan
 - Tinicum Township Park and Recreation Plan
2. Random Sample Citizen Survey. Describe the survey method to be used (i.e. written, telephone, internet, follow up contacts, etc.) and the anticipated number of survey questionnaires to be conducted.) Include a copy of the survey as appendix to the Plan.
3. Focus Group Meetings. Some or all of the following types of focus group meetings will be held:
 - a. Neighborhood meetings
 - b. Land owner meetings
 - c. Stakeholder meetings
 - d. Additional meeting with Elected Officials.

(M) Security Analysis

Then purpose of this work element is to evaluate and make recommendations regarding the safety, security and risk management of the proposed new or rehabilitated existing sites.

1. Interview local government officials, public safety officials, and recreation providers regarding site safety and security.
2. Discuss risk management and safety issues related to the site with applicable insurance providers.

3. Analyze and evaluate site security issues from the following perspectives:
 - a. Safety and security of visitors
 - b. Protection of site property, recreation facilities, natural resources, critical habitat and species of special concern
 - c. Risk management
4. Provide recommendations for safety and security of the park including:
 - a. Design and construction alternatives
 - b. Policing and patrolling methods
 - c. Maintenance issues
 - d. Safety signage
 - e. Insurance coverage
5. Develop a multi-faceted safety and security program for the park including:
 - a. A safety policy
 - b. A process for routine inspections and hazard abatement
 - c. A program to assist employees and visitors in reporting hazards
 - d. Emergency procedures
 - e. An accident reporting system
 - F. An information management system for site safety and security

(N) Structural Assessment

The purpose of this work element is to evaluate and make recommendations regarding the condition of the existing structures and their potential use(s), and their potential for renovation/expansion for additional recreation purposes including their ability to serve as public picnic/pavilion areas, snack bar, meeting room space, and storage of sporting goods and equipment and maintenance equipment. Make recommendations to ensure ADA compliance and address access and use of structures and for the 2 public restrooms.

(Q) Work to Be Performed and Information to Be Provided by Grantee:

Project Coordination and Public Participation:

Tinicum Township will organize and send meeting notices, arrange and set up meeting room, advertise and promote public meetings, and identify key person interviews.

Background information:

Tinicum Township will provide planning documents including copies of its Park & Recreation Plan and 2013 comprehensive plan survey results that include questions on recreation. Additional planning documents including the August 4, 2003 Preliminary/Final Plan of Subdivision for Louis Cooper will be provided upon request.

Site Information:

Tinicum Township will provide the baseline assessment report which contains photos, a zoning map, USGS map, and soil mapping. The Township will provide an aerial photo, the deed, the Bucks County Municipal Open Space Program Deed of Conservation Easement and Declaration of Restrictive Covenants.