



**BOROUGH OF
LEWISBURG
PENNSYLVANIA**

REQUEST FOR PROPOSALS

**WOLFE FIELD ATHLETIC COMPLEX (WFAC)
MASTER SITE DEVELOPMENT PLAN (MSDP)**

**Borough of Lewisburg,
Union County**

ISSUED: April 1, 2025

WRITTEN QUESTIONS DUE: May 6, 2025

PROPOSALS DUE: May 20, 2025

PROJECT STARTS: August 1, 2025

CONTACT PERSON: Shannon Berkey, Lewisburg Borough Community Development Grant Manager

TABLE OF CONTENTS

RFP FOR WOLFE FIELD ATHLETIC COMPLEX MASTER SITE DEVELOPMENT PLAN (MSDP) BOROUGH OF LEWISBURG, UNION COUNTY

- Section 1. BACKGROUND
- Section 2. GENERAL TERMS
- Section 3. SCOPE OF WORK
- Section 4. CONSULTANT QUALIFICATIONS
- Section 5. REQUIRED SUBMITTALS
- Section 6. EVALUATION CRITERIA
- Section 7. CONTRACT FOR PROFESSIONAL SERVICES (Form)

Appendices to Contract:

- Appendix A: Nondiscrimination/Sexual Harassment Clause
- Appendix B: Master Site Development Plan Final Products
- Appendix C: Wolfe Field Athletic Complex Map

SECTION 1. BACKGROUND

In March 2017, Lewisburg Borough completed and approved the Bull Run Greenway Master Site Plan. This plan included 2 priority projects and 3 secondary projects. To date the Borough has completed the 2 priority projects and 2 of the secondary projects. This shows commitment by the Borough to utilize a Master Site Development Plan to its full potential in a span of less than 8 years. It is now the Borough's direction and commitment to begin to tie in another viable recreation area. For presentation we will refer to this area as Wolfe Field Athletic Complex (WFAC). Building on the identified needs in the Bull Run Greenway Master Site Plan, the borough is actively pursuing the same direction, focusing on the needs of a long neglected and underutilized park/recreation space. A Master Site Development Plan (MSDP) will explore the needed elements of accessible pathways to traverse the park, reduction of impervious area through more efficient parking lot layout, improved lighting for security, educational and cultural opportunities, and enhanced native vegetation management. The creation of a WFAC MSDP will build on the momentum from the Bull Run Greenway Master Site Plan development and implementation. Envisioned improvements in the Bull Run Greenway Master Site Plan will tie directly into the WFAC MSDP. Important to the success of the project is the utilization of the currently engaged citizens, the political will, the experienced staff/consultants in place, and the mindset to continue progress on the recreational needs of the greater Lewisburg area.

The Borough Council has identified WFAC as needing attention during public work sessions and meetings and has pledged the required grant matching funds to complete the MSDP. The WFAC MSDP has been on the Borough Council's priority project list for several years during planning meetings and budget meetings. This priority is supported by the public as well as community stakeholders. This area is an underutilized recreational space, and Lewisburg Borough is the recreational hub of Union County. Identifying upgrades by completing a MSDP will benefit the residential needs of residents of the county and the surrounding areas.

WFAC is an underutilized/undeveloped recreation area located only blocks from commercial shopping areas and the historic downtown as well as residential areas and the community garden. The WFAC area stands to benefit from visitation from residents and visitors alike once redeveloped. A MSDP will guide future development and increase the economic vitality of Lewisburg Borough. This in turn will benefit the community. This will add to the recreational amenities offered providing families a place to visit and be active and in turn healthy. Developing an interactive park with accessible pathways will bring people there to engage in physical activities.

The goal of the WFAC MSDP is to develop a detailed plan for the full development of Wolfe Field Athletic Complex. The planning process will explore appropriate uses for this underdeveloped park and open space area, including the size, type, and location of facilities to be recommended to be developed on the site.

This project is partially funded by a grant from the Community Conservation Partnerships Program (C2P2) 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 Borough 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-30-148.

SECTION 2. GENERAL TERMS

- The Lewisburg Borough 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 Lewisburg Borough.
- The contract is subject to the approval of Borough Council and is effective only upon their approval.

- Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.
- Proposals will remain effective for Lewisburg Borough review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by the Lewisburg Borough, 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 explanation. However, the scope of work proposed must accomplish the goals and work stated below.

SECTION 3. SCOPE OF WORK

Work elements to be included in the Proposal are as follows:

A. PURPOSE, GOALS, AND OBJECTIVES

The goal of the Wolfe Field Athletic Complex Master Site Development Plan is to develop a detailed plan for the full development of Wolfe Field Athletic Complex. The planning process will explore appropriate uses for this underdeveloped park and open space area, including the size, type, and location of facilities to be recommended to be developed on the site.

B. PUBLIC PARTICIPATON

Public participation is required throughout the planning process to help determine and prioritize the types of facilities and activities at the site. Public participation techniques are outlined in the Bureau's [Public Participation Guide](#) and below. Community involvement and engagement must prioritize diversity, equity, and inclusion to ensure feedback and recommendations that are comprehensive, appropriate, and accountable. The narrative must include a detailed summary of the public participation methods, results, and conclusions (i.e. areas of consensus and/or contention); raw data should be included in the appendix.

1. Public participation will include:

- Study Committee (5-9 people)** – A representative and diverse study committee will be formed and meet with the planning consultant on a regular basis to provide guidance and review of the work.
- Public Meetings (3 meetings)** –three public meetings will be held including one with elected officials to present a draft. There should be interactive opportunities for the public to learn about the planning project, respond to potential options, and propose ideas.
- Key Person Interviews (10 interviews)** –One-on-one discussions will be conducted to explore specific topics related to the history, use, environmental quality, and potential competing demands on the site with individuals recognized as community leaders. The Study Committee will help to determine potential interviewees.

2. Additional recommended public participation:

- Community Survey** – A citizen survey (online and hardcopy) will ask residents for their perspectives on the current use and condition of the park and potential future uses, landscape forms, and expectations for the site. The goal will be to receive at least 200 responses.
- Planning Document Review** – Review previous planning documents and consider the results of recent public participation efforts regarding parks, recreation, and open space. Planning documents are listed in C.8. below.

C. BACKGROUND INFORMATION

The background information provides an overview of the community, park system, and project site and establishes a foundation for project implementation. Use of the most recent U.S. Census data is required. Provide the following community information:

1. Physical characteristics including location, size, and regional context.
2. Demographics including population, age, gender, race & ethnicity, households, income, education, and visitors.
3. Economic, housing, transportation, and historic/cultural assets.
4. Natural resources such as forests, wetlands, waters, farmland, critical habitats, riparian buffers, tree canopy, etc.
5. Park, open space, and recreation facility(s) including number, size, and type.
6. Project site relationship to the community and/or regional park system.
7. Project site relationship to watersheds.
8. Provisions of existing planning documents: Union County Comprehensive Plan; Union County Greenways Plan; [2020-2024 Pennsylvania Statewide Comprehensive Outdoor Recreation Plan](#); Lewisburg Borough Climate Action Strategy Plan; Emergency Management Plan; Lewisburg Flood Mitigation Study; Bull Run Greenway Master Site Plan; Susquehanna Greenway River Town Program. Additional Reports, Maps, and Presentations will be provided for review while completing the MSDP.

D. SITE(S) INVENTORY AND ANALYSIS

1. The site inventory and analysis establish parameters for the proposed facilities and activities at the site. Describe the physical, natural, and historic/cultural resources and legal restrictions related to the project site and any potential impacts on potential development and use. Provide analysis of the opportunities and constraints. Examples include:
 - Location
 - Acreage
 - Zoning
 - Surrounding Land Use
 - Deed Restrictions
 - Easements & Rights-of-Way
 - Utilities
 - Circulation & Access
 - Municipal Yard Operations (current recycling, mulch operations, storage, etc. _
 - Historic/Cultural Features
 - Playground Safety Audit (if available)
 - Topography
 - Hydrology (water, wetlands, stormwater)
 - Vegetation
 - Soil Types
 - PNDI Potential Impacts
 - Environmental (former municipal dump)

2. Environmental Issues and Climate Resiliency
 - a. Inventory and analysis of environmental issues such as stormwater management, waste management, and brownfields.
 - b. Inventory and analysis of climate change impacts such as flooding, drought, heat island effect, loss of habitat, changes in recreational seasons, etc.
 - c. Inventory and analysis of opportunities for climate resilient systems related to stormwater management, waste management, brownfield redevelopment, energy efficiency, habitat improvement, etc.

E. ACTIVITY AND FACILITY ANALYSIS

The activity and facility analysis determines the proposed facilities and activities at the site including type, size, and standards. Describe the community needs, uses, and priorities for the site as identified by the public participation process, previous planning work, and needs assessment. Describe the recreation and conservation facilities proposed to be developed, rehabilitated, or enhanced on the site. The proposed facilities and uses should also be clearly represented on the site development drawings. For proposed recreation and conservation facilities and uses, provide the following information:

1. Determine local access to outdoor recreation using the following resources:
 - a. The National Recreation and Park Association (NRPA) [Park Metrics](#).
 - b. The Trust for Public Land (TPL) [ParkServe](#) interactive platform.
 - c. The DCNR, Trust for Public Land (TPL), and WeConservePA generated [interactive map of outdoor recreation access in Pennsylvania](#).
2. For active recreation facilities, describe the participant skill level, competition level, and spectator use for each proposed facility.
3. For passive recreation facilities, describe the proposed use of the project site such as wildlife viewing, nature trails, community gardens, habitat protection, environmental education, etc.
4. Describe the proposed preservation of open space, natural areas, and riparian buffers.
5. Describe the projected participation rates. To help define facility requirements, estimates of daily, weekly, monthly, and seasonal use may be required.
6. List the accepted published national, state, or local standards (reference the standard by name) used to determine the size, dimensions, orientation, slope, buffer areas and setback requirements, open or undisturbed space requirements, etc. for each proposed facility and use.
7. Support facilities may be required for the proposed recreation and conservation facilities and uses. Support facilities may include roads, stormwater management, maintenance facilities, utilities, parking, comfort facilities, etc. Provide a brief description of each support facility and the requirements for connectivity and accessibility.

F. DESIGN CONSIDERATIONS

All park, open space, and recreational facilities have the potential to protect and/or enhance natural resources and habitats. Green and sustainable elements promote environmental, health, and economic benefits and enhance the visitor experience. From a management perspective, maintenance costs may be lower for a naturalized site. Because the DCNR mission is to both conserve and sustain the Commonwealth's natural resources and promote local recreation, it is important to combine sound planning and sustainability. This includes incorporation of native plantings, stormwater best management practices, and habitat protection/enhancement. Consider the following items when developing the plan:

1. Site opportunities, constraints, and generally accepted design standards related to the proposed recreation facilities and uses including applicable local recreation and park agency standards.
2. Topography of the site.
3. Compliance with applicable laws, regulations, and guidelines including land subdivision, zoning, 2010 ADA Standards for Accessible Design, Uniform Construction Code, American Society for Testing Materials (ASTM) standards, and the Consumer Product Safety Commission (CPSC) guidelines pertaining to playground areas and equipment.
4. Enhancement of significant historic areas.
5. Protection/enhancement of environmentally sensitive areas including forests, streams, wetlands, and natural areas that provide habitat and protect water quality. Information about stormwater best management practices is available from the [PA Department of Environmental Protection \(DEP\)](#) and [StormwaterPA](#).
6. Green and sustainable best management practices for site design. Sustainable site design and green infrastructure/materials may reduce environmental impacts and lower maintenance and operation costs.
 - a. Identify opportunities for green stormwater management such as bioswales, rain gardens, vegetated roofs, permeable pavement, downspout disconnect, etc.
 - b. Identify opportunities to increase the tree canopy and mitigate the heat island effect with native species.
 - c. Identify opportunities to install vegetated buffers with native species to protect trail and stream corridors.
 - d. Complete an energy audit and determine current carbon footprint. Identify opportunities for renewable energy sources such as solar, wind, geothermal, biomass, etc.
 - e. Identify opportunities to repurpose/reuse infrastructure and recycled materials.
 - f. Identify opportunities to accommodate alternative transportation options (walking, biking, public transit, etc.) and connect to transportation systems.
 - g. Provide cost-benefit analysis of green and sustainable best management practices.

- h. Refer to the DCNR [Green and Sustainable Community Parks webpage](#) for tools and resources to help design, develop, and maintain sustainable and climate resilient park and recreation facilities.
 - i. Identify opportunities to mitigate adverse impacts of brownfields.
 7. Establishment and maintenance of sustainable riparian native grass and/or forest buffers. As the project site is in the Chesapeake Bay watershed, the plan should support the goals of the Chesapeake Executive Council's Adoption Statement on Riparian Forest Buffers dated October 10, 1996.

G. DESIGN PROCESS AND RECOMMENDATIONS

1. Develop preliminary alternative concept drawings and present at a study committee meeting for discussion. Relationships between facilities and circulation patterns should be shown; however, the exact shape and placement of facilities is not critical.
2. Evaluate the preliminary alternative concept drawings. Prepare a written evaluation for each alternative concept drawing highlighting both the positive and negative points. Through the public participation process, determine which alternative (or combination) best meets community needs, design standards, and regulations.
3. Prepare a draft of the final Narrative Report and Site Development Drawings. Present the draft final Narrative Report and Site Development Drawings at a public meeting for final comment. All existing and proposed facilities and areas must be shown on these final Site Development Drawings in proper shape, size, and orientation. See Appendix B for specifics on the final Narrative Report and Site Development Drawings.
4. Upon approval of the final Narrative Report and Site Development Drawings by the Borough Council and the Bureau, the consultant prepares the final deliverables.

H. COST ESTIMATE AND PHASED CAPITAL DEVELOPMENT PROGRAM

1. Development (Construction) Costs – Provide a current detailed cost estimate for the development of the proposed recreation areas and facilities. The cost estimate should include engineering and other professional services costs; construction and materials costs; project administration costs; and a contingency of at least 10% of the construction cost estimate.
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. This should explain the strategy for the phasing, identify which areas and facilities are to be developed in which years, and provide the costs associated with each phase. Implementation strategies to finance the program should also be addressed (bonds, grants, fund-raising, etc.).

I. MAINTENANCE AND OPERATION COSTS; REVENUE

Provide a cost estimate for annual maintenance and operation of the recreation areas and facilities as proposed on the MSDP. An annual cost estimate must be calculated for each of the items identified below; analysis should also be included in the narrative report.

1. Personnel – Describe and analyze the current level of operation and maintenance personnel including paid staff and volunteers.
2. Maintenance and Operation Costs
 - a. Determine if the life cycle costs can be lowered by using sustainable design practices and alternative materials.
 - b. List and discuss various materials that could be used to lower long-term maintenance cost.
 - c. Administration (i.e. insurance, office supplies, phone, internet, public relations, rentals, training, etc.)
 - d. Personnel (Include a list employment positions, number of employees in each position, estimated salaries or wages by position, fringe benefits, estimated overtime cost, temporary employment, etc.)
 - e. Maintenance equipment needed to maintain recreation areas and facilities.
 - f. Supplies and materials (i.e. concession/sale items; custodial, vehicle fuel, mechanical supplies, tools, utilities, equipment rental, etc.)
 - g. Programming (Include a general description and anticipated number of programs, participants by program, and costs by program)
 - h. Contracted services cost for operation and maintenance.
 - i. Annual capital outlay for major equipment.
 - j. Debt Service (To the extent that long term financing is anticipated to fund the proposed site improvements and any major equipment purchased.)
3. Revenue

Project anticipated revenues for a one-year period by area, facility, and source. Include all items of revenue that may be applicable to the proposed site use and development such as:

 - a. Facility rental
 - b. Concessions
 - c. General municipal tax support
 - d. Other sources (i.e. endowments, donations, fund-raising events, etc.)

J. SECURITY ANALYSIS

The purpose of this work element is to evaluate the safety, security, and risk management of the recreation area and facilities and propose recommendations to address any deficiencies.

1. Interview local government officials, public safety officials, and recreation providers regarding site safety and security.
2. Discuss risk management and safety issues related to the site with applicable insurance providers.
3. Analyze and evaluate site security issues from the following perspectives:
 - a. Safety and security of visitors
 - b. Protection of property, facility, natural resources, critical habitat and species
 - c. Risk management options

4. Provide recommendations that include:
 - a. Design and construction alternatives
 - b. Policing and patrolling methods
 - c. Maintenance issues
 - d. Safety signage
 - e. Insurance coverage

5. Develop a multi-faceted safety and security program that includes:
 - a. A safety policy
 - b. A process for routine inspections and hazard abatement
 - c. A program to assist employees and visitors in reporting hazards
 - d. Emergency procedures
 - e. An accident reporting system
 - f. An information management system for site safety and security

K. STRUCTURAL ASSESSMENT *Including the Land itself*

The purpose of this work element is to evaluate the condition of existing structures and their potential use, continued use, or renovation/expansion for additional recreation purposes. Structures on site include comfort facilities, concession stand, utility sheds, recycling facility, hand-carry boat launch, and the landfill edge/streambank.

L. SIGNIFICANT HISTORIC AREAS REVIEW

The State Historic Preservation Office (SHPO) environmental review staff determine if projects will impact significant resources and, if so, how to address and resolve those effects. PA SHPO encourages applicants for federal and state assistance to initiate consultation for environmental review during preliminary project planning before designs are finalized. The [Project Review Form](#) (PDF) lists the information consultants, applicants, or the responsible agency must provide to initiate environmental review. The site includes the location of no-longer-extant, but significant, historic lumber mill buildings.

M. FOREST STEWARDSHIP PLAN

If the project site contains 5 acres or more of forested land, we recommend completing a Forest Stewardship Plan as part of the MSDP. A Forest Stewardship Plan is a written document listing activity that enhances or improves forest resources (i.e. wildlife, timber, soil, water, recreation and aesthetics). A Service Forester is assigned to each county in Pennsylvania to advise residents on forest management. More information, including a complete listing of [Service Foresters](#) in your area, can be found on the DCNR website.

N. FLOODING ELEMENTS AND EFFECTS

Consider and review the effects of flooding on the area both in terms of historic impacts, conflicts with active and passive recreation uses, long-term maintenance and possible mitigation strategies.

O. METES AND BOUNDS SURVEY

Provide a legal description of the complex using the limits identified by its natural landmarks.

SECTION 4. CONSULTANT QUALIFICATIONS

1. General Qualifications

The lead consultant or consultant team must have documented experience in the following:

- A. Leadership and successful completion of planning studies of this project type.
- B. Development and implementation of public participation processes such as public meetings with elected officials and stakeholders, study committee meetings, focus group meetings, key person interviews, public surveys, etc.
- C. Development of planning documents and design for public park and recreation facilities/ areas.
- D. Development of policies and procedures for the management of, operation, and maintenance of public parks and recreation facilities/areas.
- E. Effective communication of recommendations and implementation strategies to elected officials, non-profit organizations and stakeholders.

2. Master Site Development Plan Qualifications

The lead consultant or consulting team must have documented expertise to study the type of facility under consideration. Although not required, it is recommended to include a park and recreation practitioner, preferably holding a Certified Park & Recreation Professional (CPRP) certification, on the consultant team. The Bureau requires that the Master Site Development Plan be under the seal of a licensed professional who is authorized by Pennsylvania law to seal such documents. Depending on the project, the professional could be a landscape architect, architect, or engineer. If any jurisdictional agency/agencies reviewing the PNDI Receipt require a field survey to be complete, the Bureau requires a biologist to survey the project site. If a boundary survey is to be completed as part of the scope of work, it must be under the seal of a registered land surveyor who is authorized by Pennsylvania law to seal such documents.

SECTION 5. 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 4 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.

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 Lewisburg Borough. However, approval will not be denied if the staff replacement is determined by the Lewisburg Borough to be of equal ability or experience to the predecessor.

The method of billing must be stated. The preferred practice of the Lewisburg Borough is to pay monthly upon completion of the work and receipt of the required itemized report of the work completed. However, Lewisburg Borough will consider paying on other specified 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. Reference the Contract for Professional Service item #4.

F. Contract

The contract form and DCNR "Nondiscrimination/Sexual Harassment Clause" Appendix A) is provided in Section 7. DCNR requires that the "Nondiscrimination/Sexual Harassment Clause" be incorporated and/or attached to the contract in its entirety.

G. Insurance Requirements

The selected firm must provide a certificate of endorsement naming the Borough as an additional insured.

H. DELIVERY OF PROPOSALS

Three (3) hard copies of the proposal along with a digital version of the proposal on a USB drive must be submitted in a sealed envelope plainly marked on its outside with "Lewisburg Borough WFAC MSDP". Proposals shall be received until 2:00 pm local time on 5/20/25 at Lewisburg Borough 55 South Fifth Street, Lewisburg PA 17837. Sealed cost proposals shall be submitted as hard copies. Hard copies of the sealed cost proposals may either be hand delivered or shipped to ensure timely delivery to the project manager as defined below:

Shannon Berkey, Community Development Grant Manager
Lewisburg Borough
55 South Fifth Street
Lewisburg, PA 17837
sberkey@lewisburgborough.org
570-523-3614 x 314

All proposals received by 2:00 p.m. on Tuesday 5/20/2025 will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to apply.

Facsimiles or e-mailed copies will not be accepted. Proposals received after the stated date and time, or at a different location, will not be accepted for consideration.

Lewisburg Borough reserves the right to waive irregularities in the proposal process.

I. RFP CLARIFICATIONS AND QUESTIONS

Questions regarding this request for proposal shall be addressed to:

Shannon Berkey, Community Development Grant Manager

sberkey@lewisburgborough.org

570-523-3614 x 314

The consultant may ask for clarifications of the RFP by submitting written questions to the Borough contact identified above. Questions regarding this RFP must be submitted no later than May 6th, 2025 at 2:00 PM.

SECTION 6. 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.

SECTION 7. 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 Lewisburg Borough reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional services contract.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 2025, by and between the Lewisburg Borough, Union County, Pennsylvania ("Lewisburg Borough"), and _____ ("Consulting Firm").

WHEREAS, the Lewisburg Borough desires to have certain one-time professional consulting work performed involving the development of a Wolfe Field Athletic Complex Master Site Development Plan.

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

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 and the Master Site Development Plan Final Products, which is attached hereto as Appendix B.
2. Obtain approval from the Lewisburg Borough of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by the Lewisburg Borough to be of equal ability or experience to the predecessor.

THE Lewisburg Borough 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 Lewisburg Borough 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.
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 Lewisburg Borough. 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 Lewisburg Borough.
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 Lewisburg Borough written notice of not less than 30 calendar days. The Lewisburg Borough 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 Lewisburg Borough shall within 30 of 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 Lewisburg Borough:

TITLE: _____

FOR THE CONSULTING FIRM:

TITLE: _____

APPENDIX A
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

1. **Representations.** The Grantee represents that it is presently in compliance with and will remain in compliance with all applicable federal, state, and local laws, regulations, and policies relating to nondiscrimination and sexual harassment for the term of the agreement. The Grantee 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 its books, records, and accounts by the Commonwealth for the purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.

2. **Nondiscrimination/Sexual Harassment Obligations.** The Grantee shall not:
 - a. in any manner discriminate in the hiring of any employee(s) for the performance of the activities required under this agreement or any subgrant agreement, contract, or subcontract, 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.

 - b. 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.

 - c. 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 this agreement or any subgrant agreement, contract, or subcontract.

 - d. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor, or supplier who is qualified to perform the work to which this agreement relates.

 - e. 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 the Acts' enforcement and shall comply with any provision of law establishing organizations as employees' exclusive representatives.

3. **Establishment of Grantee Policy.** The Grantee shall establish and maintain a written nondiscrimination and sexual harassment policy that complies with the applicable law and these Nondiscrimination/Sexual Harassment provisions and shall inform its employees in writing of the policy. The policy must contain a provision that states that sexual harassment will not be tolerated and employees who practice it will be disciplined. For the entire period of this agreement, the Grantee shall: (1) post its written nondiscrimination and sexual harassment policy or these Nondiscrimination/Sexual Harassment provisions conspicuously in easily accessible and well-lighted places customarily frequented by employees at or near

where the grant activities are performed; or (2) provide electronic notice of the policy or this clause to its employees not less than annually.

4. **Notification of Violations.** The Grantee's obligations pursuant to these provisions are ongoing from the effective date and through the termination date of the agreement. Accordingly, the Grantee shall notify the Commonwealth if, at any time during the term of this agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
5. **Cancellation or Termination of Agreement.** The Commonwealth may cancel or terminate this agreement and all money due or to become due under this agreement may be forfeited for a violation of the terms and conditions of these Nondiscrimination/Sexual Harassment provisions. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee in the Contractor Responsibility File.
6. **Subgrant Agreements, Contracts, and Subcontracts.** The Grantee shall include these Nondiscrimination/Sexual Harassment provisions in its subgrant agreements, contracts, and subcontracts with all subgrantees, contractors, and subcontractors providing goods or services under this agreement. The incorporation of these provisions in the Grantor's subgrants, contracts, or subcontracts does not create privity of contract between the Commonwealth and any subgrantee, contractor, or subcontractor, and no third-party beneficiaries are created by those provisions. If the Grantee becomes aware of a subgrantee's, contractor's, or subcontractor's violation of these provisions, the Grantee shall use its best efforts to ensure the subgrantee's, contractor's, or subcontractor's compliance with these provisions.

Appendix B

Master Site Development Plan (MSDP)

Final Products

NARRATIVE REPORT

A final draft of the MSDP must be reviewed and approved by the Study Committee and Bureau before it is officially adopted by the Borough Council. The review process will consist of reviewing a complete draft plan, providing comments, and reviewing a revised draft plan to ensure comments are adequately addressed.

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

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

- A. Purpose, Goals, and Objectives
 - B. Public Participation
 - C. Background Information
 - D. Site Inventory and Analysis
 - E. Activity and Facility Analysis
 - F. Design Considerations
 - G. Design Process and Recommendations – Describe the alternative plans presented, summary of the public discussion of the alternative plans, and a description of the final plan proposal including rationale for the proposed facility and uses.
 - H. Cost Estimate and Phased Capital Development Program – Describe the rationale for costs, phasing, and financing strategy.
 - I. Maintenance and Operations Costs; Revenue
 - J. Security Analysis
 - K. Structural Assessment
 - L. Significant Historic Areas Review
 - M. Forest Stewardship Plan
 - N. Flooding Elements and Effects
 - O. Metes and Bounds Survey
- Appendix

SITE DEVELOPMENT DRAWINGS WITH BASE MAPS

The site development drawings must show the final proposed full development of the site. The base map must show existing conditions at the recreation area and facilities. All data identified on the Bureau's *Park Site Development Drawing (SDD) Checklist* must be represented on the drawings, as applicable. Specifically, the metes and bounds, existing conditions, proposed improvements, ADA compliance, and phasing must be clearly identified.

REQUIRED DOCUMENT SUBMISSION

The following documents must be submitted to the Borough:

- One (1) electronic PDF of the final Narrative Report (as a single document) with the cover signed, sealed, and dated by the design consultant.
- One (1) electronic PDF of the final Site Development Drawing(s) that are signed, sealed, and dated by the design consultant.
- One (1) electronic PDF of other deliverables, as applicable.
- Four (4) hard copies of the final Narrative Report and the final Site Development Drawings including other deliverables as they relate to the final Narrative Report
- Four (4) hard copies of the final Site Development Drawing(s) that are signed, sealed and dated by the design consultant that are full sized engineering plans.

The following documents must be submitted to DCNR:

- One (1) electronic PDF of the final Narrative Report (as a single document) with the cover signed, sealed, and dated by the design consultant.
- One (1) electronic PDF of the final Site Development Drawing(s) that are signed, sealed, and dated by the design consultant.
- One (1) electronic PDF of other deliverables, as applicable.

Appendix C

MAP

Wolfe Athletic Field Complex & Community Garden

