



May 8, 2020

Robert R. Pingar, P.E., Manager Westtown Township 1039 Wilmington Pike West Chester, PA 19382

RE: Proposal for preparation of a Master Site Plan for Oakbourne Park

Dear Mr. Pingar:

Thank you for asking KMS Design Group, LLC (KMS) to prepare a proposal for a professionally developed Master Site Plan for the Township's flagship 94-acre Oakbourne Park that will allow residents to reconnect with this historic site and its surroundings in new and exciting ways.

KMS will lead an award-winning team composed of McLane Associates, Landscape Architects and Derek Dureka, CPRP. Each of the firms has extensive experience within their field, and have worked together on other projects to help communities throughout southeastern Pennsylvania develop new and innovative solutions to park and recreation projects.

KMS will be the lead firm for the project and has completed many projects emphasizing public involvement. McLane Associates will provide GIS and environmental assessments, and assist with park and recreation planning. Derek brings extensive experience and insight in park and recreation department operations and public engagement.

We understand that this project is funded by Westtown Township, but that the Township intends to make use of state and/or federal grants to implement the recommendations of the final Master Site Plan. Therefore, the KMS team will conduct the project tasks and prepare plans and reports to meet grant agency guidelines. Since 2006, approximately 80% of KMS' work has involved state, federal and/or private grants to maximize clients' dollars.

For this project, Carl Kelemen will be the point of contact. He can be reached at KMS' office at 2615 Phipps Avenue, Willow Grove, PA 19090, (215) 657-3467, or CKelemen@KMSDesignGroup.com.

As a value-added service, KMS regularly monitors multiple sources of grants and other funding opportunities to help maximize clients' development budgets.

Sincerely,

Carl R. Kelemen, RLA, FASLA, Principal

KMŚ Design Group, LLC

ABOUT KMS DESIGN GROUP, LLC

Created in 2006, **KMS Design Group** is an outgrowth of Evergreen Landscape Associates which was founded in 1989 by Carl Kelemen to provide landscape architectural and planning services. **KMS** clients include local governments, county, state, and federal agencies, and non-profit organizations. **KMS** seeks projects which enrich the environment and the communities they serve. Approximately 80% of **KMS**' work is funded by federal, state or private grant programs.

KMS has been recognized for work in the public realm: park and open space planning, trail planning, recreation planning, sustainable site design, and streetscape design. Additionally, we are highly experienced in designing sustainable developments on brownfield sites, restoring/reclaiming damaged sites, restoring and enhancing riparian corridors and wetlands, and designing innovative stormwater management systems. **KMS**' experience also includes preparation of grant applications to state and federal agencies and philanthropic organizations.

STATEMENT OF QUALIFICATIONS

KMS' Owner, Carl Kelemen, is a licensed landscape architect who has extensive experience with federal, state, and local government requirements. Additionally, he serves on the Bike Montco Steering Committee, Montgomery County Parks, Trails, and Heritage Sites Board, and the Pennsylvania Trails Advisory Committee.

KMS has the following experience:

- Working with municipalities, state and federal agencies to achieve mutually beneficial goals
- Preparing analyses and community plans
- Preparing exhibits and conducting public meetings
- Consensus building
- Setting goals and analyzing problems
- Generating alternative solutions, and providing recommendations and implementation strategies
- Preparing design plans, construction documents and specifications
- Conducting Construction Observation and Construction Contract Administration services
- Conducting zoning reviews
- Preparing testimony/representing clients at Zoning Hearing Board, Planning Commission and Board of Supervisor/Commissioner meetings

Recent **KMS** projects of note include: a feasibility study to address issues with two popular but aging swimming pools (Abington Township, Montgomery County, PA); a Master Site Plan for a 412-acre park in Dayton, Ohio, an award-winning ADA compliant trail design connecting Hopewell Furnace National Historic Site with French Creek State Park; design plans for the restoration of a medical center site offering outdoor environments for patient treatment, exercise, and relaxation (Montrose, Westchester County, NY); Recreation and Open Space Plans to address long term recreation needs (Lower Macungie Township, Lehigh County, PA and New Hanover Township,

Montgomery County, PA); a Greenway/Trail Plan to address environmental degradation, flooding, and water quality issues (Lower Macungie Township); and, a Master Site Plan for the conversion of a defunct trailer park into a community park (New Hanover, Township).

Refer to the attached project sheets in the appendix to this proposal for more detailed information regarding our projects.

Finally, we are pleased to include a list of organizations who have bestowed honors and commendations on KMS:

- the American Society of Landscape Architects
- the Pennsylvania Department of Conservation and Natural Resources
- Pennsylvania Department of Environmental Protection
- Pennsylvania Recreation and Park Society
- Chester County Conservation District
- Schuylkill Highlands Conservation Landscape, and
- the National Park Service.

KMS has worked with many governmental agencies. A few are listed here:

Andrew Oles, Director, Parks & Rec Warrington Township Department of Parks and Recreation 852 Easton Rd. Warrington, PA 18976

Ph: (215) 343-9350

E: aoles@warringtontownship.org

Edward C. Wagner, Manager Lower Pottsgrove Township 2199 Buchert Road Pottstown, PA 19464

Ph: 610-323-0436

E: ewagner@lowerpottsgrove.org

E. Jean Krack, Borough Manager Phoenixville Borough 351 Bridge Street Phoenixville, PA 19460 Ph: 610-933-8801

E: ejkrack@phoenixville.org

and Community Development Lower Macungie Township 3400 Brookside Rd. Macungie, PA 18062 Ph: (610) 966-4343 E: spandl@lowermac.com

Sara Pandl, Director of Planning

Karen Nocella, Supervisor East Coventry Township Township Building 855 Ellis Woods Rd. Pottstown, PA 19465 Ph: (610) 495-5443

E: nocella1953@gmail.com

PROFILE OF FIRM — Thomas J. McLane Associates, Inc.

Thomas J. McLane and Associates is a consulting landscape architectural, environmental science and planning firm located at 601 Stafford Avenue in Scranton, Pennsylvania. The firm's service area of active clients extends from the State College-Mansfield-Williamsport area and western Pennsylvania, to Binghamton-Cortland-Syracuse, New York to the north; New York City and New Jersey to the east; and Philadelphia-Baltimore-Washington, D.C. to the south.

The firm was established in 1989 by its current principal, Thomas J. McLane, a landscape architect licensed to practice in the states of Pennsylvania, Maryland, New York and Delaware. Tom has Associates Degree with a concentration in biology from Keystone College, a Bachelor of Science in Landscape Architecture from West Virginia University, and over 30 years of continuing education and diverse practical professional experience. Tom has taught Wetland Ecology and Woody Plant Identification as adjunct faculty at Keystone College for over 15 years, and he frequently speaks on topics such as innovative park design and nature play, sustainable trails, storm water management and green infrastructure.

Primary professional services include planning, design and engineering for local and regional public parks, conservation areas, multi-use trails, streetscapes and a variety of other specialized recreation facilities. We work at all landscape scales from tiny urban pocket parks to spacious regional parks and nature preserves; from neighborhood wellness loop trails to regional greenways, multiuse trails, technical hiking trails and mountain bike trails.

Regardless of whether our client is a public agency, private enterprise or non-profit organization; whether the project is large or small, we always begin our master planning and design efforts by researching every project's unique setting, history, physical features, ecological and climatic attributes. We draw from each site how to best meet the development program needs of our clients by minimizing earth disturbance, respecting the site's intrinsic ecological functions and physical features, and proposing green low maintenance and sustainable design solutions.

General landscape architectural services include planning, design and engineering; creative storm water management with innovative approaches to green infrastructure; commercial, industrial and residential subdivision / site development and land-use planning; site feasibility studies and master plans, landscape design, construction drawings, construction administration and site inspection services.

MUNICIPAL CLIENT REFERENCES — Thomas J. McLane and Associates, Inc.

Karen Kleist, Secretary/Treasurer

Dingman Township, Pike County, PA 118 Fisher Lane Milford, Pennsylvania 18337 Ph: 570-839-9351

Kevin Sanders, Director

Department of Parks & Recreation City of Harrisburg, Dauphin County, PA 100 Concert Drive Harrisburg, Pennsylvania 17103 Ph: 717-255-3026

David O'Neill, Township Manager

South Abington Township, Lackawanna County, PA 104 Shady Lane Road Chinchilla, Pennsylvania 18410

Ph: 570-586-2110

John Young, Township Supervisor

Dreher Township, Wayne County, PA 899 Main Street Newfoundland, Pennsylvania 18445 Ph: 570-676-4976

Brian Fallon, Director

Bureau of Parks and Recreation City of Scranton, Lackawanna County, PA Weston Fieldhouse, 982 Providence Road Scranton, Pennsylvania 18508 Ph: 570-348-4118

Lynnelle M. Farber, Planning Director

Wyoming County Planning Office Wyoming County Courthouse, 3rd Floor 1 Courthouse Square, Tunkhannock, Pennsylvania 1865

BRIEF DESCRIPTION OF THE KMS TEAM'S WORK EXPERIENCE

Park Master Planning. Over the past 20+ years, KMS has prepared Master Site Plans for communities throughout southeastern Pennsylvania, including recently completed Plans in Lower Macungie, New Hanover, and Abington Townships. During that same time, McLane Associates has completed dozens of Master Site Plans, including several for which KMS and McLane were partners. Derek recently completed a Master Site Plan for a 105-acre municipal golf course that is now being converted into a municipal park/preserve in Upper Dublin Township. The Master Site Plan was developed from a previously well-vetted feasibility study.

Public Participation. We agree that developing a responsive Master Site Plan for Oakbourne Park requires extensive public input. The KMS team's proposal seeks to gather public input over and above the requirements of the RFP. To do that, while respecting everyone's time, and in response to the current pandemic and to keep within budget, the KMS Team proposes to conduct both the Steering Committee and public meetings via online and video conferencing services.

The majority of both KMS' and McLane's projects involve extensive public participation. As a result, they are regionally known for conducting effective, well-organized public meetings and working with citizen groups to further project goals, while honoring public input. As a parks & recreation director, Derek regularly relies on public input to develop short and long-term plans for the department. During the feasibility study and Master Site Plan process for the conversion of the 105-acre municipal golf course, early and frequent public participation was a goal of the team. Thanks to the effort the Township realized a 40% return rate on a randomly mailed survey and large turnouts at public workshops.

Collaboration/Consensus Building. The KMS team believes that collaboration and consensus building are key to developing successful projects and having residents take ownership of the final products. For many years, KMS team principals have worked with cities, boroughs and townships to engage their residents and stakeholders to create consensus-based plans that reflect the needs and desires of the local community.

SCOPE OF WORK

A. PURPOSE, GOALS, AND OBJECTIVES

The purpose of the Oakbourne Park Master Site Plan is to assist Westtown Township in identifying how the Park can complement the Township's park system in providing for the recreational needs of its residents. Importantly, the Plan will balance the physical opportunities and constraints of the park against the current and future ability of Westtown Township to finance construction, maintenance, management and recreation programs. Our broad planning objectives are three-fold:

- 1. **To encourage and support public participation** in determining the recreational needs, wants and desires of the residents for the future use of park.
- 2. **To conduct a detailed inventory and analysis** of Oakbourne Park's recreational facilities, physical condition, activity components, and supporting infrastructure.
- 3. **To identify opportunities and constraints**, within Oakbourne Park to develop sustainable recreational amenities, site improvements, and provide ADA compliant access to facilities, activity areas and programs while strengthening management and park maintenance and maximizing recreation programing.

The final plan will define the future use of the Cope parcel, unify the park, address the demarcation of the Gaudenzia House, and provide a detailed opinion of probable costs through a phased capital improvements implementation plan.

B. PUBLIC PARTICIPATION

The KMS team strongly believes that public participation throughout the process is key to developing a Master Site Plan that has wide public support and acts as a reliable, long-term planning document. To engage as many residents as possible, there must be multiple opportunities to provide input. These opportunities will include both mailed and online resident surveys, live-streamed public workshops, post-workshop feedback forms, stakeholder interviews and regular interaction on social media.

This input will create the foundation for data-driven design scenarios and narrative recommendations.

Specific efforts of our public participation program include:

- Study Committee Meetings: We understand that the Westtown Township Board
 of Supervisors will appoint a Study Committee to meet with the KMS team eight
 times to provide guidance and review the work in progress. In concern for
 everyone's health and safety during the COVID-19 pandemic, we propose to
 conduct all Steering Committee meetings via phone or video conference, with
 the exception of the kick-off meeting.
- 2. **Key Person Interviews:** The Study Committee will identify a minimum of 10 key stakeholders to be interviewed by KMS.
- 3. **Online Citizen Survey** In concert with the Township, KMS will assist in the development of an Oakbourne Park Use Survey for posting on the Township's

website. This survey will help determine current use patterns, what needs are unfulfilled, and how residents envision future use of the park. To assure statistical validity, we would also ask the Township to randomly distribute printed copies of the survey to at least 25% of all the households in the community. The mailed version will provide the base for the data set to be used, while the online version will allow other residents to provide their input and use as a point of comparison. The Survey will provide us with the following information:

- a. current use of Oakbourne Park
- b. current conditions of park facilities and maintenance
- c. unfilled needs/desires
- 4. Public Meetings: Due to the COVID-19 pandemic, we propose to conduct the two (2) public workshop/presentations via video conference. This, we believe, will maximize the opportunity for public participation, since they will be able to participate by live-stream from the comfort of their home. Thanks to modern technology, questions from the public can be submitted in real time with responses as time permits. Unanswered questions will be addressed and posted on the Township website the next day. After each meeting, the presentation will be posted on the Township's website along with the opportunity for additional questions and feedback through an online form.
 - a. Public Meeting #1: The goal of this meeting will be to provide attendees/live-streaming audience with a background of the project, an overview of the property, discussion of the Citizen Survey, while allowing time for public input.
 - b. Public Meeting #2: The goal of this meeting will be to provide attendees/live-streaming audience a range of options for the property. Input gained from this meeting and post-meeting online forms will provide the framework for the development of the Preferred Park Master Site Plan.
 - c. Elected Officials Meeting: We will present the final Master Site Plan at a regularly scheduled Township Supervisors' meeting. A summary of public input, design alternatives, public preferences, and the Preferred Park Master Site Plan will be shared. We anticipate that this Meeting will result in approval of the Final Plan.

C. BACKGROUND INFORMATION

KMS will review relevant sections of the 2019 Westtown Comprehensive Plan and the 2014 Open Space, Recreation, and Environmental Resources Plan Update to provide an overview of the community, park system, and Oakbourne Park. KMS will discuss the information gleaned from the reports and incorporate it into the Master Site Plan and companion report.

D. SITE INVENTORY AND ANALYSIS

KMS will describe the physical features, spatial characteristics and legal restrictions related to the Park. In addition, KMS will analyze physical aspects, as well as opportunities and constraints related to the future development and use of the park.

The site inventory and analysis will include: a detailed description of the site's legal constraints; discussion of natural features, topography, vegetation, and potential impacts to protected species; review of manmade features, utilities, recreation and support facilities, etc.; and, historic and cultural resources located within the Park. KMS will identify and document any historical and cultural resources and determine their significance to future development.

KMS understands that an assessment of the Oakbourne Mansion, water tower, carriage house, gate house, and other structures associated with the mansion are not part of this project.

E. ACTIVITY(S) AND FACILITY(S) ANALYSIS

KMS will describe the community needs, uses, and priorities for Oakbourne Park as identified by the public participation process, previous planning work, and needs assessment. KMS will also describe the recreation and conservation facilities and activity areas proposed to be developed, rehabilitated, or enhanced on the site and note the type, size, and appropriate standard.

- 1. Active Recreation Facilities will be inventoried and their respective participant skill levels, competition levels, and spectator uses will be documented.
- 2. Passive Recreation Facilities will be described noting proposed uses such as wildlife viewing, nature trails, community gardens, habitat protection, environmental education, etc.
- 3. Preservation of Open Space will be described, noting wetlands, natural areas, and riparian buffers.
- 4. Projected Park User participation rates will be described to identify future facility requirements.
- 5. Accepted national, state, or local standards used to determine sizes, dimensions, orientation, slope, buffer and setback requirements, open and undisturbed space requirements for each proposed facility and use will be listed.
- 6. Park Support Facilities and requirements for connectivity and accessibility for the proposed facilities and uses will be described. Support facilities may include roads, stormwater management, maintenance facilities, utilities, parking, comfort facilities, etc.

F. DESIGN CONSIDERATIONS

In addition to the aforementioned, KMS will consider the following planning parameters when determining uses and facilities proposed for Oakbourne Park:

- 1. Site opportunities, constraints, and generally accepted design standards.
- 2. Topography of the site.
- 3. Compliance with applicable laws, regulations, and guidelines including land subdivision, zoning, 2010 ADA Standards for Accessible Design, etc.
- 4. Protection/enhancement of environmentally sensitive areas including forests, streams, wetlands, and natural areas that provide wildlife habitat and protect water quality.
- 5. Sustainable site design and green infrastructure/materials used to reduce environmental impact, maintenance, and operation costs.
- 6. Establishment and maintenance of sustainable riparian native grass and/or forest buffers.
- 7. KMS will address stormwater management by incorporating sustainable innovative green infrastructure and best management practices meeting or exceeding regulatory agency requirements while providing an aesthetic solution compatible with the Park's natural pastoral setting.

G. DESIGN PROCESS AND RECOMMENDATIONS

- 1. KMS will develop two alternative concept plans showing circulation patterns and functional relationships between the proposed facilities.
- 2. KMS will submit preliminary alternative concept drawings to the Study Committee for discussion and evaluation.
- 3. KMS will prepare a written evaluation for each alternative concept drawing highlighting both the positive and negative points.
- 4. KMS will prepare a draft Master Site Plan based on the evaluation of the preliminary conceptual alternatives.
- 5. KMS will present the draft Master Site Plan at a public meeting and seek public comments.
- 6. KMS will finalize the Master Site Plan based on input from the public meeting and findings of the planning process.
- 7. KMS will present the final Master Site Plan at a Westtown Township Board of Supervisors' meeting for final comment.

H. OPINION OF PROBABLE CONSTRUCTION COSTS - PHASED CAPITAL DEVELOPMENT PLAN

- 1. Development Capital Costs: KMS will prepare a detailed opinion of probable costs for the development of the proposed recreation areas and facilities. Costs will include fees for professional services, construction and materials, project administration, and a 10% contingency based on total construction costs.
- 2. Phased Capital Development Program: Development costs will be reviewed with the Study Committee and if the proposed development cannot be

- realistically constructed in a single phase, KMS will develop a phasing plan and corresponding detailed cost estimates.
- 3. Phasing Plan: KMS will illustrate the development phases on the final Master Site Plan.
- 4. Implementation Strategy: KMS will develop a strategy for financing each phase that considers bonds, grants, fund-raising, etc.

I. MAINTENANCE AND OPERATION COSTS AND REVENUE

- KMS will develop an estimated cost for annual maintenance and operation of the proposed recreation areas and facilities. Costs will be calculated for each item identified below and a total cost analysis will be included in the narrative report.
 - a. Park Personnel: Describe and analyze the needed level of operations and maintenance personnel including paid staff and volunteers.
 - b. Maintenance and Operation Costs:
 - List employment positions, number of employees in each position, estimated salaries or wages by position, fringe benefits, estimated overtime cost, temporary employment, etc.
 - Identify costs for insurance, office supplies, phone, internet, public relations, rentals, training, etc.
 - Identify and list equipment required to maintain recreation areas and facilities.
 - Identify costs for operation and maintenance using contracted services.
 - Provide an annual capital outlay budget for major equipment.
 - Identify costs for concession and sale items, custodial supplies, motor vehicle fuel and supplies, tools and mechanical supplies, utilities, equipment rental, etc.
 - Provide a general description and anticipated number of programs, participants by program, and costs by program.
 - Determine how life cycle costs can be reduced using sustainable design practices and alternative materials.
 - List and discuss various materials that could be used to lower long-term park maintenance cost.
 - Project the long-term financing anticipated to fund the proposed site improvements and any major equipment purchased.
- 2. Project anticipated revenues for a one-year period by area, facility, and source. Include all items of revenue that may be applicable to the proposed site use and development such as: daily admission or entrance fees, seasonal permits, facility rental, concessions, general municipal tax support, other sources (i.e. endowments, donations, fund-raising events, etc.)

J. NARRATIVE REPORT

- The final report will document each aspect of the park planning process and the recommendations of the final Master Site Plan in an 8 ½"x11" narrative report.
 The report shall include the assessment, findings, and recommendations of work items A – I, above.
- 2. KMS will provide electronic copies of the draft narrative report to the Study Committee and Township representatives for review and comment.
- 3. KMS will revise the narrative plan based on comments received before finalizing the report.

K. BASE MAPPING, MASTER SITE PLAN, AND SITE DEVELOPMENT DRAWING

- 1. The base map for Oakbourne Park will be developed using Chester County GIS data, aerial photography, and other readily available information. The Township will provide a copy of parcel deeds to plot the property boundary. The base map will include the park name, name of municipality/county, a graphic scale, north arrow, date, legend, and the professional seal of the landscape architect registered in the Commonwealth of Pennsylvania.
- 2. The final Master Site Plan will illustrate the proposed improvements and enhancements to Oakbourne Park on a scaled color rendering.
- 3. A separate version of the final Master Site Plan shall be developed as a Site Development Drawing as defined by PA DCNR. All data identified on the Bureau's Park Site Development Drawing (SDD) Checklist must be represented on the drawing(s), as applicable. Specifically, the metes and bounds, existing conditions, proposed improvements, ADA compliance, and phasing will be clearly identified.

L. FINAL PRODUCTS

KMS will furnish the following final products and deliverables:

- 1. Ten (10) printed 8½"x11" bound copies of the final narrative report with the cover signed, sealed, and dated by KMS' Principal Landscape Architect.
- 2. One rendering of the final Master Site Plan drawn to scale, colored, mounted on a 24"x36" presentation board for display purposes.
- 3. One (1) flash drive containing electronic PDF format copies of the final narrative report, final Master Site Plan rendering, and Site Development Drawing.

WESTTOWN OAKBOURNE PARK MASTER PLAN

	PROPOSED PROJECT SCHEDUL	CHEDULE				
PLANNING AND DESIGN PROCESS MILESTONES	JULY 2020 AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY 2021
A. PROJECT START						*
July 1, 2020 to January 29, 2021	Project Start July 1, 2020			F	End January 29, 202	2.1
B. PUBLIC PARTICIPATION						
Committee Meeting # 1	C1					
Committee Meeting # 2	C2					
Public Meeting # 1			P1			
Committee Meeting # 3			3			
Committee Meeting # 4				CA	7	
Public Meeting #2 Regular Township Supervisor's Meeting				5	P2	
Committee Meeting #6						90
Online Citizens Survey (Open for 60 Days)						
10 Key Person Interviews						
C. BACKGROUND INFORMATION						
Review 2019 Westtown Comprehensive Plan						
2014 Open Space, Recreation, and Environmental Resources Plan Update						
D. SITE INVENTORY AND ANALYSIS						
Examine physical features, spatial characteristics and legal restrictions						
Analyize Site Opportunities and Constraints						
E. ACTIVITYS AND FACILITIES ANALYSIS						
Examine Recreation Facilities Activities, Conservation Areas and Support Facilities						
Analyize participatio levels, Design Standards and Function Access & Connectivity						
E. DESIGN CONSIDERATIONS						
Examine all physical functional safety and accessability considerations					-	
examinite an proyecut, junctional, sajety and accessability considerations						
Consider Conservation, Green Infrastructure and Improvements Sustainability						
G. DESIGN PROCESS AND RECOMMENDATIONS	-				- - -	
Prepare 2 or more Conceptual Plan Alternative Design Sketches						
Prepare Written Evaluation of Conceptual Plan Alternative Design Sketches						
Submit First Draft Master Plan for Public Review and Commit						
IION COSTS - PHASED CAPITAL	DEVELOPMENT PLAN					
Prepare Opinion of Probable Construction Costs						
Identify Phased Capitol development Program						
Phased Dvelopment and Implementation Strategy						
I. MAINTENANCE AND OPERATION COSTA AND REVENUE						
Estimate Annual Operations, Programing and Maintenance Costs						
J. NARRATIVE REPORT						
Prepare and Publish Master Plan Narrative Report						
K. BASE MAPPING, MASTER SITE PLAN. AND SITE DEVELOPMENT DRAWING	אפ					
Prepare PA DCNR Compliant Park Site Development Plan	 - - -					
Prepare a Scaled Color Rendering of the Park Master Plan						
L. FINAL PRODUCTS	-					
Ten (10) 8.5" x 11", Bound, Sealed Copies of Bound Final Report						
Scaled Color Rendering of the Park Master Plan						
Flash Drive With PDF Final Report. Master Plan and Color Renderina						

WESTTOWN TOWNSHIP OAKBOURNE PARK MASTER PLAN COST PROPOSAL

B. PUBLIC PARTICIPATION	Rate	Hours	Total
Kelemem RLA	\$110.00	36	\$3,960.00
McLane RLA	\$110.00	12	\$1,320.00
Dureka CPRP	\$90.00	36	\$3,240.00
	Total =		\$8,520.00
C. BACKGROUND INFORMATION	Rate	Hours	Total
Kelemem RLA	\$110.00	8	\$880.00
McLane RLA	\$110.00	0	\$0.00
Dureka CPRP	\$90.00	8	\$720.00
<u>Pilkonis BLA</u>	<u>\$65.00</u>	<u>4</u>	\$260.00
	Total =		\$1,860.00
D. SITE INVENTORY AND ANALYSIS	Rate	Hours	Total
Kelemem RLA	\$110.00	16	\$1,760.00
McLane RLA	\$110.00	8	\$880.00
Dureka CPRP	\$90.00	12	\$1,080.00
Bechtel M.S.	\$90.00	8	\$720.00
Pilkonis BLA	\$65.00	4	\$260.00
O'Neil BLA	\$65.00	4	\$260.00
	Total =		\$4,960.00
E. ACTIVITYS AND FACILITIES ANALYSIS	Rate	Hours	Total
Kelemem RLA	\$110.00	4	\$440.00
McLane RLA	\$110.00	4	\$440.00
Dureka CPRP	\$90.00	18	\$1,620.00
Bechtel M.S.	\$90.00	4	\$360.00
	Total =		\$2,860.00
F. DESIGN CONSIDERATIONS	Rate	Hours	Total
Kelemem RLA	\$110.00	8	\$880.00
McLane RLA	\$110.00	8	\$880.00
Dureka CPRP	\$90.00	8	\$720.00
Bechtel M.S.	\$90.00	8	\$720.00
Pilkonis BLA	\$65.00	4	\$260.00
O'Neil BLA	\$65.00	4	\$260.00
	Total =		\$3,720.00
G. DESIGN PROCESS AND RECOMMENDATIONS	Rate	Hours	Total
Kelemem RLA	\$110.00	8	\$880.00
McLane RLA	\$110.00	8	\$880.00
Dureka CPRP	\$90.00	8	\$720.00
Bechtel M.S.	\$90.00	8	\$720.00

WESTTOWN TOWNSHIP OAKBOURNE PARK MASTER PLAN COST PROPOSAL

H. OPINION OF CONST. COSTS - PH. CAP. DEV. PLAN	Rate	Hours	Total
Kelemem RLA	\$110.00	12	\$1,320.00
McLane RLA	\$110.00	6	\$660.00
Dureka CPRP	\$90.00	12	\$1,080.00
Bechtel M.S.	\$90.00	12	\$1,080.00
Pilkonis BLA	\$65.00	4	\$260.00
O'Neil BLA	\$65.00	4	\$260.00
	Total =		\$4,660.00
I. MAINTENANCE AND OPERATION COSTS AND REVENUE	Rate	Hours	Total
Kelemem RLA	\$110.00	4	\$440.00
McLane RLA	\$110.00	4	\$440.00
Dureka CPRP	\$90.00	16	\$1,440.00
Bechtel M.S.	\$90.00	8	\$720.00
Pilkonis BLA	\$65.00	4	\$260.00
O'Neil BLA	\$65.00	4	\$260.00
	Total =		\$3,560.00
J. NARRATIVE REPORT	Rate	Hours	Total
Kelemem RLA	\$110.00	16	\$1,760.00
McLane RLA	\$110.00	8	\$880.00
Dureka CPRP	\$90.00	16	\$1,440.00
Bechtel M.S.	\$90.00	8	\$720.00
Pilkonis BLA	\$65.00	8	\$520.00
O'Neil BLA	\$65.00	8	\$520.00
	Total =		\$5,840.00
K. BASE MAP, MASTER PLAN - SITE DEV. PLAN			
Kelemem RLA	\$110.00	12	\$1,320.00
McLane RLA	\$110.00	8	\$880.00
Dureka CPRP	\$90.00	6	\$540.00
Bechtel M.S.	\$90.00	8	\$720.00
Pilkonis BLA	\$65.00	28	\$1,820.00
O'Neil BLA	\$65.00	24	\$1,560.00
	Total =		\$6,840.00
L. FINAL PRODUCTS			
Kelemem RLA	\$110.00	8	\$880.00
McLane RLA	\$110.00	4	\$440.00
Dureka CPRP	\$90.00	4	\$360.00
Bechtel M.S.	\$90.00	8	\$720.00
Pilkonis BLA	\$65.00	4	\$260.00
O'Neil BLA	\$65.00	4	\$260.00
	Total =		\$2,920.00

WESTTOWN TOWNSHIP OAKBOURNE PARK MASTER PLAN PROFESSIONAL FEES & REIMBURSABLE EXPENCES

FEE SUMMARY

TASK / HOURS PER STAFF ENGAGEMENT	Rate	Hours	Total
KMS - RLA	\$110.00	132	\$14,520.00
MCLANE - RLA	\$110.00	70	\$7,700.00
MCLANE - PM	\$90.00	72	\$6,480.00
MCLANE - BLA	\$65.00	60	\$3,900.00
MCLANE - BLA	\$65.00	52	\$3,380.00
DUREKA	\$90.00	144	\$12,960.00
		530	\$48,940.00
REIMBURSABLE EXPENSES			
Printing	\$500.00		\$500.00
Travel	\$200.00		\$200.00
Proposal Lump Sum Total =			\$49,640.00

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this	day of	, 2020, by and between
Westtown Township, Chester County, Pennsylvania	("Township"), and	KMS DESIGN GROUP, LLC
("Consulting Firm").		

WHEREAS, the Township desires to have certain one-time professional consulting work performed involving Oakbourne Park Master Plan;

WHEREAS, the Township desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by Township;

WHEREAS, the Consulting Firm desires to perform the work in accordance with the proposal it submitted in response to the RFP;

WHEREAS, the Consulting Firm is equipped and staffed to perform the work;

NOW, THEREFORE, the parties, intending to be legally bound, agree as follows:

THE CONSULTING FIRM WILL:

- Provide professional consulting services in accordance with the RFP, its proposal in response to the RFP, and the Nondiscrimination/Sexual Harassment Clause, which is attached hereto and incorporated herein as Appendix A.
- Obtain approval from the Township of any changes to the staffing stated in its proposal.
 However, approval will not be denied if the staff replacement is determined by the
 Township to be of equal ability or experience to the predecessor.

THE TOWNSHIP WILL:

- 1. Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$49,640.00
- 2. Provide the Consulting Firm with reasonable access to Township personnel, facilities, and information necessary to properly perform the work required under this Contract.
- 3. Make payment to the Consulting Firm within 30 days after receipt of a properly prepared invoice for work satisfactorily performed.

IT IS FURTHER AGREED THAT:

WITNESS:

- 1. All copyright interests in work created under this Contract are solely and exclusively—the property of the Township. The work shall be considered work made for hire under-copyright law; alternatively, if the work cannot be considered work made for hire, the-Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to the Township.
- The Client acknowledges the Consultant's construction documents, including 1. electronic files, as the work papers of the Consultant and the Consultant's instruments of professional service. Nevertheless, upon completion of the services and payment in full of all monies due to the Consultant, the Client shall receive ownership of the final construction documents prepared under this Agreement. The Client shall not reuse or make any modification to the construction documents without the prior written authorization of the Consultant. The Client agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from or allegedly arising from or in any way related to or connected with the unauthorized reuse or modification of the construction documents by the Client or any person or entity that acquires or obtains the construction documents from or through the Client without the written authorization of the Consultant.
- 2. In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.

FOR THE TOWNSHIP:

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

WITNESS:	FOR THE CONSULTING FIRM: TITLE: PRINCIPAL

TERMS AND CONDITIONS

DEFINITIONS

C: the entity providing Landscape Architecture services, also referred to in this contract as "KMS", "consultant," "us" "our," "we KMS Design Group, LLC:

CLIENT or OWNER:

"landscape architect."
the person(s) or entity(ies) who are soliciting services from KMS, also referred to in this contract as "CLIENT," "PRIME", "OWNER", "you", "your",

"Owner", etc.

1. Purpose: This contract entered into by the above parties relates to services to be provided by KMS for the CLIENT on the project listed above.

- **Expiration:** This contract may be re-negotiated or rejected by KMS without penalty, if 2. not received with retainer within 45 days.
- 3. Entire Contract: This document contains the entire contract and can only be modified in writing with mutual consent. No representations, inducements, promises or agreements made orally or otherwise are of any force or effect.
- Authorization: CLIENT will provide written authorization to KMS to initiate work, and 4. prior to the performance of any Additional Services.
- 5. Requests for Information: KMS is dependent on the CLIENT for base data, background information, answers to questions, and other information to advance the work, therefore KMS is not responsible for delays or changes to the schedule resulting from delays by the CLIENT to respond to requests for information.
- 6. Schedule: Any schedule provided above is an opinion of the probable time required and may change. The schedule listed does not include time for the CLIENT or third parties to make decisions or approvals, or supply KMS with required or requested information, or time for any **Additional Services** or changes in scope.
- 7. Changes to Scope: If for any reason significant changes are requested or must be made that depart from the scope of services listed above, then KMS reserves the right to re-negotiate this contract.
- Billing Cycle: KMS will invoice CLIENT on a thirty (30) day billing cycle. Invoices are due 8. upon receipt. KMS reserves the right to stop work if outstanding balances are not paid in full within sixty (60) days of the invoice date.
 - a. A service charge of 1 1/2% per month will be accumulated for all outstanding balances. CLIENT agrees to pay reasonable attorney, court fees and Principal's time, for any unpaid balances that have to be collected through the services of an attorney, collection agency, and/or court action.
- 9. Billing Rate Adjustments: KMS reserves the option of changing our rates at our discretion. Generally, our rates are reviewed on an annual basis at the change of the calendar year. If a rate increase does becomes necessary while this contract is in effect, CLIENT will be notified at least sixty (60) days in advance of the effective date of any increase. If we perform work and CLIENT has not been notified of the rate change, CLIENT agrees to pay for the services under contract at the previous rates.
- 10. Returned Checks or Insufficient Funds: CLIENT agrees to pay KMS a returned check fee of \$25 plus any bank fees charged to KMS by financial institutions due to a returned check originally issued by CLIENT or its consultants to KMS.
- 11. Termination: KMS or CLIENT may terminate this contract without cause or penalty with ten (10) days written notice. Irrespective of which party effects termination, or the reason for termination, CLIENT will within forty-five (45) calendar days of termination, pay KMS for all outstanding balances, fees for services rendered and costs incurred, in accordance with KMS's prevailing fee schedule.

- 12. **Insurance:** KMS will maintain a professional liability insurance and a general liability insurance policy for two (2) years following termination or completion of the services under this contract.
- 13. **Instruments of Service:** Design Documents prepared by KMS (including drawings, diagrams, narratives, specifications, etc.) are not products, they are instruments of service. Instruments of service remain the property of KMS and will remain on file in KMS's office for a minimum of three (3) years.
 - a. Instruments of service prepared by KMS are specifically for the project listed and may not be used elsewhere, or in other projects, or transferred to any third party without written consent of the Principal of KMS.

14. Indemnifications:

- a. KMS will indemnify, defend, and save harmless CLIENT, its affiliates and subsidiaries, their officers, directors and employees and their successors, heirs and representatives from any responsibility or liability in any way for claims, losses, damages or expenses arising out of the death of, injuries to, or damages to any person or damage or destruction of any property, including loss or use, arising out of, incident to, or in connection with this Contract caused by KMS's gross negligence or willful misconduct in the performance of services hereunder.
- b. The CLIENT will indemnify, defend, and save harmless KMS, its affiliates and subsidiaries, their officers, directors and employees and their successors, heirs and representatives from any responsibility or liability in any way for claims, losses, damages or expenses arising out of the death of, injuries to, or damages to any person or damage or destruction of any property, including loss or use, arising out of, incident to, or in connection with this Contract caused by CLIENT's gross negligence or willful misconduct in the performance of services hereunder.
- c. The CLIENT agrees to accept full responsibility and to indemnify, defend, and save harmless KMS, its affiliates and subsidiaries, officers, directors and employees and their successors, heirs and representatives from any responsibility or liability in any way for claims, losses, damages or expenses resulting from any modifications, changes, edits, alterations or deletions to KMS's instruments of service made by the CLIENT, or by others under the CLIENT's consultation, guidance or direction.
- 15. **Limit of Liability:** CLIENT and KMS agree to allocate certain of the risks so that, to the fullest extent permitted by law, KMS's total aggregate liability to CLIENT for any and all injuries, claims, losses, expenses, or claim expenses (including attorneys' and expert witness fees) arising out of this contract from any cause or causes, including but not limited to KMS negligence, errors, omissions, strict liability, breech of contract, statutory liability, negligent misrepresentation, or other acts giving rise to liability based upon contract, tort, or statute, is limited to whichever of the following is greater:
 - a) The fees received by KMS for services provided under this contract, or
 - b) \$100,000.00.
- 16. **Project Suspension:** If for any reason KMS's work on the project is put on hold, delayed or suspended for **more than forty-five (45) days**, due to project circumstances, the actions of others, or at the direction of the CLIENT, then KMS reserves the right to renegotiate this contract prior to re-activation. Such a hold, delay or suspension may necessitate additional fees and charges, including but not limited to re-familiarization and re-activation, and will require revisions to the project schedule.
- 17. **Severability:** In the event that any part of this contract is determined to be invalid or unenforceable, the remaining portions of the contract will continue in full force and effect. If any provision of this contract is found to be invalid because it is unreasonably restrictive, or unenforceable, then the parties agree that a lesser

restriction, which is valid, will be substituted for the invalid provision.

- 18. **Mediation:** In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the CLIENT and the Consultant agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise. The CLIENT and the Consultant further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, sub consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.
- 19. **Attorney's Fees and Court Costs:** In the event that either party needs to file legal action to enforce or interpret any part of this contract, the prevailing party will be entitled to reasonable attorneys' fees and court costs.

SIGNATURES

Title:

Agreed to and accepted for KMS:	
By:	
Carl R. Kelemen, RLA, FASLA, Principal	Date
Agreed and accepted for CLIENT:	
Ву:	
(Signature)	Date
(Print Name)	

ADDITIONAL MATERIAL

APPENDIX A DCNR 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. 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.
- 4. 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.
- 5. 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

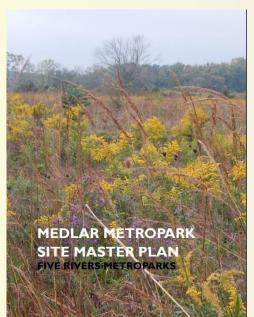
have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary 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.

- 6. 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.
- 7. 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.
- 8. 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 (5/11/17)

DCNR-2018-Gen

Gen-GPM - 1 Rev. 5/18



Mediar Conservation Area Master Site Plan Dayton, Ohio



ive Rivers MetroParks (FRMP) in Dayton, Ohio asked KMS to prepare a Master Site Plan for the 412-acre Medlar Conservation Area. The site is divided into two nearly equal parcels by Medlar Road. The design team recognized the recreation potential of this popular site and recommended that FRMP reclassify Medlar from a "Conservation Area" to a "Metro Park" in recognition

of its potential to include both passive and active recreation.



Following several days of intensive meetings with staff and the public, a plan was developed highlighting the extensive natural areas, while providing opportunities for public gatherings, increased hiking and biking, camping and other family uses. Active recreation uses include nature play areas, ground slides, climbing boulders, and a sledding hill. In recognition of the site's educational po-

tential, the plan proposes environmental interpretive trails with interactive educational

stations for students from local schools. Other features include a fishing pond, an amphitheater, and adaptive reuse of a historic farm house and barn. Uses envisioned for the restored barn include winter group camping, weddings, and community events. The farm house is expected to be adapted for use as a business. Finally, separate bicycle and pedestrian trail networks were designed. Proposed bike trails include loops for development of mountain biking skills and links to regional trails connecting



Dayton and Cincinnati as well as points east.

Completed in late 2017, the Adopted Master Site Plan, ranks high on the US Green Building Council's "Green and Sustainable Project" Scorecard. Green initiatives include pervious paving, restoration/expansion of native prairies, wetlands and forests, reduced lawn areas, environmental education, adaptive reuse of existing buildings, and enhancement of riparian buffers.





Montrose VAMC **Demolition and Site Restoration** Montrose, NY

In 2013, KMS was selected as part of a SDVOBlead team to guide the Veteran's Administration through the demolition/deconstruction of four unused buildings on the Montrose, NY VAMC site. This facility is the long-term home and treatment center for disabled veterans, many of whom are struggling with PTSD. KMS' prime design concern was to make the site as comforting and supportive of their treatment and recovery as possible.

KMS' primary role in the project was to design and prepare construction documents for the site's restoration to a "park-like setting". Working with VA, the engineers, and demolition experts, KMS developed several concepts, which respected the site and addressed patients' needs. Proposed features included a plaza for group gatherings, a labyrinth, small partially enclosed spaces for group therapy sessions, meadows to attract birds, butterflies and other small wildlife, sensory gardens for scent and touch therapy, a trail network with exercise stations to encourage physical fitness and occupational therapy, horticultural therapy facilities, subtle lighting and landscaping. The entire project was designed to be accessible for young and old, able and disabled.

Permeable pavements, rain gardens, meadows, and other BMPs were incorporated to reduce stormwater impacts and encourage stormwater infiltration. Lighting was designed using high technology, smart LED fixtures to reduce electrical consumption.

Finally, many of the products and materials used in the project were reclaimed and repurposed from the buildings, specified to come from local sources, or be made of recycled materials compliant with US Green **Building Council and Sustainable Sites Initiative** (SITES) guidelines. Design was completed in 2014. Demolition and restoration activities are expected to be finished in 2019 and cost \$10 million.











Lower Macungie Township Greenway Master Plan Lower Macungie, PA

midst rapidly growing communities, the Little Lehigh and Swabia Creeks flow diagonally across Lower Macungie Township in Lehigh County. KMS was approached by this Township to

prepare a detailed Master Plan that connects, preserves and strengthens natural riparian corridors, and creates a regional trail network that could extend beyond the Township's borders. Working closely with staff

and a dedicated Steering Committee, KMS analyzed the Township's physical, cultural, and visual assets, and collected historic, demographic and environmental data to identify opportunities and constraints for a comprehensive greenway network to serve the Township and beyond. KMS conducted analysis and prepared concept plans for presentation to the public. Other outreach efforts included web based and printed public opinion surveys, an interactive project website, displays at Community Day events, and a series of steering committee and public meetings.



KMS developed the final concept and report, opinion of costs, along with

phasing and maintenance guidelines to help the Township determine the way forward. KMS also worked with the Township to identify funding and partnering opportunities. The Master Plan was nominated for planning awards from the American Society of Landscape Architects in 2013 and received an award from the American Planning Association in 2014. The Plan also received high reviews from Pennsylvania DCNR. Following the completion of this Plan, KMS and its project partners developed a Park and Recreation Master Plan which included a thorough inventory of open spaces in the Township and analysis of potential long

range improvements to the Park and Recreation System.









Lower Macungie Township Recreation, Parks & Open Space Plan Lower Macungie Township, PA

s a follow up to the well-received Greenway Plan completed in 2013, Lower Macungie, again approached KMS for assistance; this time, for a Recreation and Open Space Master Plan to guide the Township in preserving open space, and providing and identifying residents' recreation needs for the next twenty years. KMS worked closely with staff and a dedicated Steering Committee to analyze the Township's open spaces and recreation assets, collect environmental, historic, demographic, and cultural data. The analysis identified opportunities and constraints for a comprehensive open space and recreation network serving the entire Township.



KMS prepared analysis and concept plans for public education and input. Other outreach efforts included web based and printed public opinion surveys, an interactive project website, displays at Community day events, and a series of public meetings.

KMS developed a plan and companion report that identified potential new park land acquisitions, included

recommendations for improvements to existing facilities, construction of new facilities, policy changes, an opinion of costs, phasing and maintenance guidelines that will guide the Township in maximizing recreation opportunities while maintaining control of operating costs. KMS also worked with the Township to identify potential funding and partnering opportunities.

This, along with the Greenway Plan, give the Township tools and direction to protect and preserve valuable open space and wildlife habitat, provide high quality recreational opportunities, and maintain the character that residents have come to love.







Hickory Park New Hanover Township Pennsylvania

Site Analysis

ew Hanover Township purchased a defunct trailer park that was leaking raw sewage into the Swamp Creek. With a desire to turn this problem into an amenity, New Hanover turned to KMS to prepare a Master Plan for guidance on recreating the site to an active public park. KMS worked with Township Staff, volunteers and committees to produce a plan that makes the best use of existing natural amenities and structures. KMS performed a thorough analysis of the past and present site, the needs of the community, and previously unforeseen potential.

KMS worked to prepare a Master Plan that would rank high on DCNR's Green and Sustainable Project Scorecard to ensure future grant funding. initiatives include pervious pavement, restoration of native reduction mowed plantings, of lawn areas. environmental education and riparian buffers.

Although there is more work to come, the citizens of New Hanover Township have already shown their excitement for this new park through record attendance of the popular Fall Frolic that was held at Hickory Park for the first time.





Master Plan

Thomas J. McLane and Associates, Inc. - Park Planning & Design Project Experience



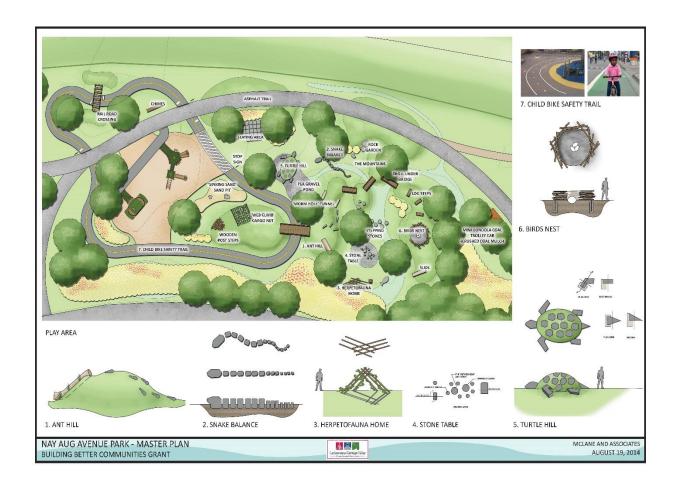


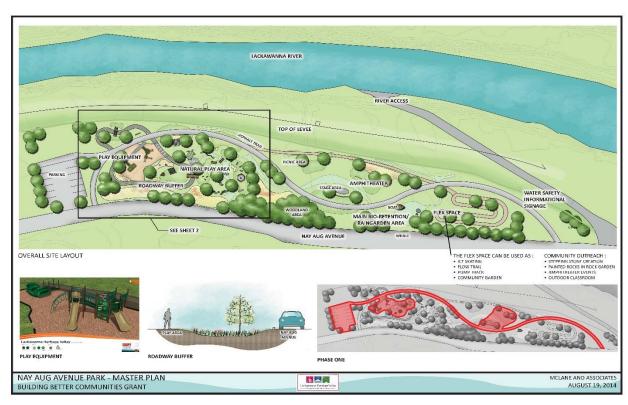
Thomas J. McLane and Associates, Inc. - Park Planning & Design Project Experience



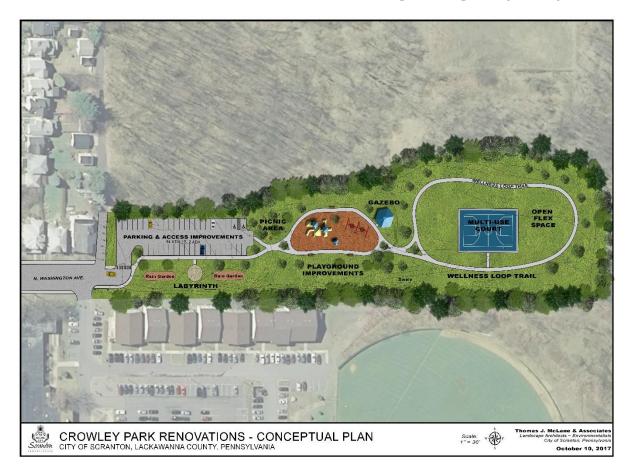


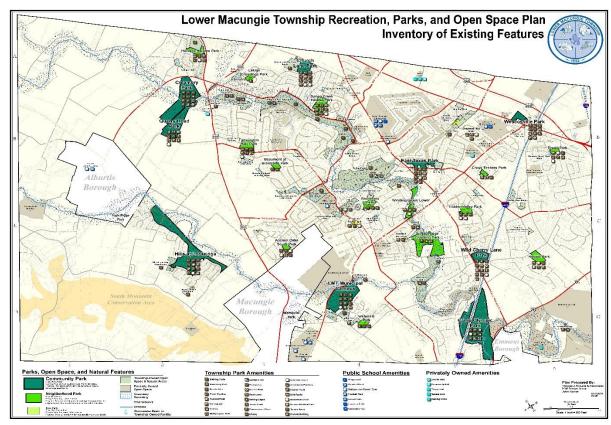
Thomas J. McLane and Associates, Inc. - Park Planning & Design Project Experience



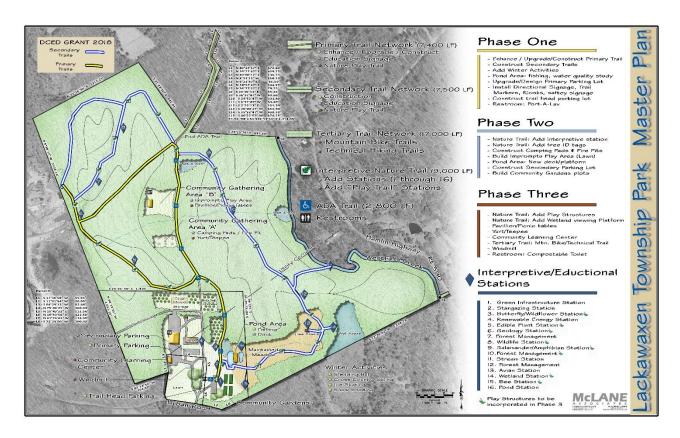


Thomas J. McLane and Associates, Inc. - Park Planning & Design Project Experience





Thomas J. McLane and Associates, Inc. - Park Planning & Design Project Experience





Carl R. Kelemen, RLA, FASLA, Principal KMS Design Group, LLC



LICENSED LANDSCAPE ARCHITECT: PA, NJ, DE, MD

Professional Summary: Owner of a small landscape architecture firm. Diverse practice includes: Recreation and Park Planning (master planning and construction document preparation for numerous local municipal and county parks, and open spaces); Trail and Greenway planning and design; Site and Landscape Planning (Conceptual Landscape Plans, Planting Plans, Irrigation system design, Site and Landscape Lighting); and, Forensic services (site related failure investigations and expert analysis reports).

Carl received his license to practice Landscape Architecture in Pennsylvania in 1981.

Employment History:

- KMS Design Group, LLC. (KMS) 2017-Present
- Alta Planning + Design, Inc. (APD)2017
- KMS Design Group, LLC. (KMS) 2006 to 2017
- Jefferson (formerly Philadelphia) University; Adjunct Professor, 2008-present
- Evergreen Landscape Associates 2002-2006, 1989-1998
- Cowan Associates, Inc. 1998-2002
- The Rhoads Garden, Inc. 1985-1989
- The Kling Partnership 1980-1983
- Fairfax County Park Authority, Design Division 1977-1980

Representative Projects:

- East Coventry Township Wayfinding Plan, E Coventry Twp., Chester Co., PA
- Abington Pools Feasibility Study, Abington Township, Montgomery Co., PA
- Medlar Conservation Area Master Site Plan, Five Rivers MetroParks, Dayton, OH
- French Creek State Park ADA Trail Phase 1, Union Township, Berks Co., PA
- Hopewell-Big Woods ADA Trail, Union Township, Berks County, PA
- New Hanover Township Open Space & Recreation Master Plan, New Hanover Township, Montgomery Co., PA
- Montrose VA Medical Center Building Demolition and Site Restoration Plan, Montrose, NY
- Lower Macungie Recreation, Parks & Open Space Master Plan, Lower Macungie Township, Lehigh County, PA
- Lower Macungie Greenway & Trail Study and Master Plan, Lower Macungie Township, Lehigh County, PA
- Ursinus College Landscape Master plan, Collegeville, Montgomery County, PA

- "Kimberton on Foot," Community-wide walkability plan, Kimberton, Chester County, PA
- Lower Perkiomen Valley Park Meadow Restoration and Reforestation Project, Lower Perkiomen Township, Montgomery County, PA
- Perkiomen Watershed Conservancy HQ Master Plan, Skippack Township, Montgomery County, PA
- Ellis Woods Park, East Coventry Township, Chester County, PA
- New Jersey World War II Memorial, Trenton, NJ
- Black Rock Sanctuary Phases 2 & 3; Interpretive Trail, Chester County, PA
- Black Rock Sanctuary Phase 1; Wetland Creation, Chester County, PA

Education:

- Bachelor of Landscape Architecture, SUNY; CESF 1975
- Bachelor of Environmental Studies, State University of NY; College of Environmental Science & Forestry - 1974
- Associate Landscape Design, Temple University 1972

Professional Licenses:

- Pennsylvania, LA-675-E
- New Jersey, AS-713
- Delaware, ORLA-206
- Maryland, 4126

Professional Memberships/Activities:

- Fellow, American Society of Landscape Architects (ASLA)
- Member, Pennsylvania Recreation and Park Society
- Member, Pennsylvania Association of Environmental Professionals

Volunteer Activities

- Bike Montco Steering Committee, 2016-Present
- Montgomery County (PA) Parks, Trails and Heritage Sites Advisory Board, 2015-present
- Pennsylvania Trails Advisory Committee, 2015-present
- Landscape Architecture Advisory Board, Jefferson (formerly Philadelphia)
 University, 2007-present
- Boy Scouts of America Merit Badge Counselor, 2002-2010
- Member-at-Large, American Society of Landscape Architects, PA/DE Chapter, 2010-2014
- Board of Trustees, American Society of Landscape Architects, 2002-2010
- President, American Society of Landscape Architects, PA/DE Chapter, 1998-2002
- Vice President, American Society of Landscape Architects, PA/DE Chapter, 1996-1998

THOMAS J. McLANE-R.L.A., ASLA

PRINCIPAL, LANDSCAPE ARCHITECT

LICENSED LANDSCAPE ARCHITECT: DE, MD, NY, PA; CERTIFIED PLAYGROUND SAFETY INSPECTOR (CPSI)

EDUCATION:

1976 to 1980 WEST VIRGINIA UNIVERSITY

Received B.Sc in Landscape Architecture

1975 to 1976 **KEYSTONE JUNIOR COLLEGE**

Received Associate in Arts Degree

PROFESSIONAL EXPERIENCE & SKILLS:

1989 to Present: Landscape Architect/Principal

Thomas J. McLane and Associates, Inc.

Scranton, Pennsylvania

1985 to 1989: Landscape Architect/Planner

Macris, Hendricks & Witmer Gaithersburg, Maryland

1984 to 1985: Recreation Planner/Land. Arch.

Thousand Trails Resorts, Inc.

Seattle, Washington

1982 to 1984: Designer/Project Manager

Landscape Contracting Co. Forestville, Maryland

1980 to 1982: Eng. Technician/ Designer/Draftsman

Northeastern Engineering, Inc. Clarks Summit, Pennsylvania

Stormwater Management and grading; Park design and layout; Trail design; Construction oversight; Wetland determinations/ delineations; Environmental assessments; Regulatory agency coordination; Master Site Planning; Green infrastructure design; Proposal Writing; Cost estimating; CAD and Construction drawings; Construction Management; Public speaking.

MILITARY EXPERIENCE:

1971 to 1975 U.S. Navy Medical Corps

PROFESSIONAL ASSOCIATIONS & COMMUNITY INVOLVEMENT:

Lackawanna River Corridor Association, Past President
Lackawanna Valley Conservancy, Board of Directors
Lackawanna County Conservation District, Associate Director
Northeast Pennsylvania Community Tree Association, Member
Scranton Shade Tree Commission, Landscape Architect
American Society of Landscape Architects, PA/DE Chapter Treasurer
Pennsylvania Recreation and Parks Society
Society of Wetland Scientists

Relevant Project Experience

- Dingman Park Master Site Plan, Permits & Construction (ongoing since 2000)
- Nay Aug Park Renovations (2012)
- * Billy Barrett Park Renovations Concept Plan and Construction (2009)
- * S. Abington Community Park (since 2002)
- Upper Brodhead/Paradise Creeks Greenway Plan (2010)
- * McDade Park Master Site Plan and select park renovations
- Roamingwood Lake Recreation Area at the Hideout Concept and Construction (2015)
- * Carlton Drake Memorial Park and Riparian Trail (ongoing since 2004)
- Novembrino Splash Park (present)
- * Orchard Street Park (2010-2011)
- * LRHT, Olive Street spur/pavilion (ongoing)
- Nay Aug Avenue Natural Play Area (2014 ongoing)
- * Dorothy Street Park
- Leggett's Creek Greenway and Rockwell/ McLain Park renovations
- Crowley Park Renovations (2017-2019)
- * Geisinger Wellness Trail ,Scranton (2014-2016)
- * Cornelia & Florence Bridge Preserve (2012-2014)

- Avid Touring Cyclist (US Trans-Continental, UK, Ireland, France, Canada....) Experience is gained through Experiences.

Thomas J. McLane and Associates

Landscape Architects - Environmentalists

ENVIRONMENTAL SCIENTIST, PROJECT MANAGER

EDUCATION:

2006 to 2007 NIAGARA COLLEGE of APPLIED ARTS & TECHNOLOGY

Post Graduate Certificate in Ecosystem Restoration

2004 to 2006 FORDHAM UNIVERSITY

M.Sc. Degree in Biology/Ecology

1996 to 2000 UNIVERSITY of SCRANTON

Received B.Sc. in Environmental Science, cum laude

PROFESSIONAL EXPERIENCE & SKILLS:

2007 to Present: Environmental Scientist, Project Manager

Thomas J. McLane and Associates, Inc.

Scranton, Pennsylvania

2004 to 2006: **Teaching Assistant**

Fordham University, Grad. School of Arts & Science

Bronx, New York

2001 to 2004: Environmental Coordinator

Voluntary Action Center of NEPA

Scranton, Pennsylvania

Relevant Project Experience

- Cornelia & Florence Bridge Preserve Master Site Plan (ongoing since 2007)

- Nay Aug Park Renovations (2012)

- Skywood Park Master Site Plan (2008)

- Aylesworth Park Master Site Plan (2008)

- Carlton Drake Park Trail/Concessions

 Roamingwood Lake Recreation Area at the Hideout Concept and Construction (2015)

 Carlton Drake Memorial Park and Riparian Trial (ongoing since 2004)

- Lackawaxen Park Master Plan (2011)

- Rivers Edge Bike Park (ongoing)

- CJR Memorial Playground (2014)

- Nay Aug Ave. Natural Play Area (2015)

Wetland determinations/delineations; Environmental assessments (WET); US Army Corps Section 404 and PA DEP Chapter 105/106 Water Obstruction and Encroachment Permits; Regulatory agency coordination, Wetland mitigation design, Implementation of wetland mitigation projects; Wetland monitoring; Master Site Planning; Raingarden presentations; Green infrastructure design; Proposal Writing; Cost estimating; CAD and Construction drawings; Construction Management; Public speaking.

PROFESSIONAL TRAINING:

- Master Watershed Steward (Penn State Extension, 2017)
- U.S. Army Corps of Engineers (1987 Manual) Wetland Delineation Training Program (Rutgers University, Cook College, 2002)
- 38-Hour U.S. Army Corps Wetland Delineation and NC/NE Regional Supplement Training Program (Richard Chinn Environmental Training, Inc., 2011)

PROFESSIONAL ASSOCIATIONS & COMMUNITY INVOLVEMENT:

Lackawanna County Green Infrastructure Bus Tour Committee Member 2014 Lackawanna State Park "Bio Blitz" Member 2014, 2018 Lackawanna River Corridor Association Board Member 2009-present Society of Ecological Restoration (SER) International 2006-present Scranton Iron Arts District Task Force 2010-present Niagara College Environmental Corps - Board Member 2006-2007 Lackawanna Watershed Environmental Alliance Member 2002-2004 Lackawanna Heritage Trail Management Committee Member 2001-2004

AWARDS & HONORS:

PEC Environmental Partnership Award (2017) - Awarded by Pennsylvania Environmental Council

"Green Leader" (2012) - Happenings Magazine

"Top 20 under 40" (2011) - Northeast PA Business Journal

The Excellence in Ecosystem Restoration Award (2007) - Awarded by Niagara College

The Excellence in Environmental Science Award (2000) - Awarded by the University of Scranton

Lackawanna River Stewardship Award (2004) - Awarded by the Lackawanna River Corridor Association

Lackawanna River Watershed Beautification Award (2003) - Awarded by the Interdependence Day Committee

Thomas J. McLane & Associates

Landscape Architects - Environmentalists

Derek Dureka

432 Renfrew Avenue Ambler, PA 19002 (610) 733-3115 DerekDureka@gmail.com

Professional Experience

Director, Upper Dublin Township Parks & Recreation Department

2009 to Present

- Responsible for the operation of a customer-centric department, serving a suburban community of 25,000 residents, that focuses on efficiently performing routine tasks, creative problem solving, innovative thinking, short-term and long-range planning.
- Prepare and administrate annual budget in excess of \$2.2 million in operating funds and varying dollars for capital projects.
- Authored and received various grants in excess of \$550,000.
- Effectively lead 9 full-time and 4 seasonal parks division staff, 2 full-time recreation division staff, 1 full-time administrative assistant, 1 full-time facility and field coordinator, 3 part-time customer service representatives, 8 part-time park security staff and 70+ seasonal program, pool and maintenance staff.
- Oversee staff development and delivery of comprehensive schedule of programs/special events for all ages. Includes 500 programs, events, trips and discount tickets annually.
- Direct staff performing ongoing maintenance of 44 sites compromising 500+ acres of active recreation space, passive parkland, natural areas and trails.
- Facility oversight includes: 50-acre community park; 40-acre environmental education center; rentable pavilions; dog park; outdoor community pool; lit artificial turf fields (2); hard surface courts; baseball, soccer & softball fields; sand volleyball courts; playgrounds; paved & unpaved trails and 6 meeting room spaces.
- Manage and nurture the Township's commitment to 30+ community partnerships.
- Notable Department Achievements:

Oversaw Twining Valley Golf & Fitness Center Feasibility Study

- Purpose of the study was to determine the highest and best use of the 105-acre municipal golf course property upon the third-party management company's lease expiration in November 2019.
- Developed successful grant proposal that funded 50% of the study.
- Led resident-focused participation effort. Saw a 40+% mailed survey return rate and high resident turnout and feedback at public meetings.
- Results of the study indicated that the best use would be to convert into an eco-park with trails, natural amenities, playscape and pavilion.
- Secured \$500,000+ in grant funding from various sources for conversion of the property to a park.

O Completed East Oreland Park Redevelopment

 Oversaw redevelopment of former school/recreation building site to neighborhood park featuring a playground system, basketball court, pavilion, seating wall and subsurface storm water infiltration system.

Established Recreational Scholarship Program

 Established income-based recreation scholarship program for residents. Worked with other community organizations to create one application to annually qualify for all community scholarships.

o Developed Department's Social Media Presence

Through unique special event-driven efforts, the department has developed a strong social media presence and following, which has resulted in greater departmental awareness in the community, increased program and event attendance and net revenues.

Recreation Superintendent, Upper Dublin Township Parks & Recreation

- Oversaw all Recreational aspects of the department including programming, hiring, policy creation/implementation, marketing and budgetary decisions.
- Worked with the Parks Division for the delivery of programs and special events.

Recreation Program Coordinator, Upper Dublin Township Parks & Recreation

2005 to 2007

2008 to 2009

- Developed and led a variety of programs and special events.
- Negotiated terms of service and fees with outside contractors.
- Managed online store and calendars.
- Authored and revised the department program guide 3 times per year.

Education

Bachelor of Science in Recreation, Park, and Tourism Management

The Pennsylvania State University - College of Health & Human Development

Concentration: Commercial and Community Recreation Management

- Minors in Business & English
- > Certified Park & Recreation Professional (CPRP)
- > Graduate, NRPA Directors School
- ➤ Graduate, NRPA Revenue Development and Management School
- > Penn State Municipal Leadership Certificate
- > Philadelphia Horticulture Society TreeVitalize Tree Tenders Certification

Professional Affiliations

National Recreation and Park Association (NRPA), Member

Pennsylvania Recreation and Park Society (PRPS)

- Parks Resource Board, President (2019-2020) & Member
- PRPS Board of Directors, Member
- PRPS Conference Committee, Various roles
- PRPS Annual Conference, Delegate

Montgomery County Parks & Recreation Directors Group

• Re-established regional group and organize annual meetings to network, learn from other organization and discover potential project partnerships.

Programmer Exchange Network (PEN), Member

• Local network of recreation professionals

Township Committees

Township/School District Liaison Committee, Member

Township Emergency Management Team, Member

- Coordinate feeding of emergency management staff and set up shelter for residents.
- Trained as a Public Information Officer.
- Participated in multiple emergency management scenario trainings.

SPARK User Group, Chair

 Meet quarterly with artificial turf field stakeholders to review past season's use, future projects and scheduling.

Township Facility Task Force, Member

• Started Facility Task Force to determine and prioritize organizational space needs.

Township Pension Board, Member

Non-uniform representative that directs the management of the pension fund.

Civic Affiliations

Montgomery County Senior Games, Executive Committee Member

Upper Dublin Township Triathlon/Duathlon/Aquabike, Race Director

• Event annually nets ~\$20,000 to \$25,000 with 400+ participants

Ambler Bike Race, Co-Founder & Logistics/Volunteer Coordinator

Sandy Run Middle School Project Review Committee, Member

North Hills Manor Advisory Committee, Member

Upper Dublin Community Day Committee, Logistics Committee

Speeches &

Ready, Set, Go - Fundraising Through a Race, NNE Recreation & Parks Conference

Presentations Helping Families Rediscover the Outdoors, NNE Recreation & Parks Conference Green Infrastructure: Management & Maintenance, PRPS Annual Conference

Mowing to Meadows: Lessons Learned, Schuylkill Watershed Congress

Transitioning from College to the Professional World, PRPS Annual Conference

Geocaching, PRPS Annual Conference

Regular guest lecturer at Penn State Recreation, Park, and Tourism Management classes

Other Professional Experience

President/Owner, GeoVentures Programming & Services, Inc.

Develop and run outdoor, recreational, team building and educational programs for community organizations, universities, municipalities, corporations and grade schools.

2008 to Present

• Train and manage seasonal staff for the delivery of summer camp programs.

Skills & Knowledge

American Red Cross Adult, Child & Infant, CPR, AED and First Aid certified

Basic knowledge of construction, facility management, facility set-up

Knowledge of natural park maintenance

Knowledge of handheld GPS use for professional and recreational use





KMS Design Group, LLC

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