

Request for Proposals Announcement

Northern Tier Regional Planning and Development Commission (NTRPDC)

In Cooperation with:

- Pennsylvania Department of Transportation
- Pennsylvania Department of Conservation and Natural Resources
- Sullivan County
- Susquehanna County
- Tioga County
- Wyoming County

September 8, 2008

Kevin D. Abrams, Executive Director, NTRPDC

Enclosed, please find one (1) copy of the Request for Proposals for the

Open Space, Greenway and Outdoor Recreation Plan Sullivan, Susquehanna, Tioga & Wyoming Counties of Pennsylvania.

I have also enclosed a copy each of the newspaper announcement and the Schedule of Contract Award for your information. Instructions are part and parcel of the RFP document. **General questions and inquiries can be made to Mr. Richard J. Biery at (570) 265-9103.**

The Proposal Package is required to be submitted in the requisite number of copies on or before 4:00 PM on Friday, September 26, 2008 to:

Mr. Richard J. Biery
NTRPDC
312 Main Street
Towanda, PA 18848

Please mark **“Open Space, Greenway and Outdoor Recreation Plan”** on the outside of the mailing envelope.

The Northern Tier Regional Planning and Development Commission (NTRPDC) is accepting Proposals for the preparation of an Open Space, Greenway and Outdoor Recreation Plan, Sullivan, Susquehanna, Tioga & Wyoming Counties of Pennsylvania. Copies of this RFP are available to prospective consultants by contacting the NTRPDC care of Mr. Richard Biery, Northern Tier Regional Planning and Development Commission, 312 Main Street, Towanda, PA 18848 or by calling (570) 265-9103. A digital version of this RFP package is available at www.northerntier.org. Proposals will be accepted by mail in the requisite number of copies to the above address on or before the close of business, 4:00 PM, on Friday, September 26, 2008.

**Open Space, Greenway and Outdoor Recreation Plan
Sullivan, Susquehanna, Tioga &
Wyoming Counties of Pennsylvania**

RFP & Consultant Selection Schedule

September 8, 2008	RFP Announcements forwarded to Newspaper(s) of general circulation.
	RFP and Announcements forwarded to Consultants on the mailing list.
September 8 thru September 26, 2008	RFP open for Consultant development and submission.
September 26, 2008	RFP due to NTRPDC by Close of Business 4:00 PM.
September 29, thru October 22, 2008	Committee Consultant selection process begins and Consultant negotiations take place.
October 27, 2008	NTRPDC awards contract to Consultant.

REQUEST FOR PROPOSALS

FOR THE PREPARATION OF:

Open Space, Greenway and Outdoor Recreation Plan

FOR THE COUNTIES OF:

**Tioga, Sullivan, Susquehanna & Wyoming Counties
of Pennsylvania**

IN COOPERATION WITH:



ISSUED BY:

Northern Tier Regional Planning and Development Commission

**Northern Tier Regional Planning and Development Commission
312 Main Street
Towanda, PA 18848**

September 2008

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PART I

GENERAL INFORMATION FOR THE CONTRACTOR

- 1-1 **Purpose:** This Request for Proposals (RFP) provides prospective bidders with sufficient information to enable them to prepare and submit proposals to satisfy a need for an Open Space, Greenway and Outdoor Recreation Plan. This Plan is for a common thread analysis of transportation, land use and economic development planning and programming for Bradford County, Sullivan County, Susquehanna County, Tioga County and Wyoming County of Pennsylvania. The Northern Tier Regional Planning and Development Commission (NTRPDC) is seeking prospective bidders who have demonstrated interest and expertise in providing consulting services for similar projects. All interested firms/individuals are invited to submit a proposal in accordance with the specifications, requirements, and dates set forth herein.
- 1-2 **Issuing Office:** This RFP is issued by the Northern Tier Regional Planning and Development Commission, 312 Main Street, Towanda, PA. This office is the sole point of contact for this RFP.
- 1-3 **Scope:** This RFP contains instructions governing the proposals to be submitted and the materials to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.
- 1-4 **Problem Statement:** The purpose of this project is to develop an Open Space, Greenway and Outdoor Recreation Plan based on a common thread analysis of transportation, land use and economic development planning and programming processes existing for the northern tier region of Pennsylvania inclusive of Bradford, Sullivan, Susquehanna, Tioga, and Wyoming Counties.
- 1-5 **Project Completion Date:** Twenty four (24) Calendar Month Project Schedule from the date of issuance of the Notice to Proceed from NTRPDC.
- 1-6 **Project Funding:** Anticipated project funding sources may include, but are not limited to, the Pennsylvania Department of Community and Economic Development (DCED).
- 1-7 **Contract:** NTRPDC will prepare a written agreement for execution between the consultant and the NTRPDC. The general provisions of this agreement, the Final Work Program and requirements placed on the project shall be made a part of this agreement. The consultant shall have authorization to proceed upon a written notice from the NTRPDC.
- 1-8 **Rejection of Proposals:** NTRPDC reserves the right to reject any or all proposals received as a result of this request, to negotiate separately with competing contractors, or to award the contract for the purchase of the services on such basis as NTRPDC

deems to be in their best interests. NTRPDC reserves the right to waive informalities and irregularities in proposals received, and to accept any portion of any proposal or all items proposed if deemed in the best interest of the conduct of the study.

- 1-9 **Incurring Cost:** Neither DCED or NTRPDC is liable for any cost incurred by proposers prior to issuance of a fully executed contract.
- 1-10 **Amendment to the RFP:** If it becomes necessary to revise any part of this RFP, an amendment will be issued to all contractors who received the basic RFP.
- 1-11 **Response Due Date:** To be considered, proposals must arrive at the Issuing Office on or before the time and date specified in the cover letter. Contractors mailing proposals should allow sufficient mail delivery time to ensure timely receipt of their proposals. No telefax or modem transfers will be accepted. The outside mailing envelope should clearly state *“Open Space, Greenway and Outdoor Recreation Plan.”*
- 1-12 **Proposals:** To be considered, contractors must submit a complete response to this RFP, using the format provided in Part II. Ten (10) original copies of each proposal must be submitted to the Issuing Office. The contractor will make no other distribution of proposals. An official authorized to bind the contractor to its provisions must sign proposals. For this RFP, the proposal must remain valid for at least 120 days. Moreover, the contents of the proposal of the successful bidder will become contractual obligations if a contract is entered into. Failure of the successful bidder to accept these obligations in a contract may result in cancellation of the award.
- 1-13 **Economy of Preparation:** Proposals should be prepared simply and economically, providing a straightforward, concise description of the contractor’s ability to meet the requirements of the RFP.
- 1-14 **Oral Discussions:** Contractors who submit proposals may be required to make an oral presentation of their proposal to the project partners. Such presentations provide an opportunity for the contractor to clarify his/her proposal to ensure thorough mutual understanding. The Issuing Office will schedule these presentations, if necessary.
- 1-15 **Prime Contractor Responsibilities:** The selected contractor will be required to assume responsibility for all services offered in his/her proposal whether or not he/she produces them. Further, the Issuing Office will consider the selected contractor to be the sole point of contact with regard to contractual matters.
- 1-16 **Disadvantaged Business Enterprise & Small Business Concerns Involvement:** NTRPDC is committed to providing opportunities for Certified Disadvantaged Business Enterprises (DBEs) to compete for work. NTRPDC must ensure that certified DBEs receive at least 9.5% of the total of FHWA or FTA funds provided for in this RFP.
- 1-17 **Disclosure of Proposal Contents:** Cost and price information provided in proposals

will be held in confidence and will not be revealed or discussed with competitors. All other material submitted becomes the property of the Issuing Office and may be returned only at the Issuing Office's option. Proposals submitted may be reviewed and evaluated by any person other than competing bidders at the discretion of NTRPDC. The NTRPDC has the right to use any or all ideas presented in any reply to the RFP. Selection or rejection of the proposal does not affect this right.

- 1-18 **Standard Contract:** Each proposal will be submitted with the understanding that the acceptance, in writing of the NTRPDC to offer to furnish the services described herein shall constitute a contract between the proposers and the NTRPDC which shall bind the proposer in his/her part to furnish and deliver at his/her bid price, and in accordance with conditions of said accepted proposal and specifications.

The selected contractor will be expected to enter into an agreement containing the Standard Contract Requirements attached as Appendix A to this RFP. Upon acceptance of the work program, NTRPDC will prepare a contract for execution between the NTRPDC and the consultant. The contract will be awarded to that bidder whose proposal conforms to the RFP and will be most advantageous to the project partners, price and all other factors considered.

If a contract cannot be negotiated successfully with the highest rated proposer, negotiation will be conducted with the next highest rated proposer and so on until a successfully negotiated contract can be obtained. Oral discussions, if necessary, will be scheduled.

- 1-19 **Contact Person:** The NTRPDC Project Officer is Mr. Richard J. Biery, Regional Planning Program Manager phone: (570) 265-9103 or email: biery@northerntier.org

PART II

INFORMATION REQUIRED FROM THE CONTRACTOR

Contractor proposals must be submitted in the format outlined below. To be considered, the proposal must respond to all requirements in this part of the REP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

1. **Cover Letter**

2. **Technical Proposal**

- A. **Statement of Problem** - State in succinct terms your understanding of the problem presented and the service required by this RFP.
- B. **Work Program** - Prepare a detailed, yet concise, work program that specifically addresses the needs of this project. The work activities outlined in the Project Scope of the RFP should not be considered final or all-inclusive, but rather a basic guide upon which to build your proposal. The NTRPDC will look at what and how the bidder proposes to accomplish the activities set forth in the RFP. Completion dates must be included for each work element proposed. A detailed listing of deliverables and project timeline must be included.
- C. **Prior Experience** - In narrative form, not to exceed five (5) type written pages, discuss the firm's experience in working with the Pennsylvania Department of Transportation and/or Department of Community and Economic Development, NTRPDC, elected officials, and special interest groups relative to preparing a Open Space, Greenway and Outdoor Recreation Plan. Specify prior project references that personnel assigned to this project have prepared and implemented similar in nature to this RFP.
- D. **Personnel** - For this section, summarize the qualifications of the key personnel that will undertake the project. Include recent experience that is directly applicable to the project, a project personnel organization responsibility chart, and vitae of all personnel assigned to the project. **NOTE:** Please do not include the description of the entire history of past experience, but only that which directly pertain to this project

3. **Cost Proposal** - Prepare a detailed cost estimate per task as specified in Section IV, Work Statement. The cost estimate should clearly define the cost for each task identified in the Scope of Work.

PART III

CRITERIA FOR SELECTION

All proposals received from contractors will be reviewed and evaluated by a committee of qualified personnel representing the team of project partners. The committee will recommend for selection the proposal that most closely meets the requirements of the RFP and satisfies the needs of the project partners.

The committee will evaluate each written proposal and assign points for each segment of the proposal in accordance with the criteria herein set forth. The proposer with the highest total points for each service will be selected for purposes of negotiating a contract. The points to be awarded are set forth for each major segment and sub-segment below.

- A. Proposer's method for providing the requested service (60 points):
 - 1) Understanding of the program in general and subject project areas in particular (10 points)
 - 2) Adequacy of Scope of Services (20 points)
 - 3) Adequacy of the product (30 points):
 - Demonstration of concrete methods of implementation (15 points);
 - Demonstration of ability to provide innovation (15 points).

- B. Proposer's qualifications. Transportation, Land Use and/or Economic Development Planning Experience, and time commitments of proposed project coordinator and technical staff (30 points):
 - 1) Demonstrated ability of the project director to carry out the project consulting and coordination responsibilities (10 points).
 - 2) Demonstrated ability of other specifically named key personnel to carry out proposed assignments (10 points).
 - 3) Adequacy of the proposed level of effort, stability, and continuity, in terms of time commitment of project director and key personnel (10 points)

- C. Compensation (10 points):
 - 1) The proposer must include a statement of intent to negotiate a cost not to exceed the contract with the NTRPDC.
 - 2) The proposer must provide a Cost Estimate of Sufficient level of detail to document expense in the following categories:
 - Direct labor (for each individual assigned, include hourly rate x number of hours proposed);
 - Overhead (operating cost such as travel, equipment, and supplies);
 - Fee
 - Expenses
 - Subcontractor (if used)
 - Total

PART IV

WORK STATEMENT & BACKGROUND INFORMATION

Open Space, Greenway and Outdoor Recreation Plan

Overview

The goal of this regional approach to Open Space, Greenway and Outdoor Recreation Plan is to establish an interconnected network of open spaces, connecting greenways “on-the-ground.” This network will connect the region’s natural, historic, and scenic landscapes, as well as our cultural and recreational sites. Greenways can be a tool for conserving natural resources, extending opportunities for outdoor recreation, and even providing the means to walk and bike to community destinations.

This network will come about by planning for open space, greenways and outdoor recreation facilities in our municipalities and counties. The PA Greenways Program has identified a network of “Major Greenways” and encourages counties and municipalities to plan for connecting greenways. This regional approach will help define the network—including open space, greenway types and examples, outdoor recreational opportunities and how we’re planning to make it happen in a cooperative manner. *Planning Regionally, Acting Locally!*

PART V

Scope of Work

Tioga, Sullivan, Susquehanna and Wyoming Counties Open Space, Greenway and Outdoor Recreation Plan

This approach has been tailored to meet the requirements of preparing an Open Space, Greenway and Outdoor Recreation Plan (“Plan”) for Tioga, Sullivan, Susquehanna and Wyoming Counties, Pennsylvania (“Counties”). This Plan will identify and evaluate potential open space sites, greenways and outdoor recreation opportunities, set forth phased recommendations based on County-wide priorities for future land acquisition and use policies, or easement options, depending on the circumstances, and provide operation and management implementation strategies for the County-wide Open Space, Greenway and Outdoor Recreation systems. The emphasis of this approach is on data collection, including public involvement, and using this data to develop strategies to solve problems and seize opportunities. This approach provides an eight-step process for preparing the Four County Plan.

The Plan will emphasize the importance of establishing a local and regional network of “Greenways”, per the Pennsylvania Greenways Plan: An Action Plan for Creating Communities. In particular, the Counties will seek to compliment the Statewide Plan by: (1) Creating a Plan for local greenways in our communities (Strategy #1); (2) Adopting the Plan upon completion (Strategy #2); (3) Increasing opportunities for our diverse communities to enjoy the open space, greenways and recreation opportunities identified in the Plan across rural, suburban and urban

landscapes, including motorized and non-motorized recreation users, persons with disabilities and all cultural and ethnic groups (Strategy #3); (4) Promoting a trail system that can be used as an alternative form of transportation (Strategy #5); and, (5) Promoting strategically located greenways that protect our natural resource and environmental quality (Strategy #6).

Consultant creativity and “out of the box” thinking and discussions are highly encouraged.

Prospective consultants will be asked to propose creative methodologies for organization of the Plan, such as use of a feature(s) common to all Counties that could serve as the binding element, and implementation strategies given the fact that the Plan will be compiled on a regional basis but implemented separately by each county, unless agreed otherwise on a site or feature -specific basis, such as critical land acquisition or recreation opportunities that would span the four Counties.

Scope of Work Outline

- Step 1** Develop an Index of Community Values for Open Space, Greenways and Outdoor Recreation
- Step 2** Benchmark Existing Conditions
- Step 3** Assess Trends and Issues
- Step 4** Envision a System of Lands, Facilities and Services
- Step 5** Outline Methods for Building the Network
- Step 6** Develop Implementation Strategy and Supporting Action Plan
- Step 7** Review and Approval of the Final Plan
- Step 8** Implementation of the Action Plan

Detailed Scope of Work

- Step 1** **Develop an Index of Community Values for Open Space, Greenways and Outdoor Recreation**

The planning process should begin with an understanding of what kinds of conservation and recreation initiatives the Counties’ residents are interested in supporting – initiatives that would meet their needs or enhance their quality of life.

Public Involvement Process (Early and Often, Flexibility is the Key)

A key goal in this planning process is responsiveness to citizens and public officials in building consensus for development and adoption of the policies in this Plan. Furthermore, this process serves as an opportunity to identify issues and concerns, strengths and weaknesses, opportunities and threats, and vital resources of the Counties. To achieve this, a multifaceted citizen information and involvement program will be implemented to receive input from area municipal elected officials, residents, interest groups, business and industrial entities throughout each county.

The consultant will assist the Counties with meetings of the County Plan Advisory Committees (CPAC); generate a consensus among stakeholders, elected officials, business interests, property owners, conservation organizations and agencies; and, develop and review the Plan’s

recommendations. The Counties will appoint members to their CPAC. The Regional Transportation Advisory Committee (RTAC) will be the regional coordination entity.

This Public Involvement Process will include the following:

Creation of public information handouts and PowerPoint presentation (disc and hard copies) to be distributed at key points in the creation of the Plan and to be used as handouts at locations throughout the Counties that would be identified as information repositories, such as libraries, etc.

The potential development of a paper and web based survey instrument with distribution guidance and recommendations of the CPAC may afford a data generation tool. This survey will assess, at a minimum, top three recreational needs of the community. This information will be used for the evaluation and analysis section of the Plan, rather than national standards. Consultant will be responsible for creation and tabulation of surveys. Counties will be responsible for the distribution of surveys.

CPAC Meetings

The following list is proposed as a minimum. An additional three meetings will be held and the Consultant should include their opinion, based on their experience, as to when in the process these meetings should be held to maximize the beneficial outcome of the public participation process.

- A kickoff meeting would be held at project initiation to provide an overview of the planning process. At this point, the CPAC will provide input and recommendations on DRAFT survey as presented by the Consultant
- An Input and Information Sharing Meeting would be held to present initial findings from the resources inventory and mapping, which include reviewing the results of public comments and review of the various inventoried and updated background elements;
- An Input and Information Sharing Meeting would be held to refine each Counties' Goals and Objectives
- An Input and Information Sharing Meeting would be held to discuss the draft Plan
- An Input and Information Sharing Meeting would be held to review public comments on the draft Policy Action Plans, and the Implementation Strategy

Public Meetings (Two per County)

- A Public Input and Information Sharing Meeting would be held to present initial findings and preliminary evaluation of findings from the resource inventory and mapping to obtain public input and consensus on the Plan.
- A Public Input and Information Sharing Meeting would be held to review and receive comments on the draft Plan.

Key Person Interviews (Maximum of forty)

- Key people would be interviewed throughout the Counties to gain their insights on existing conditions and issues under their purview. Those individuals to be interviewed would be identified by the Counties with input from the CPAC.

Potential Use, Demand and Integration

- Define open space, greenway and recreation needs by County and sub-regional levels.
- Analyze potential demand and use of greenways (with and without trails) and recreation opportunities to project initial and future use utilizing results of surveys, key person interviews and public input from meetings.
- Integration and inclusion of the Bradford County Open Space, Greenways and Outdoor Recreation Plan into this project process for consistency.

Step 2 Benchmark Existing Conditions

A. Inventory

An initial inventory of the Counties' existing open space, greenway and outdoor recreation facilities and amenities will be conducted at the onset of the project. The inventory will include the following features.

1. Community Background

- Counties' character, setting, history, and geographic location
- Type of government
- Area development patterns, employment and activity centers, growth centers and corridors
- Community Environmental Awareness

2. Major transportation routes

- Highways
- Railroads
- Designated Bicycle Routes
- Transit

3. Socioeconomic Features

- Provide population projections for at least the next 20 years by age cohorts
- Aging population demographics

4. Parcel features

- Conservation easements
- Farmland easements
- Public Lands including federal, state, county, municipal, school district and authorities
- Other properties held in land trusts or conservation foundations
- Lands held by public utilities

- Lands held by institutions, such as churches, colleges and cemeteries

5. Natural Resources

- Inventory of readily available natural, historic, cultural and recreational resources
 - a. Water resources - flood plains, wetlands and their buffers, streams and waterways, watersheds (major and minor drainage basins), critical surface and groundwater recharge areas, ponds, lakes, canals, vernal pools/ponds and stream corridors
 - b. Key habitats - to include but not limited too, sites identified on the County Natural Areas Inventories, PNDI sites, etc., with a focus on critical areas and connectivity
 - c. Wildlife habitat (ecological) communities and greenway corridors, with a focus on critical areas and connectivity
 - d. Scenic Byways and corridors, viewscapes and/or viewsheds
 - e. Ridge top and escarpment areas
 - f. Existing and proposed recreation facilities, with a focus on connectivity and economic benefits
 - g. Forests and woodlands
 - h. Prime agricultural soils
 - i. Unique natural areas and geological features
 - j. Steep slopes (15% or greater)
 - k. Man-made corridors (abandoned rail lines, utility right-of ways)
 - l. Existing and proposed outdoor recreation facilities and amenities, including, but not limited to, rail-to and with-trail projects
 - m. Proposed or existing rivers conservation plans
 - n. Mineral extraction
- Inventory of existing ongoing and proposed plans such as, County Outdoor Recreation and Snowmobile Trails, Conservancies Land Use and Open Space Plans, Trail Feasibility/Master Plans, Municipal & County Park Master Plans, Creek & River Conservation Plans, Municipal, Multi-municipal and County Comprehensive Plans and Surveys, River Corridor Plans, Heritage Region Plans, Land Use Management Plans for Industries, State Land Resource Plans.

B. Geographic Information System Mapping

Mapping plays an important role in documenting existing geographic features. Mapping is also an effective tool in providing key information to the public. Maps developed for the Plan would be generated using Geographic Information System (GIS) techniques and produced in ARC GIS Format on a size to be determined by the Counties. All backup data, including but not limited to metadata, that will be required to effectively reproduce and update the Plans by the Counties will be provided to the Counties upon completion of the Plan in personal geodatabase format. Data will be developed in accordance with PGDSS latest standards and will use PAMAP Vector requirements when possible.

At a minimum, one comprehensive map per County that identifies the inventory data noted above will be compiled. All maps will be compiled in sets of four (4) for use and distribution to all County Planning Commissions, NTRPDC, PA DCNR and PA DCED. All data in electronic

form will be presented in sets of four (4) for use and distribution by all County Planning Commissions, NTRPDC, PA DCNR and PA DCED. PennDOT and DCNR data standards must be met in the development of GIS products. Please contact the Project Manager for these standards.

Step 3 Assess Trends and Issues

Based upon residents' interests and existing conditions, gaps in conservation and recreation lands and services should be identified. (Build this upon the basic regional scenic corridor inventory criteria database.)

A ranking and criteria system will be formulated to evaluate the open space and recreation needs. This system will set a benchmark for the identification of the most important and threatened open space, greenway, and outdoor recreation areas and future opportunities within the Counties. The GIS mapping and database created in Step 2 will serve important component of this evaluation process.

Step 4 Envision a System of Lands, Facilities and Services

Opportunities to fill conservation and recreation service gaps should be identified, evaluated and coordinated. Linkages to Bradford County's existing greenways network should be considered. The identification of selected lands for conservation could define the sensitive sites of the green Highways initiative in the Northern Tier as an interim deliverable GIS dataset.

The Counties and CPAC would cooperatively develop and define goals and objectives for the Plan. This can be realized by identification of alternative futures and developing consensus on a preferred vision for countywide open space, greenway and recreation systems. Comments received from the public participation process would also be an important part of developing this section. The results of this step would be the development of a vision for each County. This step would be closely coordinated with existing plans.

Step 5 Outline Methods for Building the Network

Recommend methods and projects for conserving land and developing recreational facilities and services to meet needs and fulfill values should be explored, evaluated and selected.

Step 6 Develop Implementation Strategy and Supporting Action Plan

Selected methods and projects should be paired with implementation leaders, timeframes, costs and funding sources.

Based on the foregoing analysis and development of plan components, separate Implementation Plans for each County would be developed. The Implementation Plan will be phased and identify County priorities ranked highest to lowest. The Implementation Plan would identify and describe specific actions that would be taken in the short, intermediate, and long range to achieve the goals of the individual phases of the Plan. These actions would define the sponsor initiating the project, the relative priority of the action to achieving the objectives of the plan, and the time

frame for when the project would be initiated. In addition, for each Phase, the Plan would consider:

- Management of Open Space, Greenway and Outdoor Recreation Lands including Alternative Management Options (such as formation of a County authorized Open Space and Recreation Authority) and identification of local community groups that can play a role in acquisition by fee title or easement of the lands identified for conservation in the Plan;
- Projected costs for implementation of the Plan and identified Alternative Management Options, on a County by County basis, from a capital and operating perspective.
- Land Acquisition Program: A phased Land Acquisition Program would be prepared with recommendations on the future land use acquisitions throughout the County. These targeted areas would be based on the results of the evaluation process. Special emphasis would be given to identifying areas having the greatest potential for immediate purchase, which would include those areas most threatened by future development impacts from an open space, greenway and recreation standpoint.
- Conduct “Community Audits” for at least one (1) municipality per County and follow-up with a review of the municipality’s comprehensive plan, and zoning and subdivision codes. Audits will include a thorough analysis of land use policies and regulations with specific recommendations on how the codes could be revised to meet Growing Greener conservation standards.
- Funding Strategies for the Plan and identified Alternative Management Options, on a County by County basis.

Step 7 Review and Approval of the Final Plan

The Plan should be presented to the public for review, revised and finalized, and approved by each participating County.

Final Products will be developed as follows:

- Develop an executive summary of findings and recommendations for the Plan.
- Prepare 50 DRAFT copies of the Plan and map(s).
- Incorporate comments received from review of the DRAFT.
- Present the preliminary Plan to the County Commissioners, Planning Commission, Municipal Officials CPAC and RTAC at a Public Meetings (per Public Participation Section).
- Prepare the Final Plans.
- Provide 100 copies of the Plans to include the report, mapping and executive summary to the Counties. In addition, 250 copies of the Executive Summaries will also be produced for general distribution to avoid dissemination of sensitive material.
- All products will be provided to each County Planning Office and to the region in electronic format.

Step 8 Implementation of the Action Plan

The consultant will budget 15% of the overall project cost for implementation of the action plan. This step will be crucial to the long term success of the Plan. Each county will have the opportunity to have one priority project gain traction toward implementation through this step. Project foundation work, consensus building, project champion identification, funding scenarios and project presentation guidance would be realized.

PART VI

Project Partners

- Sullivan County
- Susquehanna County
- Tioga County
- Wyoming County
- Bradford County
- NTRPDC
- Pennsylvania Department of Transportation
- Pennsylvania Department of Conservation and Natural Resources

PART VII

Consultant Project Management

A. Designate a Project Manager

The consultant will designate a Project Manager to be responsible for the overall implementation of the project, direct interaction with all project partners, resolution of all issues and concerns, and attendance at required meetings.

B. Attend Bimonthly Project Update Meetings

C. Meeting with Project Partners

D. Submit Written Monthly Progress Reports

The consultant will submit monthly written progress reports to NTRPDC that detail the work performed during the past month, work planned for the next month, and all issues or concerns that are pertinent to the project. These reports will be produced in Microsoft Word and submitted electronically via e-mail to NTRPDC Regional Planning Program Manager the second Wednesday of each month.

APPENDIX A.

STANDARD CONTRACT REQUIREMENTS

1. **Issuing Office:** The RFP is issued by the Northern Tier Regional Planning and Development Commission (NTRPDC).
2. **Subject to Financial Assistance:** The successful proposer will be required to comply with all terms and conditions prescribed for third-party contracts by the Pennsylvania Department of Transportation.
3. **Equal Employment Opportunities:** A non-discrimination form must be part of the proposal.
4. **Ineligible Proposer:** The proposer certifies that they are not included in the U.S. Comptroller General's list of ineligible proposers.
5. **Funding Out Clause:** Where the NTRPDC obligations under the contract depend upon the receipt of funds from another governmental body, such as the Federal/State Government, and if such funds are not distributed by said governmental body to NTRPDC, then this agreement shall terminate and the grantee under this agreement assumes any risk of loss.
6. **Prohibited Interests:** No member, officer, or employee of the public body, NTRPDC, or locality during his/her tenure for one year thereafter shall have any interests direct or indirect, in this contract or the proceeds thereof. No member of or delegate to the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising therefore.
7. **Covenant Against Gratuities:** If awarded the contract, the proposer shall warrant that he/she has not offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any official or employee of NTRPDC with a view toward securing favorable treatment in awarding, amending, or evaluating the performance of the contract.
8. **Proposal Acceptance:** Each proposal will be submitted with the understanding that the acceptance in writing of the NTRPDC to offer to furnish the services described herein, shall constitute a contract between the proposers and the NTRPDC which shall bind the proposer in his/her part to furnish and deliver at his/her bid price, and in accordance with conditions of said accepted proposal and specifications. A formal contract agreement between the NTRPDC and the consultant shall be executed.
9. **Proposal Ownership:** All proposals, including attachments, supplemental, material, addendum, etc., shall become the property of NTRPDC and will not be returned to the

sender.

10. **Proposal Award:** NTRPDC reserves the right to accept any proposal, or to reject any or all proposals, or to award the contract for the purchase of the services on such basis as NTRPDC deems to be in their best interests.

11. **Contract Changes:** Any proposed change in the contract shall be submitted to NTRPDC for its prior approval and the NTRPDC may, at any time, by written order, and without advance notice to the sureties, make changes within the general scope of the contract, to the study specifications. If any such changes causes an increase or decrease in the cost of or the time required for the performance of any part of the work under the contract, whether changes or not changed by any such order, an equitable adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall be modified in writing accordingly. Any claim by the proposer for adjustment under this clause must be asserted within thirty (30) days from the date of receipt by the proposer of the modification of change; provided, however, if the NTRPDC and act upon any such claim asserted at any time prior to final payment under the contract.

12. **Termination of Contract:** The NTRPDC reserves the right to terminate the contract for or without cause and settlement payment will be based on successful delivery prior to termination. The NTRPDC shall pay the aggregate price of delivered service completed in accordance with the prices specified in the contract. In the event of termination, all furnished or unfurnished documents, data, studies, surveys, models, and report prepared by the consultant shall, at the option of the NTRPDC, become the property of the NTRPDC.

13. **Maintenance of Records:** The consultant will maintain records to show the actual time involved in the accomplishment of the costs incurred.

14. **Subcontracting:** It is expected that the assigned project team shall be responsible for completing the work tasks. Other subcontracting must be detailed in the consultant's original work program and shall be done only upon approval by NTRPDC in accordance with the provisions of the contract agreement. Contracts with said outside experts and contractors must be made in conformity with the bidding requirements of the laws of the Commonwealth of Pennsylvania pertaining to such contracts unless the consultant exhibits proof acceptable to NTRPDC that he/she is not required to advertise for proposals and award such contract to the lowest bidding expert/contractor. In the event that the consultant publicly advertises a request for proposal, the consultant shall submit to NTRPDC a list of all subcontractors submitting proposals. In the event that the low bidder is not awarded the contract, the consultant shall submit to NTRPDC explanation of the reasons why the contract was not awarded to the lowest bidder. Compliance with the provisions of this paragraph shall be condition precedent to disbursement of any of the funds to the NTRPDC.

15. **Compensation, Payment Schedule. Reporting Allowable Costs, Progress Reports:** As a condition to disbursement, the consultant will be required to submit to NTRPDC a

copy of all contracts with outside experts/subcontractors engaged by the consultant to participate in the project. If the consultant complies with the conditions for disbursement as herein above set forth, and as otherwise provided in this contract, each quarter, funds shall be disbursed. The reports and products must be satisfactory in form and content to NTRPDC and must be accompanied by all required supporting data.

Payment will be made quarterly by NTRPDC to the consultant upon receipt of acceptable invoices within fifteen (15) business days following receipt of reimbursement from the Commonwealth of Pennsylvania to NTRPDC.

In addition to the invoice, the consultant shall also submit to the NTRPDC, written quarterly progress reports summarizing the work accomplished for that month, by task, in accordance with the requirements outlined in the Scope of Work.

16. **Disadvantaged Business Enterprise & Small Business Concerns Involvement:** NTRPDC is committed to providing opportunities for Certified Disadvantaged Business Enterprises (DBEs) to compete for work. NTRPDC must ensure that certified DBEs receive at least 9.5% of the total of FHWA or FTA funds provided for in this contract.
17. **Contract Preparation/Notice to Proceed:** The NTRPDC or Consultant will prepare a written agreement for execution between the consultant and the NTRPDC. The general provisions of this agreement, the Final Work Program and requirements placed on the project shall be made a part of this agreement. The consultant shall have authorization to proceed upon a written notice from the NTRPDC.
18. **Meetings:** Meetings will be scheduled between the consultant and the project partners as specified in the Scope of Work. Other meetings may be held upon recommendation of NTRPDC or the consultant.
19. **Findings:** The deadline for the preliminary draft is ten (10) months from project commencement. The consultant will incorporate written and oral comments in a draft before preparing the final draft. One (1) camera-ready reproducible master, one (1) bound copy and a digital MS Word copy on CD-ROM of the Final Report will be provided to each project partner. The Final Report and other products will be submitted no later than twelve (12) months from project commencement. Associated mapping generated through this project should be submitted in digital format as Arc Coverage files.
20. **Availability of Completed Reports:** NTRPDC will make available prior reports and studies to the consultant, in whole or in part, that pertains to or relate to the completion of the project. A confidentiality statement will be prepared by the NTRPDC and signed by the consultant prior to the issuance and release of any reports.