



BOROUGH OF PARKSIDE

22 East Elbon Road
Parkside, Delaware County
Pennsylvania, 19015-3318
Phone: 610-876-3659
Fax: 610-876-6641

RE: Woodlot Open Space Existing Conditions Assessment and Sustainable Management Plan
Parkside Borough, Delaware County, PA

To whom it may concern:

Parkside Borough Council invites you to perform planning services for an Existing Conditions Assessment and Sustainable Management for the Woodlot. The plan will be per the attached scope of work.

Interested parties should provide a proposal, directed to Council of the Borough of Parkside (3 copies and electronic form) to Robert Platt, Borough Secretary, no later than **July 14, 2026 at 4PM**

Proposals may be submitted by mail or in person to:

Robert Platt, Borough Secretary
Borough of Parkside
22 E. Elbon Road
Parkside, PA 19015

QUESTIONS to: Elizabeth A. Catania, PE, F.NSPE, Borough Engineer
eac@cataniaengineering.com
610-532-2884

REQUEST FOR PROPOSALS

Open Space Existing Conditions Assessment and Sustainable Management Plan

1. Introduction

The Borough of Parkside is soliciting proposals from qualified landscape architecture, ecological planning, environmental consulting, or multidisciplinary firms to conduct a comprehensive study of existing conditions within the Woodlot and prepare a Sustainable Open Space Management Plan. Woodlot is a 6.4 acre open space area, deed restricted for passive recreation, located at the terminus of Park Vallei Road. The purpose of this project is to evaluate existing natural and built features, identify opportunities and constraints, and develop prioritized recommendations that promote long-term environmental sustainability, ecological health, public use and safety, operational efficiency, and fiscal responsibility.

2. Project Objectives

The selected consultant shall:

1. Document and evaluate existing site conditions.
2. Assess the health, diversity, and sustainability of existing vegetation.
3. Inventory existing structures and site improvements.
4. Evaluate topographic conditions and drainage characteristics.
5. Identify environmental opportunities, deficiencies, and risks.
6. Develop a sustainable open space management strategy.
7. Prioritize recommendations based on need, impact, feasibility, and cost.

3. Scope of Services

Task 1 – Project Initiation

- Conduct a kickoff meeting with Owner representatives.
- Review available plans, reports, mapping, and GIS data.
- Establish project goals and evaluation criteria.
- Prepare a project schedule and communication plan.

Task 2 – Existing Conditions Assessment

The consultant shall conduct a comprehensive field investigation and inventory including, but not limited to:

A. Vegetation and Plant Materials Inventory

- Inventory and map all significant plant materials and vegetation communities.
- Identify tree species, size, condition, and health.
- Document invasive species and areas of infestation.
- Assess understory vegetation, shrubs, meadow areas, and groundcovers.
- Identify native and non-native species.
- Evaluate biodiversity and ecological value.
- Identify hazardous, declining, or dead plant materials.

B. Topographic and Site Analysis

- Review and verify available topographic information.
- Identify significant slopes, drainage patterns, and low-lying areas.
- Evaluate erosion concerns and stormwater impacts.
- Identify opportunities for habitat restoration and natural resource enhancement.

C. Structures and Site Improvements Inventory

Inventory and assess existing structures and site amenities including:

- Trails and pathways
- Retaining walls
- Fences
- Signage
- Benches and seating areas
- Utilities and related infrastructure
- Other site improvements

The assessment shall document condition, functionality, accessibility, maintenance requirements, and remaining useful life.

D. Environmental Assessment

- Identify environmentally sensitive areas.
- Assess habitat conditions.
- Evaluate ecological connectivity.
- Identify opportunities to improve sustainability and resilience.
- Document environmental constraints affecting future management.

4. Findings and Analysis

The consultant shall prepare a written Existing Conditions Report summarizing:

- Existing site characteristics.
- Vegetation and ecological conditions.
- Topographic and drainage findings.
- Structural and infrastructure conditions.
- Opportunities and constraints.
- Sustainability challenges and risks.

The report shall include maps, photographs, graphics, and supporting data.

5. Sustainable Open Space Management Plan

Based on findings from the Existing Conditions Assessment, the consultant shall prepare a Sustainable Open Space Management Plan that includes:

A. Vision and Goals

- Long-term sustainability objectives.
- Resource management strategies.
- Public use and accessibility considerations.

B. Recommendations

Recommendations may include, but are not limited to:

- Native plant restoration.
- Invasive species management.
- Tree preservation and replacement strategies.
- Habitat enhancement initiatives.
- Stormwater management improvements.
- Erosion control measures.
- Trail and infrastructure improvements.
- Maintenance and operational practices.
- Sustainability performance measures.

C. Prioritization of Recommendations

Recommendations shall be prioritized as follows:

Priority 1 – Immediate Actions (0–2 Years)

- Public safety concerns.
- Hazardous trees or vegetation.
- Critical erosion or drainage issues.
- Urgent plant replacement
- Urgent infrastructure repairs.

Priority 2 – Near-Term Actions (2–5 Years)

- Ecological restoration projects.
- Plant replacement programs.
- Habitat enhancement initiatives.
- Infrastructure upgrades.

Priority 3 – Long-Term Actions (5+ Years)

- Major capital improvements.
- Expansion projects.
- Long-term sustainability initiatives.
- Future resource management programs.

Each recommendation shall include:

- Description of action.
- Justification and expected benefits.
- Estimated level of effort.
- Planning-level cost estimate.
- Recommended implementation timeframe.

6. Deliverables

The consultant shall provide:

1. Existing Conditions Assessment Report.
2. GIS-based mapping and inventory documentation.
3. Sustainable Open Space Management Plan.
4. Prioritized Implementation Matrix.
5. Executive Summary.
6. Electronic PDF copies of all reports and plans.
7. Editable digital files and GIS data.

7. Consultant Qualifications

Proposals shall demonstrate experience in:

- Landscape architecture.
- Ecological restoration.
- Urban forestry and arboriculture.
- Environmental planning.
- Natural resource management.
- GIS mapping and analysis.
- Sustainable site design.

Experience with municipal parks, open space systems, nature preserves, and public landscapes is preferred.

8. Proposal Requirements

Proposals shall include:

- Firm overview and qualifications.
- Project team and key personnel.
- Relevant project experience.
- Proposed methodology.
- Project schedule.
- Deliverables. PROPOS
- Fee proposal.
- References from similar projects.
- PA Sexual Harrassment

9. Tentative Schedule

- RFP Issued: June 17, 2026
- Questions Due: July 2, 2026 3PM
- Proposals Due: July 15, 2026 @ 5PM
- Consultant Selection: August 19, 2026 Council meeting
- Notice to Proceed: September 1, 2026
- Project Completion: April 1, 2027

10. Selection Criteria

Proposals will be evaluated based on:

Criteria	Weight
Relevant Experience	25%

Criteria	Weight
Project Understanding	25%
Technical Approach	25%
Qualifications of Team	15%
Cost Proposal	10%

11. Reservation of Rights

The Owner reserves the right to reject any or all proposals, waive informalities, negotiate with selected firms, and award a contract in the best interest of the Owner.

DEADLINE: July 14, 2026 at 4PM

PROPOSALS SHALL BE SENT TO:

3 paper copies and electronic copy to:

Borough of Parkside
22 E. Elbon Avenue
Parkside, PA 19015

Questions, in writing, should be directed to:

Elizabeth A. Catania, PE, F.NSPE

eac@cataniaengineering.com

Location Map – Woodlot



. NONDISCRIMINATION/SEXUAL HARASSMENT

a. **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.

Nondiscrimination/Sexual Harassment Obligations. The Grantee shall not:

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.

b. **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.

c. **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.

d. **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.

e. **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.

Signature

Date

Print

Company Name