



CITY OF ERIE

DEPARTMENT OF PLANNING AND NEIGHBORHOOD RESOURCES

REQUEST FOR PROPOSALS (RFP)

CITY OF ERIE COMPREHENSIVE RECREATION, PARKS, AND OPEN SPACE PLAN

DCNR Grant Agreement number: BRC-TAG-28-46

EXTENSION OF DEADLINE FOR PROPOSAL SUBMISSION

June 13, 2024

BY 3:00 P.M. (EST)

Email PDF Submission to:

Jacqueline Spry

Director

City of Erie

jspry@erie.pa.us

REQUEST FOR PROPOSAL (RFP)

CITY OF ERIE COMPREHENSIVE RECREATION, PARKS, AND OPEN SPACE PLAN

The Department of Planning and Neighborhood Resources of the City of Erie, Pennsylvania is accepting proposals for a one-time contract to perform certain professional services work for the City of Erie for a Comprehensive Recreation, Park, and Open Space Plan (CRPOS). Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

Proposals should be delivered digitally and received by Jacqueline Spry at jspry@erie.pa.us no later than June 5, 2024 at 3:00 P.M. (EST).

If additional information is needed, please contact Jacqueline Spry, Director of Planning and Neighborhood Resources at jspry@erie.pa.us or (814) 870-1287.

The RFP is also posted on the City of Erie's website: www.cityof.erie.pa.us

Jacqueline Spry

Jacqueline Spry, Director
Planning and Neighborhood Resources
City of Erie

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NOTE: The term "proposer" or "firm" in this RFP means the person or firm making a proposal based on the RFP.

SECTION 1. BACKGROUND

This project is partially funded by a grant from the Community Conservation Partnerships Program administered by the Pennsylvania Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation (Bureau). The Bureau has certain requirements and standards that must be met by the **City of Erie** (the City) and its contracted consultant. This Request for Proposal (RFP) has been prepared in accordance with Bureau requirements and standards. The Bureau will monitor the project and certain documents will be subject to Bureau review and approval.

The DCNR Grant Agreement number is BRC-TAG-28-46.

SECTION 2. GENERAL TERMS

- The City of Erie reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of the City of Erie.
- The contract is subject to the approval of the City of Erie mayor, solicitor, director of planning, controller, and clerk and is effective only upon their approvals.
- Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.
- Proposals will remain effective for City of Erie review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by the City of Erie, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 60-day period that proposals are effective.
- The proposer is encouraged to add to, modify, or clarify any scope of work items it deems appropriate to develop a high-quality plan at the lowest possible cost. All changes should be identified with an explanation. However, the scope of work proposed must accomplish the goals and work stated below.

SECTION 3. SCHEDULE AND BUDGET

- A. It is anticipated that the planning process will be completed by December 31, 2025 of Notice to Proceed from the City.
- B. Proposals should clearly set forth in detail all expenses for which reimbursement is expected. Consultant proposals should factor in extra/unforeseen meetings that may arise throughout the process.
- C. The City is open to recommended changes to the scope to better accommodate the budget for the project and encourages consultants to suggest modifications to the scope that will assist in achieving the goals and purpose of the project.

SECTION 4. SCOPE OF WORK

PLAN PURPOSE, GOALS, AND OBJECTIVES

The City of Erie is soliciting proposals from qualified consulting firms to provide consulting services for the preparation of a new city-wide Comprehensive Recreation, Park, and Open Space Plan (the CRPOS Plan) with a 20-year planning horizon. The City's current plan was created in 1993. This firm should include staff who have experience evaluating and/or working with a large-scale city recreation system and an urbanized population as well as an experienced Certified Park and Recreation Professional (CPRP) on the planning team.

The City of Erie, Pennsylvania owns and operates 45 parks and recreation sites that total approximately 385 acres, as well as two public golf courses - Downing Golf Course and Joseph C. Martin Golf Course. A full table of the City's parks and recreation assets is provided in Exhibit B.

The CRPOS Plan should create a roadmap that ensures the just and fair capital and operating investment in parks and recreation; provides equitable quality parks and recreation facilities and programming; and most importantly, analyzes the city's current staffing capacity and policies in place to equitably maintain these facilities and meet the recreation needs of diverse city residents, community groups, and other stakeholders now and into the future. The City is seeking a system-wide approach to prioritize financial strategies to maintain existing park and recreation facilities, expand recreational services based on current and future funding scenarios and to evaluate the need and viability of developing a Parks and Recreation department that provides more than maintenance of the current park system. Currently, the City supports recreation through its CDBG funding to community partners to provide services. The City provides maintenance of park spaces through the general fund. Opportunities for the City to create alternate revenue streams to support park and recreation activities and improvements is top of mind for this planning document.

As noted in the Pennsylvania 2020-2024 Statewide Comprehensive Outdoor Recreation Plan, "Ensuring all Pennsylvanians have close-to-home opportunities for recreation is vitally important to the future of outdoor recreation in the state." The state's goals coupled with the City's recently adopted Active Transportation Plan (See Appendix E: City of Erie Resources), confirms the opportunity for the CRPOS Plan to focus on building a network of pedestrian, bicycle, and transit connections to parks and public spaces. The 10-minute walk metric should be utilized to examine the number of opportunities or barriers found within all areas of the city. Adequate and accessible park and open spaces are essential for the health and well-being of our city.

The City is in the process of allocating a significant amount of funding to parks and public space improvements. This CRPOS Plan will inform how the City allocates this unprecedented level of investment that allows all residents to feel invited and engaged in the city's outdoor spaces. At the same time, the Plan must be informed by the city's capacity to operate and maintain our parks and recreation programs and facilities over the long-term. It will be the consultant's task to help the city strike the right balance.

The scope of work Includes, but is not limited to the following deliverables:

- A. Public Participation Plan
- B. Community Background Information
- C. Mission Statement, Goals and Objectives
- D. Analysis of Administration and Personnel

- E. Facilities and Open Space Inventory and Analysis
- F. Recommendations and Cost Estimates
- G. Plan Implementation
- H. Final Products

A. PUBLIC PARTICIPATON PLAN

A robust body of research demonstrates that within cities, people of color and low-income residents are more likely to live in neighborhoods with fewer public spaces or with public spaces that are small, poorly maintained, lack programming, or have limited play options. Given these issues of access and equity, the consultant will execute an energetic, multifaceted public outreach strategy to thoroughly assess, document, and analyze the parks and recreation needs of city residents, community groups, stakeholders, and city leadership. Ensuring that often underrepresented populations in the city are engaged in the planning process is key. For this reason, the consultant should demonstrate a dynamic public engagement process that not only includes standard methods, but strategies that go beyond typical approaches to “meet people where they are.”

The consultant should think broadly about park and recreation programs and activities and solicit feedback that may go beyond traditional park and recreation programs. Meeting the needs of an urban, often low-income community, with a growing immigrant population may require thinking outside the box. The City of Erie has multiple agencies committed to the support and success of the City’s New American population. These organizations (International Institute of Erie, Multicultural Community Resource Center and others) and the residents they serve will play a crucial role in identifying needs of a diverse community.

The City completed a round of public input on the city’s parks and public spaces through a participatory budgeting process during the Fall of 2022. Residents were asked for investment ideas they would like to see in the city’s public spaces including streetscape, public art, pedestrian safety, bicycle infrastructure, street trees and park infrastructure. As mentioned previously, the City is in the process of allocating a significant amount of funding to implementing the Comprehensive Recreation, Parks, and Open Space Plan. The input gathered in the process will be shared with the consultant team.

Public outreach efforts should identify potential gaps, as well as current and projected unmet needs in programs, facilities and equipment. This component should include, but not necessarily be limited to the following:

1. **Study Committee** (13 people): This representative and diverse study committee is made up of representatives of the city’s diverse populations, neighborhood organizers, and city officials. The committee will meet at least monthly to discuss plan progress and provide guidance and feedback to city staff and the consultant team on plan recommendations.
2. **Key Person Interviews** (10-20 interviews): Outreach should include key stakeholder interviews with park users (e.g., sports leagues), current and potential private and non-profit partners (e.g., the YMCA, PAL, Housing Authority of the City of Erie, the Erie Sports Center), city staff and elected leaders, and county and other municipal park and recreation planners and managers. These one-on-one discussions should gather input on both infrastructure and recreation offerings.

3. **Public Meetings** (3 meetings): Meetings with the general public as well as elected officials should be held at the beginning, middle and end of the planning process to ensure efficient communication and ample opportunity for residents to provide input.
4. **Resident Survey** – Review previous surveying efforts through the Participatory Budgeting process completed by the Planning Department in 2022-2023. Determine the need for additional surveying to include a written and online form to understand resident perspectives on current recreation offerings and park infrastructure priorities.
5. **Focus Group** – Focus groups will include neighborhood organizations, elected officials, recreational program service providers, and sports organizations who regularly utilize city-owned parks (softball leagues, youth football, youth soccer), and the Erie Zoological Society.
6. **Planning Document Review** – Review previous planning documents and consider the results of recent public participation efforts regarding parks, recreation, and open space.

B. COMMUNITY BACKGROUND INFORMATION

The background information provides an overview of the community and the recreation, park, and open space system. Analyzing this data helps develop a future system that reflects the needs of present and future residents as well as conserves the natural, cultural, and historic elements that contribute to the uniqueness and cohesiveness of the community. Provide the following information:

1. Community Background

- a. Geographic location, size, regional context, character, history, etc.
- b. Type of government.
- c. History of the agency's recreation and park functions.

2. Socioeconomics (use of U.S. Census data is required)

- a. Demographic trends including population, age, gender, race & ethnicity, households, income, education, and visitors.
- b. Population projections for at least the next 20 years.
- c. Economic trends including economic conditions, major employers, and fiscal health.

3. Physical Characteristics

- a. Updated version of the existing municipal land use map.
- b. Inventory and discussion of natural features and ecosystems such as forests, wetlands, waterways, farmland, critical habitats, etc.
- c. Inventory and discussion of cultural and man-made features such as historic sites, transportation corridors, housing, utilities, etc.
- d. Inventory and analysis of environmental issues such as stormwater and brownfields.

4. Provisions of existing planning documents (i.e. Comprehensive Land Use Plan, Watershed or Rivers Conservation Plan, Greenway Plan, [2020-2024 Pennsylvania Statewide Comprehensive Outdoor Recreation Plan](#), etc.).

C. MISSION STATEMENT, GOALS, AND OBJECTIVES

The City of Erie celebrates our diverse cultures; welcoming, vibrant neighborhoods; world-class downtown and Bayfront; schools of excellence; and abundance of family-sustaining jobs. Parks, Recreation Programs, and Open Space are critical components of realizing that vision. A parks,

recreation, and open space plan will include all of these and be developed throughout the process.

1. A draft mission statement, goals, and objectives should be developed for long-term applicability beyond the planning process.
2. The draft mission statement, goals, and objectives should be re-evaluated at the end of the planning process to ensure that they are still appropriate for the City of Erie.

D. ANALYSIS OF ADMINISTRATIVE AND PERSONNEL

The selected consultant will assist the city in analyzing all aspects of how their parks, trails, and open spaces are managed and operated. Currently the city operates its parks through a Bureau of Parks housed within the Department of Public Works. The mission of the bureau is focused primarily on maintenance of public spaces. All recreational programming is administered by third-party service providers. Other outside agencies and local non-profits will utilize parks for events and festivals but there are no set internal policies for those events, set costs associated with the events, or any type of revenue sharing in place with events that do not require permits. The selected consultant will be expected to do an in-depth analysis of the city's effectiveness in how it administers and manages their recreation, park, and open space services. Comparison of similar sized communities should be part of the analysis. Agency 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. The City also is under a cooperative agreement between the City of Erie the Erie Municipal Recreation and Park Authority and the Erie Zoological Society. These cooperative efforts will all be analyzed as part of this planning study. The Bureau of Parks under the Public Works Department is responsible for the management and maintenance of park infrastructure as well as coordination of personnel responsible for these tasks. City of Erie personnel include the Public Works management; Parks Bureau manager; Sustainability Coordinator; maintenance staff; seasonal staff; and volunteers with the Adopt-A-Park Program.

1. Management: Describe and analyze the following:
 - a. Relationships between the City and community organizations and agency involvement with regional initiatives.
 - b. Cooperative efforts and established agreements between the city and other municipalities, schools, recreation providers, conservation groups, support groups, area businesses, etc.
 - c. Policies and procedures that govern the general operation of the city's recreation, park, and open space functions (use of facilities, non-resident participation, policy manuals, risk management program, record keeping, etc.).
 - d. Record-keeping procedures.
 - e. Administrative challenges.
2. Personnel: Describe and analyze the following:
 - a. Number, type, roles, and responsibilities of agency personnel currently responsible for providing recreation, park, and open space programs and services.
 - b. Number, type, roles, and responsibilities of volunteers that are responsible for maintaining recreation, park, and open space and assisting with programs, services, etc.

- c. How new staff/volunteers are hired/appointed and trained for new positions.
 - d. Existing personnel policies including manuals, appraisal systems, continuing education, etc.
 - e. Staffing level (paid or volunteer) needed to effectively administer and maintain the agency facilities, programs, and services. Compare with existing conditions.
3. Maintenance: Analyze the effectiveness of the maintenance program currently employed by the City of Erie and how they can develop effective maintenance programs to ensure the protection of future capital investments.
- a. Describe the current maintenance program and analyze its effectiveness. This includes record keeping, preventive maintenance, use of a maintenance management plan, etc.
 - b. List major maintenance equipment including age and purpose.
 - c. Describe existing risk management efforts including inspection of park facilities, specifically playground equipment.
 - d. Analyze the adequacy of maintenance in relation to the age and condition of the recreation and park facilities and open space areas.
4. Recreation Programs and Services: The City of Erie does not directly provide recreation programs and services. The City of Erie contracts with various agencies and non-profits including the YMCA to provide recreation services.
- a. Compare existing offerings provided by these other entities, the needs/wants of constituents, and professional standards and best practices in order to determine if the City of Erie provides a sufficiently broad range of cost-effective programs and services that constituents need/want. Identify new programming areas from this analysis and comparison and discuss an implementation strategy.
 - b. Provide a list of programs and services sponsored by public, non-profit, and private entities that include:
 - i. Sponsoring group
 - ii. Program name
 - iii. Participant target age and gender
 - iv. Program fee (if any)
 - c. For City of Erie sponsored programs and services, provide information about participation trends for the previous five years.
 - d. Determine availability of programs and services for:
 - i. Active and passive
 - ii. Competitive and noncompetitive
 - iii. Individuals and groups
 - iv. All gender identities
 - v. All ages and abilities
 - vi. All races and ethnicities
 - vii. All income levels
 - viii. All education levels
 - e. Analyze accessibility and inclusiveness of City of Erie programs and services.
 - f. Identify program and service deficiencies and develop a strategy for the City of Erie to address them.

5. Financing: Identify and analyze current and previous City of Erie funding levels and sources, including tax and non-tax support, CDBG funding, and compare to other municipal departments and similar municipalities.
 - a. Compare tax support for recreation and parks in relation to the overall municipal budget and to other departments from the same municipality for the previous 5-year period.
 - b. Describe the City of Erie philosophy for providing tax support to finance recreation and parks.
 - c. Compare City of Erie capital and operating expenditures with agencies from municipalities that have similar populations and socio-economic characteristics.
 - d. Identify and analyze the major revenue sources (taxes, fees, donations, grants, etc.) and amounts used to finance recreation and parks.
 - e. Describe and analyze the current City of Erie (recreation and park) budget process.
 - f. Identify new sources to finance recreation and parks and provide examples of their application.

E. FACILITIES AND OPEN SPACE INVENTORY AND ANALYSIS

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, possible divestment opportunities where financially and legally feasible, as well as needed reinvestment in park facilities are identified.

1. On a map broken down 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/YWCA's, etc.)
 - d. Major private businesses (health clubs, bowling alleys, etc.)
2. Provide the following information in chart form 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 the City:
 - a. Condition and required upgrades and/or major repairs.
 - b. Obsolete, underutilized, and/or inappropriate.
 - 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.).

4. Determine local access to outdoor recreation using the following resources:
 - a. The National Recreation and Park Association (NRPA) [Park Metrics](#) is a comprehensive source of data benchmarks and insights for the effective management and planning of operating resources and capital facilities.
 - b. The Trust for Public Land (TPL) [ParkServe](#) interactive platform tracks park access in urban areas. The web-based tool identifies local parks and open space, determines the percentage of residents who live within a 10-minute walk, and identifies the neighborhoods most in need of new parks.
 - c. DCNR Partnered with the Trust for Public Land (TPL) and WeConservePA to use Geographic Information Systems (GIS) to understand access to outdoor recreation in Pennsylvania. TPL's Research and Innovation Team used the data analysis methods to assist DCNR in identifying [areas with the greatest need and opportunity](#). This [interactive map of outdoor recreation access in Pennsylvania](#) shows the results of the analysis. Data is available for a 10-Minute Walk by Municipality & County and a 10-Minute Drive for Trails and Water.
5. Compare public input with existing facilities and conditions.
6. Analyze the condition of existing riparian forest buffers and the development of additional resources in coordination with statewide initiatives and goals.
7. Analyze open space preservation techniques such as mandatory dedication, overlay zoning, conservation easements, etc.

F. RECOMMENDATIONS AND COST ESTIMATES

Outline specific City priorities and actions to improve, right-size or add recreation and park facilities, programs, and services to meet community needs. Recommendations supported by data analysis and public input must be provided. Cost estimates must be provided when appropriate. Provisions for the following should be included:

1. Describe the recommended changes for administration, personnel, policy and financing and provide supporting data to justify the recommendations.
2. Describe recommended recreation programs and services that fill current programming gaps and are cost effective and provide supporting data to justify the recommendations.
3. Provide a Capital Improvement Plan for the next short-term (1-3 years), medium-term (4-7 years) and long-term (8 plus years) projects for park facilities improvements, upgrades and maintenance based off of an inventory of existing conditions as compared to national standards.
4. Provide a cost estimate to implement each recommendation and discuss potential implementation opportunities and challenges.
5. Each plan component must include:
 - a. An inventory of existing conditions.
 - b. A comparison of existing conditions with local or national standards.
 - c. Recommendations with priorities, timetables, and cost estimates.

G. PLAN IMPLEMENTATION

The cohesive and easy to follow 20-year implementation plan must:

1. Prioritize the operating-related recommendations.
2. Identify the following information for each recommendation:
 - a. Roles and responsibilities of public and non-public agencies.
 - b. Appropriate organizational structure to establish and maintain services.
 - c. Target dates for implementation.
 - d. Potential costs.
 - e. Potential funding source(s).
3. Prioritize capital improvement recommendations and provide a multi-year year Capital Development Program organized by short-term (1-3 years), medium-term (4-7 years) and long-term (8 plus years) projects. Identify the following information for each project:
 - a. Facility/area name.
 - b. Description of proposed improvements.
 - c. 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.
 - d. Potential funding source(s).
4. Provide a summary of the projected fiscal impact on the operating budget for operating-related costs associated with administration, personnel, programs, services, and maintenance over the first five years of the plan.

H. FINAL PRODUCTS

1. Narrative Report

A draft final CRPOS Plan must be reviewed and approved by the Grantee and Bureau before it is officially adopted by the Grantee. 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.

The final CRPOS 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. Public Participation Plan
- B. Community Background Information
- C. Mission Statement, Goals and Objectives
- D. Analysis of Administration and Personnel
- E. Facilities and Open Space Inventory and Analysis
- F. Recommendations and Cost Estimates
- G. Plan Implementation
- H. Final Products

2. Required Document Submission

The Grantee should determine the exact number of printed and electronic copies of the CRPOS Plan and state the requirement in the RFP.

The following documents must be submitted to DCNR:

- Two (2) printed and bound copies of the final CRPOS Plan with the cover signed, sealed, and dated by the design consultant.
- One (1) electronic PDF of the final CRPOS Plan (as a single document) with the cover signed, sealed, and dated by the design consultant.
- Two (2) printed and one (1) electronic PDF of other deliverables, as applicable.

SECTION 5. CONSULTANT QUALIFICATIONS

- A. Comprehensive Park, Recreation, and Open Space Plans are typically developed by a team of professionals that include community planners, landscape architects, and park and recreation professionals. At least one member of the consultant team must be a park and recreation practitioner with a minimum of three (3) years of experience or holding a Certified Park & Recreation Professional (CPRP) certification with a minimum of (1) one year of experience in the administration, planning, development, and maintenance of a comprehensive park and recreation system. In addition, the consultant team must have at least one Certified Playground Inspector.
- B. The consultant qualifications per project type are summarized [here](#).

SECTION 6. REQUIRED SUBMITTALS

A. Letter of Transmittal

This letter must include the following:

- A statement demonstrating your understanding of the work to be performed.
- A statement confirming that the firm meets the Consultant Qualifications (see Section 5 above).
- The firm's contact person and telephone number.

B. Profile of Firm

This consists of the following:

- A statement of the firm's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
- The location of the firm's office that will perform the work.
- Resumes of individuals (consultants, employees) proposed to conduct the work and the specific duties of each in relation to the work. DCNR requires that the project consulting team have the minimum qualifications outlined in Section 4 Consultant Qualifications.
- A reference list of other municipal clients of the firm with contact information.

- Any other information relating to the capabilities and expertise of the firm in doing comparable work.

C. Methods and Procedures

The proposal must include a detailed description of the methods and procedures the firm will use to perform the work. Inclusion of examples of similar work is encouraged.

D. Work Schedule

The schedule must include time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents. Additionally, ongoing coordination with the City staff lead shall occur regularly throughout the process.

E. Cost

For each major work element, the costs must be itemized showing:

- For each person assigned to the work, the title/rank (organizational level) of the person in the organization, the hourly rate, and the number of hours to be worked.
- The reimbursable expenses to be claimed.

The itemized costs must be totaled to produce a contract price. If awarded a contract, a proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs.

If awarded a contract, the firm may not change the staffing assigned to the project without approval by the City of Erie. However, approval will not be denied if the staff replacement is determined by the City of Erie to be of equal ability or experience to the predecessor.

The method of billing must be stated. The preferred practice of the City of Erie is to pay upon completion of the work and receipt of the required report. However, the City of Erie will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, a minimum of 10% of the DCNR Grant Award will be withheld until the final product is approved by DCNR and all project costs are paid in full.

F. Contract

The contract form and DCNR "Nondiscrimination/Sexual Harassment Clause" is provided in Section 8. DCNR requires that the "Nondiscrimination/Sexual Harassment Clause" be incorporated and/or attached to the contract in its entirety.

SECTION 7. SELECTION PROCESS

Responses will be reviewed by the Department of Planning and Neighborhood Resources and the Department of Public Works. The City reserves the right to contact Respondents with requests for clarification or additional information, or to arrange other follow up activities it deems appropriate. Selection of the qualified contractors will be made expeditiously. The City reserves the right to objectively and subjectively score each application based upon its own determinations and judgments and Respondents acknowledge this fact as well as waive their right to appeal any scoring or determination in submitting their response.

SECTION 8. EVALUATION CRITERIA

A. Technical Expertise and Experience

The following factors will be considered:

- The firm's experience in performing similar work
- The expertise and professional level of the individuals assigned to conduct the work
- The clarity and completeness of the proposal and the firm's demonstrated understanding of the work to be performed

B. Procedures and Methods

The following factors will be considered:

- The techniques for collecting and analyzing data
- The sequence and relationships of major steps
- The methods for managing the work to ensure timely and orderly completion

C. Cost

The following factors will be considered:

- The number of hours of work to be performed
- The level of expertise of the individuals proposed to do the work.

D. Oral presentation

Any or all firms submitting proposals may be invited to give an oral presentation of their proposal.

Selection Criteria

Below is a list of attributes the City of Erie will consider in selecting a consultant:

Demonstrated understanding of the project scope	20
Team organization, project lead, management and technical approach to project	20
Qualifications, demonstrated previous experience and familiarity with Parks and Recreational subject matter and standards to complete the project	20
Project Schedule/Timeline	15
Cost of services proposed, average hourly labor costs, and identified cost control measures	15
Commitment to a robust, multifaceted public engagement process	5
References	5
Maximum Total Points Available:	100 Points

SECTION 9. CONTRACT FOR PROFESSIONAL SERVICES

A proposed contract is included for review. If it is satisfactory to the firm, it should be completed, executed, and submitted with the proposal. If the firm prefers an alternative contract, the firm may submit it as a part of the proposal submission. However, the **City of Erie** reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional services contract.

The selected consultant will be required to execute a contract with the City of Erie. The City of Erie will have the right to terminate the contract at any time, with or without cause, upon (30) thirty days written notice. The contract period for the services contemplated by this Request for Proposals will commence upon awarding of the contract.

Terms & Conditions The City of Erie reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within (30) thirty days after the award of the proposal. The City of Erie shall not pay for any information contained in proposals obtained from participating firms. The City of Erie reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.

If, through any cause, the consultant shall fail to fulfill in a timely and proper manner the obligations agreed to, the City of Erie shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed. All documents submitted as part of the consultant's offering will be deemed confidential during the evaluation process.

Execution of the Work and Payments Upon evaluation of proposals received in accordance with the criteria outlined above, the selection of consultant by the City of Erie, and concurrence in the award of contract the State Historic Preservation Office, and the Erie City Council, a written contract will be executed.

Upon execution of the contract, the selected firm shall immediately begin the work and shall continuously execute the work through project completion and closeout.

The selected consultant shall submit invoices for work completed to the City of Erie. Payments shall be made to the consultant by the City of Erie in accordance with the contract after all required services and tasks have been completed to the satisfaction of the City of Erie.

Equal Opportunity Employment Statement Any business that enters into a contract for goods or services with the City of Erie shall:

- a. Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting or demoting, matters of compensation, or any other employment related decision or benefit on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status. 14 City of Erie – RFP for a Citywide Historic Resource Survey
- b. Not discriminate in the performance of the contract on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
- c. Comply with all applicable ordinances, statutes and regulations of the City of Erie, Commonwealth of Pennsylvania or Federal Government relating to Equal Employment Opportunity.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 20[___], by and between the City of Erie, Erie County Pennsylvania ("**City of Erie**"), and _____ ("**Consulting Firm**").

WHEREAS, the City of Erie desires to have certain one-time professional consulting work performed involving **[Insert here title or short description of work (same as used in RFP)]**;

WHEREAS, the City of Erie desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by City of Erie;

WHEREAS, the Consulting Firm desires to perform the work in accordance with the proposal it submitted in response to the RFP;

WHEREAS, the Consulting Firm is equipped and staffed to perform the work;

NOW, THEREFORE, the parties, intending to be legally bound, agree as follows:

THE CONSULTING FIRM WILL:

1. Provide professional consulting services in accordance with the RFP, its proposal in response to the RFP, and the Nondiscrimination/Sexual Harassment Clause, which is attached hereto and incorporated herein as Appendix A. **[City of Erie may add other appendices as appropriate.]**
2. Obtain approval from the City of Erie of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by the City of Erie to be of equal ability or experience to the predecessor.

THE City of Erie WILL:

1. Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$ _____.
2. Provide the Consulting Firm with reasonable access to City of Erie personnel, facilities, and information necessary to properly perform the work required under this Contract.
3. Except as provided in item 4 below, make payment to the Consulting Firm within 30 days after receipt of a properly prepared invoice for work satisfactorily performed. **[Revise this provision to reflect actual payment arrangement agreed to.]**
4. Make final payment of 10% of the funds available to the Consulting Firm under this Contract within 30 days after final product approval by the Department of Conservation and Natural Resources.

IT IS FURTHER AGREED THAT:

1. All copyright interests in work created under this Contract are solely and exclusively the property of the City of Erie. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work made for hire, the Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to the City of Erie.

2. In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.
3. The Consulting Firm may terminate this Contract at any time upon giving the City of Erie written notice of not less than 90 calendar days. The City of Erie may terminate this Contract at any time if the Consulting Firm violates the terms of this Contract or fails to produce a result that meets the specifications of this Contract. In the event of termination of this Contract by either party, the City of Erie shall within 30 calendar days of termination pay the Consulting Firm for all services rendered by the Consulting Firm up to the date of termination, in accordance with the payment provisions of this Contract.

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

WITNESS:

WITNESS:

FOR THE **City of Erie**:

TITLE: _____

FOR THE CONSULTING FIRM:

TITLE: _____

APPENDIX A
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

The Grantee agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this commonwealth who is qualified and available to perform the work to which the employment relates.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.
4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.
6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
7. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and

each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report (“EEO-1”) with the U.S. Equal Employment Opportunity Commission (“EEOC”) and shall file an annual EEO-1 report with the EEOC as required for employers’ subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

8. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.
9. The Granter’s and each subgrantee’s, contractor’s and subcontractor’s obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
10. The commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

Based on Management Directive 215.16 Amended (8/2/18)

DCNR-2021-Gen
Gen-GPM – 1 Rev. 8/18

**APPENDIX B
CITY OF ERIE'S CURRENT PARKS AND RECREATION ASSETS**

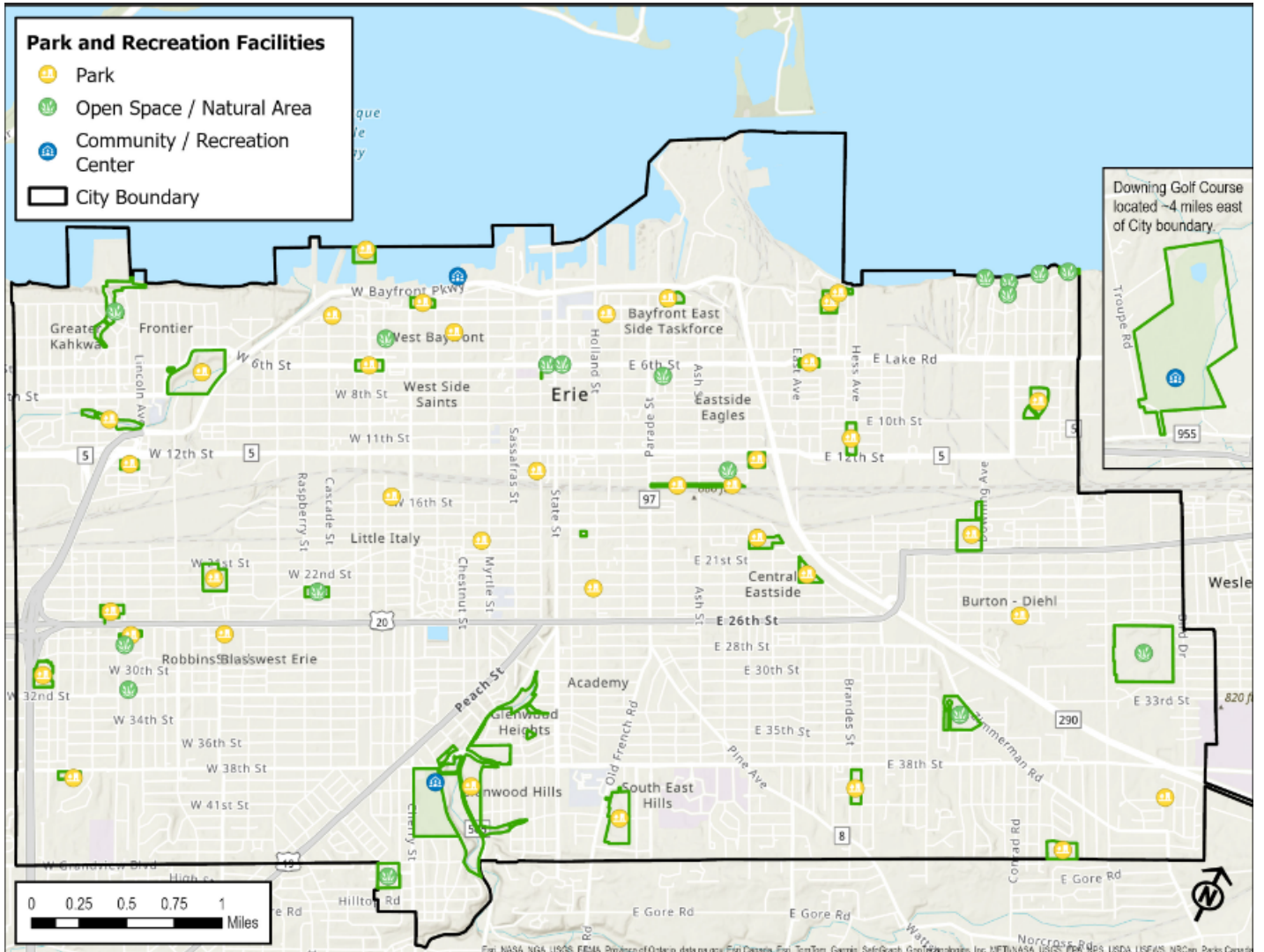
PARK	FACILITIES
ANDREWS PARK	GREENSPACE
BARBARA NITKIEWICZ PARK	PLAYGROUND / PARTIAL PREQUE ISLE BAY BLUFF VIEW
BAYVIEW PARK	ALLEN-HETICO MEMORIAL (PONTIAC) BASEBALL FIELD / PLAYGROUND / BASKETBALL COURT / TENNIS / COURT / SPLASH PAD / PRESQUE ISLE BAY VIEW / PROMENADE
BURTON PARK	PLAYGROUND / TENNIS / BASKETBALL / GREENSPACE
C. FRANCIS HAGGERTY PARK	LOHSE PLAYGROUND / 2 BASKETBALL COURTS / SOCCER / SOFTBALL / SHELTER
CHAUTAUQUA PARK (Andrews Park)	PICNIC SHELTER / BENCHES / UNDEVELOPED TRAILS / BLUFF SIDE LAKEFRONT / MOUTH OF MCDANNELL RUN
CITY HALL & RAIN GARDEN	GARDEN / WALKING TRAIL
COLUMBUS PARK	PLAYGROUND / SKATE PARK / TENNIS / BASKETBALL / POOL
CRANCH PARK (& ANDREWS PARK BLVD)	GREENSPACE / BENCHES / BLUFF SIDE LAKE VIEW
DOWNING GOLF COURSE	GOLF COURSE / WOODS / SEVENMILE CREEK TRIBUTARY
EUCLID PARK	GREENSPACE / BLUFF SIDE LAKE VIEW
FRANKLIN PARK	SOFTBALL FIELD / GREENSPACE
FRONTIER PARK	PLAYGROUND / 6 TENNIS COURTS / SOCCER / WALKING TRAILS / ARBORETUM / AMPITHEATER / PATRICIA McCAIN OUTDOOR CLASSROOM / CASCADE CREEK
GARDEN PARK-PEAR PARK	GARDENS, GREENSPACE
GEORGE "PAT" BRABENDER MEMORIAL (BAUR) PARK	3 BASEBALL FIELDS / SOCCER
GLENWOOD PARK	ZOO / PLAYGROUND / HORSESHOES / GOLF / 16 PICNIC SHELTERS / RESTROOM / MILL CREEK / WOODED AREAS / UNDEVELOPED TRAILS / GREENSPACE
GREGORY STUART BALDWIN PARK	PLAYGROUND / 2 BASKETBALL COURTS / 4 HANDBALL COURTS
GRIDLEY PARK	PLAYGROUND / OUTDOOR CLASSROOM
GRISWOLD PARK	FOUNTAIN / BENCHES
HILLSIDE PARK	PLAYGROUND / SAM JETHROE BASEBALL FIELD & LINCOLN FIELD
HOLLAND STREET PLAYGROUND	PLAYGROUND / BASKETBALL COURT
J. C. MARTIN GOLF COURSE	GOLF COURSE
JOHN G. CARNEY PARK (WOODLAWN AVE PARK) COCHMAN PARK	PLAYGROUND / GREENSPACE
JOSEPH A. WALCZAK, SR. PARK (Top of the World Park)	PLAYGROUND / BASEBALL / SOCCER / BASKETBALL / VOLLEYBALL / SHELTERS / LAKE, SUNSET VIEW
KOSCIUSZKO PARK	PLAYGROUND / ROMAN BLASZCZYK BASEBALL FIELD / SOCCER / BASKETBALL COURT
LAKE PARK (Andrews Park)	GREENSPACE, DRAINAGE SWELL/DITCH / BLUFF SIDE LAKE VIEW
LAND LIGHTHOUSE PARK	PLAYGROUND
LARRY R FABRIZI (CLOVERDALE) PARK	GREENSPACE

MARTIN LUTHER KING, JR PARK	2 PLAYGROUNDS
MCCARTY PLAYGROUND (Tom McCarty Memorial Park)	BASKETBALL COURT / BASEBALL FIELD
MCCLELLAND PARK	DOG PARK / WALKING TRAILS (ADA ACCESSIBLE) / MONARCH BUTTERFLY GARDEN/ NATURAL AREAS: WOODS, WETLANDS, MEADOWS / MCDANNELL RUN
MCKINLEY PARK	2 BASKETBALL COURTS / TENNIS COURT
NATE LEVY-JAYCEE PARK	PLAYGROUND / TENNIS COURT/ GARDENS / BENCHES
ORUSH PARK	GREENSPACE
PEBBLE LAKE PARK	SWINGS / GARDEN / BENCHES
PERRY SQUARE EAST	FOUNTAIN / GARDENS / BENCHES
PERRY SQUARE WEST	EVENT STAGE / GARDENS / BENCHES
PULASKI PARK	PLAYGROUND / JIM BRUTCHER SOFTBALL FIELD & JOSEPH WRONEK MEMORIALSOFTBALL FIELD
RAINBOW PARK	GREENSPACE / GARDEN / BENCHES
RODGER YOUNG PARK	PLAYGROUND / 2 BOBBY HARRISON SOFTBALL FIELDS / 2 BASKETBALL COURTS / POOL / FOOTBALL FIELD
ROESSLER PARK	PLAYGROUND / WALKING, JOGGING, BIKE PATH / PICNIC SHELTER / GREENSPACE
ROMA PARK	NATURAL WOODS / TRAILS
RUBY SCHAAF PARK (MYRTLE ST PLAYGROUND)	BASKETBALL COURTS
VICTORY PARK	PLAYGROUND / D. AGRESTI BASEBALL FIELD
WALLACE STREET PLAYGROUND	PLAYGROUND / TED AMENDOLA MEMORIAL FIELD (SOFTBALL)/ BLUFF VIEW PARK
WASHINGTON SQUARE PARK	GAZEBO / BENCHES
WAYNE PARK	PLAYGROUND / BENCHES / 2 PICNIC SHELTERS
WITHERSPOON (SPOONS) COURTS	BASKETBALL COURTS
WOODLAND PARK	NATURAL WOODS / CREEK
WOODLAWN PARK	GREENSPACE

APPENDIX C
CITY OF ERIE LAND & WATER CONSERVATION FUNDS (LWCF) ES

Applicant	Name	Contract No
Erie City	Martin Luther King Pk. (P-1129)	LWCF 42-00170
Erie City	Schaper Avenue Park (P-1136)	LWCF 42-00195
Erie City	Alan Drive Park (P-1135)	LWCF 42-00210
East Erie Recreation Authority	Community Park & Pool (P-1110)	LWCF 42-00376
Erie City	3rd & Cascade Sts. Plyg. (P-1141)	LWCF 42-00503
Erie-Western Pennsylvania Port Authority	Erie City - Boat Launch Ramp (P-1138)	LWCF 42-00702
Erie-Western Pennsylvania Port Authority	Lampe Marina (P-1163)	LWCF 42-00758
Erie City	Ainsworth Field (P-1137)	LWCF 42-00810
Erie City	Erie City Zoo (P-1147)	LWCF 42-01121
Erie City	Cascade St.Pk., Glenwood & Memorial Park (P-1143)	LWCF 42-01217
Erie City	East Ave. Boat Launch (P-1142)	LWCF 42-01338
Erie City	Perry Square (P-2613)	LWCF 42-01362
Erie Muncipal Park Authority	Zoo Otter Exhibit (P-1162)	LWCF 42-01385

APPENDIX D EXISTING CITY OF ERIE PARKS AND RECREATION MAP



APPENDIX E RESOURCES

City Resources:

- Erie Refocused (Comprehensive Plan): <https://ecode360.com/ER3969/document/500058597.pdf>
- Downtown Streetscape Master Plan: <https://ecode360.com/ER3969/document/526194401.pdf>
- Active Erie (Active Transportation): <https://ecode360.com/ER3969/document/602913832.pdf>
- East Bayfront Neighborhood Plan: <https://ecode360.com/ER3969/document/525141649.pdf>
- Academy-Marvintown Neighborhood Plan: <https://ecode360.com/ER3969/document/555336959.pdf>
- Buffalo Road Neighborhood Plan: <https://ecode360.com/ER3969/document/727364085.pdf>
- Our West Bayfront: <https://ourwestbayfront.org/communityplan/>
- Activating Our Vision: https://cityof.erie.pa.us/wp-content/uploads/2020/01/Vision_Booklet_Digital2.pdf

State Resources:

Recreation for All: <https://maps.dcnr.pa.gov/parecplan/index.html>