



TOWNSHIP OF FERGUSON

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FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE

Meeting Agenda

Thursday, May 20, 2021, 4:00 P.M.

Fairbrook Park

- I. CALL TO ORDER
- II. CITIZEN'S INPUT
- III. APPROVAL OF MINUTES
- IV. UNFINISHED BUSINESS
 1. PLAYGROUND SAFETY INSPECTION REPORT – JEFF RESSLER, ZONING ADMINISTRATOR

Narrative

The Township appropriates funds for the Zoning Administrator, Jeff Ressler, to receive up-to-date training on playground safety issues including hazard identification, equipment specifications, surfacing requirements and risk management methods. Mr. Ressler is a Certified Playground Safety Inspector and is responsible for conducting annual playground inspections at Township parks. Observations made by Mr. Ressler on playground equipment repair or replacement are reported to the Assistant Township Manager and Township Manager, as well as Centre Region Parks and Recreation (CRPR). Repair and replacement items are prioritized based on nature of repair, level of concern for safety and available resources including funds. Mr. Ressler is present to provide information. The Township budgets a contingency annually that is expended at the Manager's discretion to address safety hazards.

STAFF RECOMMENDATION

That the Committee **receive** the 2020 playground inspection and maintenance report.

2. REVIEW OF THE REQUEST FOR PROPOSALS FOR THE RECREATION, PARKS AND OPEN SPACE PLAN UPDATE SCORECARD

Narrative

Provided with the agenda is the Request for Proposals (RFP) for the Recreation, Parks, and Open Space Plan Update that was released on April 22, 2021. In collaboration with staff, the Parks Committee will evaluate the responses using the final version of the attached scorecard. RFP responses are due on May 31 and will be emailed to committee members for review and opportunity to present a recommendation to staff at the June 17 meeting.

STAFF RECOMMENDATION

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

V. NEW BUSINESS

1. FERGUSON TOWNSHIP 2022-2026 CAPITAL IMPROVEMENT PROGRAM BUDGET – PARKS TOUR

Narrative

The Township is preparing the 2022 – 2026 Capital Improvement Plan (CIP). The CIP is a five-year guiding document the Township uses to plan for large expenditures, which are typically defined as items costing \$2,500 or more with a life expectancy of more than one year. Park capital improvements are typically included in the CIP. It is suggested that the Parks and Recreation Committee discuss a possible parks tour to review planned improvements within the life of the CIP. A tour would give staff feedback on any changes that should be made prior to presentation to the Board of Supervisors. It would also give Committee members a chance to discuss park improvements onsite. Staff will distribute a Doodle poll to coordinate dates. It is expected the tour will take approximately four hours. Members will need to arrange for transportation to conduct the socially distant group tour. Members may submit mileage for reimbursement as provided for in the Township policy.

STAFF RECOMMENDATION

That the Committee *discuss* options for the annual parks tour.

VI. PROCLAMATION - 2021 PARKS AND RECREATION MONTH

Narrative

Proclaiming July as Park and Recreation Month is an opportunity for Ferguson Township to acknowledge the importance of parks and recreation and the benefits it provides to the people we serve. Provided with the agenda is a drafted proclamation.

Recommended motion: That the Committee recommend the Board of Supervisors adopt the proclamation designating July as Parks and Recreation Month in Ferguson Township

STAFF RECOMMENDATION

That the Committee *recommend* adoption of the Proclamation.

VII. REPORTS

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

VIII. OPEN DISCUSSION

IX. ADJOURNMENT

FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE

MEETING MINUTES

THURSDAY, April 15, 2021

4:00 P.M.

I. ATTENDANCE

The Parks and Recreation Committee held its regular meeting on Thursday, April 15, 2021, via Zoom in attendance were:

Committee:

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

Staff:

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

Others in attendance: David Stone, NVEC member.

II. CALL TO ORDER

Dr. Norris Muth called the Thursday, April 15, 2021 Park and Recreation meeting to order at 4:02 pm.

III. CITIZEN'S INPUT

IV. APPROVAL OF MINUTES

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

V. UNFINISHED BUSINESS

1. 2021 FERGUSON TOWNSHIP BIKE MONTH

Mr. Pribulka stated that at the last Board of Supervisors meeting they approved a proclamation that the month of May be bike month. This will include small events within the month to promote different incentives to bike in the community. There will be a virtual bike chat that will be held on May 23rd. Mr. Pribulka asked if a Parks Committee member would like to volunteer to speak on behalf of the Committee at the bike chat. Dr. Doerksen volunteered to attend if her schedule allows.

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

Dr. Muth explained that he, Dr. Doerksen, Ms. Martin met to review the goals and they compiled a list. Dr. Doerksen stated that the compiled goal list is attached in the agenda. Dr. Muth went over the goals with the Committee Members. Mr. Bill Keough suggested adding building community friendships to the Committee's work plan, an example for this would be a pocket park within in a neighborhood to get neighbors to get to know each other. Mr. Pribulka stated that this pocket park is a good idea and gave some background. The Committee agreed that this would be a good topic to discuss at a later meeting. **Dr. Muth called for a motion to accept the goals as written, Ms. Connie Puckett made a motion to approve, Mr. DeMayo seconded the motion, and the motion passed unanimously.**

VI. NEW BUSINESS

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

Mr. Pribulka stated that there is a narrative attached in the agenda for the Township Recreation Parks, and Open Space Plan Update. Mr. Pribulka stated that this plan is about 10 years old and is due for an update. Mr. Pribulka reviewed the plan update, discussed parkland fee in lieu, and revenue with the Committee. Mr. Pribulka noted that there is funding in the budget for the cost of this project. **Mr. Pribulka stated that a draft request for proposals (RFP) is attached in the agenda, he would like the Committee to review and endorse the RFP. Dr. Muth asked Committee Members if they consent to the RFP. The Committee agreed.**

VII. REPORTS

1. STAFF REPORT

Mr. Pribulka stated that Ms. Martin is starting to reserve pavilions for the Parks Committee meetings. The May meeting will be held at Fairbrook Park. Mr. Pribulka stated that a grant application is currently being prepared for the Park Hills Drainageway project.

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

Mr. Keough stated that regionally there has been a huge increase in pavilion rentals. The Park Authority met with Stahl Sheaffer to discuss the possibility of removing infrastructure for the Whitehall Road Regional Park to help with cost.

VIII. OPEN DISCUSSION

Dr. Doerksen would like to make a request for a future agenda item. She would like to invite Mr. Jeff Ressler the Township's playground safety inspector. She would like the Committee to see his process for doing a playground inspection.

IX. ADJOURNMENT

Dr. Muth entertained a motion to adjourn the Thursday, April 15, 2021 Parks and Recreation meeting at 5:08 pm. Dr. Doerksen made a motion to adjourn, Mr. Rick Tetzlaff seconded the motion, and the motion passed unanimously.

RESPECTFULLY SUBMITTED,

JERRY LEARN, SECRETARY
FOR THE PARKS AND RECREATION COMMITTEE

Request for Proposal Scorecard
Recreation, Parks, and Open Space Plan Update

Reviewed by:

	Criteria	Consultant A			Consultant B		
		Points	Weighting	Total	Points	Weighting	Total
50%	Responsiveness to RFP Scope of Work		20%	0		20%	0
	Quality of proposal		10%	0		10%	0
	Approach to the Update process with itemized project tasks		20%	0		20%	0
30%	Qualifications of assigned personnel		10%	0		10%	0
	Experience working with municipal governments		10%	0		10%	0
	Experience working on parks and recreation projects		10%	0			0
20%	Cost approach for services		20%	0		20%	0
100%	Total:		100%	0		100%	0

Legend Score	
10	Fully accomplished
7	Mostly accomplished
3	Partially accomplished
0	Not usable

Request for Proposal Scorecard
Recreation, Parks, and Open Space Plan Update

Reviewed by:

	Criteria	Consultant C			Consultant D		
		Points	Weighting	Total	Points	Weighting	Total
50%	Responsiveness to RFP Scope of Work		20%	0		20%	
	Quality of proposal		10%	0		10%	
	Approach to the Update process with itemized project tasks		20%	0		20%	
30%	Qualifications of assigned personnel		10%	0		10%	
	Experience working with municipal governments		10%	0		10%	
	Experience working on parks and recreation projects		10%	0			
20%	Cost approach for services		20%	0		20%	
100%	Total:		100%	0		100%	

Legend Score	
10	Fully accomplished
7	Mostly accomplished
3	Partially accomplished
0	Not usable

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.

Two printed and bound color copies and an electronic copy on a USB drive labeled “Ferguson Township RPOS Plan Update Proposal” and are due to the Ferguson Township Office, attention Centrice Martin, Assistant Township Manager, 3147 Research Drive, State College, PA 16801, by May 31, 2021, 3:00 P.M. (EST).

Release Date: Monday, April 22, 2021

Due Date: Monday, May 31, 2021

I. Introduction and Background

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 Ferguson Township 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

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 relevant items, 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 and 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 an 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 and for the Parks and Recreation Committee to provide effective and timely feedback and support. The Parks and Recreation Committee meet every third Thursday of each month. 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 a kick-off meeting with staff and, at a minimum, three (3) meetings with Parks and Recreation Committee to provide updates, have discussion and receive input on progress as well as coordinate to hold at least two (2) public meeting.

10. RPOS Plan Update Submission

Draft Plan: The consultant will deliver an electronic copy and prepare written and graphic materials to present the draft plan at one (1) Parks and Recreation Committee meeting then present the draft plan at a Board of Supervisors meeting with written draft including comments made by Parks and Recreation Committee on the draft Plan.

Final Plan: The consultant will deliver five (5) 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

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 on the USB drive three (3) Master Plans or RPOS Plans.

6. References

Provide three (3) recent public agency references for your proposed Project Manager(s) and other key staff or sub-consultants. Please include contact information.

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 milage, etc. Present a prioritized list of optional tasks being recommended and included in the breakdown of fees by tasks.

8. Certificate of Insurance

Provide a copy of certificate of insurance.

9. Agreement for Professional Services

Provide the signed agreement of professional services that is attached as Exhibit A.

IV. Selection Process

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:

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

RFP Schedule and Key Dates (subject to change)

Milestone	Date
RFP Issued	April 22, 2021
Proposals Due	May 31, 2021
Consultant Interviews (if necessary)	June 9-23, 2021
Consultant selection	June 28, 2021
Township Board consideration/approval of consultant agreement	July 19, 2021
Project Begins	August 2021

V. Submit Proposal

Two printed and bound color copies and an electronic copy of proposal provided on a USB flash drive must be received by Monday, May 31, 2021 by 3:00 PM.

Proposals must be sent to:

Ferguson Township Administration Office
Attention: Centrice Martin, Assistant Township Manager
3147 Research Drive
State College, PA 16801

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

VI. General Conditions

1. Ferguson Township reserves the right to:
 1. waive any informalities or minor irregularities; and
 2. accept or reject all proposals, or any items, or part thereof; and
 3. withdraw or cancel this RFP at anytime and the Township makes no representations that any contract will be awarded to any proper(s) responding to this RFP; and
 4. modify the RFP as it deems necessary; and
 5. make available proposals received by the Township upon request as information submitted to the Township is a public record and subject PA Right-To-Know LAW; and
 6. seek any clarification or additional information from proposers as it deemed necessary to the evaluation of a response; and
 7. negotiate with the second-choice proposers if an acceptable contract is unable to be negotiated with the first-choice proposer within a reasonable period; and
 8. reject any or all proposals, and seek new qualifications when it is in the best interest of the Township; and
 9. 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; and
 10. contract with separate entities for various components of the services.

1. 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.

2. The firm awarded the contract will be required to enter into a Professional Services Agreement with the Township of Ferguson.

Exhibit A
Agreement for Professional Services

This Agreement made and entered into this _____ day of _____, 2021, by and between the Township of Ferguson, Centre County, Pennsylvania, hereinafter referred to as the "Township" and _____, hereinafter referred to as "Consulting Firm".

WHEREAS, the TOWNSHIP desires to have certain one-time professional consulting work done involving an update to the Recreation, Parks and Open Space Plan; and,

WHEREAS, the TOWNSHIP desires to enter into a contract for this work as indicated in the Request for Proposals, hereinafter referred to as "RFP", and made a part of this agreement, included herein by specific reference, and attached as Appendix A to this agreement; and,

WHEREAS, the Consulting Firm desires to provide services requested in the RFP to the TOWNSHIP based on the formal proposal submitted in response to the TOWNSHIP's RFP, said proposal made a part of this agreement, included herein by specific reference and attached as Appendix B to this agreement; and

WHEREAS, the parties to this agreement have further negotiated changes or additions to Appendix A and/or Appendix B and have set forth these changes or additions as Addendum to this agreement as follows: None

AND WHEREAS, the Consulting Firm is equipped and staffed to provide the services set forth in the RFP;

NOW, THEREFORE, the parties mutually agree as follows: TERMS AND CONDITIONS

THE CONSULTING FIRM WILL:

- Provide professional consulting services as specified in the RFP and accepted by the Consulting Firm's proposal and amended by any addendum listed herein and attached hereto.
- Assign the following individuals to do the PROJECT STUDY COMMITTEE'S required work as the minimum number of hours as indicated:

_____	_____
Name	Hours
_____	_____
Name	Hours
_____	_____
Name	Hours

Any changes to the staffing proposed above shall be subject to the approval of the TOWNSHIP, however, staff changes by the Consulting Firm will not be denied where the staff replacement is of equal ability or experience to the predecessor.

THE TOWNSHIP WILL:

- Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for the total amount not to exceed \$_____.
- Provide reasonable access to all TOWNSHIP, facilities, and information necessary to properly conduct and complete the work required under this Agreement.
- Bear the responsibility for implementing any recommendations made by the Consulting Firm in conjunction with the work performed hereunder unless implementation is required as a part of the requested work in the RFP, the Consulting Firm's proposal, or any negotiated addendum that is part of this agreement.
- Make payments (less 10%) to the Consulting Firm within thirty (30) days after receipt of a properly prepared invoice for work satisfactorily completed.

FURTHER, IT IS AGREED BY BOTH PARTIES THAT:

The final product produced by the Consulting Firm pursuant to this agreement, including the Recreation, Parks and Open Space Plan Update narrative report, figures, drawings, graphic materials and other documents prepared by the Consulting Firm and intended to be appended to the master plan narrative report or be included by reference, shall be owned by the TOWNSHIP.

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

WITNESS:

WITNESS:

FOR FERGUSON TOWNSHIP:

TITLE: _____

FOR THE CONSULTING FIRM:

TITLE: _____

DRAFT

PARKS AND RECREATION

The proposed five-year Capital Improvement Program Budget for Parks and Recreation (not including CRCOG) totals **\$1.98 Million or 19.0% of the Capital Reserve Fund Requests**. The following projects are recommended in the upcoming five years.

These projects represent the park improvements to meet the growing needs of the Township's residents and are consistent with the Township's Recreation, Parks and Open Space Plan, and each of the parks' master plans. The projects are proposed to be paid for through grant funds, parkland fee-in-lieu funds, and general funds. It should be noted that the Township is a partner in the Centre Region Parks and Recreation, Centre Region Parks and Recreation Authority, and in the various regional programs offered by the CRCOG. Long-term debt has been issued to renovate and expand the two regional pools and regional parks. The Township's portion of the repayment is now incorporated into the Township's annual operating costs.

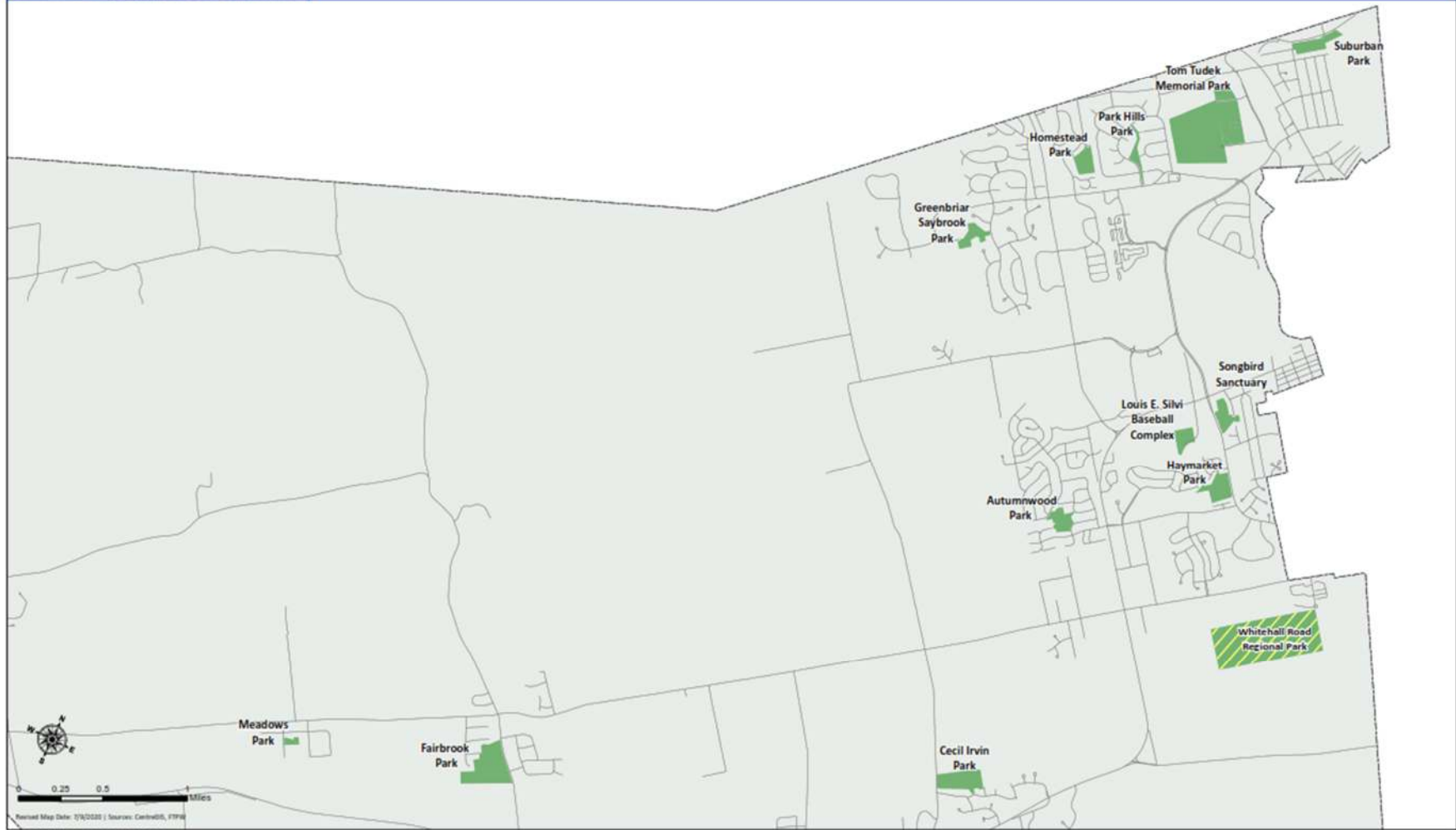
The 2021-2025 CIP includes Suburban Park phase A improvements, Cecil Irvin Park improvements, Tudek Park Phase IIIA, and restroom facilities at Haymarket Park.

The CIP also includes two park master plan updates. Fairbrook and Greenbriar/Saybrook Parks

FERGUSON TOWNSHIP							
2021 – 2025 CIP CAPITAL EQUIPMENT DETAIL-CASH BASIS							
PARK IMPROVEMENT FUND 34							
34,400,452.750							
Description	Loan/Grant Amount	2021	2022	2023	2024	2025	TOTAL
Cecil Irvin Park Phase II	160,000		320,000				320,000
Community Orchard Program			10,000				10,000
Compost Facility at Meadows Park						5,000	5,000
Compost Toilet in Township Park			25,000				25,000
Fairbrook Park Master Plan Update		25,000					25,000
Fairbrook Park Native Landscape Areas			6,000				6,000
Fence Installation @Louis E Silvi Baseball Field		6,000					6,000
Greenbriar/Saybrook Master plan				25,000			25,000
Haymarket Restroom Facilities				120,000			120,000
Homestead Park Play Equipment		75,000					75,000
Landscape Buffer @ Whitehall Regional Park (Fund 31)		40,360					40,360
Park Surveying Program		10,000	10,000	10,000	10,000	10,000	50,000
Playground Safety & Updates		37,500	37,500	37,500	37,500	37,500	187,500
Songbird Sanctuary Passive Recreation		50,000					50,000
Suburban Park Offsite Trail Connection		2,500					2,500
Suburban Park Phase 1 Design & Permitting		80,000					80,000
Suburban Park Phase 1A Construction	275,000	550,000					550,000
Tudek Park Phase IIIA						355,000	355,000
Veterans Memorial @ Louis E Silvi Baseball Field	50,000			50,000			50,000
Total	485,000	876,360	408,500	242,500	47,500	407,500	1,982,360



**Capital Improvement Program 2021 - 2025
Municipal Parks**





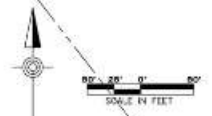
Suburban Park Master Plan
 Ferguson Township, Centre County, Pennsylvania
 May 2019

Prepared For: **Township of FERGUSON Pennsylvania**

Prepared By: **ysm**
 Landscape Architecture
 1850 W. Main Street
 York, Pennsylvania 17403
 717.333.8222
 ysm@ysm.com



DRAFT PLAN
WESTFIELD/HILLSIDE FARM ESTATES PARK
MASTER SITE DEVELOPMENT PLAN
 FERGUSON TOWNSHIP
 CENTRE COUNTY, PENNSYLVANIA



SCALE: 1" = 50'
 JOB#: R000769.0425
 DATE: JUNE 22, 2011

HRG
 Hebert, Rossiter & Grubb, Inc.
 Engineering & Related Services
 474 Windward Drive, Suite 100
 State College, PA 16801
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Strategic Plan Alignment

The Capital Improvement Plan seeks to advance the goals, objectives, and action steps as outlined in the Ferguson Township Strategic Plan. Over the next five years, several of the Strategic Plan items will be accomplished through the proposed expenditures in the Capital Improvement Plan.

□ Objective 10.1: Promote environmental and social stewardship in parkland development.

2021	
Suburban Park - Phase 1 Design and Permitting	\$80,000
There was an appropriation in the 2020 Operating Budget for the Township to perform a hydraulics and hydrology analysis to design the floodway channel through Suburban Park to fulfill the requirements before constructing Suburban Park - Phase 1. This work is scheduled to begin mid to late 2020 and will require funding from the 2021 budget to complete the task.	
Suburban Park Offsite Trail Connection	\$2,500
Suburban Park – Phase 1 park improvements include a new ADA accessible route that would extend along the southeast edge to form a perimeter trail loop. The loop has a recommended option to create a southeast offsite connection to the existing trail that links to regional destinations, which will require a public access easement. Staff recommends funding based on market value to obtain the public access easement pending Penn State University approval.	
Suburban Park Phase 1A	\$550,000
The Suburban Park Master Plan Update was approved by the BOS May 2019. Staff recommends the Township initiate park improvements by budgeting for Phase A1 to allow for the drainage improvements, which will create a free-flowing drainage channel through the park. Also, part of this phase will include stormwater BMP’s associated with the channel and the bridge/boardwalk crossings. The Township applied for and expects a grant award from DCNR C2P2. The Township’s obligation will be 50 percent of the budgeted amount if awarded the grant.	
Park Surveying Program	\$10,000
Staff recommends the Township initiate the Park Surveying Program to annually prioritize and budget 1 to 2 parks to be surveyed for purposes of identifying the park property boundary lines to install corner split rail fence. The recommended program will support and assist Township staff in responding with timely and accurate information concerning park boundary lines in response to yard waste dumpings, matters, dead trees, sinkholes, mowing, and related onsite issues. Fairbrook Park and Greenbriar-Saybrook Park would be considered for 2021.	
Fence Installation at Louis E. Silvi Baseball Field	\$6,000
Improvements to the dugout area to address safety concerns.	
Songbird Sanctuary – Passive Recreation	\$50,000
The Township acquired 9 acres of the property identified as Natural Area Conservation on the 2008 Ferguson Township Official Map. In 2019, Staff, along with the Ferguson Township Parks and Recreation Committee, presented to the Parks and Recreation Committee the Master Plan draft. Staff will include cost estimates to submit a pre-final Master Plan to the Board of Supervisors for their consideration. The Master Plan recommends passive recreational amenities such as walking and dirt	

bike trails, educational kiosks, nesting boxes, educational signage, and benches for an enjoyable wooded area to recreate in an otherwise urbanized environment.	
Homestead Park Play Equipment	\$75,000
The Parks and Recreation Department is recommending updating and adding age-appropriate play equipment and installation by a certified installer.	
Fairbrook Park Master Plan Update	\$25,000
Fairbrook Park is a 23-acre public facility with playing fields, play areas, picnic facilities, perimeter walking path, hard court, and parking facilities. The park offers an opportunity to convert some of the highly maintained turf areas to low maintenance as no-mow or pollinator areas. A revised master plan would evaluate the areas of the park for conversion as well as consider improving amenities. The revised master plan is anticipated to be updated in 2022 to identify specific park improvements and a probable construction cost opinion to serve as a more accurate planning tool.	
Landscape Buffer at Whitehall Road Regional Park – Fund 31	40,360
Funds allocated to have the landscape buffer planted as per the Land Development Plan.	
Playground Safety and Contingency Program	\$37,500
This item provides funding for equipment upgrades and replacements to meet playground safety standards.	
2022	
Community Orchard Program	\$10,000
Some residents request a community Orchard program.	
Fairbrook Park Natural Landscape Areas	\$6,000
The Board of Supervisors approved a Grow Zone and two designated native landscape areas at Fairbrook Park. This appropriation will support the removal of the existing brush, purchasing seed mix, and signage.	
Compost Toilet Installation in Township Park	\$25,000
In December 2018, the Board referred a request to the Parks and Recreation Committee to review and recommend a location for the installation of a compost toilet in a Township park. The staff has obtained specifications on a Clivus Multrum Model M54 Compost Toilet and has budgeted an appropriation adequate for one installation at a location to be determined	
Park Surveying Program	\$10,000
This is a continuation of the park surveying program mentioned in 2021.	
Cecil Irvin Park Phase II	\$320,000
The Township plans to submit a grant application to the Department of Conservation and Natural Resources' Community Conservation Partnerships Program in 2020 to continue the development of Cecil Irvin Park. Planned improvements include a porous pavement parking area off of Nixon Road, a pavilion, and a connecting shared use path to the existing developed area of the park. The amount budgeted reflects the total cost of the project, but a 50% grant match will be requested	

Playground Safety and Contingency Program	\$37,500
This item provides funding for equipment upgrades and replacements to meet playground safety standards.	
2023	
Saybrook/Greenbriar Master Plan	\$25,000
Saybrook/Greenbriar Park is an 8.39-acre public facility that offers a basketball court, play areas, pavilion, walking path, and parking facilities. The Township Playground Inspector recommends total replacement of playground equipment will soon be needed. The park offers the opportunity to convert some of the highly maintained turf areas to low maintenance as no-mow or pollinator areas. A revised master plan would evaluate the areas of the park for conversion as well as consider improving amenities.	
Haymarket Park Restroom Facilities -	\$120,000
The master plan for Haymarket Park includes the construction of restroom facilities. This park is a highly-used, centralized park. Currently, the only Township park where permanent restroom facilities are constructed is at Tom Tudek Memorial Park.	
Veterans Memorial at Louis E. Silvi Baseball Field	\$50,000
Funding to install Veterans memorial at the field. Partial funding will come from Louis E. Silvi Baseball Foundation.	
Park Surveying Program	\$10,000
This is a continuation of the park surveying program mentioned in 2021.	
Playground Safety & Update Program	\$37,500
This item provides funding for equipment upgrades and replacements to meet playground safety standards.	
2024	
Park Surveying Program	\$10,000
This is a continuation of the park surveying program mentioned in 2021.	
Playground Safety and Contingency Program	\$37,500
This item provides funding for equipment upgrades and replacements to meet playground safety standards.	
2025	
Compost Facility at Meadows Park	\$5,000
In collaboration with residents, staff recommends the Township designate a compost facility at Meadows Park.	
Tom Tudek Memorial Park Phase IIIA	\$355,000

<p>Completion of Tudek Park Phase 3a includes the construction of two basketball courts, completion of remaining sidewalk connections, paving the remainder of the parking lot, and associated landscaping and stormwater improvements. Phase IIIA is located on land owned by the Tom Tudek Memorial Trust and is adjacent to the park entrance on Herman Drive.</p>	
<p>Park Surveying Program</p>	<p>\$10,000</p>
<p>This is a continuation of the park surveying program mentioned in 2021.</p>	
<p>Playground Safety & Update Program</p>	<p>\$37,500</p>
<p>This item provides funding for equipment upgrades and replacements to meet playground safety standards.</p>	



Township of

FERGUSON

Pennsylvania

Designation of July as Park and Recreation Month

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including Ferguson Township, Centre County, Pennsylvania; and

WHEREAS, parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of our community and region; and

WHEREAS, parks and recreation build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, Ferguson Township, Centre County recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT RESOLVED BY Ferguson Township Board of Supervisors that July is recognized as Park and Recreation Month in Ferguson Township, Centre County of Pennsylvania.

Proclaimed this 7th day of June, 2021

Ferguson Township Board of Supervisors,

Laura Dininni, Chair



a

**Staff Report
May 20, 2021**

1. Green Infrastructure Policy was approved by the Board of Supervisors.
2. Resident emailed staff to request for more accessible playground equipment. Please see a copy of the email attached.

Ferguson Township Park Green Infrastructure Policy

I. Purpose

- a. Ferguson Township recognizes the importance of maintaining the condition, accessibility, and safety of its naturalized environments to serve as a green feature or green infrastructure in developed and undeveloped parks. The focus of this policy is to establish a program plan with definitions and a process for integrating green infrastructure into appropriate park areas and formalize how and when maintenance plans and procedures are created for approved green infrastructures within Township Parks.

II. Definitions

a. Park Classifications

- i. **Mini Parks** – Smallest park type, addresses limited recreation need. Provides close to home recreation. Requires high level of maintenance associated with well-developed park and playground and high visitation.
 - ii. **Neighborhood Parks** – Focus of neighborhood; in walking/biking distance of visitors. Provides access to basic recreation opportunities. Contributes to neighborhood identity. Establishes sense of community. Requires high level of maintenance associated with well-developed park and reasonably high visitation.
 - iii. **Regional/Community Parks** – Large park for active and passive recreation; serves residents municipality-wide. Accommodates large groups. Variety of recreation opportunities for all ages and interests. Space for organized, large scale, high participation events, family destination with fitness and wellness opportunities. Requires mixed level of maintenance associated with moderate level of development, budget restrictions, inability to perform higher levels of maintenance. Potential for park “friends” or adopt a-park-partner.
 - iv. **Natural Preserve** – An area of land within a municipal park that is managed to conserve wildlife or plant habitat or other natural features. Protects resources. Provides opportunities for environmental education. Requires lower level of maintenance.
- b. **Natural Areas** – Also referred to as “Natural Resource Areas” that are designated areas within municipal parks for preservation of significant natural resources, remnant landscapes, open space, and visual aesthetics/buffering. Designed with minimal recreational use and vary in size depending on the existing resource.
 - c. Green Infrastructure refers to an interconnected network of open space within municipal parks consisting of natural areas and other green features that protects

ecosystem functions and contribute to clean air and water. Examples include the following:

- i. ***planted meadow(s)*** – designated area purposefully planted with native grass, forbe, and wildflower seed to provide food sources and habitat for wildlife and pollinators. Low-mow and planted meadows are examples.
 - ii. ***meadow(s)*** - designated area where existing site vegetation is evaluated to identify and remove invasive species with a continued maintenance plan to prevent the spread of invasive species from park to park. Low-mow and no-mow meadows are examples.
 - iii. ***Grow Zone*** – refers to all types of meadows, with native seed mix plantings or natural vegetation growth,
 - iv. ***Pollinator gardens and plots*** - designated area that is planted with specific plant types beneficial to pollinators in a designed garden. Used for demonstration and educational purposes. Typically requires ongoing maintenance including weeding, mulching, trimming, plant care.
- d. **Undeveloped area** – an area within the park that is not for active use.
 - e. **Future phase of development** – a designated area within the park planned to be developed in a future phase of development.

III. Pre-Planning and Assessment for Green Infrastructure

- a. Ferguson Township parks may be evaluated to determine whether naturalizing a park area would benefit the park setting, expand or enhance habitat areas, and/or provide a sustainable landscape.
- b. Various site conditions have an impact on determining the most appropriate natural area practices available, or how a specific practice must be adapted to meet the physical constraints of the site. Examples include, but are not limited to location, soil conditions, space availability or size and shape of existing parkland or land slated for park redevelopment, the need to integrate green infrastructure practices into existing landscapes, stormwater infrastructure or existing site features such as structures, mature trees, or other existing natural resources and rights-of-way within local municipal parks.
- c. Prepare a cost estimate and identify for consideration a diverse support of funding streams including municipal designated dollars, grants, volunteer hours or in-kind donations in the form of donated goods and services.

- d. Prepare a design for naturalizing park areas that shall include an invitation to community members such as residents, nearby businesses, community organizations to engage early and often in the planning, design, and implementation process. Involving stakeholders at the beginning shall support equity and inclusivity through listening and empowering community involvement.

IV. Process for Integrating Green Infrastructure into Appropriate Park Areas

- a. To identify and/or determine facilities, improvements, and appropriate park areas that shall be considered suitable for conversion to a natural environment, an established multidisciplinary team approach is required as part of the park planning process. Integrating naturalized areas for sustainable green infrastructure into existing parks, expanded parks and new park sites is accomplished through a park assessment and planning process or through the development of a Park Master Plan.

- b. The park assessment and planning process may be initiated following a citizen request, staff recommendation, Parks and Recreation Committee recommendation or as directed by the Township Manager or Board of Supervisors. The park assessment and planning process reviews Township Parks and considers the needs and interests of visitors, appropriateness of facilities, potential need for green stormwater facilities, and opportunities to integrate naturalized areas and functional improvements and consideration is given to any issues that need addressed.

- c. All requests and recommendations shall be submitted for review by completing the online Ferguson Township Parks and Recreation (FTPR) Request Form for Green Infrastructure. The form is received by the Manager and Assistant Manager and will initiate the formal park assessment and planning process review. Commitment to construct green infrastructure, when approved, will be contingent on available resources, budget, site constraints, and other variables.
 - i. Requests or recommendations for a naturalized area to be integrated into an existing park or part of a new park shall be reviewed first by the Township Manager to evaluate the nature of the request or recommendation to confirm or deny that the scope of work is within the purview of the Township.
 - 1. If the scope of the work being requested is not permitted for the park property owner, the Township Manager will dismiss the request or recommendation.
 - 2. If the scope of work is within the purview of the Township, the Manager will require the formal process as outlined in this policy for integrating the naturalized area(s) into appropriate park settings and initiate the process for review.

- ii. Ferguson Township Manager or Assistant Manager, Arborist, Geographic Information System (GIS) Technician will coordinate with CRPR Parks Maintenance Supervisor to attend a field view to observe, discuss and list options for naturalizing the park areas based on request or recommendation.
- iii. Parks and Recreation Committee reviews and discusses the options for naturalizing the park areas as proposed by Township and CRPR staff to generate conceptual idea(s) to be mapped in a site development drawing.
- iv. At the direction of the Township Manager, staff will prepare a site development map illustrating the natural area within the park for review and acceptance.
- v. In collaboration with the Township Arborist and CRPR, the Parks and Recreation Committee will recommend a maintenance plan, site development plan, and brief narrative to describe the design of the naturalized area.
- vi. Parks and Recreation Committee provides a recommendation for the Board of Supervisors to accept and approve for staff to implement the natural area for an initial observational period of 6 months.
 - 1. Signage posted at the site as part of implementation is required.
 - 2. The public is encouraged to provide input in the form of an opinion survey available in print form in the office or online;
 - 3. Five months after the site feature has been developed in the park setting, the Board of Supervisors will review the opinion survey results and staff input to take action at a regular meeting to conclude the six months observational period.
- vii. At a Regular Meeting, the Board of Supervisors will take action to 1) authorize advertisement of a resolution to approve a map with the natural area as a new site feature on the park plan, or 2) propose an amendment, direct staff to update the map and advertise a resolution at a future meeting after repeating steps 4(d)iii to 4(d)vi.; or 3) deny the request.

V. Operations and Maintenance

- a. Maintenance plans and procedures to ensure long-term maintenance for each green infrastructure feature shall be collaboratively prepared with Centre Region Parks and Recreation Agency in written form within 60 days of the Board of Supervisors accepting and approving the implementation of the naturalized area.

- b.** The maintenance plan for each green infrastructure shall include the following.
 - i.** Identification of staff resources for routine inspections and maintenance. Consideration on which municipal departments have the equipment and skill to inspect and maintain the green infrastructure and determine what, if any, training is required.
 - ii.** Identify the common problems that require non-routine maintenance to aid staff in the field inspecting naturalized areas. Common problems that trigger non-routine maintenance include excess sediment accumulation, trash, debris, overgrown vegetation, dead or diseased vegetation, signs of erosion or standing water present more than 72 hours of a rainstorm.
 - iii.** Establish and continuously update to incorporate green infrastructure maintenance triggers and remedial actions. Maintenance schedules will be updated and set for each type of practice based on the approved naturalized area, and a tracking system shall be in place to ensure that maintenance is performed as prescribed.
 - iv.** Secure funding for annual maintenance in the Operation Budget. Staff will prepare and provide a cost estimate budget for each naturalized area to the Township Manager or Assistant Township Manager.
 - v.** Enlist the help of volunteers for routine maintenance, such as removing trash and weeds, can be accomplished and permitted with record of a volunteer waiver signed and on file.
 - vi.** Evaluate equipment needed to maintain green infrastructure and determine if additional equipment is needed to note in maintenance plan. Or establish procedures for cleaning equipment in effort to prevent the spread of invasive species and include in the maintenance plan for the naturalized area being approved.

FW: Accessible playgrounds

Fugaro, Nick <nfugaro@twp.ferguson.pa.us>

Thu 4/29/2021 3:27 PM

To: Martin, Centrice <cmartin@twp.ferguson.pa.us>

Hey Centrice,

Please see a concern from a resident about accessible playgrounds.

Nick Fugaro | Communications Coordinator

Ferguson Township

3147 Research Drive

State College, PA 16801

Ph. 814.238.4651

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From: Lynn Saxton via Ferguson Township PA <cmsmailer@civicplus.com>

Sent: Thursday, April 29, 2021 2:52 PM

To: Fugaro, Nick <nfugaro@twp.ferguson.pa.us>

Subject: Accessible playgrounds

Submitted on Thursday, April 29, 2021 - 2:51pm

Submitted by anonymous user: 2601:98a:4001:4860:55e3:f2dd:9c37:88f0

Submitted values are:

==Your Message Details:==

Subject: Accessible playgrounds

Questions / Comments: Hello. I am the grandmother of an 8 year old with a physical disability. I live in Cedar Knoll, just below Homestead Park. I'm wondering if there's any possibility of our parks becoming more accessible for children with physical disabilities. My granddaughter has a walker, which doesn't go well in the wood chips. It's unsafe for her to swing in the swings there. Please tell me that you consider children with disabilities when you upgrade our playground areas. Otherwise, you make them bystanders. Thank you!

==Your Contact Information:==

Full Name: Lynn Saxton

Email: lynnie5251@gmail.com

Phone: 8145052168

The results of this submission may be viewed at:

<https://www.twp.ferguson.pa.us/node/7873/submission/4466>

