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## TOWNSHIP OF FERGUSON

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[www.twp.ferguson.pa.us](http://www.twp.ferguson.pa.us)

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### FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE

#### Meeting Agenda

Thursday, April 15, 2021, 4:00 P.M.

#### *Join Zoom Meeting:*

<https://us02web.zoom.us/j/83725986340>

**Meeting ID:** 837 2598 6340

[Zoom Access Instructions](#)

- I. CALL TO ORDER
- II. CITIZEN'S INPUT
- III. APPROVAL OF MINUTES
- IV. UNFINISHED BUSINESS

#### 1. 2021 FERGUSON TOWNSHIP BIKE MONTH

##### **Narrative**

The Board of Supervisors proclaimed on April 5, 2021 to designate May 2021 as "Bike Month", May 17 through May 23, 2021 as "Bike-To-Work Week", and May 21, 2021 as both "Bike-To-Work Day" and "Centre Region Bike Anywhere Friday." In collaboration with Centre Regional Planning Agency (CRPA), Ferguson Township will host a Bike Chat scheduled for May 23 from 3-4 PM. The Committee is encouraged to promote and attend the event and consider appointing a Parks Committee member to be featured as a resident that bikes at the Ferguson Township Bike Chat. Also, Sergeant Hendrick will represent the Township to share safety tips for biking too.

*Recommended motion: That the Parks and Recreation Committee appoint \_\_\_\_\_ to be featured at the Ferguson Township Bike Chat.*

##### **STAFF RECOMMENDATION**

That the Committee **appoint** a member to be featured in the Ferguson Township Bike Chat event.

#### 2. REVIEW AND APPROVAL OF THE 2021 PARKS AND RECREATION COMMITTEE GOALS

##### **Narrative**

On January 21, the Committee initiated the discussion of the committee goals for 2021 and later appointed a subcommittee, comprised of Norris Muth and Shawna Doerksen, to identify and prioritize goals for activity that are consistent with the committee bylaws and are member driven. The proposed goals were emailed to members of the committee on March 29. Mr. Muth, Ms. Doerksen, and Ms. Martin met on April 9 to finalize the goals. Provided with the agenda is a copy of the proposed committee goals.

*Recommended motion: That the Park and Recreation Committee approve the 2021 Parks and Recreation Committee goals.*

**STAFF RECOMMENDATION**

That the Committee **approve** the 2021 Parks and Recreation Committee Goals.

**V. NEW BUSINESS**

**1. REVIEW REQUEST FOR PROPOSALS FOR FERGUSON TOWNSHIP RECREATION, PARKS AND OPEN SPACE PLAN UPDATE**

**Narrative**

Ferguson Township Board of Supervisors adopted an update to the Recreation, Parks and Open Space Plan (RPOS) on January 4, 2010. The plan is outdated, and an appropriation has been made in the 2021 Operating Budget to engage a consultant to facilitate a rewrite of the RPOS Plan. The Parks and Recreation Committee will have an ongoing and active role in the process to update the RPOS Plan. Township Manager and Assistant Manager prepared the draft Request for Proposals (RFP) for the RPOS Plan Update that is provided and attached to the agenda for review and comments by the committee.

[2009 Ferguson Township Recreation, Park and Open Space Plan Update](#)

**STAFF RECOMMENDATION**

That the Committee **review and comment** on the RFP for RPOS Plan Update.

**VI. REPORTS**

1. Staff Report
2. Centre Region Parks and Recreation Authority Report – Mr. Bill Keough

**VII. OPEN DISCUSSION**

**VIII. ADJOURNMENT**

**FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE**  
**MEETING MINUTES**  
**THURSDAY, March 18, 2021**  
**4:00 P.M.**

**I. ATTENDANCE**

The Parks and Recreation Committee held its regular meeting on Thursday, March 18, 2021, via Zoom in attendance were:

**Committee:**

Norris Muth- Chairperson  
Tessa Antolick- Vice Chair-Absent  
Jerry Learn-Secretary-absent  
Dr. Shawna Doerksen  
Connie Puckett  
Bill Keough  
Rob DeMayo  
Rick Tetzlaff

**Staff:**

Summer Brown, Recording Secretary  
Centrice Martin, Assistant Township Manager  
David Pribulka, Township Manager

Others in attendance: Aaron Miller, Patton Township Resident; Madhavi Kari, Ferguson Township Resident; Patti Higgins, Ferguson Township Resident; Laura Dininni, Ferguson Township BOS Chair; Chris Sacksteder, Ferguson Township Resident; Kristine Schwab, Ferguson Township Resident; Jeremie Thompson, Ferguson Township Planning Commission Chair; Michele Stine, Ferguson Township Resident; Lori Miraldi, Ferguson Township Resident; Darynn Flango, Ferguson Township Resident; Josh Wede, Ferguson Township Resident; Tyler Bennington, Ferguson Township Resident; Steve Miller, Ferguson Township Resident; Kristin Knowles, Ferguson Township Resident; Lisa Strickland, Ferguson Township BOS member; David Stone, State College Resident; Jada Light, Centre Region Parks & Recreation; Pam Salokangas, Centre Region Parks and Recreation; Zack Moore.

**II. CALL TO ORDER**

Dr. Norris Muth called the Thursday, March 18, 2021 Park and Recreation meeting to order at 4:02 pm.

**III. EVALUATION OF FERGUSON TOWNSHIPS PARTICIPATION IN THE COUNCIL OF GOVERNMENTS (COG) PARKS AND RECREATION PROGRAM**

Mr. David Pribulka explained that the Board of Supervisors (BOS) has proposed a discussion be had about the responsibility for maintenance and operation issues of our local park systems. Mr. Pribulka stated that this can be resolved by either a separate agreement or memorandum of understanding with the Centre Region Parks and Recreation Department or if further evaluation is warranted.

The BOS has directed staff to provide requested information, staff has met to develop this information, once all information is gathered it will be presented to the BOS. Mr. Pribulka stated that the social media posts that Ferguson Township will be withdrawing from the Parks program is inaccurate and not even a discussion the BOS has had at this point. Information has been requested and that is all at this time. This timeline was included to show the possible next steps. The BOS has not committed to or discussed a policy directive. Mr. Pribulka stated that today he would like to achieve just having the Parks Committee review the proposed framework and gather feedback. Mr. Pribulka reviewed the items that need to be reviewed and what can be handled by PW and Parks and Recreation.

Dr. Muth opened up for Committee comment, Mr. Rick Tetzlaff stated that this took him by surprise and believes that by looking at the timeline there isn't enough time for this to be under consideration.

Ms. Laura Dinnini wanted to reaffirm what Mr. Pribulka has said. Ms. Dininni stated that her opinion is that this was placed prematurely with this Committee in the way it's been perceived. Ms. Dininni reiterated that there is no timeline at all and this is a request for data that has been requested for years. These are questions that have been asked over the years that the comprehensive study did not answer which is why we're here. Dr. Muth stated that the state of this agenda item is very preliminary. Dr. Muth stated that he knows that there are a lot of participates on this meeting that have lots of thoughts but he would like to avoid this meeting to turn into a discussion on something that isn't even happened yet.

#### **IV. CITIZEN'S INPUT**

None.

#### **V. APPROVAL OF MINUTES**

Dr. Muth called for a motion to approve the February 18, 2021 minutes. Dr. Shawna Doerksen moved to accept as written, Mr. Tetzlaff seconded the motion, and the motion passed unanimously.

#### **VI. BIKE ROUTE MARKING – VALLEY VISTA SHARED USE PATH TO TUDEK PARK BIKE PATH**

Dr. Muth stated the Ferguson and Patton Townships have been working together on this agenda item. Ms. Martin stated that Ms. Susan Wheeler prepared this and staff's engineers will be preparing documentation for the sharrows. Mr. Tetzlaff stated his concerns regarding traffic and inquired if a traffic study has been done. Ms. Martin stated that this bike route has been presented in the Centre Region Bike Plan and Ms. Wheeler has done research and followed state guidelines. Ms. Martin stated that this project will be completed in the spring. Ms. Susan Wheeler stated this connector is a great addition and the sharrows will be a good educational marker. This will help educated bicyclist and motorist getting from the bike path to the valley vista shared use path. Ms. Martin stated that staff met last week and discussed they see no reason why Ferguson Township can't participate in this.

Dr. Muth stated that he would like more clarification before a motion to approve can be made including safety issues. Ms. Connie Puckett made a motion to approve the bike route marking, Mr. Tetzlaff seconded the motion, the motion was denied 3 to 2 with Dr. Doersken abstaining from the vote. Mr. Pribulka stated that the Committee's questions can be addressed and this agenda item can be brought back to the Committee at the April meeting.

#### **VII. SUBURBAN PARK UPDATES**

Ms. Martin stated that she wanted to notify the Committee of some engineering updates regarding Suburban Park. Ms. Martin stated that equipment pictures are included in the agenda. Ms. Martin stated that she would like achieve a recommendation of the equipment for the update. The Committee discussed the equipment and had some questions regarding the four person piece equipment. Ms. Martin stated that staff would also like to remove the rock wall and plant trees as a barrier. Ms. Martin also noted that Kiosk options are being looked at as part of the update.

#### **VIII. GREEN INFRASTRUCTURE POLICY**

Ms. Martin stated that the Committee reviewed this last year and a subcommittee was formed and reviewed the draft document. Since then the BOS, CRPR and staff have reviewed comments. This is a pre-final draft of the document. This document can go in front of the BOS as earlier as April. Ms. Martin the reviewed the Green Infrastructure Policy definitions and park classifications with the Committee. Ms. Martin also explained the process of the green infrastructure policy. Dr. Doerksen made a motion

to recommend the Green Infrastructure policy to the BOS, Ms. Tessa Antolick seconded the motion, and the motion passed unanimously.

**IX. FERGUSON TOWNSHIP BIKE MONTH**

Moved to the April agenda.

**X. FUTURE SUMMER MEETINGS**

Dr. Muth reviewed the summer meetings with the Committee. Dr. Doersken made a motion to approve the summer meeting locations, Mr. Rob Demayo seconded the motion, and the motion passed unanimously.

**XI. REPORTS**

**1. STAFF REPORT**

No new reports.

**2. CENTRE REGION PARKS AND RECREATION AUTHORITY REPORT – MR. BILL KEOUGH**

Mr. Keough stated that in the past the Authority has leased outdoor space at three schools because there was a need for additional fields needed for youth sports. Mr. Keough stated that the demand is no longer there so the Authority will not be renewing their leases this year. Mr. Keough also noted that a contest was held regarding the rental of portable restrooms, and the Authority has approved a contract. The Authority also reviewed youth scholarships for the year. Mr. Keough also noted that there has been no new progress with the Whitehall Road Regional Park because the next step lays with the municipalities.

**XII. OPEN DISCUSSION**

None.

**XIII. ADJOURNMENT**

Dr. Muth entertained a motion to adjourn the Thursday, March 18, 2021 Parks and Recreation meeting at 5:45 pm. Dr. Doerksen made a motion to adjourn, Mr. Demayo seconded the motion, and the motion passed unanimously.

RESPECTFULLY SUBMITTED,

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JERRY LEARN, SECRETARY  
FOR THE PARKS AND RECREATION COMMITTEE



Township of

FERGUSON

Pennsylvania

# Proclamation

## THE TOWNSHIP OF FERGUSON, CENTRE COUNTY, PENNSYLVANIA TO SUPPORT AND PROMOTE BIKE MONTH 2021 EVENTS AND ACTIVITIES

*Whereas*, Ferguson Township supports the efforts of CentreBike and the Centre Regional Planning Agency to promote bicycle riding of all types throughout the Centre Region; and

*Whereas*, Ferguson Township recognizes the bicycle is a healthy, convenient, financially and environmentally sound form of transportation and an excellent tool for recreation, physical fitness enjoyment of Centre County's scenic beauty; natural attractions and friendly neighborhoods; and

*Whereas*, Ferguson Township supports the 2021 Bike Month Events and encourages residents and visitors to experience the joys of bicycling through the Bike Scavenger Hunt, Bike Lingo Word Search, Bike Bingo, Bike and Munch, Spring Bike Anywhere Friday, Virtual Biking 101, municipal Bike Chats and simply getting out and going for a ride; and

*Whereas*, the Centre Region is proudly recognized as a Silver level "Bicycle Friendly Community" (BFC) by the League of American Bicyclists (LAB); and

*Whereas*, Ferguson Township will host a Ferguson Township Bike Chat during the month of May to inform citizens about bike facilities and provide an opportunity to ask bicycle related questions; and

*Now, therefore*, the Ferguson Township Board of Supervisors does hereby designate May 2021 as "Bike Month", May 17 through May 23, 2021 as "Bike-To-Work Week", and May 21, 2021 as both "Bike-To-Work Day" and "Centre Region Bike Anywhere Friday."

**Proclaimed this 5<sup>th</sup> day of April 2021.**

Ferguson Township Board of Supervisors,

Laura Dininni, Chair

## 2021 FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE WORK PROGRAM

Approved by Parks and Recreation Committee on :  
 \_\_\_\_\_  
 \_\_\_\_\_

*H = High, M = Medium, L = Low*  
*R/C=Review and Comment, C=Complete*

<b><u>ROUTINE ACTIVITIES</u></b>		Priority	Board Goals	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments
1	Provide recommendations to staff and BOS as requested	H	These activities vary greatly in their scope and support the Committee By laws	All routine items take place on an as needed basis.				
1.1	Assist with the review of municipal code, Park and Recreation, Ch. 16 and CRPR edits to provide BOS recommendations	H						
1.2	Assist staff with the FT RPOS Plan Update	H						
2	Provide comments on subdivision and land development reviews as requested	H						
3	Items referred by the Board	H						
4	Capital Improvements Program	H						
5								

<b><u>(PROPOSED) COMMITTEE DRIVEN GOALS</u></b>		Priority	Board Goals	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments
7	Evaluate process for prioritizing equipment replacement	H						This will involve coordination with Playground Safety Inspector
8	Increase public communication that promotes outdoor recreation at Township parks	H						This will involve coordination with Communications Coordinator
9	Increase education and expand awareness on best practices for invasive vegetation control in green infrastructure spaces at Township parks	M						This will involve coordination with Communications Coordinator

# **Request for Proposals**

## **Ferguson Township Recreation, Park and Open Space Plan Update**

Ferguson Township is accepting proposals for a one-time contract to perform certain professional (consulting) services involving an update to the Ferguson Township Recreation, Parks, and Open Space (RPOS) Plan. The professional consultant will be expected to perform the work as specified in accordance with the specification contained in this proposal.

Proposals must be submitted electronically on a USB drive and labeled “Ferguson Township RPOS Plan Update Proposal” and are due to the Ferguson Township Office, 3147 Research Drive, State College, PA 16801, by **May 31, 2021**, 3:00 P.M. (EST).

**Release Date:**

**Due Date:**



## I. Introduction and Background

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Ferguson Township is a Home Rule Municipality located in southwestern Centre County, Pennsylvania. The Township encompasses 52 square miles and includes twelve local parks, as well as one regional park (Whitehall Road Regional Park) that remains undeveloped. Each of the Township parks vary in terms of their “completeness,” with some being fully developed and others only having certain phases completed or partially complete. All parks excluding Whitehall Road Regional Park and Songbird Sanctuary have at least been partially developed.

Historically, the Township has implemented varying strategies for parkland development. In some cases, parkland is dedicated through the subdivision and land development approval process. In others, land has been acquired through fee simple conveyance by the Township and designated for parkland development. Additionally, the Township has acquired land for environmental conservation and has plans to develop “passive” recreational amenities to serve dual community purposes. This is the case for Songbird Sanctuary and the Park Hills Drainageway (not officially designated as parkland). Also of note is the process for a developer paying a *fee-in-lieu of dedication of parkland* during the subdivision and land development process. The ordinance reference below describes this process. The *fee-in-lieu* amount is based on an assumption of persons per dwelling unit that was determined by the RPOS Plan in 2009.

Operationally, the Township is a party to the Centre Region Parks and Recreation (CRPR) Authority under the umbrella of the Centre Region Council of Governments (COG). CRPR handles most maintenance of our parks as well as programming. The Township is responsible for acquisition, planning, and development of all local parks. Whitehall Road Regional Park is an exception to this. The Township has one park (the Louis E. Silvi Baseball Complex) that is not managed by CRPR. In that exception, a local youth baseball organization maintains the park in exchange for priority use. In 2021, the Ferguson Township Board of Supervisors directed staff to conduct an evaluation of the cost of managing park maintenance and programming locally and withdrawing from the CRPR program. This analysis is expected to be completed by the end of the year.

## II. Project Scope

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Ferguson Township seeks proposals for professional services from qualified consultants to assist the Township with the update to the Recreation, Parks and Open Space Plan. The update will provide a 10-year outlook and vision for the Township parks, recreational facilities, and open space. The update will drive near-term and long-range planning, ensure our parks provide recreational opportunities for all members of our diverse community, and direct decision-making and resources toward a clearly defined vision for the future. The plan will include research, data gathering and analysis on items outlined in Appendix (A), community involvement, needs assessment and development of goals, recommendations, and action plans for all aspects of the Plan. The selected firm will have proven experience and knowledge in

park and recreation planning, master plan preparation, inclusive practices, physical park access issues, project management, effective public involvement, and board presentations.

The Recreation, Parks and Open Space Plan establishes goals, standards, guiding policies and action plans to guide the Township in the development, acquisition, operations and maintenance of Township parks, recreational facilities, and open spaces. It is intended as a planning tool that addresses current and future needs and must provide recommendations for a systemic and prioritized approach to implementation of parks and recreational projects. State and nationally recognized standards for park and recreation facilities establish general thresholds that should be recognized and considered, however, the standards and policies set forth in the Plan should be unique and specific to the community needs of Ferguson Township.

The work described in this section is the minimum requirements to complete this process. In submittal responses to the RFP, consultants should propose additions or edits to this scope of work that lend to the best process and results. The Township is seeking an effective, efficient, and creative approach to providing these deliverables and meeting the Township's goals and timeline for this project.

Tasks include, but may not be limited to the following:

1. Project Management

Provide an outline of the process, timing, and schedules from start of project to completion, concluding with Township Board of Supervisors consideration of the Plan Update, including allowances for progress reports to the Parks and Recreation Committee, RPOS Steering Committee, staff review periods and edits, in a timely and budget conscious manner.

2. Township Policy and Document Review

Provide an overview on the review and assessment of relevant plans, policies, projects, both internal and external to the Township, and data from existing resources that can be utilized in the Plan Update. The Consultant will be expected to obtain adequate knowledge about Ferguson Township as it pertains to preparing an update to the Recreation, Parks and Open Space Plan. This includes the review, evaluation and consideration of existing reports and information in the process of updating the Plan, including, but not limited to the following:

- 2009 Ferguson Township Recreation, Parks and Open Space Plan
- Ferguson Township Parks and Neighborhoods Map
- 2020 Centre Region Comprehensive Recreation, Parks and Open Space Plan
- 2013 Centre Region Comprehensive Plan
- Ferguson Township 2020 Capital Improvement Plan (Fund 34 - Park and Recreation)
- Ferguson Township Code of Ordinances, Chapter 16, Park and Recreation

- Ferguson Township Code of Ordinances, Chapter 22, Subdivision and Land Development; Section 22-513, Public Use and Service Areas
- Ferguson Township Green Infrastructure Policy
- Ferguson Township Code of Ordinances, Chapter 22, Subdivision and Land Development; Part 5C, Off-Street Parking and Loading

### 3. Planning Context

Discuss the community profile that provides the framework for the RPOS Plan. This should include a discussion of the natural resources, political and geographical boundaries with respect to internal and external influences, and the population/demographic/socio-economic profile.

### 4. Community Involvement Process

Create and implement a comprehensive strategy and methodology for community involvement that includes, but not limited, to the following:

1. Identify relevant stakeholders in the plan update process to participate in the RPOS Plan development for effective engagement and community involvement at public events.
2. Development of effective public information materials (website, social media, brochures, etc).
3. Conduct a community survey with a return rate that accurately represents a sampling of the community population to identify community needs and issues, assess changing demographic and community short and long-term needs and desires.
4. Conduct and facilitate public community meetings and focus groups, including meeting(s) with the Parks and Recreation Committee and individual stakeholder interviews and provide written record and summaries of the results of all public process, meetings, and communication strategy for engagement.
5. Discuss the community involvement process in consideration of the restrictions due to the pandemic.

### 5. Parks, Recreation Facilities and Shared-Use Needs Assessment

Inventory and analyze parks and open space system, sport fields and facilities. Determine the levels of services for parks and recreation facilities with projected growth including park access issues including parking. Evaluate how Township parks and recreation facilities meet current and future needs, summarize regional, new,

emerging, and declining, trends in recreation activities and whether modifications and/or additions will be required.

6. Parks, Recreation and Open Space Administration, Financing and Maintenance Operations

Describe park management and organizational structure; functions, roles and responsibilities; and the process for parkland acquisition, park development, park master planning, park, open space and recreation facility maintenance, recreation facility and park operation, and recreation programming. Discuss briefly relevant history, budgeting process and responsibilities. Discuss strengths, challenges and obstacles with the administration, finance and maintenance and present opportunities to which include the fee-in-lieu of parkland dedication.

7. Recommendations

Establish the Plan goals, strategies, and priority criteria and methodology based on an articulated vision for Ferguson Township parks, recreational facilities, open space, shared-use facilities, and desired level of service to meet current and future needs. This deliverable should include recommendations on inclusive practices in the area of park usage and access. This deliverable should also outline priorities for the maintenance, repair and rehabilitation of existing parks and recreational facilities, as well as opportunities for potential enhancement, access improvements and expansion. All recommendations should reflect short-term and long-term maintenance needs and risk management considerations.

8. Financial Evaluation and Prioritization

Develop financial cost estimates, alternative funding strategies, and optimal financial plan for implementation of the RPOS Plan Update recommendations, both maintenance and capital. Create framework for communicating and prioritizing the financial resources required to sustain current and desired needs at the appropriate level of service. Evaluate the viability, cost-effectiveness and return on investment of suggested strategies and recommendations.

9. Action Plan with Plan Development and Timeline

Develop a timeline for submission of the plan elements for review at various milestones for the Parks and Recreation Committee, Parks and Recreation Committee to provide effective and timely feedback and support. List three milestones and the desired timeline for achieving the goal of bringing the Plan Update to the Ferguson Township Board of Supervisors for consideration to review and provide comment at one Regular Meeting and a second final attendance for the Ferguson Township Board of Supervisors to take action. Plan development should include, at minimum (1) meeting with Parks and Recreation Committee meetings to provide input and at least two (2) meetings with the Steering Committee for discussion and at least two (2) public meeting.

## 10. RPOS Plan Update Submission

**Draft Plan:** The consultant will deliver three (3) printed and bound color copies and an electronic copy and prepare written and graphic materials to present the draft plan at one (1) Parks and Recreation Committee meeting.

**Final Plan:** The consultant will deliver three (3) printed and bound color copies and an electronic copy and prepare written and graphic materials to present the final plan at no more than two (2) Board of Supervisors meeting.

### III. Proposal Submittal Format

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The following minimum information should be provided in your proposal:

#### 1. Title Page

Include the proposal subject, the firm name, address, telephone number and website. Also include contact information for the primary person responsible for the proposal and who will be the point of contact for the Township on all correspondence and communication pertaining to the RFP.

#### 2. Statement of Project Understanding

Provide a detailed discussion of your understanding of the nature of the work, approach to be taken to accomplish the project and your vision; highlighting qualifications and strengths that will single out your firm as the best for this project.

#### 3. Consultant's Work Plan

Explain in detail your proposed work plan with project schedule, timeline, milestones and deliverables to address the scope of work including all anticipated tasks, along with any supplemental tasks you deem necessary for successful completion of this project. Include a spreadsheet showing all project tasks, along with the proposed project team member assigned to each task and their estimated hours.

#### 4. Community Involvement

Describe your approach to community involvement and how your firm will solicit, gather and compile and analyze community input in this process.

#### 5. Statement of Experience and Qualifications

Provide a summary of your firm's background and capabilities, including information on the firm's history and areas of specialization or expertise as it relates to this Plan Update project. Explain fully your firm's ability to perform the work stated in this RFP. Submit a resume for each member of the consultant team that will be assigned to this project. List three (3) representative Recreation, Plan Open Space Plan projects your firm has completed. Submit an electronic PDF version of the (3) Plans to [admin@twp.ferguson.pa.us](mailto:admin@twp.ferguson.pa.us) by RFP due date and time.

#### 6. References

Provide three (3) recent public agency references for your proposed Project Manager(s) and other key staff or sub-consultants; include names, addresses, email addresses and telephone numbers.

#### 7. Cost Proposal

Provide a breakdown of the fee by task, identify project team members, billing rates and estimated hours per tasks. Include information of any other incidental cost such as mileage, etc. Present a prioritized list of optional tasks being recommended and included in the breakdown of fees by tasks.

#### 8. Consulting Services Insurance

Provide confirmation of your firm's ability to perform the services described and meet requirements to be insured.

### IV. Selection Process

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Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP may cause for rejection of the proposal. It is likely that selected applicants will be selected for interviews and will be notified after the proposal submittal date to arrange an interview time.

Proposals submitted will be evaluated based upon, but not limited to, the following:

- Quality of the proposal
- Qualifications, education, and experience of assigned personnel
- Approach to the RPOS Plan Update process and schedule with demonstrated clear understanding of project tasks
- Overall responsiveness of consultant's work plan to the RFP scope of work
- Experience in working with municipal governments including parks and recreation departments.
- Record of experience in strategic and master planning for parks, open space, recreation
- Cost approach for services

**RFP Schedule and Key Dates (subject to change)**

Milestone	Date
RFP Issued	April 21, 2021
Proposals Due	May 31, 2021
Consultant Interviews (if necessary)	June 9-23, 2021
Consultant selection	June, 2021
Township Board consideration/approval of consultant agreement	July, 2021
Project Begins	August 2021

V. **Submit Proposal**

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Electronic copies of proposal must be received by Monday, May 31, 2021 by 3:00 PM.  
Proposals must be sent to:

Ferguson Township Administration Office  
3147 Research Drive  
State College, PA 16801  
E-mail: [admin@twp.ferguson.pa.us](mailto:admin@twp.ferguson.pa.us)  
Phone: 814-238-4651

Inquiries concerning this Request for Proposals should be directed by email to Centrice Martin, Assistant Township Manager, at [cmartin@twp.ferguson.pa.us](mailto:cmartin@twp.ferguson.pa.us).

VI. **General Conditions**

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1. Ferguson Township reserves the right to:

- Waive any informalities or minor irregularities.
- Accept or reject any and all proposals, or any items or part thereof
- Withdraw or cancel this RFP at anytime without prior notice and the Township makes no representations that any contract will be awarded to any proper(s) responding to this RFP
- Modify the RFP as it deems necessary.
- Make available the proposals received by the Township to any person upon request. Any information submitted to the Township becomes a public record and subject PA Right-To-Know LAW
- Seek any clarification or additional information from proposers as it deemed necessary to the evaluation of a response.
- Negotiate with the second choice proposers if an acceptable contract is unable to be negotiated with the first-choice proposer within a reasonable period of time

## Request for Proposals

### Ferguson Township Recreation, Park and Open Space Plan Update

- Reject any or all proposals, and to seek new qualifications when it is in the best interest of the Township.
  - Judge the correctness, substance, and relevance of the proposers' written or oral representations, including seeking and evaluating independent information on any of the proposer's work cited as relevant experience.
  - Contract with separate entities for various components of the services
2. All expenses related to any firm's response or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that firm. The Township will not, directly or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.
  3. The firm awarded the contract will be required to enter into a Professional Services Agreement with the Township of Ferguson.

DRAFT





**Staff Report  
April 15, 2021**

1. Staff received a pavilion rental permit for Fairbrook Park from 4-6pm on May 20, Homestead Park from 4-6pm on June 17, Autumnwood Park from 4-6pm on September 16 for future meetings.
2. The Board of Supervisors authorized staff to submit for a grant in the amount of \$250,000 from the Greenways, Trails and Recreation Program through the PA Department of Community and Economic Development for the Park Hills Drainage Program. Township Engineer organized a project team with NTM Engineering to design a naturalistic improvement to the eroded drainageway. Assistant Manager is collaborating with Township Engineer to submit grant application by May 31.
3. The proposed Green Infrastructure Policy will go to the Board of Supervisors for their consideration on April 19.



## Pavilion Rental Permit

Thank you for renting a pavilion with Centre Region Parks and Recreation. This will serve as your pavilion rental permit and includes your rental information below. Also included are the Park Rules and Regulations for all rentals and park activities. We recommend that you bring this permit with you on the day of your rental in case there are any drop-in users of your pavilion.

### Your Permit Info:

**Fairbrook Park Pavilion**  
**1210 Tadpole Rd.,**  
**Pennsylvania Furnace, PA 16865**

Reservation #**00717779**, Reservation Year: **2021**

Reservation Use: **Ferguson Twp. Parks & Rec Committee Meeting**

Reservation Description:

Reservation Dates and Times:

**1. 5/20/2021 4:00 PM – 5/20/2021 6:00 PM**

Group Size: **10**

# of Guests Expected: **10**

### Permit Holder:

**\* Ferguson Township**  
**Centre Region Parks & Recreation**  
**3147 Research Drive,**  
**State College, PA 16801**  
**(814) 238-4651**

**[cmartin@twp.ferguson.pa.us](mailto:cmartin@twp.ferguson.pa.us)**

Amount Paid: **0.00**

Thank you for renting with Centre Region Parks and Recreation! Please be sure to review the following rules and regulations to ensure that your rental will be in compliance during your time in the park:

\* The season for pavilion rentals runs from the first Saturday in April through the end of October, and the daily rental period runs from 8 AM-8 PM.

\* Pavilions not reserved in advance by another group may be used (without a reservation) at no charge by a "single-family group" on a first-come, first-serve basis.

\* In line with municipal park ordinances, and in order to protect park facilities, pavilion reservations are required for all "non-family" or "multiple-family" groups.

\* Reserving groups are entitled to sole occupancy of the rented pavilion.

\* Per municipal ordinances, the possession or consumption of alcoholic beverages and/or illegal drugs on park properties is prohibited; if groups are caught with alcohol and/or illegal drugs on-site, rental privileges can be revoked.

\* All rentals are responsible for disposing of all trash in the appropriate trash receptacle. Please DO NOT dispose of any hot coals in the trash containers.

\* All charcoal briquettes should be spread for cooling at the conclusion of the pavilion rental. If water is available, please sprinkle water on the briquettes to ensure that they are extinguished. Be careful of any ash/smoke rising from this process.

\* For anyone bringing in a charcoal/gas grill, the grill must be set-up outside of the pavilion, well past the roof overhang.

\* Driving on grass and sidewalks is not allowed. A few parks have paved vehicle access to the pavilions for unloading/loading which requires a bollard key from the Agency (deposit required). Driving to the pavilion, in this case, is allowed. Please return all bollard keys to the Agency on the next business day. In the summer months, a drop box is available 24/7 at 2040 Sandy Drive, Suite A.

\* Music volume is not allowed to extend past the edge of the pavilion. 8" speakers are the maximum size allowed, and volume



#### Pavilion Rental Permit

is to remain low.

\* All people attending your pavilion rental are allowed to bring leashed dogs; dogs must remain on leash at all times and attendees are responsible for cleaning up after their pet(s).

#### Permit Revision Fee

Once a pavilion rental payment is received, any revision (site, date, time) to that reservation is subject to a \$20 Revision Fee, payable at the time of revision. The Revision Fee is not eligible for refund, transfer or credit.

#### Cancellation Policy

\* Any cancellation within a minimum of 8 days in advance of the reserved time is eligible for a refund, credit or transfer to another date or site (in the same year) minus the \$20 Revision Fee.

\* Any cancellation less than 8 calendar days prior to the reserved time is not eligible for a refund, credit or transfer.

#### Inclement Weather Policy

If heavy rain/downpours, thunderstorms, flooding, or high-wind conditions prohibit the scheduled pavilion use, a request must be submitted to the Agency's Office no later than 5 PM on the first business day after the reservation. The Agency will attempt to reschedule the group at no additional charge during the current season (April-October), pending availability. If rescheduling cannot be accommodated, a refund or credit is provided minus the \$20 Revision Fee.



## Pavilion Rental Permit

Thank you for renting a pavilion with Centre Region Parks and Recreation. This will serve as your pavilion rental permit and includes your rental information below. Also included are the Park Rules and Regulations for all rentals and park activities. We recommend that you bring this permit with you on the day of your rental in case there are any drop-in users of your pavilion.

### Your Permit Info:

**Homestead Park Pavilion**  
**145 Farmstead Ln.,**  
**State College, PA 16803**

Reservation #**00717779**, Reservation Year: **2021**

Reservation Use: **Ferguson Twp. Parks & Rec Committee Meeting**

Reservation Description:

Reservation Dates and Times:

**1. 6/17/2021 4:00 PM – 6/17/2021 6:00 PM**

Group Size: **10**

# of Guests Expected: **10**

### Permit Holder:

**\* Ferguson Township**  
**Centre Region Parks & Recreation**  
**3147 Research Drive,**  
**State College, PA 16801**  
**(814) 238-4651**

**[cmartin@twp.ferguson.pa.us](mailto:cmartin@twp.ferguson.pa.us)**

Amount Paid: **0.00**

Thank you for renting with Centre Region Parks and Recreation! Please be sure to review the following rules and regulations to ensure that your rental will be in compliance during your time in the park:

\* The season for pavilion rentals runs from the first Saturday in April through the end of October, and the daily rental period runs from 8 AM-8 PM.

\* Pavilions not reserved in advance by another group may be used (without a reservation) at no charge by a "single-family group" on a first-come, first-serve basis.

\* In line with municipal park ordinances, and in order to protect park facilities, pavilion reservations are required for all "non-family" or "multiple-family" groups.

\* Reserving groups are entitled to sole occupancy of the rented pavilion.

\* Per municipal ordinances, the possession or consumption of alcoholic beverages and/or illegal drugs on park properties is prohibited; if groups are caught with alcohol and/or illegal drugs on-site, rental privileges can be revoked.

\* All rentals are responsible for disposing of all trash in the appropriate trash receptacle. Please DO NOT dispose of any hot coals in the trash containers.

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\* For anyone bringing in a charcoal/gas grill, the grill must be set-up outside of the pavilion, well past the roof overhang.

\* Driving on grass and sidewalks is not allowed. A few parks have paved vehicle access to the pavilions for unloading/loading which requires a bollard key from the Agency (deposit required). Driving to the pavilion, in this case, is allowed. Please return all bollard keys to the Agency on the next business day. In the summer months, a drop box is available 24/7 at 2040 Sandy Drive, Suite A.

\* Music volume is not allowed to extend past the edge of the pavilion. 8" speakers are the maximum size allowed, and volume



#### Pavilion Rental Permit

is to remain low.

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## Pavilion Rental Permit

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### Your Permit Info:

**Autumnwood Park Pavilion**  
**2207 Autumnwood Dr.,**  
**State College, PA 16801**

Reservation #**00717779**, Reservation Year: **2021**

Reservation Use: **Ferguson Twp. Parks & Rec Committee Meeting**

Reservation Description:

Reservation Dates and Times:

**1. 9/16/2021 4:00 PM – 9/16/2021 6:00 PM**

Group Size: **10**

# of Guests Expected: **10**

### Permit Holder:

**\* Ferguson Township**  
**Centre Region Parks & Recreation**  
**3147 Research Drive,**  
**State College, PA 16801**  
**(814) 238-4651**

**[cmartin@twp.ferguson.pa.us](mailto:cmartin@twp.ferguson.pa.us)**

Amount Paid: **0.00**

Thank you for renting with Centre Region Parks and Recreation! Please be sure to review the following rules and regulations to ensure that your rental will be in compliance during your time in the park:

\* The season for pavilion rentals runs from the first Saturday in April through the end of October, and the daily rental period runs from 8 AM-8 PM.

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\* Music volume is not allowed to extend past the edge of the pavilion. 8" speakers are the maximum size allowed, and volume



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