



REQUEST FOR PROPOSAL (RFP)

Londonderry Township
Middletown, PA

RFP NUMBER	2025-02
RFP TITLE	Sunset and Braeburn Park Site Development Drawing
PURPOSE	Londonderry Township is seeking Site Development Drawings for two parks. Proposals must be signed, sealed and dated from a licensed professional including landscape architect, architect or an engineer.
DEADLINE FOR RFP	<i>March 20th, 2025</i>
SUBMIT RFP TO	David Blechertas, Township Manager Londonderry Township 783 South Geyers Church Road Middletown, PA 17057
SPECIAL INSTRUCTIONS	<ul style="list-style-type: none">• Label the lower left corner of your sealed submittal package with the RFP number• Submit one original and (7) copies of the Proposal• Submit one complete electronic copy.
DIRECT ALL INQUIRES IN WRITING BY <i>March 7th, 2025</i> TO THE ATTENTION OF	Monique Dykman, MS4 Environmental Specialist Phone: (717) 461-0027 Email: mdykman@londonderrypa.org

DATE RFP ISSUED: February 11th, 2025

1.0 GENERAL INFORMATION

1.1 Introduction:

In 2024, Londonderry Township developed a [Park Recreation and Open Space](#) (PROS) plan, in partnership with DCNR. The PROS identified the need to improve Londonderry's two existing parks, Braeburn and Sunset. Londonderry is seeking proposals to create Site Development Drawings (SDD) for each park, in order to improve current conditions, enhance offerings and comply with DCNR funding programs.

Londonderry is a rural community of less than 5,000 residents, but is expected to significantly increase population size by 2030. All aspects of SDDs must be eligible for DCNR funding. Newly developed Londonderry PROS plan is linked above, and includes significant site analysis.

The purpose of this document is to provide interested parties with the information necessary to prepare and submit a proposal for two professional SDDs to enhance Londonderry Parks and Recreation opportunities.

The SDDs should meet all generally accepted DCNR and ADA design standards and the identified recreation and/or conservation needs and priorities of the community. This means that there must be enough detail on the SDDs to ensure that: the facilities meet standards, the facilities can in fact be built on the site while protecting and/or enhancing the natural resources, and reasonably accurate costs can be estimated.

Londonderry anticipates moving quickly, hoping to have SDD for each site produced by Fall 2025.

1.2 Project Background:

Sunset Park is approximately 15 acres and is home to three picnic pavilions, children's playgrounds, four ball fields, two bocce ball courts, basketball court, beach volleyball, a concession stand and horseshoe pits. The park is largely built to compacity however aging infrastructure must be replaced and brought to today's standards. Additionally, replacing identified underutilized facilities with in-demand facilities should be considered. ADA accessibility must be analyzed.

Braeburn Park is on approximately 5 acres and underutilized due to aging facilities. It is home to a single baseball/soccer field, two tennis courts, a basketball court and a small playground. This park should be reimagined and redesigned but will need a high level of public input to direct design.

2.0 PROPOSED SCHEDULE

Issue Request for Proposal	<u>February 11th, 2025</u>
Proposal Due Date	<u>March 20th, 2025</u>
Present Recommendation to Board of Supervisors	<u>April 7th, 2025</u>
Anticipated Contract Award	<u>Dependent on DCNR Funding</u>

3.0 SCOPE OF WORK

Consultant must provide project deliverables, funding sources and anticipated timelines to implement SDD for Braeburn and Sunset Parks. The scope should address all stages of the project including but not limited to the following:

3.1 *Public Participation*

3.1.1 Host one public meeting for Sunset Park, and two public meetings to develop Braeburn Park. Additionally, consider consulting with PROS steering committee to be assured SDDs are in line with Londonderry community needs

3.2 *Site information and Analysis*

3.2.1 Gather site specific information to establish a basis for the planned use of the site. The [Park Recreation and Open Space Plan](#) can also be referenced in preparation of site information and analysis. The plan includes information such as: size, condition of current recreation amenities, recreation amenity standards, community goals, trends, and staffing ability.

3.2.1.1 Certification of Title

3.2.1.2 Features to be analyzed

3.2.1.2.1 Location

3.2.1.2.2 Acreage

3.2.1.2.3 Topographic Features

3.2.1.2.4 Surrounding land uses

3.2.1.2.5 Historic Features

3.2.1.2.6 Environmental issues and enhancement opportunity

3.2.1.2.7 Soil types

3.2.1.2.8 Vegetation (including both native and non-native species present)

3.2.1.2.9 Wetlands and floodplains

3.2.1.2.10 Riparian buffers

3.2.1.2.11 Site access

3.2.1.2.12 Playground Safety Audit

3.2.1.2.13 Zoning

3.2.1.2.14 Deed Restrictions

3.2.1.2.15 Easements and Right-of-Ways that limit use

3.2.1.2.16 Species of special concern

- 3.2.1.2.17 Vernal pools
 - 3.2.1.2.18 Stormwater drainage features and opportunities
 - 3.2.1.3 Analyze how the physical features of the site impact potential use and development of the site including:
 - 3.2.1.3.1 The advantage of the site for certain uses
 - 3.2.1.3.2 The disadvantage of the site for certain uses
 - 3.2.1.3.3 Areas that should be protected or enhanced because they are natural drainage courses
 - 3.2.1.3.4 Areas of high-quality habitat value, or habitat enhancement opportunities
 - 3.2.1.3.5 Other use limiting aspects of the site
 - 3.2.1.3.6 Neighborhood compatibility
 - 3.2.1.4 Pennsylvania Natural Diversity Inventory
 - 3.2.1.5 Metes and Bounds
- 3.3 Activities and Facilities Analysis
 - 3.3.1 Determine the proposed uses for this site and the type, size and standards of facilities to be developed based on the public participation process, community needs and site analysis
 - 3.3.2 Show on the SDDs the support facilities required for the proposed recreational, conservation and public uses. Specific considerations include ADA compliance, storm water management systems, signage, etc.
- 3.4 Design Considerations
 - 3.4.1 Prioritize:
 - 3.4.1.1 ADA Accessibility
 - 3.4.1.2 Health and Safety laws and regulations
 - 3.4.1.3 Protection and enhancement of environmentally sensitive areas
 - 3.4.1.4 Incorporate sustainable site design and green infrastructure
- 3.5 Site Development Drawings
 - 3.5.1 Site Development Drawing. A drawing (map) of the site must be prepared reflecting the final proposed long-term, full development of the site. The following specifications and information must be added to the final site plan drawing:
 - 3.5.1.1 Scale: each site is unique and the characteristics of that site will determine the scale most appropriate. The goal is to provide the SDD at Plan Size (2'x3').
 - 3.5.1.2 All features, uses and structures proposed for the site must be drawn to scale and identified by name and/or description and shown in their exact proposed location.

(This must include all existing features, uses and structures that are to remain on the site as part of the planned use and development of the park.)

- 3.5.1.3 All roadways, driveways, trails and walkways must be clearly identified outlining type of proposed surfacing.
- 3.5.1.4 The following items and information must be shown on the map:
 - 3.5.1.4.1 Project Name
 - 3.5.1.4.2 Scale, North Arrow, Legend, and Date.
 - 3.5.1.4.3 Acreage of Site: Acreage of area being developed by this project. If less than the entire site, indicate acreage of area being developed and area of entire site.
 - 3.5.1.4.4 Project Boundary Map: Show exterior boundaries of site with metes and bound information. Indicate if owned or leased by the applicant.
 - 3.5.1.4.5 Surrounding property and use: Show ownership, use, street names, and rights of way.
 - 3.5.1.4.6 Topography: One to ten foot contours. If not available, show spot elevations indicating land character and significant grade changes.
 - 3.5.1.4.7 Vegetation: Existing.
 - 3.5.1.4.8 Water Areas: Streams, rivers, ponds, lakes, etc.
 - 3.5.1.4.9 Floodplain: Delineate floodway and limits of 100-year (1%) floodplain.
 - 3.5.1.4.10 Wetlands: Identify locations on and/or immediately adjacent to site.
 - 3.5.1.4.11 Soils.
 - 3.5.1.4.12 Recreation facilities: Identify existing, proposed, relocated, deleted, future, etc.
 - 3.5.1.4.13 Buildings.
 - 3.5.1.4.14 Floor plans: Provide floor plans for all structures and indoor recreation facilities to be developed/rehabilitated.
 - 3.5.1.4.15 Circulation: Access roads, service drives, parking, trails, ramps, steps, paths, bridges, etc.

3.5.1.4.16 Drainage structures: Culverts, catch basins, inlets, ditches, drain tile, swales, rain gardens, etc.

3.5.1.4.17 Site Control Structures: Fences, walks, dikes, walls, gates, etc.

3.5.1.4.18 Interior Property: Show rights of way and easements.

3.5.1.4.19 Utilities: Water, electric, sewage, gas, phone, etc.

3.5.1.4.20 Landscaping: Show general location of existing and any proposed trees, shrubs, etc. Show areas to be turfed, seeded, paved, planted with native plants, etc.

3.5.1.4.21 Phasing: Color code work stages if project is for less than total development.

3.5.1.4.22 Work limits: Show limits of work to be undertaken in this project.

3.5.1.4.23 Project sign location.

3.6 Design Cost Estimates

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

3.6.2 Phased capital development program – If the proposed development cannot realistically be carried out in one to three years as one project, develop a phased and prioritized multi-year capital development program indicating costs associated with each phase. Projects may be rehabilitated or developed in phases, but the project scope of work proposed for grant assistance or any subsequent change in that scope in each phase must be comprehensive enough to result in a complete and usable facility or area.

3.7 Final Products

3.7.1 SDDs must be designed for future development of grant applications

3.7.1.1 SDD (if presented in phases a color drawing outlining each phase may be most appropriate)

3.7.1.2 Cost Estimate (as one phase or a complete project)

4.0 SPECIAL CONDITIONS

4.1 The final SDDs must include all applicable items required for an SDD that complies with DCNR grant program requirements. SDDs must be signed, sealed and dated by consultant.

5.0 PROPOSAL SUBMISSION REQUIREMENTS

5.1 *Introduction:*

Provide general information about the firm and an overview of the firm's interest in the project.

5.2 *Organization Capabilities:*

Describe the firm's experience and capabilities in providing services similar to those proposed in this RFP.

5.3 *Staff Qualifications:*

Provide a list of project personnel including their proposed role in the project. An organizational chart and resumes detailing the key project personnel's work on related projects is required. Provide staff location where work will be completed.

5.4 *Site Development Design Examples:*

Proposers are requested to provide three (3) examples of SDD or Park Master Plans from within the last five years. Preferably sites will include rehabilitation of aging parks, designed to comply with DCNR funding.

5.5 *Organizational References:*

Proposers should provide a list of all current and past municipal engineering contracts held by the firm within the past five (5) years.

5.6 *Potential Conflicts:*

Proposers must provide list all current and past private sector clients for which the consultant has provided services in the South-Central PA area within the past five (5) years.

5.7 *Compensation*

The Proposal must contain compensation requirements on a cost plus max basis. Estimated hours and maximum compensation should be provided for each task and subtask. The Proposal must also include a statement of terms that requires payment of invoices no sooner than 45-days of receipt.

5.8 *Insurance*

The firm will submit valid insurance showing the following minimums:

General Liability

Minimum Insurance Requirement:

\$	2,000,000	General Aggregate
\$	2,000,000	Products Completed Aggregate
\$	1,000,000	Per Occurrence
\$	1,000,000	Personal & Advertising Injury
\$	50,000	Fire Damage Legal Liability
\$	5,000	Medical Payments

Certificate of Insurance should contain the following language:

Additional Insured: OWNER, its subsidiaries, affiliates, partners, agents, employees, and assigns are reflected as an Additional Insured on a primary and non-contributory basis, on the General Liability policy, under the current ISO endorsement CG2010 and CG2037. Waiver of Subrogation shall be included on General Liability in favor of Additional Insured.

Automobile

Minimum Insurance Requirement:

\$1,000,000 Combined Single Limit of Liability for Owned, Non-Owned & Hired Vehicles

**Coverage must include form CA9948 – Broadened Pollution; Coverage should include CA2305 Mis-Delivery

Certificate of Insurance should contain the following language:

Additional Insured: OWNER, Inc., its subsidiaries, affiliates, partners, agents, employees, and assigns are reflected as an Additional Insured on a primary and non-contributory basis. Waiver of Subrogation shall be included on Auto Liability in favor of Additional Insured.

Workers' Compensation Minimum Insurance Requirement:

\$	500,000	Employer's Liability – Each Accident
\$	500,000	Employer's Liability – Each Employee
\$	500,000	Employer's Liability – Policy Limit

Certificate of Insurance should contain the following language:

Waiver of Subrogation shall be included on Workers Compensation in favor of Additional Insured

Follow Form Excess Liability

Minimum Insurance Requirement:

\$	1,000,000	Per Occurrence
\$	1,000,000	Aggregate

Additional Insured: OWNER, Inc., its subsidiaries, affiliates, partners, agents, employees, and assigns are reflected as an Additional Insured on a primary and non-contributory basis. Waiver of Subrogation shall be included on Umbrella Liability in favor of Additional Insured.

Certificate Wording

Certificate of Insurance to be signed by an authorized, licensed representative.

All carriers must hold a minimum rating of A- (Excellent), VIII by A.M. Best.

All Additional Insured endorsements must be attached to the Certificate of Insurance.

30 Days' Notice of Cancellation endorsement in favor of OWNER, its subsidiaries, affiliates, partners, agents, employees, and assigns.

5.9 Indemnification and Hold Harmless

The contract will include an indemnification and hold harmless agreement whereby the Architectural Firm will agree to indemnify and hold the Township harmless for any damages caused by errors, omissions, negligence, misfeasance, and malfeasance by respondent or its employees.

6.0 PREPARING AND SUBMITTING A PROPOSAL

6.1 General Instructions:

The evaluation of a consultant and the contract will be based on the information submitted in the proposal plus references. Failure to submit a response to any of the requirements in the RFP may be the basis for rejecting a proposal.

6.2 Proprietary Information:

All proposals received will remain confidential unless determined eligible for review under the Right-to-Know regulations.

6.3 Incurring Costs:

The Township will not be liable in any way for the costs incurred by respondents in replying to this RFP or the costs incurred in making a pre-selection presentation to the selection committee.

6.4 Submittal Instructions:

All proposals must be received at the Londonderry Township Administration Building by the deadline outlined on the RFP Cover Page. Proposals not received by the deadline may not be accepted. Proposals submitted in response to this RFP

will not be returned to the proposers. All proposals must be sealed and show the following information (as outlined on the RFP cover page) on the outside of the package:

- Proposer's name and address
- RFP Title
- RFP Number

6.5 *Required Copies:*

Proposers are required to submit one (1) original and seven (7) copies of all materials associated with the proposal. One (1) complete electronic copy of all materials must be provided in a word or PDF format.

6.6 *Bidder Questions/Clarifications*

Bidders should submit questions, points of clarification, and or any other inquires via email to mdykman@londonderrypa.org by March 7th, 2025. Written responses to all inquiries will be provided to all RFP holders.

7.0 PROPOSAL SELECTION AND AWARD PROCESS

7.1 The Township will select a consultant based on criteria, including but not limited to, the following:

1. The Proposer's approach to complete the project.
2. The Proposer's experiences and qualifications.
3. Reference checks and review of other documents completed by the Township.
4. Cost of the Proposer's services.
5. Award is contingent on DCNR approval and funding.

7.2 *Right to Reject Proposals and Waive Informalities*

The Township reserves the right to reject any and all proposals, the right in its sole discretion to accept the proposal considered most favorable to the Township, and the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interest of the Township. The Township further reserves the right to reject all proposals and seek new proposals when such procedure is in the best interest of the Township. Acceptance of a proposal will be based on the total package of services offered by the banking institution, not necessarily on the lowest cost.