

**UPPER MACUNGIE TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**Request for Proposal
FOR
Comprehensive Parks, Recreation, and Open
Space Plan Consultant**

RFP #2024-03.01

March 8, 2024



**UPPER
MACUNGIE
TOWNSHIP**

**Submission Deadline:
Monday, April 8, 2024 – 3:00 p.m.**

Contact:

Meredith Keller
Township Planner
8330 Schantz Road
Breinigsville, PA 18031
E-Mail: mkeller@uppermac.org

I. PURPOSE AND INTENT

Through this Request for Proposal (RFP), the Township of Upper Macungie (hereinafter “Township”) seeks proposals from qualified consultants to provide professional services to develop an updated Comprehensive Parks, Recreation, and Open Space Plan.

The Comprehensive Parks, Recreation, and Open Space Plan will function as a guide to identify projected future growth within the Township; determine parks and recreation system growth opportunities; evaluate if the Township is efficiently and effectively managing its recreation programs and facilities to both best utilize tax dollars and meet the needs of the community; establish goals and objectives for the Township and the Parks and Recreation Departments; and identify the steps to be taken to achieve those goals and objectives. The plan is envisioned to be an achievable, implementable working document that will help guide the department for the next 10 to 12 years.

II. PROPOSAL SUBMISSION

The proposal must be submitted no later than **3:00 p.m. on Monday, April 8, 2024 at the Upper Macungie Township Municipal Building.**

Responding firms shall submit five (5) hard copies and one electronic copy (PDF) of the proposal in sealed envelopes marked “Upper Macungie Township Comprehensive Parks, Recreation, and Open Space Plan” and addressed to:

**Upper Macungie Township
Attn: Meredith Keller, Township Planner
8330 Schantz Road
Breinigsville, PA 18031**

All parties are bound by the deadline and location requirements of this RFP. Incomplete submissions will not be accepted.

III. REQUEST FOR INFORMATION

All inquiries concerning this RFP must be submitted in writing to Meredith Keller, Township Planner, at mkeller@uppermac.org no later than Monday, April 1, 2024 at 3:00 p.m. No verbal responses by any Township personnel will have any bearing on the responses nor be incorporated into any subsequent award.

No verbal instructions or verbal information to interested parties will be binding on the Township. The written specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. Should any alterations to the specifications be made, written addenda will be mailed and/or emailed to all interested parties. These addenda shall be considered part of these specifications.

IV. GENERAL INFORMATION REGARDING THE TOWNSHIP OF UPPER MACUNGIE

Upper Macungie Township is located in western Lehigh County, Pennsylvania, approximately fifty miles north of Philadelphia and, based on the 2020 Census data, had the fourth highest population increase by number in the Commonwealth of Pennsylvania over the previous decade. The Township shares its borders with the townships of North and South Whitehall, Lower Macungie, Weisenberg, Lowhill, and

Berks County to the west. The Township operates under the Pennsylvania Second Class Township Code form of government with a three (3) member Township Board of Supervisors and a Township Manager.

The Township has an area of approximately 26.3 square miles, has approximately 133 miles of Township-owned roads, approximately 48 miles of state-owned roads, approximately 3,000 feet of improved trails, contains approximately 925 commercial units, three wineries, a residential population of approximately 28,000, a 2024 multiple fund budget of \$56.8 million, and a workforce of 75 full-time employees and 22 part-time employees.

Upper Macungie Township provides residents with year-round opportunities for leisure and recreational activities. Upholding its role as guardian of the history and natural resources of the area, the Township has been able to balance the benefits of its growth and commercial development with the greenspace required to maintain a healthy and happy community. There are currently 498 acres in nine park locations being maintained by the Township. Parks range in size from a three-acre neighborhood pocket park to over 165 acres at Grange Park. There are numerous playgrounds, athletic fields, sport courts, picnic facilities, dog parks, a splash pad, and open space within the park system, as well as a new community center planned for future construction.

The Township's park and recreation initiatives are led by the Parks and Recreation Board (PRB). This group assesses all aspects of the Township's parks, recreation, open space, and trails and advises the Board of Supervisors on actions to better the overall township.

In 2011, Upper Macungie Township created a Park and Recreation Plan to identify the Township's natural scenic, historic, cultural, and recreation resources, and to establish strategies and recommendations to ensure long-term protection of these resources. In response to recent growth, the Township has renewed its planning efforts to accommodate the needs of its expanding community. Upper Macungie Township seeks to reevaluate the 2011 plan and assess the community's current greenspace needs through the development and adoption of an updated Comprehensive Parks, Recreation, and Open Space Plan.

V. FORMAT OF PROPOSALS

Submissions shall be made in the following format:

1. **Letter of Transmittal**
2. **Narrative** addressing the Consultant's understanding of the scope of service / activities to be provided.
3. **Consultant Firm's Experience**, including Comprehensive Parks, Recreation, and Open Space Plan preparation, park master planning, and knowledge of Federal, State, and local code regulations.
4. **Key Personnel** to be utilized on this project and their expertise in parks, recreation, and open space planning. (Provide key personnel resumes as an Appendix at the end of the proposal.)
5. **Timeline**
6. **Technical and Price Proposal** of services to be included, including but not limited to estimated time per activity, wages, travel, copies of final product, etc.
7. **Certificate of Insurance** detailing the amounts of all insurance coverages.

Further details can be found in the **Proposal Submission Requirements Section**.

VI. SCOPE OF SERVICES

With assistance from Township Staff, the Parks and Recreation Board, Township Solicitor, Township Engineer, and Township Supervisors, the selected consultant will conduct a public process to develop an updated Comprehensive Parks, Recreation, and Open Space Plan for Upper Macungie Township. While all sections listed below shall be included in the final document, the Township seeks a visionary plan resulting from a robust public participation process, with the most substantive sections focusing on implementable change in response to the community's needs.

A. Plan Purpose and Background

The consultant will provide updated socioeconomic statistics and will reference existing documents to present background information on the community. The following should be included:

1. Community Background
 - a. Geographic location, size, regional context, character, history, etc.
 - b. History of the Township's recreation and park functions.
2. Socioeconomics (use of U.S. Census Bureau data required)
 - a. Demographic trends including population, age, gender, race & ethnicity, households, income, education, and visitors.
 - b. Population projections for at least the next 10 to 20 years.
 - c. Economic trends including economic conditions, major employers, and fiscal health.
3. Physical Characteristics
 - a. Reference the Upper Macungie Township Comprehensive Plan to review inventory of natural features and ecosystems such as forests, wetlands, waterways, farmland, and critical habitats, as well as environmental issues such as stormwater and brownfields.

B. Public Participation

Public participation is required throughout the planning process to help determine and prioritize community needs. Community involvement and engagement must reach a broad audience to ensure feedback and recommendations that are comprehensive, appropriate, and accountable. Other recently completed comprehensive plans in Upper Macungie have received significant public interest and input, so similar participation should be anticipated. The narrative must include a detailed summary of the public participation methods, results, and conclusions (noting areas of consensus and contention). Raw data should be included in the appendix.

1. At minimum, public participation must include the following:
 - a. Steering Committee – Consultant must meet with steering committee on a regular basis to provide guidance and review work.
 - b. Public Meetings (3 to 6 meetings) – Consultant must coordinate no less than three public meetings. If proposing any online/virtual meetings, provide details on how a virtual public meeting could be held with residents, stakeholders, and other interested parties.
 - c. Key Person Interviews (6 to 10 interviews) – Consultant must conduct multiple key person interviews; interviewees may be identified with assistance from steering committee.
 - d. Special Events – Consultant must attend a minimum of three (3) Township special events, which will provide an ideal opportunity to speak with residents and collect data.

- e. Citizen Survey – Consultant must create and tabulate a resident survey to gather as much feedback as possible from residents. Describe the survey method to be used (i.e., written, telephone, internet, etc.).
 - f. Parks and Recreation Board – Consultant must meet with the Upper Macungie Township Parks and Recreation Board at least once (1) throughout this process.
 - g. Upper Macungie Township Planning Commission – Consultant must meet with the Township’s Planning Commission at least once (1) throughout this process.
 - h. Board of Supervisors – Consultant must meet with the Board of Supervisors at least once (1) throughout this process.
2. Additional recommended public participation:
 - a. Focus Group – A focus group provides community input from individuals with common interests. Consider focus groups comprised of neighborhood residents, elected officials, organized sports organizations, etc.
 - b. Document Review – Review previous planning documents and consider the results of recent public participation efforts regarding parks, recreation, and open space.
 3. Prepare press releases at key stages throughout the project.

C. Department Mission Statement, Goals, And Objectives

The department mission statement provides a clear definition of the department’s purpose and responsibilities. Goals address what the department hopes to achieve in the next ten years. This plan should present a new mission statement and goals. The statement and goals should clearly focus the department’s direction and purpose, assuring that they are reasonable and achievable, and reflect the needs of the Township’s constituents.

1. Discuss the purpose and use of a mission statement, goals, and objectives. Each should have long-term applicability beyond the planning process.
2. Develop a draft mission statement, goals, and objectives. Each component should be reevaluated throughout the planning process to ensure that they are still appropriate for the department. Create a mission statement which will highlight the need to provide quality facilities, open space, and diverse recreation programs for people of all ages and abilities.

D. Department Administration

Analyze how effectively the department administers recreation, park, and open space services. Department practices are compared to accepted administrative practices. Department practices include the ability to involve the public with long-range planning efforts; the ability to work cooperatively with other public agencies, community groups, and businesses; and the effectiveness of existing office procedures and policies. This plan should describe and analyze the following:

1. Relationships between the department and community organizations, as well as department involvement with regional initiatives (e.g., State, County, PennDOT, Wildlands Conservancy, Lehigh Valley Planning Commission Regional Plan, etc.).
2. Public relations and marketing efforts to promote department functions, services, and programs.
3. Cooperative efforts and established agreements between the department and other municipalities, schools, recreation providers, conservation groups, support groups, area businesses, etc.

4. Policies and procedures that govern the general operation of the department's recreation, park, and open space functions (use of facilities, non-resident participation, policy manuals, risk management, etc.).
5. Record-keeping procedures.
6. Administrative challenges.

E. Department Personnel

The consultant should review and analyze all aspects of the current composition of the Recreation Department. Personnel may include the governing body, municipal manager, public works department, paid recreation and park staff, maintenance staff, program staff, and/or volunteers.

1. Analyze the organizational chart for accuracy with current conditions and procedures.
2. Recommendations for additional staff and/or modifications to existing job descriptions shall be presented, if applicable.
3. Suggestions for better utilization of software, networking, social media etc., for more efficient completion of administrative tasks shall be included.
4. Describe and analyze the following:
 - a. Number, type, roles, and responsibilities of department personnel currently responsible for maintaining recreation, park, and open space resources and providing recreation, park, and open space programs and services.
 - b. Number, type, roles, and responsibilities of volunteers, such as the Parks and Recreation Board, that are responsible for and assist with programs, services, etc.
 - c. Existing personnel policies including manuals, continuing education, etc.
 - d. Staffing level (paid or volunteer) needed to effectively administer and maintain the department facilities, programs, and services. Compare with existing conditions.

F. Facilities And Open Space Inventory and Analysis

The Township views the inventory and analysis as a crucial section of this plan and will require that the consultant create conceptual master site plans for the Township's park locations. Data should be collected using ArcGIS Survey123 or an equivalent software compatible with GIS. Analyze existing recreation, park, and open space resources, regardless of ownership, and compare to standards based on population and service areas. The general locations and types of new recreation, park, and open space facilities and development priorities should be identified with strong public participation and input.

1. Create a digital GIS map delineated by census tract or neighborhood; identify the location of indoor and outdoor facilities and open space owned/operated by:
 - a. Public agencies
 - b. Schools (public and private, all levels)
 - c. Major non-profits and quasi-public organizations (athletic associations, scouts, conservancies, service clubs, YMCA/YWCAs, etc.)
 - d. Major private businesses (health clubs, bowling alleys, etc.)
2. Provide the following information in chart form which is also linked in GIS through a database or spreadsheet, including photos and other relevant information, for the indoor and outdoor facilities and open space identified on the map:
 - a. Facility or open space name
 - b. Ownership

- c. Number and type of facilities
 - d. Acreage
 - e. General condition and use
3. Provide the following information for the indoor and outdoor facilities and open space owned or managed by Upper Macungie Township
 - a. Condition and required upgrades and/or major repairs. Include age/year built, past maintenance activity. Photos of each facility are required in the report as part of this condition assessment.
 - b. Obsolete, underutilized, and/or inappropriate facilities.
 - c. Compliance with current safety guidelines such as those developed by the Consumer Product Safety Commission (Playgrounds).
 - d. Compliance with accessibility standards (Americans with Disabilities Act).
 - e. Compliance with inclusive design standards.
 - f. Connectivity to transportation network (walk, bike, vehicle, public transit, etc.).
 - g. Identify and prioritize parks that should have a Master Plan or Landscaping Plan created to enhance the area. Provide your reasoning for selecting these locations.
 - h. The consultant should reference the recently completed Upper Macungie Township Vision Zero Action Plan and should note any obvious township trail and sidewalk connections to improve access to parks.
 2. Determine local access to outdoor recreation using, at a minimum, the following resources:
 - a. The National Recreation and Park Association (NRPA) Park Metrics, a comprehensive source of data benchmarks and insights for the effective management and planning of operating resources and capital facilities.
 - b. GIS. DCNR Partnered with the Trust for Public Land (TPL) and WeConservePA to use GIS to understand access to outdoor recreation in Pennsylvania. Determine the percentage of residents who live within a 10-minute walk of a park or open space and identify the neighborhoods most in need of new recreation facilities.

G. Facilities And Equipment Maintenance

Analyze the effectiveness of our current park maintenance and develop an effective maintenance program to ensure the protection of future capital investments.

1. The consultant must visit every Township-owned park with Township staff to analyze and discuss current and future maintenance needs.
2. Describe the current maintenance program and analyze its effectiveness. The analysis should include record keeping, preventive maintenance, use of a maintenance management plan, etc.
3. Describe existing risk management efforts including inspection of park facilities, specifically playground equipment.
4. Analyze the adequacy of maintenance in relation to the condition of the recreation and park facilities and open space areas.
5. The consultant should develop a Capital Improvement Timeline which will be used as a blueprint for actions to be taken by the Township including both short-term objectives (1 to 5 years) and long-term goals (6+ years). This timeline should identify and recommend the replacement of playground equipment, amenities and facilities that have outlived their useful life and/or no longer meet ADA or current safety standards and/or identify new amenities needed to provide a well-rounded recreation department to the community.

H. Recreation Programs and Services

Compare existing offerings to those provided by other municipalities of similar size and/or budget, the needs/wants of constituents, and professional standards. This comparison should determine if our department provides a broad range of cost-effective programs and services that constituents need/want. In addition, the consultant should identify new programming areas and discuss an implementation strategy.

1. Provide a list of current township programs and events that include:
 - a. Program name
 - b. Participant target age and gender
 - c. Program fee (if any)
2. Provide information about participation trends for the previous five years.
3. Determine availability of programs and services for:
 - a. Active and passive
 - b. Competitive and noncompetitive
 - c. Individuals and groups
 - d. All ages and abilities
 - e. All races and ethnicities
 - f. All income levels
4. Analyze accessibility and inclusiveness of Township programs and services.
5. Identify program and service deficiencies and program gaps. Develop a strategy for the department to address them.

I. Financing

Identify and analyze current and previous department funding levels and sources, including tax and non-tax support, and compare to other municipal departments and similar agencies.

1. Compare tax support for recreation and parks in relation to the overall municipal budget and to other municipal recreation departments of a similar size for the previous 5-year period.
2. Describe the department philosophy for providing tax support to finance recreation and parks.
3. Compare department capital and operating expenditures with municipalities that have similar populations and socio-economic characteristics.
4. Identify and analyze the major revenue sources (taxes, fees, donations, grants, etc.) and amounts used to finance recreation and parks.
5. Describe and analyze the current departments (recreation and park) budget process.
6. Identify new sources to finance recreation and parks, if applicable
7. Re-assess the Township's current Public Dedication of Land process, or more commonly, fees-in-lieu of, and update it if deemed appropriate.
 - a. SALDO language should bear a direct relationship to the municipality's adopted park and recreation plan. The consultant must review Upper Macungie Township's SALDO to ensure that park standards in the SALDO are consistent with those recommended in the municipality's official parks and recreation plan.

J. Recommendations and Cost Estimates

Develop a cohesive and easy to follow ten-year implementation plan. This plan must outline specific department priorities and actions to improve recreation and park facilities, programs, and services to meet community needs. Recommendations supported by data analysis and public input must be provided for scope of work elements. Cost estimates must be provided when appropriate.

1. Prioritize the operating-related recommendations.
2. Describe the recommended changes for all sections of this RFP (A-J) and provide supporting data to justify the recommendations.
3. Provide a maximum not-to-exceed cost estimate to implement each recommendation and discuss potential implementation opportunities and challenges.
4. Prioritize capital improvement recommendations and provide a multi-year Capital Development Program organized by short-term (1-5 years), and long-term (6+ years) projects. Total estimated development costs of proposed improvements, including engineering and design costs, project administration costs, acquisition and/or construction costs, and at least a 10% contingency.

VII. FINAL PRODUCT AND DELIVERABLES

1. Narrative Report

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

At all phases of the project, the consultant shall maintain communication with the Township's Project Manager to report on progress and request any other needs from the Township, boards, commissions, and committees.

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

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

- A. Purpose, Goals, and Objectives
- B. Public Participation
- C. Department Mission Statement, Goals, and Objectives
- D. Department Administration
- E. Department Personnel
- F. Facilities and Open Space Inventory and Analysis
- G. Facilities and Equipment Maintenance
- H. Recreation Programs and Services
- I. Financing
- J. Recommendations and Cost Estimates
- K. Appendix (as applicable)

2. Deliverables

The consultant must revise as necessary until the report is adopted by the Upper Macungie Township Board of Supervisors. Once adopted, the following documents and files must be submitted to Upper Macungie Township:

- Six (6) bound copies of the final Comprehensive Parks, Recreation, and Open Space Plan.
- One (1) complete electronic copy (PDF) of the plan.
- One (1) Executive Summary in electronic format summarizing the significant recommended changes.
- Electronic copies of all final relevant digital files, such as GIS shapefiles, Excel/Access tables, Adobe InDesign files, etc., in editable formats for the Township's future use.
- Electronic copies of all materials, research, data, photographs, GIS shapefiles, etc. created or collected over the course of the plan's development to the Township in editable formats for the Township's future use.

VIII. PROPOSAL SUBMISSION REQUIREMENTS

The proposal must include the following information:

1. **Letter of Transmittal** including:

- a. The consulting firm's name, mailing address, and location of the firm's office that will provide the proposed services;
- b. Identification of the contact person for the consulting firm, including all contact information;
- c. A statement that the proposal is in response to Request for Proposal for Comprehensive Parks, Recreation, and Open Space Plan Consultant; and
- d. A clear statement of the firm's, and/or the principals of the firm, relationship(s) with, or knowledge of any officials or employees of the Township of Upper Macungie 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 Township of Upper Macungie to reject the firm's proposal and will be grounds for immediate cancellation of any contract entered into between the Township of Upper Macungie and the firm without payment of work completed.

2. **Narrative**

A statement indicating your understanding of the work to be performed. The narrative should explain the firm's approach to the project and must include a detailed description of the procedures and methods proposed to complete the work requested by Upper Macungie Township. The methods and procedures proposed will receive primary consideration in evaluating the proposal.

3. **Consultant Firm's Experience**

The Township seeks a consultant that has demonstrated capabilities in developing Comprehensive Parks, Recreation, and Open Space Plans.

Responses to the RFP must include the full range of skills and experience necessary to perform the work that is outlined in the Scope of Services. To best express their qualifications for the project, the consulting firm should provide:

- a. A brief history of the consulting firm, no longer than one (1) page in length;
- b. An affirmation of the firm's qualifications for professionally and expertly conducting the work as understood;

- c. Any consultant suggestions for how the scope of work can be enhanced, plus additional details of approach, methods, etc. for carrying out the prescribed work;
- d. Proposed work schedule;
- e. Examples of recent work that are similar in nature;
- f. At least three (3) references with contact information for recent and relevant work. Consultant(s) should specify his / her / their role(s) in each of these projects, the type of work he / she / they performed, and results of the created plans. The Township may perform reference checks for each candidate firm. A minimum of two (2) Municipal clients in Pennsylvania where similar or related work was performed must be provided.

4. Key Personnel

- a. Personnel assignments and individual work experience;
- b. The anticipated roles of all personnel assigned to this project and the specific duties of each consultant or employee relative to the proposed work; and
- c. Resumes of the personnel assigned to this project, including any sub-consultants, attached as an Appendix at the end of the proposal.

5. Timeline

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. The final draft plan needs to be reviewed by the Township, the Steering Committee, and Upper Macungie Township Parks and Recreation Board for comment prior to approval of the final draft. The Township anticipates that the project will take approximately ten (10) to twelve (12) months to complete.

Upper Macungie Township reserves the right to award within 30 to 60 days of RFP submission deadline. The consultant shall commence work on this project within thirty (30) days of receipt of the formally executed Contract by the Township.

6. Technical and Price Proposal

The proposal shall consist of a technical proposal and a price proposal which shall be valid for up to ninety (90) days from the due date. The technical proposal shall include a work program in a format that is acceptable for use as the final Scope of Services in the contract between the Township and the consultant.

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 Township of Upper Macungie. Your method of billing must be indicated. The preferred practice of the Township of Upper Macungie is to pay for this type of consulting service upon completion of the work and receipt of the required report; however, the Township of Upper Macungie will consider paying on a periodic basis as substantial portions of the work are performed, 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 adoption of the final plan by the Board of Supervisors and submission of all final deliverables.

7. Certificate of Insurance and Other Documents

- a. Certificate of Insurance detailing the amounts of all insurance coverages.
- b. Documents attached as appendices to this RFP shall be fully executed and returned with the proposal as follows:

- Attachment A - Sexual Harassment Affidavit
- Attachment B - Sealed Non-Collusion Affidavit

IX. INTERVIEWS

The Township intends to interview the three (3) highest ranking proposals based upon the selection committee’s ranking of applicants submitting the proposal. Even with interviews, the proposal should be comprehensive and complete on its face. The Township reserves the right to request clarifying information subsequent to submission of the proposal.

X. SELECTION CRITERIA

Proposals will be evaluated by Upper Macungie Township staff and advisory personnel deemed appropriate. Selection of the consultant will be approved by the Upper Macungie Township Board of Supervisors. The Township will evaluate the proposals, and will select a consultant based on the following criteria, among others:

- Understanding the Scope of Services and objectives of the project;
- Creativity and innovation in techniques and ideas;
- The relevant qualifications and recent experience of the consultant(s) in preparing comprehensive parks, recreation, and open space plans;
- Qualifications and experience of the consultant and assigned personnel;
- Suggestions submitted to enhance and / or amend the scope of work and additional details of the approach and methods to carry out the project;
- Proposals will be competitively judged on the quality and value of the proposed work approach, products, etc., and the proposed budget; and
- Ability to carry out and manage the project, and to meet the expected project timeline / completion schedule.

XI. PROPOSED DECISION TIMELINE*

The tentative schedule for the selection process is:

Issue request for proposal	March 8, 2024
Last date for questions to be submitted	April 1, 2024, 3:00 p.m.
Due date of proposal	April 8, 2024, 3:00 p.m.
Consultant Interviews	April 2024
Contract Awarded at Board of Supervisors Meeting	May 2, 2024
Project Kick Off Date	May 9, 2024

**The above dates are subject to change at the Township’s discretion.*

XII. CONTRACT AWARDS

Upper Macungie Township anticipates entering into a contract with the Proposer who submits the proposal judged by Township staff to be most advantageous in terms of planning approach, qualification of the proposed project team, experience of the project team, and project cost. Upper Macungie Township anticipates awarding one contract but reserves the right to award more than one if in the Township’s best interest. The Proposer understands that this RFP does not constitute an offer or a contract with the Proposer. An official contract or agreement is not binding until proposals are reviewed by the appointed

staff, approved by staff, and executed by all parties. Upper Macungie Township reserves the right to reject all proposals, to abandon the project, or to re-advertise for and solicit other proposals. Upper Macungie Township may, in its discretion, waive any informalities or irregularities contained in a proposal or in the manner of its submittal and award a contract thereafter.

The minimum scope of services desired is defined in this Request for Proposal (RFP). The Township shall have the right to modify this scope, as it deems necessary. The responding consultant may also change/modify/add to the scope of work albeit an explanation for the change is provided and viewed to be advantageous by the Township. The terms of the Agreement between the Township and Consultant shall be subject to review and modification by the Township's Solicitor.

Upper Macungie Township shall not be responsible for any costs or expenses incurred by consultants responding to this RFP, nor for any costs or expenses incurred by any consultant selected by the Township, prior to entering into a written contract with the Township and receiving authorization to commence work.

TOWNSHIP PROFESSIONAL SERVICES AGREEMENT (PSA)

Attached to this RFP is a sample Township PSA for review. The successful bidder would be expected to enter into a PSA with the Township using this agreement.

Cost Estimate Checklist

Please use this form to provide a detailed cost breakdown of your proposal.

Cost Estimate	Item
_____	<input type="checkbox"/> Executive Summary
_____	<input type="checkbox"/> (A) Purpose, Goals, and Objectives
_____	<input type="checkbox"/> (B) Public Participation
	<input type="checkbox"/> Study Committee Meetings: # _____
	<input type="checkbox"/> Public Meetings: # _____
	<input type="checkbox"/> Key Person Interviews: # _____
	<input type="checkbox"/> Citizen Survey: # _____
	<input type="checkbox"/> Focus Group: # _____
	<input type="checkbox"/> Other (optional): _____
_____	<input type="checkbox"/> (C) Department Mission Statement, Goals, and Objectives
_____	<input type="checkbox"/> (D) Department Administration
_____	<input type="checkbox"/> (E) Department Personnel
_____	<input type="checkbox"/> (F) Facilities and Open Space Inventory and Analysis
_____	<input type="checkbox"/> (G) Facilities and Equipment Maintenance
_____	<input type="checkbox"/> (H) Recreation Programs and Services
_____	<input type="checkbox"/> (I) Financing
_____	<input type="checkbox"/> (J) Recommendations and Cost Estimates
_____	<input type="checkbox"/> Draft Narrative Report and Other Deliverables, as applicable
_____	<input type="checkbox"/> Final Products
	<input type="checkbox"/> Narrative Report signed, sealed, and dated: # _____
	<input type="checkbox"/> Other, as applicable: # _____
_____	TOTAL

**ATTACHMENT A
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE**

In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the Contract or any subcontract, the Contractor, each subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not, by reason of gender, race, creed, or color, discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the Contract on account of gender, race, creed, or color. The Contractor and each subcontractor shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined. The Contractor and each subcontractor shall not discriminate by reason of gender, race, creed, or color against any subcontractor or supplier who is qualified to perform the work to which the Contract relates. The Contractor and each subcontractor shall, within the time periods requested by the Commonwealth, furnish all necessary employment documents and records and permit access to their books, records, and accounts by the contracting agency and the Department of General Service's Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO), for purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause. Within fifteen (15) days after award of any contract, the Contractor shall be required to complete, sign and submit Form STD-21, the "Initial Contract Compliance Data" form. If the contract is a construction contract, then the Contractor shall be required to complete, sign and submit Form STD-28, the "Monthly Contract Compliance Report for Construction Contractors", each month no later than the 15th of the month following the reporting period beginning with the initial job conference and continuing through the completion of the project. Those contractors who have fewer than five employees or whose employees are all from the same family or who have completed the Form STD-21 within the past 12 months may, within the 15 days, request an exemption from the Form STD-21 submission requirement from the contracting agency. The Contractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that those provisions applicable to subcontractors will be binding upon each subcontractor. The Commonwealth may cancel or terminate the Contract and all money due or to become due under the Contract may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the agency may proceed with debarment or suspension and may place the Contractor in the Contractor Responsibility File.

IN WITNESS WHEREOF, the Contractor hereto has set its hand and seal this _____ day of _____, 20____.

WITNESS:

CONTRACTOR: _____

By: _____
By: _____
By: _____
(Name and Title)

(CORPORATE SEAL)

Federal Identification Number

ATTACHMENT B
NON-COLLUSION AFFIDAVIT

RFP #2024-03.01 – PARKS, RECREATION, AND OPEN SPACE MASTER PLAN

State of _____: County of _____: s.s.

I state that I am the _____ (Title) of _____ (Name of Company) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the prices(s) and the amount of this proposal. Further, I state as follows:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer or potential proposer.
 2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a Bidder or potential Bidder, and they will not be disclosed before the proposal submission date.
 3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this Contract, or to bid a proposal higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
 4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
 5. _____ (Name of Company) its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing and/or bidding on any public contract, except as follows:
-

I state that _____ (Name of Company) understands and acknowledges that the above representations are material and important, and will be relied upon by Upper Macungie Township in awarding the Contract(s) for which this bid is submitted. I understand, and my firm understands, that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Upper Macungie Township of the true facts relating to the submission of this bid.

Signature

Name:

Title:

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS _____
DAY OF _____, 20_____

Notary Public
My Commission Expires _____

EXAMPLE PROFESSIONAL SERVICES AGREEMENT
PLANNING PROFESSIONAL

THIS AGREEMENT, made this ____ day of _____, 2024 (“Effective Date”) by and between the **TOWNSHIP OF UPPER MACUNGIE**, a municipal corporation and Township of the Second Class with offices situate at 8330 Schantz Road, Breinigsville, in the County of Lehigh and Commonwealth of Pennsylvania, 18031 (hereinafter referred to as “**Township**”);

AND

_____, a Pennsylvania corporation maintaining its offices at _____ (hereinafter “**Planner**”).

W I T N E S S E T H:

WHEREAS, Township is a Township of the Second Class and that is in need of the services of a Professional Planner to perform work related to services for a Township-wide Parks, Recreation, and Open Space Plan as set forth in **RFP # 2024.03.01 - “Upper Macungie Township Comprehensive Parks, Recreation, and Open Space Plan”** (“Proposal”); and

WHEREAS, Township has determined _____, in response to the Proposal, was the lowest bidder deemed capable of performing the services required by the township and, therefore, awarded the contract to _____.

NOW, THEREFORE, in consideration of One (\$1.00) Dollar in hand paid and of the Supervisors consideration of awarding Planner the contract under the Proposal, the parties agree as follows, intending to be legally bound hereby;

1. Planner is certified as a registered professional engineer with the Pennsylvania State Registration Board for Professional Engineers and shall maintain its certification with the Commonwealth of Pennsylvania. Recommended but not required

professionals to have on staff to assist with this plan include a Registered Landscape Architect, Certified Park and Recreation Professional (CPRP) and Certified Playground Safety Inspector (CPSI).

2. Planner shall provide those services as identified in the Proposal which is incorporated herein by reference.

3. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid Planner. The Planner will be expected to return phone calls; emails and text messages to the Township on the same day and/or over a weekend, should the need for an immediate response arise. The Planner is expected to be available to provide advice to the Township during non-business hours including the attendance at meetings when requested.

4. During the Term of this Agreement, Planner shall maintain professional liability insurance in the amounts as follows:

- a. Workers' compensation and employer's liability coverage - statutory limits;
- b. Commercial General Liability including Contractual Liability - \$1,000,000.00 combined single limit;
- c. Commercial Automobile Liability - \$1,000,000.00 combined single limit;
- d. Professional liability insurance - \$1,000,000.00.

Planner shall have the Township listed as an additional insured of the said policy.

5. Planner shall, to the full extent permitted by law, indemnify, defend and hold harmless the Township, its officials, employees and consultants from and against any and all claims, damages, losses, and expenses, including but not limited to, fees

and charges of attorneys, court and arbitration costs, arising out of or resulting from the work contemplated under this Agreement, or claims against the Township arising from the work of others including any claims upon or related to the design, inspection, and/or construction of this project, unless the claims, damages, losses, or expenses result from the proven sole negligence of the Township. This indemnification shall not be limited in amount or type of damages, compensation or benefits payable under workers' compensation acts, disability benefits acts, or other employee benefit acts.

6. Planner is an independent contractor performing services for the Township; however, Planner shall be deemed an agent of the Township when it is performing services for the Township under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be properly executed the day and year first above written.

ATTEST:

Jazmin Vazquez, Secretary

TOWNSHIP OF UPPER MACUNGIE

By: _____
**Robert Ibach, Jr.,
Township Manager**

ATTEST:

By: _____

Name and Title

COMMONWEALTH OF PENNSYLVANIA :

: SS:

COUNTY OF LEHIGH

:

On this, the _____ day of **Month, Year**, before me, a Notary Public, the undersigned officer, personally appeared **ROBERT IBACH, JR**, who acknowledged himself to be the Township Manager of **UPPER MACUNGIE TOWNSHIP**, and that he as such, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the Township by himself as Township Manager of **UPPER MACUNGIE TOWNSHIP**.

IN WITNESS WHEREOF, I have hereunto set my hand and notarial seal.

Notary Public

COMMONWEALTH OF PENNSYLVANIA :
: **SS:**
COUNTY OF LEHIGH :

On this, the _____ day of **Month, Year**, before me, a Notary Public, the undersigned officer, personally appeared _____, who acknowledges himself to be _____ of **COMPANY NAME**, and that he as such, being authorized to do so and in those capacities, executed the foregoing instrument for the purpose therein contained by signing the name of **COMPANY NAME**, by himself as _____.

IN WITNESS WHEREOF, I have hereunto set my hand and notarial seal.

Notary Public