



Request for Proposals:

Churchill Valley Greenway Management and Stewardship Plan

RFP INTRODUCTION

Allegheny Land Trust (ALT) is requesting proposals for a Management and Stewardship Plan for the 151-acre Churchill Valley Greenway located on Beulah Road in the Allegheny County municipalities of Churchill and Penn Hills. This will be a community-driven management plan process and evaluation of the site and should clearly identify the conditions and recommendations for parking, trails, signage, and habitat areas. Synergy and connections will need to be made with existing and underway plans for upland forest restoration, a passive AMD system, and a permitted major stream restoration.

BACKGROUND

ALT acquired the property on June 30, 2021. The site was formerly operated as the Churchill Country Club, which included clubhouse facilities, pool, tennis courts, and a golf course. The former country club structures have been razed, but the former parking lot, courts, asphalt golfcart paths, and two “Cor-Ten” steel bridges remain and are all in varying conditions. Chalfant Run, a tributary to Turtle Creek, flows through the site and is impaired with Abandoned Mine Drainage (AMD). Almost five miles of aging golfcart paths meander through the former fairways that have evolved into wildflower meadows making them important and attractive wildlife habitats. The remaining paths have also made the site a popular destination for people of all ages and varying abilities to enjoy hiking, running, dog-walking, strolling, and biking. Approximately 95,000 people live within three miles of the site, and the site’s location on a Port Authority bus line supplies access for those who can take public transportation. Prior to ALT’s ownership and bridge repairs made in winter 2022, nearby residents established de facto parking areas and informal trail networks on both the east and west sides of Beulah Road.

This project is partially funded by a grant from the Community Conservation Partnerships Program administered by the Pennsylvania Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation (Bureau). The Bureau has certain requirements and standards that must be met by Allegheny Land Trust and its contracted consultant. This Request for Proposal (RFP) has been prepared in accordance with Bureau requirements and standards. The Bureau will monitor the project and certain documents will be subject to Bureau review and approval. The DCNR Grant Agreement number is BRC-TAG-28-157.

SCOPE OF WORK

The consultant will address the following and other matters that may arise during the project.

A. PURPOSE, GOALS, AND OBJECTIVES

The consultant will help ALT to refine the Goals of the Management and Stewardship Plan. This is a community driven management plan process and evaluation for the site that will clearly identify the conditions and recommendations for:

1. Access and interpretation of the greenway.
2. Ecological management needs not covered by current restoration planning.
3. Engaging and supporting community connections.

B. PUBLIC PARTICIPATON

1. Conduct three to five steering committee meetings, ALT's project manager will lead a committee comprised of a selection of 12 to 15 people. Steering committee members represent a diverse range of backgrounds and connections to the Greenway including municipal partners, school district representatives, faith leaders, neighbors, property users, as well as local community members with expertise in DEI, engineering, and ecology. These members will select individuals for Key Person interviews, advise planning for public meetings, review draft plan documents, and engage in workshop discussions on key topics which arise during the planning process.
2. Conduct two to four public meetings to be held at an accessible location near the Greenway. Meetings will be advertised to the public online, at the Greenway, and through local outlets. Adjacent landowners will be notified. Arrangements will be made for food and childcare will be provided. These meetings will take place at various times during the week to meet the varying schedules of the community. Virtual participation options will be considered.
3. Conduct 10 Key Person interviews. Interview participants will be identified by the steering committee for one-on-one discussion about a specific topic with an individual recognized or designated as a community leader.

C. DATA COLLECTION AND ANALYSIS

1. Review and analyze existing reports to support the plan goals including:
 - Conceptual Master Plan
 - Forest Restoration Plan
 - AMD Assessment and DRAFT design
 - Bird Surveys
 - Phase 1, Surveys, and other acquisition data
 - Wetland Restoration Plan
 - iNaturalist Species Records
 - ALT Strategic Plan Goals and Metrics
 - Other plans and documents as needed
2. Collect updated field data as needed on habitat area gaps, trails, infrastructure, and other site conditions.

D. VISITOR ACCESS, EXPERIENCE, AND USE DESIGNS

1. Describe the community needs, uses, and priorities for the site as identified by the public participation process, previous planning work, and needs assessment. Describe amenities proposed to be developed, rehabilitated, or enhanced on the site which may include:
 - i. Parking Lots
 - ii. Trails
 - iii. Infrastructure (benches, shelters, nature play area, etc.)
 - iv. Amenities (toilets, trash cans, etc.)
 - v. Signage: Property-Markers, Kiosks, Wayfinding, or Interpretive
2. Design elements will consider applicable laws, regulations, and guidelines as recommended by DCNR. Additionally, green and sustainable best management practices and opportunities to repurpose/reuse infrastructure and recycled materials will be considered for site design.
3. Trail routes will identify opportunities to accommodate alternative transportation options (walking, biking, public transit, etc.) and connect to transportation systems.
4. Provide a current detailed cost estimate for the development of the proposed recreation areas and facilities. The cost estimate should include engineering and other professional services costs, construction and materials costs, project administration costs, and a contingency of at least 10% of the construction cost estimate.
5. If the proposed development cannot realistically be carried out in one to three years as one project, develop a phased and prioritized multi-year capital development program. This should explain the strategy for the phasing, identify which areas and facilities are to be developed in which years, and provide the costs associated with each phase. Implementation strategies to finance the program should also be addressed (bonds, grants, fund-raising, etc.).
6. Provide operation and maintenance costs associated with personnel, volunteers, equipment, or contractors needed for ongoing maintenance.
7. Provide recommendations for maintaining safety and security at the site.
8. Provide recommendations for improving the overall welcoming feel for all users, especially those who do not already visit the site.

E. ECOLOGICAL MANAGEMENT

1. Review current restoration plans, baseline species data, and field assessments. Identify gaps in restoration and ecological management and provide recommendations for management.
2. Assess and provide recommendations for meadow improvement and ongoing maintenance.
3. Provide operation and maintenance costs associated with personnel, volunteers, equipment, or contractors needed for ongoing annual maintenance.

F. COMMUNITY DEVELOPMENT

1. Determine community needs and interest at the property through public participation process. Provide recommendations for ALT to engage communities and partners during implementation of restoration plans and ongoing maintenance.

2. Identify additional partners for programming, volunteers, education, and implementation of management plan.
3. Identify program and revenue opportunities and donor engagement informed by public participation.

DELIVERABLES

1. An executive summary which briefly describes the process, priorities, and final recommendations.
2. A draft report that describes the methodology, findings, and recommendations and provides required mapping. Present the draft Final Narrative Report and Site Development Drawings(s) at a public meeting (or some other format) for final comment. All existing and proposed facilities and areas must be shown on this final Site Development Drawing in proper shape, size, and orientation. If any elements are missing, edits must be made before the final document will be accepted. Ten (10) printed copies of the Final Narrative Report to be provided to Allegheny Land Trust. The final report is to be a narrative, bound report beginning with an executive summary and followed by clearly labeled sections for each of the plan's components in logical order. All supporting documents and information should be included in the appendix and not in the body of the report. Additionally, a digital version and mapping files will be provided to ALT.
3. An editable presentation of an overview of the final plan.

SCHEDULE & BUDGET

Proposals Due: July 24, 2023

Interviews (if necessary): Week of Aug 1, 2023

Notice to Proceed: August 7, 2023

Draft Plan: Complete public engagement meetings and prepare a draft plan within 8 months

Final Plan: Provide a final, ALT-approved plan within 12 months of signing a contract

The budget for this project is \$65,000; 20% of the budget is to be spent on public outreach and meetings.

PROPOSAL FORMAT & CONTACT INFORMATION

The proposal submission from qualified consultants should include the following:

1. Letter of Interest explaining how the consultant(s) will accomplish the scope of work.
2. A statement of the firm's experience in conducting work of the nature sought by this RFP. Advertising brochures may be included in support of this statement.
3. Two project examples similar to this request the consultant(s) have been involved with.
4. The location of the firm's office where the work will be performed.
5. Name of person(s) who will be leading the project, list of other team members, and all parties' bios.

6. Estimate of consultants' time will be allocated, with a proposed timeline and complete breakdown of the budget.
7. Provide at least two reference names and contact information of past clients.
8. The DCNR "Nondiscrimination/Sexual Harassment Clause" is provided at the end of this RFP and must be included in any contract.

CONSULTANT SELECTION CRITERIA

The following consultant selection criteria will be considered:

1. General qualifications, experience, and expertise of the consultant team.
2. Experience with the specific project type.
3. Clarity and completeness of the proposal and the demonstrated understanding of the work to be performed.
4. Comprehensiveness of the proposed methods and approach to the work such as public participation.
5. Reference checks and reviews of other documents completed by the consultant.
6. Consultant's proposed fee.

Those interested in submitting proposals should send electronic submissions in PDF format to Caitlin Seiler, Vice President of Stewardship to cseiler@allegHENYlandtrust.org by July 21, 2023 at 5:00 PM EST. If there are questions, consultants can contact Caitlin at the email above or by calling 412-701-4273 no later than July 17, 2023.

ALT reserves the right to reject any and all proposals for any reason.

APPENDIX A
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

The Grantee agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this commonwealth who is qualified and available to perform the work to which the employment relates.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.
4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.
6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee,

contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.

7. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report (“EEO-1”) with the U.S. Equal Employment Opportunity Commission (“EEOC”) and shall file an annual EEO-1 report with the EEOC as required for employers’ subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.
8. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.
9. The Granter’s and each subgrantee’s, contractor’s and subcontractor’s obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
10. The commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

Based on Management Directive 215.16 Amended (8/2/18)

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