

TO: Interested Parties

FROM: David Brooks, Project Coordinator

SUBJECT: REQUEST FOR PROPOSALS (RFP)

Austin Dam Memorial Park Master Site Plan

The Borough of Austin of Potter County, Pennsylvania, is accepting proposals for a one-time contract to perform certain professional services (consulting) work for the borough involving the planning of long-term development of the Austin Area, specifically the Austin Dam Memorial Park and Bayless Papermill properties. Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal, proposal evaluation criteria, and the proposed contractual agreement.

Sealed proposals (five copies), must be postmarked no later than **Friday, October 9, 2009, at 5:00 pm, EST**. Proposals will only be accepted via USPS, no in-person, e-mail or fax proposals will be accepted. Proposal should be addressed to: PCVA, P.O. Box 245, Coudersport, PA 16915. Please mark "Austin Project" on the outside of the envelope.

Any contact for additional information should be made to **David Brooks**, project coordinator, at **814-274-3365** or **dbrooks@visitpottercounty.com**.

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RFP FOR Austin Area Community Revitalization Plan

Borough of Austin

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

SECTION 1. BACKGROUND

Community Background

The Borough of Austin is located in Potter County, with the total project area spanning 2 miles including the Borough of Austin into Keating Township, north on Rt. 872. The Austin Area is a small rural area with a population around 500 people. Within the borough property is the main business section of the area, along with the E.O. Austin Home/Historical Society and the Bayless Paper Mill Ruins. A local lumber company owns about 10 acres of primarily undeveloped land that connects the borough with the Austin Dam Memorial Park. An agreement between the lumber company and the Borough of Austin allows for this property to be included in this project.

The northern-most property owner is the Austin Dam Memorial Association (ADMA), which owns 76 acres that contain the dam ruins and a public park. The ADMA is a private non-profit organization with limited funding which relies on the work of volunteers to accomplish its goals. The park offers primitive camping, picnicking, fishing, a 2-mile hiking trail, and an annual music festival, “The Dam Show,” now entering its 7th year, with a growing attendance of over 500 people.

The history of Austin and the Bayless Dam and Paper Mill is well known throughout the state as the site of a turn-of-the century dam that failed, killing over 80 people during the hey-day of the lumbering boom. The dam was originally built to supply water for a paper mill located one mile downstream. Today, the dam ruins remain standing as a memorial of the area’s lumber heritage, as well as a solemn reminder of the price man paid to harness nature. The ruins were placed on the National Register of Historic Places in 1987. Detailed information and photos can be found at www.austindam.net.

In 2011, Austin will be celebrating the 100 year anniversary of the Austin Dam Flood. There is urgency among the stakeholders to complete the plan and create early implementation projects that address certain needs to preparation for the celebration. The group also intends to use the celebration to market the goals of the plan, fostering public ownership and generating revenue opportunities to fund the plan priorities.

Project Background

The Austin Borough Council and the Austin Dam Memorial Association have partnered in an endeavor to study their properties in multiple ways including economic, environmental, historic and community development aspects. The end result is to create a community-driven plan in which all of these aspects are taken into account and combined with input from community residents as to what they would like to see in terms of development, such as new facilities or design.

The Austin Area Community Revitalization Plan will address numerous needs associated within the properties themselves, as well as the community of Austin. The plan will assist the Borough of Austin and the Austin Dam Memorial Association with a community driven plan to enhance the preservation and conservation of the natural and historic assets contained on the 100 + acre property.

The plan will include public access recommendations, utilizing design and safety standards, as well as policies and laws that will ensure perpetual use by the public. The uses of the area will be driven by public input and current landscape configuration to maximize the proposed activities.

This project will benefit local citizens and visitors, as a combination of unique historical and outdoor recreation opportunities will be presented in the context of a conservation message. The project will

physically tie the park with the community, which contains the E.O. Austin Home, a museum built as a replica of the town founder's original home. Inside lies a museum filled with locally significant historical exhibits.

Using the criteria set forth in the Scope of Work, the project will feature a plan to develop the area using current land use practices, incorporating local, state and federal policies and laws that will shape future development. With those factors in place, the area could be a working example that can be used to develop educational programs, not only for the park users, but also as an example of a public/private partnership that enhances the economical development of the Pennsylvania Wilds.

Another aspect of the project will be the utilization of previously developed industrial buildings that are over 100 years old. The Bayless Paper Mill and Austin Dam are visually eroding. The paper mill site is currently closed to the public due to safety concerns. Through this process, we will identify reusable structures and unsafe buildings that need removed, and provide recommendations to stabilize the dam ruins. The remainder of the property is primarily undeveloped, with the exception of a few recreational trails.

This project is partially funded by a grant from 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 the **Borough of Austin** 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.

The Bureau's grant contract number is BRC-TAG-14-19f2.

SECTION 2. REQUIREMENTS AND SCOPE OF WORK

A. General Requirements

The **Borough of Austin** 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 **Borough of Austin**.

The contract is subject to the approval of **Borough of Austin** and is effective only upon its approval.

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 **Borough of Austin** review and approval for a period of sixty (60) days from the deadline for submitting proposals.

If only one proposal is received by the **Borough of Austin**, the **Borough of Austin** may initiate negotiations with the firm submitting the proposal or seek additional proposals on an informal or formal basis during the sixty (60) 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 Work

Goals of Plan

There are two main components of the project: A Master Site Plan and a Marketing Study. The Master Site Plan will focus on the 100+ acres that include the area spanning from the Borough of Austin to the Austin Dam Memorial Park. The second aspect will look at the property from an economic development standpoint and determine appropriate steps to ensure that the recommendations from the Master Site Plan are economically sustainable and appropriate for the area. The plan will identify short-, mid- and long-range priority projects. The selected consultant will provide an overview that outlines the purpose of the study, the project timeframe and what the study includes along with its limitations. At the onset of the project, the selected consultant will work with the Austin Area Revitalization Committee, a committee of the Borough of Austin, and the public to develop goals and objectives for the project.

During this process, the selected consultant will act as a facilitator to ensure that the participants stay focused on the issues and establish the goals and objectives of this plan. The consultant's role will be to help establish the priorities for the goals and objectives, to make necessary recommendations and to provide achievable strategies. Near the end of the process, Austin Area Revitalization Committee and other identified stakeholders will have an opportunity to re-evaluate the goals to confirm that they are appropriate for the project.

Project Consultant

To complete this project, a consultant with experience in community and recreational planning will be engaged. The consultant will be selected by the Austin Area Revitalization Committee. The consultant will be responsible for executing this scope of work and any other work outlined by a contract. The consultant will also be responsible for submitting bi-monthly progress reports to the committee and state agencies who have supplied funding for this project.

Public Participation

Participation by the local residents, the school district and the business community is essential in the development and completion of a successful project. Developing ownership and a sense of commitment is essential, as it is the local stakeholders and residents who will help to maintain, support and build the project. Therefore, the selected consultant will make every effort to get residents and the recreation organizations involved throughout the entire planning process. The final plan should reflect the future vision of the Austin Area Revitalization Committee and the community.

Study Committee

In addition to a kick-off meeting in which the selected consultant will introduce the project and set the agenda for the project's completion, there will be no more than 12 monthly meetings with the Austin Area Revitalization Committee for the purpose of soliciting input and reviewing documents that will become the elements of the plan. Meetings will consist of discussions of issues related to the site, reviews of the results of public involvement and previously completed plan/studies, and will serve as a venue to gather available data related to the local park system and existing recreation programs.

Elected Officials Meeting

The selected consultant will hold meetings with the local elected officials in conjunction with the study committee. The meetings will be held in the early stage of the process to gather initial input and opinions regarding the project. Elected officials will be advised of the project's progress through contact with the Study Committee.

General Public Meetings

The selected consultants will conduct two (2) public meetings throughout the planning process in order to gather public input, present and review the draft plan. Public meetings are planned to gain vital knowledge of issues, both positive and negative, that are of importance to the residents.

Public Meeting #1 – This presentation will provide an overview of the planning process and the history of the project. A “visioning” process will be utilized which will assist the community in determining future goals, identifying important values, and envisioning the desired future recreational improvements that residents/officials would like to see within the park. These efforts will concentrate on identifying the recreational strengths and weaknesses in the project area.

Public Meeting #2 – The Draft Master Site Plan will be presented to the public. The established goals and objectives will be shared and a presentation of the Alternatives and Draft Plan will be made. The public will have the opportunity to offer feedback on the Draft Plan and discuss how it can best meet the goals and objectives established.

Key Person Interviews

The selected consultant will work with Austin Area Revitalization Committee to identify and interview at least twelve (12) key individuals that will provide essential information for the project.

Summary of Public Input

The finished plan will contain a summary of all public involvement efforts and results in an organized fashion. The recommendations will be developed as a result of public input so that the final plan is a reflection of both the local elected officials’ and the community’s vision for the Master Site Plan.

Background Information and Data

The selected consultant will provide a brief description of the project study area and the surrounding municipalities. The selected consultant will provide an overview of the existing park and recreation system in the project vicinity, and how the Austin Dam Memorial Park and Bayless Paper Mill properties would fit into the existing network.

An overview of the community of Austin, along with neighboring areas in the Pennsylvania Wilds, will be developed to ensure that the Master Site Plan will reflect the needs of current and future residents, while conserving the natural, cultural and historic elements that contribute to the site’s uniqueness. The community character, setting and history will be reviewed and analyzed. The geographic location of the property will be mapped so that regional analyses can be made when comparing services and facilities. This background characterization will also include an analysis of the site as a potential attraction to visitors from outside the Pennsylvania Wilds geographic region.

Site Information and Analysis

The selected consultant will investigate, map and analyze site features such as existing geologic conditions, soils, slopes, hydrology, wetlands, ponds, floodplains, vegetation, view sheds, micro-climates, past land uses, surrounding land uses, cultural and archeological sites, existing utilities, (and future utility projects) and roads.

These elements will be mapped on a Site Analysis Map to identify opportunities and constraints and begin to determine areas for development, conservation and preservation. This analysis will provide a general description of the site features, as well as a description of how the physical features of the site

impact the potential use and development of the Austin Dam Memorial Park and Bayless Paper Mill properties.

The selected consultant will examine surrounding land uses and utilities (gas lines/wells and water lines), as well as existing trails and roadbeds and will consider existing and proposed pedestrian and vehicle access points/links to the community and visual vantage points in to and out of the site. The site analysis elements will be mapped and evaluated to identify the best possible locations for proposed uses. This should include a proposed new road that would provide a southern access point to Rt. 872.

Dam Remains and Paper Mill Structure Field Review

The selected consultant will have a structural engineer and a geotechnical expert perform a cursory field review of the concrete Austin Dam and Bayless Paper Mill structures to examine their structural stability. When the review is completed, the selected consultant will recommend a course of action for restoration, safety and/or removal.

Activities and Facilities Analysis

This work element will determine the use, types, sizes and standards of recreation facilities for the site, all of which will be related to current trends and projections for recreation uses and public input. The selected consultant will provide a basic analysis of the proposed park uses and supporting facilities describing activities, as well as physical attributes and deficiencies. The review includes surrounding land uses, security, safety, buffers, design and engineering practices to minimize legal liabilities and maintenance while improving safety.

The selected consultant will identify specific facilities, programs and activities for the park. The site will be evaluated to best fit the type of activity and program to the site. The following will be considered: the terrain, environment, surrounding land uses, views into and out of the site (safety and security), needs/goals determined from the public involvement element, user skill level being served, and provisions for safety and ease of maintenance. The following will be included in the draft: activity level for unstructured, non-programmed uses, entry-level participation, skill improvement, completion-identification of participants, and the level of use by spectators. The selected consultant will list by area, facility and activity the basic standards and requirements such as size, dimensions, orientation, maximum percent slope permissible and need for open space or undisturbed areas. The selected consultant will describe by area/facility/activity the required and desired support facilities such as roads, parking, maintenance facilities, utilities (electric, phone, restrooms, etc.), shelters/buildings and park furniture.

Design Considerations

In determining the uses and facilities to be planned for the Austin Dam Memorial Park property, as well as the size and location of the facilities, the following factors will be taken into consideration during the development of the site plan:

- The selected consultant will recommend appropriate design standards that consider all the factors of this study and observe industry standards including those set by the Americans with Disabilities Act (ADA), Consumer Products Safety Commission and the Recreation and National Parks Association.
- The selected consultant's personnel will field view the property and prepare a drawing of potential environmentally sensitive areas, including wetlands and riparian stream buffers, to be preserved. Since wetlands are known to occur within much of the site boundary, the selected consultant will delineate wetland boundaries to be shown on project mapping.

- Access to the property will be evaluated for improvements including trails, walkways, roads, neighboring properties, paper streets and utility easements. The existing access corridors will be delineated on the base map and evaluated during the Site Analysis stage.

Marketing Study

Borough officials plan to engage a consultant to assist in assessing the opportunities and developing a strategy that will position the Borough to strengthen its economy, preserve its heritage, engage its citizens and enhance the Pennsylvania Wilds experience. The assessment will include review of a previous plan specifically for the Borough, so not to duplicate that plan, but add further recommendations, such as power line burial and sidewalk enhancements. The assessment will consist of quantitative and qualitative research components designed to answer the following questions:

1. How can the Borough build on its historic and natural resources to develop linkages to statewide tourism and marketing initiatives such as the Pennsylvania Wilds, the Route 6 Heritage Corridor, Pennsylvania Greenways, PA Preferred, scenic by-ways, etc?
2. What are the potential market and economic opportunities for business and amenity development associated with heritage and eco-tourism within the Austin Borough? What is Austin's competitive advantage? What can its niche be? How can the Borough take advantage of these?
3. What specific locations within the Borough would be best suited for the development of amenities such as trails, trailheads, parks, restaurants, shops, etc.? Comfort facilities including restrooms, restaurants, shops, etc? Does sufficient infrastructure exist to support these amenities? If not, what is needed?
4. Is there a potential for development or redevelopment of adjacent properties that are compatible with the proposed master site plan. Explore these options. Determine what is feasible and what is not. What will it take for (re)development to happen on these sites? Identify players and partners.
5. How would this type of development impact the local economy?
6. What local resources can be focused on or developed to support this type of initiative? Do local regulations or policies need to be updated? What kind of local and regional support and capacity is needed? Do sufficient organizational frameworks exist? If not, what needs to be built?

Design Process

The selected consultant will develop at least two preliminary alternative concept plans and present the plans to the public following approval from the Austin Area Revitalization Committee. The selected consultant will incorporate public input and Austin Area Revitalization Committee revision to each alternative. A Draft Master Site Plan will be prepared and presented for public comment. This will include a scaled graphic rendering of the plan.

The selected consultant will utilize the Site Analysis information to best determine the location for proposed land uses, circulation patterns, building and parking sites, utility and road alignments, storm

water facilities, conservation and preservation zones, buffers and links to the community. These elements will be graphically displayed, sized and located on the base mapping. A schematic plan will be presented for review and revision to the Austin Area Revitalization Committee.

Draft Plan

The results and recommendations of the public meeting will be used to develop a Draft Master Site Plan. This plan will include a sequential listing of preferred development options for the site. The Draft Plan will then be used as a tool to further public discussion toward completing a final Master Site Plan. This plan will be drawn to scale indicating proposed clearing, rough grading and drainage, walks, parking, auto circulation, storm detention areas, athletic fields, play grounds, camping areas, pavilions, building structures, etc.

Final Plan

The results and recommendations of the public meeting will be used to develop the Final Master Site Plan. The final plan will be drawn to scale, indicating proposed improvements as listed above and revised as appropriate from the Draft Plan.

Cost Estimates

Once the Final Plan is completed and approved, the selected consultant will develop an Opinion of Probable Cost for the construction of elements within the Austin Dam Memorial Park and Bayless Paper Mill Master Site Plan. Costs will include:

- Due-diligence: Additional environmental studies, property surveys, utility investigations and miscellaneous information gathering (if required/necessary)
- Required facilities - essential for development of the site
- Support facilities - non-essential
- Engineering and design costs
- Project and administration costs
- Contingencies

The selected consultant will develop a phased capital program for the project. This will include the identification of the structure or facility to be developed, the programming year, the costs associated with the construction, maintenance, operations, as well as potential funding sources, collaborating solutions and alternatives for development available.

Plan Narrative Report

The selected consultant will present all aspects of the planning process and the final master site plan in a narrative planning report that includes the following items and will be organized as follows:

- Background information including a description and summary of the public participation process
- Site information and analysis
- Activities and facilities analysis

- Summary discussion of important design considerations not covered previously in the report
- 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
- Presentation of the itemized cost estimate and capital improvement phasing plan
- Presentation of the optional work elements required as part of this project
- Discussion of other considerations and recommendations that the community should be aware of in proceeding with improvements proposed by the site plan

Mapping and Plan Drawings

1. **Base Map.** An existing conditions map of the site must be prepared in accordance with the following specifications and including the following information: *(Note: it is highly recommended that this map be prepared early in the planning process so that it can be used as a tool in the early discussions with study committee.)*
 - a. Color may be used but is not required.
 - b. The scale of the map shall be **1"=100'**.
 - c. The following items and information must be shown on the map:
 - Park name
 - Name of municipality/owner
 - Scale, Graphic Scale, North Arrow, Date, Legend
 - Seal of designing landscape architect registered in Commonwealth of Pennsylvania
 - Acreage of site
 - Site boundaries **with bearings and distances**
 - Site zoning and zoning of surrounding properties
 - Boundary lines of adjacent property parcels where they intersect with the planning site. These lines should be shown to the extent that they provide information regarding density of surrounding lands, points of change in use of adjacent properties and points of access to the site
 - Existing uses of surrounding property (Example: single family residential, multi-family residential, commercial, industrial, undeveloped natural areas)
 - General location and type of easements on the site
 - Deed restrictions on the site
 - Topography (minimum of ten foot contour interval)
 - Existing structures and facilities including utilities installations and storm water facilities
 - Circulation patterns (existing access roads / service drives / parking / trails / walks / ramps / paths and bridges)
 - Natural and man-made barriers
 - Water features (streams / rivers / ponds / lakes)
 - Wetlands (identify any on or immediately adjacent to site)
 - Flood plains (delineate floodway and 100 year flood level)
 - Drainage structures (culverts / catch basins / inlets / ditches / under drains)
 - Site control structures (fences / dikes / walls)
 - Rights-of-way
 - Vegetation (existing trees and forested areas / meadow areas, farmland)
 - Soils and limiting subsurface conditions

- Boundaries of existing riparian buffers
- Other site features that may impact the use and development of the site

2. **Site Plan Drawing.** A drawing (map) of the site must be prepared reflecting the final proposed long-term, full development of the site in accordance with the following specifications and including the following information:

- a. One colored drawing must be provided to the community (owner) (see (J), 2. below). The drawing must either be a reproducible colored drawing or a reproducible non-colored drawing that can be colored to meet the requirement of section (J), 2. below.
- b. The scale of the map 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 includes 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 identified by type of surfacing proposed.
- e. The following items and information must be shown on the map:
 - Park name
 - Name of municipality/owner
 - Scale / North Arrow / Date / Legend
 - Seal of designing landscape architect registered in Commonwealth of Pennsylvania)
 - Acreage of site
 - Site boundaries lines
 - All uses, facilities and structures proposed for the site.
 - Existing structures and facilities that are proposed to remain on the site.
 - **Proposed** site topography to accommodate proposed development of the site (minimum of ten foot contour interval)
 - Circulation patterns (proposed access roads / service drives / parking / trails / walks / ramps / paths and bridges / ADA requirements for accessibility)
 - Natural and man-made barriers
 - Water features (streams / rivers / ponds / lakes)
 - Wetlands areas
 - Flood plains (delineate floodway and 100 year flood level)
 - Major drainage structures (culverts / catch basins / inlets / ditches / under drains)
 - Site control structures (fences / dikes / walls)
 - Rights-of-way
 - Vegetation (trees and forested areas / meadow areas, farmland)
 - Boundaries of existing and proposed riparian buffers
 - Notations and legends necessary to fully explain the size, type and location of any proposed use, feature, or facility.

Final Products

The Master Site Plan for the Austin Dam Memorial Park and Bayless Paper Mill properties will be completed as an accurately scaled plan indicating areas for the development of building, camping, parking sites, roads, walkways, storm water detention facilities, utility, routing, landscaping, and conservation and preservation zones, etc. The Master Site Plan will include site specific information such as parcel size, building size, parking numbers, centralized storm water management areas, circulation routes for autos, pedestrians and service vehicles, buffers, scaled graphics for activities, and site improvements. The circulation system will consider links within the proposed development and to

the surrounding community. All supporting documents and information shall be included in the appendices and not in the body of the report.

The final document should be easily produced in black and white. Editable electronic copy of the document using Microsoft Office software (Word, Excel, etc.) and maps and figures prepared in .jpg or PDF format.

A draft report will be prepared that describes the study methodology, study findings and recommendations, and provides required mapping. The Study Committee and DCNR must approve the draft and may request revisions to the draft before the final plan is prepared. Draft copies should be made available to DCNR (1), DCED (1), the Borough of Austin (1), and each of the Study Committee members (10). The draft and final reports must include a stand alone Executive Summary (ES) containing the main points of the full document.

The number of final Executive Summary and full report copies required, along with any mapping, should be decided based on the needs of the Study Committee. Approximately 30 copies of the Executive Summary and 10 copies of the Full Report will be needed. The Borough of Austin requires three (3) paper copies of the report and one (1) .pdf copy. DCNR requires three (3) paper copies of the report and full-sized maps and one (1) .pdf copy. DCED requires three (3) paper copies of the plan and one (1) digitized copy.

1. Project Schedule/Timeline

The total project should take no more than 12 months to complete upon selection of the consultant and initiation of work.

Month 1-2: Preliminary Meeting with Study Committee and Consultant – introduce project, review expectations, confirm timeline and plan for first public meeting and elected officials meeting.

Month 1-4: Planning process starts. Public Meeting and Elected Officials meeting held. Site information gathered. Wetland Boundary Survey conducted. Kick-off of marketing study - public input gathered.

Month 3-6: Review of ruins and paper mill structures, review comments from public and local officials. Issues and Opportunities Statement. Marketing study wrap-up and final report.

Months 6-8: Prioritization, placement, and preparation of Draft Master Site Plan.

Months 8-10: Finalize Draft Master Site Plan by Study Committee; Plan for second public meeting.

Months 10-12: Hold second public meeting; Prepare and present Final Master Site Plan.

(Proposers are not bound by this timeline and are encouraged to modify this timeline to ensure the highest quality plan and lowest possible cost.)

END

SECTION 3. ORGANIZATION AND REQUIRED SUBMITTALS FOR PROPOSALA. Letter of Transmittal

This letter should include:

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

Note: FAILURE TO CLEARLY STATE AND FULLY DISCLOSE ANY OF THE INFORMATION REQUIRED IN THE LETTER OF TRANSMITTAL SHALL BE GROUNDS FOR THE **Borough of Austin** TO REJECT THE FIRM'S PROPOSALS AND WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF ANY CONTRACT ENTERED INTO BETWEEN THE **Borough of Austin** AND THE FIRM WITHOUT PAYMENT OF WORK COMPLETED.

B. Profile of Firm

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

- the location of the firm'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 firm 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 qualifications 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 **Borough of Austin**. 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 **Borough of Austin**.

Your method of billing must be indicated. The preferred practice of the **Borough of Austin** is to pay for this type of consulting service upon completion of the work and receipt of the required report; however, the **Borough of Austin** will consider paying on a periodic basis as substantial portions of the work are performed. 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)
- Consultant Qualifications (For proposing firm)

END

SECTION 4. EVALUATION CRITERIA

All proposals will be evaluated based on the technical and professional expertise and experience of the firm, the proposed method and the procedures for completion of the work and the cost of the proposal. The apparent ability of the firm 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 firm will be determined by the following factors:

- The overall experience of the firm in conducting similar work that is to be provided to the **Borough of Austin**.
- The expertise and professional level of the individuals proposed to conduct the work for the **Borough of Austin**.
- 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 used 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 **Borough of Austin** and the overall level of expertise of the specific firm's personnel proposed to do the work for the **Borough of Austin**.

All, or selected, firms submitting proposals may be invited to give an oral presentation explaining their proposal.

END

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SECTION 5. CONTRACT

A proposed agreement is included (beginning at next page) for your review. If you believe that this agreement is adequate, it should be completed in all material respects, including execution, and returned with the proposal. If you feel that an alternative agreement is more suitable, you may submit such as a part of your proposal. However, the **Borough of Austin** reserves the right to enter into the enclosed agreement with the successful firm or to negotiate the exact terms of a professional (consulting) services contract.

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement made and entered into this _____ day of _____, 200[], by and between the **Borough of Austin** of Potter County, Pennsylvania, a municipal corporation, hereinafter referred to as the **Borough**, and _____, hereinafter referred to as "Consulting Firm".

WHEREAS, the **Borough** desires to have certain one-time professional consulting work done involving **Austin Area Community Revitalization Plan** ;and,

WHEREAS, the **Borough** desires to enter into a contract for this work as indicated in the Request for Proposals, hereinafter referred to as "RFP", and made a part of this agreement, included herein by specific reference, and attached as Appendix A to this agreement; and,

WHEREAS, the Consulting Firm desires to provide services requested in the RFP to the **Borough** based on the formal proposal submitted in response to the **borough's** RFP, said proposal made a part of this agreement, included herein by specific reference and attached as Appendix B to this agreement; and,

WHEREAS, the parties to this agreement have further negotiated changes or additions to Appendix A and/or Appendix B and have set forth these changes or additions as Addendum to this agreement as follows: **[List any addendum here. If none, state "none".]**

AND WHEREAS, the Consulting Firm is equipped and staffed to provide the services set forth in the RFP;

NOW, THEREFORE, the parties mutually agree as follows:

TERMS AND CONDITIONS

THE CONSULTING FIRM WILL:

Provide professional consulting services as specified in the RFP and accepted by the Consulting Firm's proposal and amended by any addendum listed herein and attached hereto.

Assign the following individuals to do the **Borough's** required work at the minimum number of hours as indicated:

NAME

POSITION

MINIMUM HOURS

Any changes to the staffing proposed above shall be subject to the approval of the **Borough**, however, staff changes by the Consulting Firm will not be denied where the staff replacement is of equal ability or experience to the predecessor.

THE **Borough** WILL:

Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for total amount not to exceed \$_____.

Provide reasonable access to all **the Borough** personnel, facilities, and information necessary to properly conduct and complete the work required under this Agreement.

Bear the responsibility for implementing provisions and/or recommendations of the final adopted plan completed under the terms of this contract unless implementation is required as a part of the requested work in the RFP, the Consulting Firms proposal, or any negotiated addendum that is part of this agreement.

Make payment to the Consulting Firm within thirty (30) days after receipt of a properly prepared invoice for work satisfactory completed. **[Revise this provision to reflect actual payment system agreed to.]**

Make final payment to the Consulting Firm within thirty (30) days after final product approval by DCNR.

FURTHER, IT IS AGREED BY BOTH PARTIES THAT:

The final product produced by the work of the Consulting Firm pursuant to this agreement, including the study/plan narrative report, maps, drawings, and other documents prepared by the Consulting Firm and intended to be appended to the study/plan narrative report or be included by reference, shall be owned by the **Borough** and DCNR.

In witness thereof, the parties hereto have executed this Agreement on the day and date set forth above.

WITNESS:

FOR THE **BOROUGH** OF _____:

TITLE: _____

WITNESS:

FOR THE CONSULTING FIRM:

TITLE: _____

APPENDIX A
To Request for Proposals
for: **Austin Area Revitalization Plan**

NONDISCRIMINATION

Nondiscrimination and equal opportunity are the policy of the Commonwealth/the Borough 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 Borough of Austin 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 Solicitor of the Borough of Austin for purposes of investigation to ascertain compliance with the provisions of this certification. If contractor does not possess documents or records reflection the necessary information requested, it shall furnish such information on reporting forms supplied by the Solicitor of the Borough of Austin.

(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 _____

ATTACHMENT 4:
GENERAL DCNR CONSULTANT QUALIFICATIONS FOR ALL PROJECT TYPES

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

1. 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 with prior experience conducting studies of the project type (greenway, rails-to-trails feasibility, etc.). This member should be the project leader and assume overall project coordination responsibilities between the grantee and the consulting team.
3. Experience with the planning, design, and general operation of greenways, open space, and natural areas, motorized and non-motorized trails, and basic recreational support facilities.
4. For recreational greenways and trails, experience developing and recommending to local government officials policies and procedures related to managing and operating these amenities.
5. Experience setting goals, analyzing problems, generating alternative solutions, and providing recommendations and implementation strategies.