

**REQUEST FOR PROPOSALS (RFP)
FOR THE
YORK COUNTY DEPARTMENT OF PARKS AND RECREATION
RICHARD M. NIXON COUNTY PARK
MASTER SITE PLAN**

The County of York – Department of Parks and Recreation of York County, Pennsylvania, is accepting proposals for a one-time contract to perform certain professional services (consulting) work for the County of York involving the development of a master site plan for Richard M. Nixon County Park. Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal and proposal evaluation criteria.

Pre-bid meeting (optional) is scheduled for May 6, 2013 at 2:00 p.m. at Nixon Park Nature Center.

A detailed proposal and price quotation must be provided in hardcopy (1) and electronic version (PFD) and must be received by 1:00 p.m. on Monday, June 3, 2013.

at the York County Parks Administrative Headquarters, 400 Mundis Race Road, York, PA 17406

The proposal will be reviewed by the Nixon Park steering committee and the top candidates may be invited for an interview. If selected, you will need to prepare a less than fifteen minute presentation, followed by a not more than fifteen minute interview by the steering committee. The Project Manager assigned to lead the planning process and steering committee is required to make the presentation. Those selected to make a presentation will be notified no later than June 19, 2013. The presentations will be held on July 10, 2013.

If additional information is needed, please contact Tammy Klunk at tfklunk@yorkcountypa.gov.

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Resources:

- *Base map and GIS data of property will be provided by York County Planning Commission
- *Building drawings available from 1991 construction documents (hand drawn)
- *As you enter the property, the stream in the meadow is part of a mitigation project. Stream location and design will be provided to the consultant.

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

SECTION 1. BACKGROUND

As part of the York County Department of Parks and Recreation, Richard M. Nixon County Park is located in Jacobus Borough and Springfield Township, York County, Pennsylvania. Established in 1968, the theme of Nixon Park focuses on environmental education. Consisting of 187 acres of land, the park features a 14,000 sq. ft. nature center. The nature center serves a local repeat audience spanning all demographic ranges. Additionally it serves a tourist and out of town visitor audience as well as serving as an educational center for museum tours and school programs. The primary role of the nature center is a public resource for learning, relaxation and nature recreation. In 2012 car counts established an annual visitation of 90,500. Nixon Park nature center had 26,463 visitors, additionally 7,835 school tour attendees visited and the park hosted 92 public programs with 3,065 program users.

The York County Department of Parks and Recreation seeks to work with a professional park design team to develop a master site plan for Richard M. Nixon County Park that will include the analysis of the Park's natural resources, facilities and interpretive design as well as to plan for current and future demands placed upon the park land and nature center.

This project is partially funded by a grant from the Community Conservation Partnership Program administered by the 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 County of York and its contracted consultant. This Request for Proposals (RFP) has been prepared to meet these requirements and standards. The Bureau will monitor the project. Certain documents and drafts of documents will be subject to review and approval by the Bureau.

DCNR's grant agreement number is BRC-TAG-18-154.

SECTION 2. GENERAL TERMS

- The County of York 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 County of York.
- The contract is subject to the approval of the County of York 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 the County of York review and approval for 60 days from the deadline for submitting proposals.
- 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 listed and explained. However, the scope of work proposed must accomplish the goals and work stated below.

SECTION 3. CONSULTANT QUALIFICATIONS

A good planning team for this project involves professionals from various disciplines, such as landscape architecture, engineering, architecture, community planning, recreation and parks. The final report must be sealed by a landscape architect, architect, or engineer licensed to practice in Pennsylvania. It is recommended including a practitioner in museum design, interpretive design or other qualified field experience on the project team.

A qualified consultant or consulting team must meet the following requirements.

1. Have documented experience in developing and implementing public participation techniques, such as holding public and study committee meetings, conducting key person interviews, developing citizen surveys, etc.
2. At least one member of the consulting team must have documented, prior experience conducting planning studies. This person should be the project leader and assume the overall project coordination responsibilities between the grantee and the consulting team.
3. Have documented experience in planning, design, general operation and maintenance of parks, facilities and nature centers.
4. Have documented experience in developing and recommending to local government officials and non-profit organizations the policies and procedures related to providing public recreation, museum design/interpretation and park service's and facilities, as well as the management and operation of these facilities and amenities.
5. Have documented experience in setting goals, analyzing problems, generating alternative solutions and providing recommendations and implementation strategies.

SECTION 4. CONSULTANT SELECTION

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 and associate fee

D. Oral presentation

Firms submitting proposals may be invited to give an oral presentation of their proposal.

SECTION 5. SCOPE OF WORK

Brief Project Description:

The plan shall:

1. Prepare master site development plan for the Park. The plan shall include the inventory and analysis of current facilities and natural resources, identification of community recreational and demographics needs, targeted improvements in phased action steps and cost estimates for each phase.
2. The plan shall include an architectural review of the Nature Center including current building systems, size and layout of all facilities considering current and future uses and resulting in conceptual drawings of future uses, targeted improvements in phased action steps and cost estimates for each phase.

3. Provide an exhibit concept plan with design recommendations for the displays within the nature center that include integrating current displays, improvements and special focus on Treasury of Wildlife wing with targeted improvements in phased action steps and cost estimates for each phase.
4. Identify potential greenway/trail connection routes to the adjoining neighborhood, Hollow Creek Greenway, Kain and Heritage Rail Trail County Parks, and other potential linkages. Assess whether it can be done; evaluate the need and identify potential route.
5. Provide recommendations on best practices for alternative management, green and sustainable practices, operations, funding and maintenance strategies.
6. Identify land acquisition opportunities or threats from adjoining properties.

Scope of Work Elements and Tasks

A. PUBLIC PARTICIPATION

Meeting Requirements – Type and number

- * Study committee meetings: minimum of 6 meetings
- * Publicize and conduct general public meetings: minimum of 2 meetings
- * Special interest group meetings: minimum of 2 meetings
- * Key person interviews: minimum of 15 interviews

B. BACKGROUND INFORMATION AND DATA

1. Brief introduction to the community, its population, size, character and geographic location.
2. Brief introduction on the natural resources of the sites including but not limited to critical habitat, areas of special interest, sensitive species, drainage features, native wildflower meadows, trees, etc.
3. Introduction to the park to be master planned:
 - a. General description of the site (e.g. primarily active, passive or mixture, primarily stream valley, neighborhood or community park oriented, natural or conservation oriented).
 - b. Description of the York County Department of Parks and Recreation and how this park fits into the overall park system.
 - c. Analysis of existing conditions of park facilities, buildings and grounds and compliance with applicable laws, regulations and accepted design practices and standards.
 - d. Identifications and description of current park users, and special interest groups.
 - e. Review of traffic flow, parking capacity and circulation pattern.
 - f. Preparation of recommendations on security, safety, screening and minimizing liability.
4. Describe existing state, county and local plans, (i.e., Comprehensive Recreation, Parks and Open Space Plan, Community-wide Comprehensive and Land Use Plan, Watershed or Rivers Conservation Plan, Greenway Plan, community surveys, etc.). Reference specific provisions of existing planning documents that is applicable to the site being planned
5. Describe the public participation process including the techniques used, key participants, level of participation, number of meetings and list the results of the public participation process.

C. SITE INFORMATION AND ANALYSIS

1. Brief introduction to and general description of the physical, natural, and cultural resources of the site which includes, but is not limited to, the following features:

Acreage	Riparian buffers
Environmental issues	Site access
Floodplains	Soil types
Historic features	Species of special concern
Location	Surrounding land uses
Topographic features	Vegetation (native and non-native)
Vernal pools	Wetlands
Zoning	Storm water drainage features
Deed Restrictions, Easements and Right-of-Ways that limit use	

2. Analysis and description of how the physical features of the site impact the potential uses and development of the sites including:
 - The advantages of the site for certain uses
 - The disadvantages of the site for certain uses
 - Areas that may not be suitable for public use
 - Areas that need special environmental protection and/or mitigation
 - Areas that should be protected because they are natural drainage courses
 - Areas of high quality habitat value
 - Other use limiting aspects of the site (i.e.: access, adjacent uses, existing uses, etc.)
 - Neighborhood compatibility – including the impact on and from adjacent land uses due to activities, lighting, traffic, noise and/or aesthetic characteristics.
3. Pennsylvania Natural Diversity Inventory (PNDI) Pennsylvania Fish and Boat Commission noted a potential impact on the site. This impact will be addressed as part of pending stream restoration project scheduled to begin summer of 2013. Clearance or recommendation letter will be provided to the consultant.

D. ACTIVITIES AND FACILITIES ANALYSIS

1. Provide a description and prioritization of the community needs and uses for the sites as identified by the public participation process, previous planning work and, if applicable, needs assessment.
2. List the recreational, educational, conservation or public uses and facilities proposed to be developed, maintained, or enhanced on the site and to be included on the site plan drawing. For each use/facility to be developed and activity to be offered provide the following information.
 - a. Describe the proposed use of the sites for passive recreation activities, such as:
 - * Wildlife viewing
 - * Nature trails
 - * Interpretive signage
 - * Quiet places for reading and relaxing
 - * Sensory gardens, wildlife gardens, native plant gardens
 - * Wetland or critical habitat protection
 - * Green and sustainable practices
 - * Critical heritage protection
 - * Environmental Education
 - b. Describe the proposed preservation of open space, natural areas and buffers on the site.
 - c. Indicate the projected participation rates.
 - d. Describe the basic standards and requirements for regional parks, such as
 - * Size
 - * Dimensions
 - * Orientation
 - * Need for undisturbed area (e.g. for wildlife observation, habitat protection)
3. List the support facilities required for the proposed recreational, conservation and public uses. Depending on the site and proposed uses, support facilities would normally include roads, parking, access paths, comfort facilities, maintenance facilities, storm water management system and structures, utility installations, signage, site furniture, ADA compliance, etc.
 - a. For each existing and proposed support facility provide a short description giving the size and type of facility.

- b. For parking facilities include an analysis of the required number of parking spaces based on local requirements on the proposed uses and facilities, and accepted or required standards for parking spaces.
4. Exhibit design concept plan shall include:
 - a. Review of current interpretive elements within the nature center for effectiveness, aesthetics and functionality.
 - b. Review of visitor traffic patterns, exhibit maintenance and specific exhibit issues.
 - c. Provide a plan of the current exhibits.
 - d. Provide a narrative and drawings (in 1/8 or 1/4 scale) of recommended new exhibit themes, graphics, interpretive elements and layout.
 5. Architectural review of the nature center shall include:
 - a. Review and provide recommendations on the existing buildings:
 - * Building envelope, structural, mechanical, electrical and life safety systems. Assess life expectancy of existing systems.
 - * Layout of educational and programming room spaces
 - * Visitor services, including entrance, traffic patterns, restrooms
 - * Staff work space and layout
 - b. Provide a narrative for the existing building assessment and proposed recommendations
 - c. 1/8" to 1/4" scale conceptual floor plans and elevations shall accommodate proposed recommendations.

E. DESIGN CONSIDERATIONS

In determining the uses and facilities to be planned for the sites, as well as the size and location of the facilities, the following must be considered and reported on to the extent that they are applicable to the Site Development Drawings (SDD):

1. The site's limitations and positive points, as well as the various generally accepted design standards related to the proposed areas, facilities, and activities as identified under (C) and (D) above. If local recreation and park agency standards have been developed, these should be considered.
2. Applicable laws and regulations relating to public health and safety including land subdivision, zoning, and the Uniform Construction Code.
3. Handicap accessibility standards as prescribed by the Americans with Disabilities Act of 2010 (ADA).
4. Assess if the existing topography of the site is suitable for the types of activities and/or development being proposed.
5. Compliance with the American Society for Testing Materials (ASTM) standards and the Consumer Product Safety Commission (CPSC) guidelines pertaining to playground areas and equipment.
6. The maintenance and establishment of sustainable riparian native grass and/or forest buffers. If the project site is in the Chesapeake Bay watershed, the Plan should be in accordance with, and help to achieve, the goals of the Chesapeake Executive Council's Adoption Statement on Riparian Forest Buffers dated October 10, 1996.
7. Protection/enhancement of environmental sensitive areas including streams, wetlands, forests and established trees, gardens, and natural areas that provide wildlife habitat and protect water quality.
8. Incorporate sustainable site and structural design and green infrastructure (storm water best management practices, LEED standards, native landscaping, trees, etc.) into your site design.
9. List and discuss alternate "Green" materials and designs that could be used to reduce environmental impact, potentially lower maintenance and operation costs, and conserve energy.

F. DESIGN PROCESS

1. Develop preliminary alternative *sketch* drawing(s) and present the drawing(s) at a study committee meeting for review and discussion. Relationships between areas, facilities, and support facilities, interpretive design, along with circulation patterns, should be shown. At this stage, the exact shape and placement of facilities is not critical.
2. Evaluate the preliminary alternatives.
3. Prepare a written evaluation of each alternative highlighting both the positive and negative points, and through community discussions and public participation determine which solution, or combination of ideas from the alternatives, offers the best compromise. Consideration must be given not only to what facilities and uses the community desires, but also to site limitations, applicable laws and regulations, the need to balance habitat protection with recreation, and accepted good design practices and standards. Determine whether use of alternate or non-conventional design and material can reduce the impact of the proposed facilities on the environment and reduce the use of natural resources.
4. Prepare a draft of the final master site development plan.
5. Once the alternatives have been evaluated and the draft plan/sketch prepared it should be presented at a public meeting for final comment. This is a to-scale, graphic rendering of the final solution. All proposed areas, facilities, and support facilities, along with the existing areas and facilities identified in section C1 are to be shown on this final SDD in proper orientation, size and shape. Upon approval by the steering committee, the consultant will be instructed to prepare the final product

G. DESIGN COST ESTIMATES

1. Development costs. Provide, by area and facility, a current detailed cost estimate for the development of the proposed areas, facilities and interpretation. The cost estimate should include: engineering and other professional services cost; construction and materials cost; project administration cost; and, a contingency of at least 10% of the construction cost estimate.
2. Phase the 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 financing this capital plan should also be addressed (bonds, grants, fund-raising, etc.).

H. MAINTENANCE, OPERATING COSTS, AND REVENUE

The purpose of this work element is to estimate an annual cost of operating and maintaining the sites and associated facilities based on the development of the sites as determined by the Master Site Development Plan (MSDP). An annual budget estimate shall be calculated for each of the cost and revenue items identified below. Justification of the analysis should also be included in the narrative report.

1. Describe and analyze existing level of operation and maintenance personnel including paid staff and volunteers.
2. Maintenance and Operating Costs:
 - a. Determine whether the life cycle cost of the facility(s) can be lowered by using alternative sustainable design and construction materials and practices.
 - b. List and discuss various materials that could be used to lower long-term maintenance cost.
 - c. Administration. (e.g., insurance, office supplies, phone, internet server, 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 site and facilities.

- f. Supplies and materials. (e.g., concession and sale items, custodial supplies, motor vehicle fuel and supplies, tools and mechanical supplies, utilities, equipment rental, etc.)
- g. Programming costs. (Include a general description and numbers of anticipated programs, anticipated numbers of participants by program, anticipated costs by program)
- h. Contracted services cost for operation and maintenance. (Indicate the type of service anticipated to be contracted for.)
- i. Annual capital outlay for major equipment.

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. Daily admission or entrance fees
- b. Season permits
- c. Facility rental
- d. Concessions
- e. General municipal tax support
- f. Other sources of income (i.e., endowments, contributions, fund raising events, etc.)

I. PLAN NARRATIVE REPORT ORGANIZATION

- 1. A brief executive summary setting forth the key aspects of the planning process and the final plan.
- 2. Summary of the public participation process
- 3. Summary of background information and data
- 4. Site Information and Analysis
- 5. Activities and Facilities Analysis
- 6. Summary discussion of important design considerations
- 7. Brief description of the alternative plans presented, summary of the public discussion on the alternative plans and a description of the final Plan proposal including rationale for the uses, facilities and interpretation proposed
- 8. Presentation of itemized cost estimates, phased capital development, and narrative rationale for phasing
- 9. Maintenance, Operating Costs and Revenue
- 10. Presentation of the optional work elements if required as part of the project.
- 11. Discussion of other considerations and recommendations that the community should be aware of in proceeding to construct the improvements proposed by the MSDP.
- 12. A section to address compliance with the 2010 American With Disabilities Act.

J. BASE MAP AND SITE DEVELOPMENT DRAWING(S) (SDD)

- 1. Base Map
 - a. Scale: each site is unique and the characteristics of that site will determine the scale most appropriate. The goal is to provide the SDD at as large a scale as possible to allow for as much detail as possible.

The following are suggested scale ranges for the project site:

<1 acre to 10 acres = 10- 30 scale drawings

15 to 75 acres = 30- 60 scale drawings

100 to 200 acres = 100 scale drawings

- b. The following items and information must be shown on the map:

- * Acreage of site
- * Boundaries of existing riparian buffers
- * Boundary lines of adjacent property parcels where they intersect with the project site. These lines should be shown to the extent that they provide information regarding density

of surrounding lands, points of change in use of adjacent properties, and points of access to the site.

- * Circulation patterns (existing access roads, service drives, parking, trails, paths, ramps, and bridges)
- * Drainage structures (swales, detention/retention basins, bioretention, block pavers, rain gardens)
- * Existing uses of surrounding property (e.g., single family residential, multi-family residential, commercial, industrial, undeveloped natural areas)
- * Existing structures and facilities including utility installations and storm water facilities
- * Flood plains (delineate floodway and 100 year flood level)
- * General location and type of easements, right-of-ways, and deed restrictions on the site
- * Graphic Scale, North Arrow, Date, Legend
- * Name of Park or Open Space Area
- * Name of municipality/owner
- * Natural and man-made barriers
- * Seal of designing landscape architect, architect, or engineer registered in Commonwealth of Pennsylvania
- * Site boundaries with metes and bounds
- * Site control structures (fences, crosswalks, retaining walls, bollards, gates)
- * Site zoning and zoning of surrounding properties
- * Topography (two to ten foot contours, or spot elevations indicating land character and grade changes for relatively level sites)
- * Vegetation (existing trees and forested areas, meadows, gardens, landscaped plants)
- * Water features (streams, rivers, ponds, lakes)
- * Wetlands (identify any on or immediately adjacent to site)
- * Other site features that may impact, or be impacted by, the use and development of the site

2. Site Development Drawing(s) (SDD)

A drawing (map) of the site must be prepared reflecting the final proposed long-term, full development of the site. Building on the foundation of the base map/existing conditions map add the following specifications and information to the final SDD:

- a. One colored drawing must be provided to the grantee (see (K), 2. below).
- b. The scale of the SDD shall be the same as the Base Map.
- c. All features, uses and structures proposed for the site must be drawn to scale and identified by name and/or description and shown in their exact proposed location. (This must include all existing features, uses and structures that are to remain on the site as part of the planned use and development of the park.)
- d. All roadways, driveways, trails and walkways must be clearly identified and stating the type of proposed surfacing.
- e. The following additional items and information must be shown on the SDD:
 - * All uses, facilities and structures including utilities and stormwater structures proposed for the site
 - * Benches (if applicable) including ADA compliance (back supports, arms, bump-out seating, etc.)
 - * Boundaries of proposed riparian buffers
 - * Circulation patterns (proposed access roads, service drives, parking, trails, ramps, paths and bridges) indicating ADA compliance.
 - * Structures and facilities that are proposed or will remain on the site
 - * Notations and legends necessary to fully explain the size, type and location of any existing or proposed use, feature, or facility
 - * Vegetation (proposed trees, meadows, gardens, landscaped plants)

K. FINAL PRODUCTS

1. Narrative Report. This must be a written bound report that is organized and includes all of the items specified in section (I) above with each section of the report clearly labeled.
2. Site Development Drawing (Map): One full-scale SDD shall be prepared and provided to the Bureau. The Base Map and Final SDD must be developed in digital format and an electronic version must be provided to the grantee.
3. Exhibit and Architectural drawings

Total number of full color bound copies required: 8

Number of electronic copies including full-scale final SDD to be provided: 2

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 3 above).
- The firm's contact person, telephone number and email address.

B. Profiles of All Firms

This consists of the following:

- A statement indicating name and address of the all firm's involved in the project and their experience in conducting works 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, sub-contractors) proposed to conduct the work and the specific duties of each individual in relation to the work. NOTE: DCNR requires that the project consulting team have the qualifications listed in the DCNR document entitled "Consultant Qualifications" (see Section 3 above).
- A reference list of other 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 at a minimum time frames for each major work element, start date, target dates for public workshops, and dates for completion of draft and final documents.

E. Cost

The costs must be itemized showing:

- For each element or task, the person assigned, the title/rank (organizational level) of the person in the organization, the hourly rate, and the number of hours to be worked and the total cost per element or task
- The reimbursable expenses to be claimed

- The itemized costs must be totaled in the proposal 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 County of York. However, approval will not be denied if the staff replacement is determined by the County of York to be of equal ability or experience to the predecessor.
- Your method of billing must be stated. The preferred practice of the County of York is to pay within thirty (30) days of completion of work and receipt of any required report. The County of York will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, 10% of the funds available under the contract will be withheld until the final product is approved by DCNR.

F. Contract

See Section 7 below for the contract form and the document entitled, "Nondiscrimination/Sexual Harassment Clause" that DCNR requires to be attached to and incorporated in the contract as an appendix (labeled Appendix A in this RFP).

SECTION 7. CONTRACT FOR PROFESSIONAL SERVICES

A proposed contract is included (beginning on next page) for your review. If it is satisfactory to you, it should be completed, executed, and submitted with the proposal. If you prefer an alternative contract, you may submit it as a part of your proposal. However, the County of York reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional (consulting) services contract.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 2013, by and between County of York , York County, Pennsylvania, ("COY") and _____
_____"Consulting Firm").

WHEREAS, COY desires to have certain one-time professional consulting work performed involving preparation of a Richard M. Nixon County Park Master Site Development Plan;

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

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.
2. Obtain approval from COY of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by COY to be of equal ability or experience to the predecessor.

COY WILL:

1. Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed the amount as stated in the separate, sealed bid. The format for the invoicing of services and reimbursable expenses shall be identical to that used by the consultant to itemize costs in its proposal in response to Section 6.E of the RFP; except that the invoice shall show both the charges and, as applicable, work hours for the invoice period and the TOTAL charges and, as applicable, work hours to date of invoice for each line item.
2. Provide the Consulting Firm with reasonable access to COY and the steering committee 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 COY. 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 COY.
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.

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

WITNESS:

FOR COY:

TITLE: _____

WITNESS:

FOR THE CONSULTING FIRM:

TITLE: _____

**APPENDIX A to Contract for Professional Services
(Required as part of Contract)**

NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

During the term of this GRANT AGREEMENT, the GRANTEE agrees as follows:

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 subcontract, the GRANTEE, subcontractor, or any person acting on behalf of the GRANTEE or subcontractor shall not, by reason of gender, race, creed, or color, discriminate against any citizen of this COMMONWEALTH who is qualified and available to perform the work to which the employment relates.
2. Neither the GRANTEE nor any subcontractor nor any person on their behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the GRANT AGREEMENT on account of gender, race, creed, or color.
3. The GRANTEE and subcontractors shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
4. The GRANTEE shall not discriminate by reason of gender, race, creed, or color against any subcontractor or supplier who is qualified to perform the work to which the GRANT AGREEMENT relates.
5. The GRANTEE and each subcontractor shall furnish all necessary employment documents and records to and permit access to their books, records, and accounts by the DEPARTMENT and the COMMONWEALTH Department of General Services (DGS), for purposes of investigation, to ascertain compliance with provisions of this Nondiscrimination/Sexual Harassment Clause. If the GRANTEE or any subcontractor does not possess documents or records reflecting the necessary information requested, the GRANTEE or subcontractor shall furnish such information on reporting forms supplied by the DEPARTMENT or DGS.
6. The DEPARTMENT shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that such provisions will be binding upon each subcontractor.
7. The DEPARTMENT 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 DEPARTMENT may proceed with debarment or suspension and may place the GRANTEE in the Contractor Responsibility File.

From Management Directive 215.16 amended (6/30/99)

APPENDIX B

TRAIL KEY		
#1	⊗	Quiet Walk .6 Mile
#2	-o-	Bird Hollow Trail 1 Mile
#2A	-o-	Shortcut Trail .2 Mile
#3	■	Cement All Purpose Trail .2 Mile
#4	○	Old Field Trail 1.25 Mile
#5	□	Geology Trail 1 Mile
#6	●	Upland Hardwood Trail .7 Mile
#7	----	Connecting Trail

DIRECTIONS

-- I-83 to exit #14 (Leader Heights)
 -- Take Leader Heights Road west to South George Street.
 (Follow signs from Leader Heights Rd.)
 -- Turn Left on South George Street.
 -- Turn Right on Valley Road in Jacobus.
 -- Turn Right on to Nixon Drive
 -- At Stop Sign turn Left, continuing on Nixon Drive.

PARK RANGERS ARE AVAILABLE THROUGHOUT THE PARK TO ASSIST YOU IN MAKING YOUR VISIT ENJOYABLE AND SAFE. IF YOU HAVE ANY QUESTIONS, PROBLEMS OR SUGGESTIONS, DON'T HESITATE TO STOP AND VISIT WITH ONE OF THEM, OR TELEPHONE (717) 840-7440

MAP KEY	
B	Nature Center
P	Parking Lot
----	Stream
⊙	Water Fountain

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