

REQUEST FOR PROPOSALS

Proposals will be received by the Lackawanna County Department of Planning and Economic Development, Lackawanna County Government Center, 123 Wyoming Avenue, Scranton, PA 18503, until 2:00 PM, Friday, July 23, 2021.

LACKAWANNA COUNTY PROJECT CONSULTANT RECREATION NEEDS, AND PARKS ASSESSMENT

Reviews of the proposals may begin any time after that date and time. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above referenced due date and time. Submission by fax, telephone or email is not permitted.

Lackawanna County will award the qualifications proposal to assist with the Projects described in the Request for Proposal. All proposals shall be in accordance with the Request for Proposal (RFP) specifications available on Lackawanna County's website at [RFP / RFQ « Lackawanna County](#).

Sealed envelopes containing the proposals will be received and identified by "Lackawanna County Recreation Project Consultant". The envelopes should be delivered or mailed to the Lackawanna County Department of Planning and Economic Development, 123 Wyoming Avenue, Scranton, PA 18503, so as to arrive by the date and time specified above. Lackawanna County will require five (5) copies of this proposal.

Respondents are required to monitor the Lackawanna County Website for any RFP Amendments:

QUESTIONS / CLARIFICATIONS

Any questions and/or clarifications shall be directed in writing (email) to the persons noted below, on or before 2:00 PM, Friday, July 16, 2021.

Mr. Jerry Hubshman
Director of Parks
Lackawanna County
1 Bald Mountain Rd
Scranton, PA 18504
Email: hubshmanje@lackawannacounty.org

Ms. Sandra Opshinsky
Grants Manager
Lackawanna County
123 Wyoming Avenue 5th Floor
Scranton, PA 18503
Email: opshinskys@lackawannacounty.org

Brenda Sacco, Director
Lackawanna County Department of Planning and Economic Development

Introduction and Objectives:

The Lackawanna County Parks Department provides a broad range of recreational programs and services to the residents of Lackawanna County, as well as maintenance and oversight of the County's Park system. The County's Park system encompasses, but is not limited to, 4 parks including McDade, Merli-Sarnoski, Aylesworth, and Covington. The rationale for the request for proposals is based on projects either contemplated, or in process, including improvements to McDade Park, McDade Park Proposed Pool and Splash Complex and proposed improvements to the entire parks and outdoor recreation systems.

Additionally, Lackawanna County will engage cooperatively with other governmental entities such as the Lackawanna Valley Heritage Authority, the National Park Service, and the PA Department of Conservation and Natural Resources (DCNR) in the process of planning and potential parks projects. These projects should be incorporated into a comprehensive needs assessment and if realized, will require assistance with project planning and engineering.

Lackawanna County is soliciting proposals for the following service:

To provide a Recreation Needs Assessment for the Lackawanna County Parks and outdoor recreation systems incorporating an analysis of recreation facilities and recreation programs. The assessment will provide recommendations for restoration, implementation, potential future improvements to the County's parks and outdoor recreation systems, and a guide for ongoing maintenance and support services. The consultant will also assist in specific projects with supporting design, engineering, and project management services. Those firms interested in submitting proposals may do so jointly with other firms to meet the requirements of the Request for Proposal.

Background Information:

The operations of the County's parks and outdoor recreation systems are managed by the Lackawanna County Department of Parks and Recreation and departmental staff. The County anticipates and expects to develop a comprehensive plan from the delivered needs assessment to create improvements, to create viable maintenance schedules for the park and outdoor recreation systems, and to recommend future potential improvements.

Summary of Desired Scope of Work:

Lackawanna County does not have a current comprehensive assessment of its recreation facilities.

- 1.) Assess the recreational facilities and amenities in Lackawanna County for their adherence to current standards and ability to meet public needs and interest. Review and assess current amenities and demonstrate needs for new amenities in relation to those in the region. As appropriate, acquire public

and stakeholder input for potential future improvements and amenities. Provide recommendations to support better operational and funding efficiencies for future needs.

- 2.) Provide planning, design and engineering services for projects contemplated or those projects in process. The firm will be assigned project management duties assisting the Lackawanna County Parks Department director and other assigned staff.
- 3.) Update and report on projects to County officials as needed or requested.

Process and Schedule for Consultant Selection

The selection will be based on a review of proposals by a review committee. Recommendations will be made to the Lackawanna County Parks Department Director and the Lackawanna County Commissioners who will make a recommendation for final selection of a consultant. Consultants submitting favorable proposals may be invited to a personal interview or asked to make a presentation on their behalf. The review process should take no more than thirty days.

Required Proposal Contents:

Proposals submitted in response to this Request should contain the following information:

Contact information:

Name, address, phone, fax, and e-mail contact information for the lead organization contact and any sub-consultants that are part of a consultant team.

Form of organization

Describe the form of organization (whether incorporated, an LLC, a partnership or sole proprietorship) of the consultant (or of each member, in the case of a multiple consultant team).

Key personnel

Identify the staff persons of the consultant team who will be responsible for carrying out specific work tasks. Identify the Project Manager who will be the person responsible for overall project completion. For the Project Manager and other key Project staff, identify their titles, their length of service with the organization and their qualifications and experience. Proposers should have a working familiarity with Lackawanna County and its parks system.

Proposed Scope of Services and Schedule

Describe the specific approach, tasks, and methods you propose to use in completing the desired scope of services. Provide references for projects in which the firm served as design consultant and project manager.

Work Plan

Identify the overall project management approach and specifics on direct coordination with County employees, officials, and stakeholders.

Experience List and References

Provide a listing of recent recreation projects you or your firm have completed, and the role of your firm on the projects.

Provide names and contact information for three references.

Hourly Cost and Fee Proposal

Provide separate hourly cost amounts identified for project design, management, and engineering as well as reimbursable expenses associated with the projects.

A. Professional Liability

- \$1,000,000 per occurrence of claim made, with an annual aggregate of \$3,000,000, if claim made insurance is offered by the Proposer, then a Tail Policy must be purchased to cover the Statutes of Limitations and Statute of Repose for filing of lawsuits in Pennsylvania. The proposer must provide annual proof of the “tail” policy for the period of the contract and through the Statute of Limitations of the State after the policy termination.

B. Worker’s Compensation and Employer’s Liability

- Statutory Coverage for Pennsylvania
- Employer’s Liability up to \$1,000,000
- Broad Form All States Endorsement