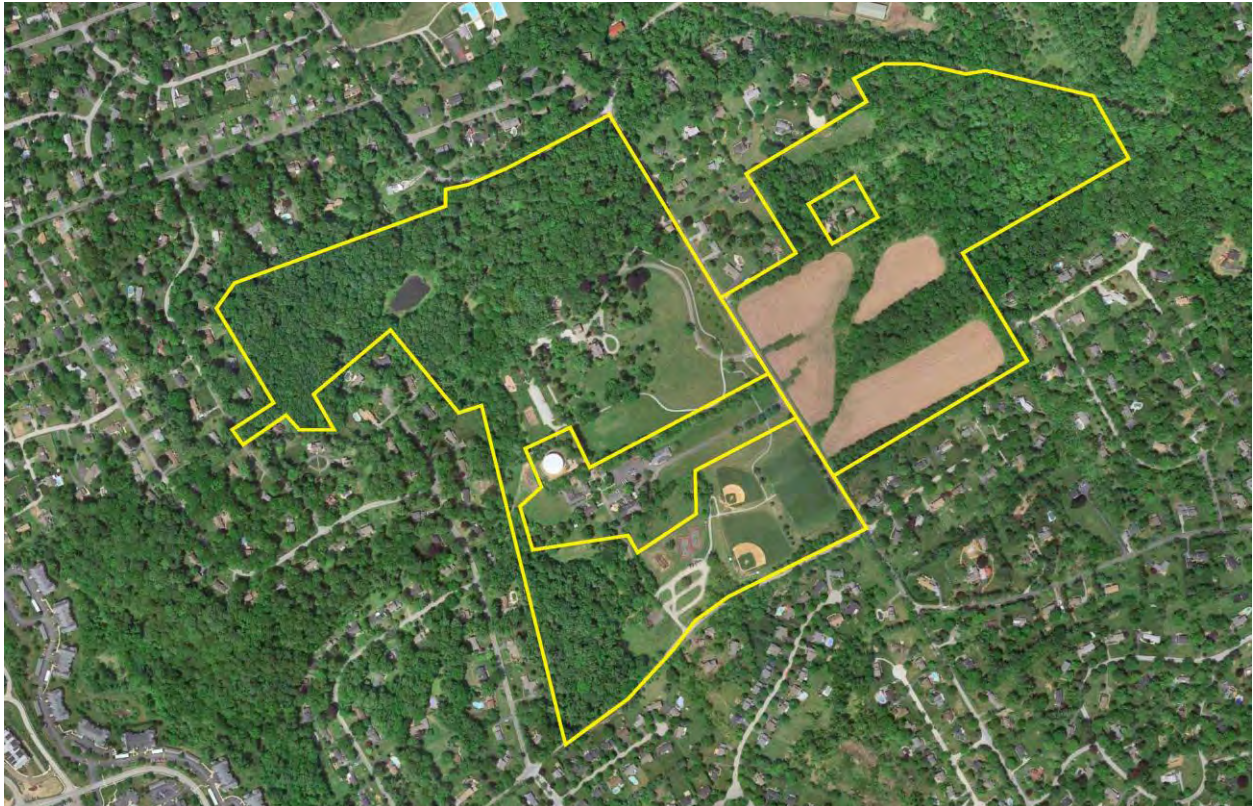


**Proposal for Landscape Architectural
& Park Master Planning Services:**

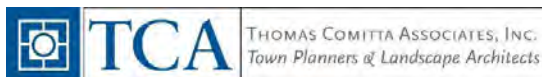
**Oakbourne Park Master Plan
Westtown Township – Chester County, PA**



Submitted to:

Westtown Township Board of Supervisors

Submitted by:



May 8, 2020



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

May 8, 2020

Mila Robinson, Planner II
Westtown Township
1039 Wilmington Pike
West Chester, PA 19382

RE: **Proposal for Landscape Architectural & Park Master Planning Services:
Oakbourne Park Master Plan**

Dear Mila:

Thank you and Westtown Township for inviting Thomas Comitta Associates, Inc. (TCA) to submit this Proposal to prepare the Master Plan for Oakbourne Park!

We believe that we have a very good understanding of the proposed work, as carefully described and illustrated in this Proposal. We have been to Oakbourne Park over 20 times in the past 5 years during different seasons for various events.

I will be the Project Manager for this work, and can be reached on my cell phone at 484-678-9245. TCA is located less than 4 miles (and less than 10 minutes) away from Oakbourne Park. Therefore, we can "be there" in short order.

We look forward to the possibility of being short-listed for an Interview, and of being selected as your Park Master Planning Consultant! Thank you.

Sincerely,

Thomas J. Comitta, AICP, CNU-A, RLA
President

TJC/elg

Enclosures



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

Proposal for Landscape Architectural & Park Master Planning Services: Oakbourne Park Master Plan

May 8, 2020

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THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

Proposal for Landscape Architectural & Park Master Planning Services: Oakbourne Park Master Plan

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Introduction

Oakbourne Park is:

- + a historical gem;
- + a diversified place for a variety of active recreational activities;
- + a quiet place with a wide range of passive recreational opportunities;
- + a place with pedestrian access that links to everything that the Park has to offer via the network of trails; and
- + a true community asset, as the largest Municipal Park in Westtown Township.



The Goals of the Master Plan are to:

- + define a future vision for the park, informed by an effective Public Participation process;
- + recommend improvements to park facilities, as well as to the natural areas of the park;
- + recommend future uses for the Cope Tract;
- + differentiate the Park from the Gaudenzia House tract;
- + address Park operations and maintenance;
- + determine costs and priorities for phasing; and
- + focus on all of the above with an effective outreach program.



These Goals will be refined and expanded in conjunction with the Study Committee, the Stakeholders, and the Township Officials and Staff.

Thomas Comitta Associates, Inc. (TCA) Town Planners & Landscape Architects has been active in Park Master Planning for 47 years. We have prepared over 70 similar Park Master Plans since 1973.

We are very familiar with Oakbourne Park and Westtown Township, and believe that we will exceed expectations for the preparation of an effective, meaningful and implementable Oakbourne Park Master Plan.



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Proposal for Landscape Architectural & Park Master Planning Services: Oakbourne Park Master Plan

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Items for Evaluation, and Reflection on Our Understanding of Oakbourne Park

As the Master Planning Process evolves, the goals for the Park will be refined and expanded. Our initial “take” on “Items for Evaluation” is listed and depicted in the exhibit on page 2-2 that follows.









Our list currently includes eight (8) topical items that reflect our awareness and sensitivity concerning important topics pertaining to the Oakbourne Park Master Plan, including:

- + Historical Assets;
- + Landscape Assets;
- + Trails & Walkability;
- + Recreational Assets;
- + Agricultural Topics;
- + Operations & Maintenance Considerations;
- + Management & Financial Considerations; and
- + Other Considerations.


We propose to utilize page 2-2 to “hit the ground running” with the Study Committee, and to jump start the Master Planning Process!



ITEMS FOR EVALUATION: (Please note that these listings are intended to “jump start” the Master Planning process with the Study Committee.)

1. <u>Historical Assets</u>	2. <u>Landscape Assets</u>	3. <u>Trails & Walkability</u>	4. <u>Recreational Assets</u>	5. <u>Agricultural Topics</u>	6. <u>Operations & Maintenance Considerations</u>	7. <u>Management & Financial Considerations</u>	8. <u>Other Considerations</u>
							
<p>1.1. Estate Character</p> <p>1.2. Ambience of Historic Setting</p> <p>1.3. “Breathing Room” around Historical Assets</p> <p>1.4. Parking & Overflow Parking</p> <p>1.5. Interpretative Signage</p> <p>1.6. Gazebo for Performances?</p> <p>1.7.</p> <p>1.8.</p>	<p>2.1. Venerable Landscape Grounds</p> <p>2.2. Historically Authentic Plantings</p> <p>2.3. Outdoor “Rooms”</p> <p>2.4. Woodland Conservation</p> <p>2.5. Woodland Management</p> <p>2.6. Period Gardens</p> <p>2.7. Shade</p> <p>2.8.</p>	<p>3.1. Interconnected Network of Trails</p> <p>3.2. Crosswalks</p> <p>3.3. Trail Widths</p> <p>3.4. Trail Surfaces</p> <p>3.5. Linkages Off-Site</p> <p>3.6. Accessibility</p> <p>3.7. Alternatives to steps</p> <p>3.8.</p>	<p>4.1. Sports Fields</p> <p>4.2. Practice Fields</p> <p>4.3. Pavilions</p> <p>4.4. Special Events Space(s)</p> <p>4.5. Playcourts: Tennis & Basketball</p> <p>4.6. Informal Playfields</p> <p>4.7. Other desired facilities (e.g. pickleball?)</p> <p>4.8.</p>	<p>5.1. Cropland</p> <p>5.2. Agritainment</p> <p>5.3. Butterfly/Pollinator Gardens</p> <p>5.4. Wildflower Gardens</p> <p>5.5. Community Gardens</p> <p>5.6. CSA?</p> <p>5.7.</p> <p>5.8.</p>	<p>6.1. Lawn Maintenance</p> <p>6.2. Other Seasonal Maintenance</p> <p>6.3. Arboriculture</p> <p>6.4. Field Maintenance</p> <p>6.5. Trails, Playcourt Surfacing & Maintenance</p> <p>6.6. Dumpsters & Waste Receptacles</p> <p>6.7. Other Bins (e.g. recycling)</p> <p>6.8.</p>	<p>7.1. Personnel</p> <p>7.2. Scheduling</p> <p>7.3. User Fees</p> <p>7.4. Contributions</p> <p>7.5. Recreational Fee-in-Lieu Funds</p> <p>7.6. Gifts Catalogue</p> <p>7.7. Grants</p> <p>7.8.</p>	<p>8.1. Primary Signage</p> <p>8.2. Wayfinding & Directional Signage; Kiosk Signage</p> <p>8.3. Parking & Overflow Parking for Sports Fields</p> <p>8.4. Accessibility to all facilities</p> <p>8.5. Stormwater & Drainage</p> <p>8.6. Rules & Regulations</p> <p>8.7.</p> <p>8.8.</p>

Note: Items intentionally left blank to invite the Study Committee to help “fill in the blanks”.









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Town Planners & Landscape Architects

Proposal for Landscape Architectural & Park Master Planning Services: Oakbourne Park Master Plan

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Scope of Work

The Tasks outlined below represent TCA's proposed Scope of Work, based upon the RFP and our suggested refinements to the proposed work program.

A. Purpose, Goals, and Objectives

The purpose, goals, and objectives of the master planning process will be documented. TCA will expand upon the Goals summarized on page 1-1 of the Proposal, through the lens of the chart on page 2-2.

B. Public Participation

Public participation will be an ongoing outreach initiative throughout the master planning process. TCA will work with the Township to determine Stakeholder preferences, and to prioritize the types of preferred facilities and activities at Oakbourne Park. At a minimum, public participation will include:

1. Study Committee Collaboration – TCA will work closely with the Study Committee. We will prepare for and meet on six strategically determined dates, in order to provide guidance and to review the work.
2. Key Person Interviews – TCA will work with the Study Committee to identify key Stakeholders to be interviewed. TCA will conduct 10 key person interviews.
3. Online Citizen Survey – TCA will design, conduct, and summarize findings on an online citizen survey, that will be posted on the Township website.
4. Public Meetings – TCA will prepare for and orchestrate two (2) Public Meetings to obtain resident input and to review the recommendations of the Master Plan.
5. Board of Supervisor Meeting – TCA will present the Master Plan to the Westtown Township Board of Supervisors for approval at a regularly scheduled Board of Supervisors Public Meeting.



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Proposal for Landscape Architectural & Park Master Planning Services: Oakbourne Park Master Plan

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C. Background Information

TCA will provide an Overview of the community, the park system, and the Oakbourne Park site. The 2019 Westtown Township Comprehensive Plan will be referenced for pertinent information. The following community information will be provided:

1. A brief introduction into Westtown Township, including: location, size, and regional context.
2. Demographics, including: population, age, gender, race & ethnicity, households, income, and education.
3. Economic, housing, transportation, and historic/cultural assets.
4. Natural resources including woodlands, wetlands, and other water resources, farmland, and critical habitats.
5. Park, open space, and recreation facilities, including: name, number, size, type, and characteristics.
6. Oakbourne Park relationship to the overall Westtown Township park system.
7. Elements of existing planning documents that are applicable to Oakbourne Park, especially from the 2014 OSRER Plan Update.

D. Site Inventory and Analysis

TCA will describe the physical, natural, historic, and cultural resources and legal restrictions related to Oakbourne Park, and any potential impacts on potential development and use. TCA will provide an analysis of opportunities and constraints, and will address:

1. Site description: location, acreage, zoning, surrounding land use, deed restrictions, easements and rights-of-way.
2. Natural features: soils, topography, wetlands, floodplain, specimen vegetation, woodlands, invasive species, PNDI potential impacts, and drainage patterns.



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3. Manmade features: Existing active and passive recreation and support facilities, utilities, access and circulation.
4. A composite of the above with the preparation of a “Landscape Types” map to illustrate the diversity of existing uses of the Park from the most natural resource oriented to the most recreational resource oriented.

E. Activities and Facilities Analysis

TCA will describe the community needs, uses, and priorities for Oakbourne Park as identified through the public participation process, previous planning work, and the needs assessment. In addition, we will 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 applicable standard.

1. For active recreation facilities, TCA will describe the participant skill level, competition level, and spectator use for each facility.
2. For passive recreation facilities, TCA will describe the proposed use of the Park including nature trails, community gardens, wildlife habitat protection, environmental education, bird watching, and plein air art and photography opportunities.
3. TCA will describe the proposed preservation of open space, woodlands, and riparian buffers.
4. TCA will describe projected participation rates in the context recreational facility requirements and capabilities.
5. TCA will list the published NRPA, State, DVRPC and CCPC standards used to determine the size, dimensions, orientation, slope, buffer areas, setback requirements, and open or undisturbed space requirements for each proposed recreational facility and use.
6. TCA will provide a brief description of each support facility and the requirements for connectivity and accessibility, including roads, driveways, drainage, stormwater management, maintenance facilities, utilities, parking, comfort facilities, signage, trails, sidewalks, and crosswalks.



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F. Design Considerations

TCA will consider the following planning parameters when determining the users and facilities planned at Oakbourne Park:

1. Site opportunities, constraints, and generally accepted design standards related to the proposed recreation facilities and uses including applicable recreation and park standards.
2. Topography of the site and related drainage, as well as the existing issues with pedestrian circulation due to topography, steps, and grades.
3. Compliance with applicable laws, regulations, and guidelines including subdivision & land development, zoning, 2010 ADA Standards for Accessible Design, Uniform Construction Code, American Society for Testing Materials (ASTM) standards, and the Consumer Product Safety Commission (CPSC) guidelines pertaining to playground areas and equipment.
4. Protection/enhancement of environmentally sensitive areas, including: woodlands, streams, wetlands, and natural areas that provide wildlife habitat and protect water quality.
5. Sustainability site design and green infrastructure/materials that would reduce environmental impacts and lower operation and maintenance costs.
6. Establishment and maintenance of sustainable riparian native grass and/or forest buffers.
7. Stormwater management Best Management Practices.
8. A “zoom out” evaluation of the above to address the carrying capacity of the different “Landscape Types” of the Park.

G. Design Process and Recommendations

During the design and recommendation process TCA will:

1. Develop two (2) preliminary alternative Concept Plan drawings. The relationship between facilities and circulation patterns will be depicted and noted.



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2. Present the preliminary alternative Concept Plan drawings to the Study Committee for discussion and evaluation.
3. Prepare a written evaluation of each alternative Concept Plan drawing, highlighting both the strong and weak points.
4. Prepare a draft Master Plan based on the evaluation of the preliminary Conceptual Plan alternatives.
5. Meet with the Study Committee to review and discuss the draft Master Plan and to prepare for the Public Meeting.
6. Present the draft Master Plan at a Public Meeting and obtain public comment.
7. Refine and finalize the Master Plan based on input from the Public Meeting and findings of the master planning process.
8. Present the final Master Plan at a Westtown Township Board of Supervisors Public Meeting for final comment and approval.

H. Cost Estimate and Phased Capital Development Program

1. Development Capital Costs – TCA will prepare a detailed cost estimate for the enhancement and improvement of the proposed recreational areas and facilities. The cost estimate will include engineering and other professional services cost; construction and materials cost; project administration costs; and a contingency of 10% of the construction cost estimate.
2. Phased Capital Development Program – This will involve the review of the development capital costs with the Study Committee and the recommended phasing. TCA will identify phases for park improvement and a detailed cost estimate for each phase.
3. Phasing Plan – TCA will prepare a phasing plan to illustrate the development phases on the final Master Plan.
4. Implementation Strategy – TCA will develop a finance strategy for each development phase that consider, grants, fundraising, contributions and donations, and bonds.



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I. Maintenance and Operation Costs, Revenue

1. TCA will prepare a cost estimate for annual maintenance and operation of the recreational areas and facilities shown in the final Master Plan. The estimate will be calculated for each of the items identified below, with analysis included in the narrative report.
 - a. Personnel – TCA will describe and analyze the current level of operations and maintenance personnel including paid staff and volunteers.
 - b. Maintenance and Operation Costs – TCA will:
 - (1) Determine if the life cycle costs can be lowered by using sustainable design practices and alternative materials.
 - (2) List and discuss various materials that could be used to lower long-term maintenance cost.
 - (3) Address Administration (i.e. insurance, office supplies, phone, internet, public relations, rentals, and training).
 - (4) Address Personnel (employment positions, number of employees in each position, estimated salaries or wages by position, fringe benefits, estimated overtime cost, temporary employment).
 - (5) Address Maintenance equipment needed to maintain recreation areas and facilities.
 - (6) Address supplies and materials (i.e. concession and sale items, custodial supplies, motor vehicle fuel and supplies, tools and mechanical supplies, utilities, and equipment rental).
 - (7) Address programming (general description and anticipated number of programs, participants by program, and costs by program)
 - (8) Address contracted services costs for operation and maintenance.
 - (9) Address annual capital outlay for major equipment.
 - (10) Address debt service. (To the extent the long term financing is anticipated to fund the proposed site improvements, and the purchase of any major equipment.)



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J. Narrative Report

1. TCA will document each aspect of the planning process and include recommendations of the final Master Plan in an 8 ½" x 11" narrative report. The report will include the assessment, findings, and recommendations of Scope of Work items A through I above.
2. TCA will provide electronic copies of the narrative report to the Study Committee and Township representative(s) for review and comment.
3. TCA will meet with the Study Committee to review the narrative report.
4. TCA will revise the narrative report based on comments received and finalize the report.

K. Base Mapping, Master Plan, and Site Development Drawing

1. The base map for Oakbourne Park will be developed using ChescoViews, Chester County GIS data, aerial photography, and other readily available information. The base map will include the name Oakbourne park, Westtown Township – Chester County, PA, a graphic scale, north arrow, date, legend, and the professional seal of Thomas J. Comitta, RLA, the proposed Project Manager and Landscape Architect registered in the Commonwealth of Pennsylvania.
2. The final Master Plan, illustrating the proposed improvements and enhancements to Oakbourne Park, will be drawn to scale as a color rendering (Also see Task L.4.).
3. A separate version of the final Master Plan will be developed as a Site Development Drawing as defined by PA DCNR. All data identified on the Bureau's Park Site Development Drawing (SDO) Checklist will be represented on the drawing(s), as applicable. Specifically, the metes and bounds, and existing conditions, proposed improvements, ADA compliance, and phasing will be clearly identified.



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L. Final Products

TCA will be responsible for the following final products and deliverables:

1. Ten (10) printed 8 ½” x 11” bound copies of the final narrative report with the cover signed, sealed, and dated by Thomas J. Comitta, RLA, the Registered Landscape Architect.
2. One (1) final Master Plan rendering drawn to scale, colored, mounted on a 24” x 36” board for display purposes.
3. One (1) flash drive with electronic PDF format copies of the final narrative report and the final Master Plan rendering and Site Development Drawing.
4. In addition to the Final Products listed above, TCA will provide two (2) poster size versions of the Master Plan to be used at the two (2) existing Kiosks in the Park: one near the Oakbourne Mansion and one near the Tennis Courts.



Note:

Please refer to the Methods and Procedures that follows for an expansion on this Scope of Work section.

Proposal for Landscape Architectural & Park Master Planning Services: Oakbourne Park Master Plan

May 8, 2020

Methods and Procedures

Common to all of our park and recreation Master Plans are the following Methods & Procedures:



1. Goals & Guiding Principles;
2. Detailed Site Analysis with Study Committee;
3. Public Outreach of diversified Stakeholders;
4. Online Survey;
5. Participatory Master Planning & Design;
6. Detailed Site Development Plans;
7. Accommodations for persons of all ages and abilities;
8. Detailed Cost Estimates for all elements;
9. Phased capital program;
10. Maintenance & Operations costs at 4% to 11% of capital costs; and
11. 47 years of park construction oversight, that has cumulatively informed best practices in park implementation.





THOMAS COMITTA ASSOCIATES, INC.
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Proposal for Landscape Architectural & Park Master Planning Services: Oakbourne Park Master Plan

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Methods and Procedures (continued)

For the Oakbourne Park Master Plan we will address II of the Scope of Work elements summarized on pages 3-1 through 3-8 of this Proposal.

We will also focus on:

- a. Walking the Park with the Study Committee during the Site Analysis work, to discuss ideas, issues, problems, opportunities, and constraints;
- b. Collaboratively writing the goals and objectives with the Study Committee as “Guiding Principles” as a written and graphic work product;
- c. Conducting an effective online survey to invite and receive public input and comment;
- d. Illustrating the “Landscape Types” of Oakbourne Park to depict a diversity of opportunities for passive recreation, active recreation, trails, woodlands, agriculture, and natural resource protection.
- e. Collaboratively drawing the Master Plan with the Study Committee as a fun, “roll-up-the sleeves” exercise; and
- f. Always asking the question “Did we miss anything?” during the process.

Due to COVID -19, we may need to hold Virtual Public Engagement Meetings. We can use a “Go To Meeting” platform in order to share, describe, and depict certain map, plan and photo features of the Park.



Primarily Passive Recreation



Active Recreation



Agriculture



Woodlands



THOMAS COMITTA ASSOCIATES, INC.
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Proposal for Landscape Architectural & Park Master Planning Services: Oakbourne Park Master Plan

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Profile of Firm

Thomas Comitta Associates, Inc. (TCA) Town Planners & Landscape Architects has prepared over 70 similar Master Plans over the past 47 years. Since 1973, in addition to preparing municipal park master plans while serving 133 municipalities, TCA has prepared the Hibernia County Park Master Plan and the Warwick County Park Master Plan for the Chester County Parks and Recreation Department.

The TCA offices located 18 W. Chestnut Street in West Chester, PA are less than 4 miles from Oakbourne Park. We can drive to the Park in less than 10 minutes.

Appendix A includes the resumes of the TCA technical team, (including the four key persons outlined below), as well as a summary of our Park and Recreation projects.

- + Thomas J. Comitta, AICP, CNU-A, RLA
Project Manager/Registered Landscape Architect;
Certified Planner & Recreational Planner;
47 years of relevant experience

- + Daniel B. Mallach, RLA, CPRP, AICP, Certified Arborist
Registered Landscape Architect;
NRPA Certified Park and Recreation Professional (CPRP)
Certified Planner; ISA Certified Arborist
13 years of relevant experience

- + Jennifer Reitz, AICP, LEED AP
Certified Planner
LEED Accredited Professional
18 years of relevant experience

- + Erin L. Gross, RLA, ASLA, APA
Registered Landscape Architect
Recreational Planner & Designer
7 years of relevant experience

Tom, Dan, Jennifer, and Erin have collaborated on over 20 municipal park Master Plans, Trails Plans, Open Space Plans, and historic site plans. We have also prepared Master Plans, Site Development Plans, Landscape Plans, Lighting Plans, Grading Plans, and Public Realm Plans for many municipal clients.



THOMAS COMITTA ASSOCIATES, INC.
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**Proposal for Landscape Architectural & Park Master Planning Services:
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Profile of Firm (continued)

Most recently, Tom and Erin prepared the Master Plan Update for East Goshen Township Park, as well as the detailed Construction Documents for the new Playground at East Goshen Park.

Tom and Jennifer also assisted the Brandywine Conservancy with the preparation of the Westtown Township Comprehensive Plan, with particular responsibilities for public outreach.

Our division of labor reflected in the chart in the Cost section of this proposal is on page 8-2.

Our References are listed on pages 6-1 and 6-2, which follow.

We believe that TCA is differentiated from our competition to most effectively create the best work products because:

- + we have 47 years of relevant Park Master Planning experience, and have prepared over 70 similar Master Plans;
- + we are very familiar with Westtown Township, having recently assisted with the preparation of the Comprehensive Plan, including successful public outreach; and
- + we currently assist 23 municipalities in Pennsylvania as their Landscape Architect and regularly prepare updates to Park Master Plans for community and neighborhood parks, trails, streetscapes, and municipal campuses.

Than you for considering TCA!



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

Proposal for Landscape Architectural & Park Master Planning Services: Oakbourne Park Master Plan

May 8, 2020

References

Jason Lang, Director of Park and Recreation

East Goshen Township – Chester County, PA (consultants since 1982)
1661 Paoli Pike
West Chester, PA 19380
Ph: 610-692-7171
Email: jlang@eashgoshen.org

Prepared East Goshen Township Park Master Plan
Prepared Construction Documents for New Playground

Catherine Ricardo, Township Manager

Edgmont Township – Delaware County, PA (consultants since 1981)
P.O. Box 267
Gradyville, PA 19039
Ph: 610-459-1662
Email: cricardo@edgmont.org

Prepared Edgmont Township Community Park Master Plan
Prepared Construction Documents for the New Community Park

Linda Csete, Township Manager

Charlestown Township – Chester County, PA (consultants since 1973)
4030 Whitehouse Rd.
Malvern, PA 19355
Ph: 610-240-0326
Email: admin1@charlestown.pa.us

Prepared Master Plans for several community parks as part of Township-wide Parks & Recreation Plan

Bruce A. Dorbian, Director of Planning and Development

Borough of Marcus Hook – Delaware County, PA
10th & Green Streets
Marcus Hook, PA 19061
Ph: 610-485-1341

Prepared Construction Documents for 4 Phases of Park Development at Market Square Memorial Park along the Delaware River



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

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References (continued)

Joseph Roscioli, former Public Works Director
West Whiteland Township
101 Commerce Drive
Exton, PA 19341
Ph: 610-363-9525

Prepared Construction Documents for 4 Phases of Park Development for Miller Park

We invite you to contact our References, as we consider the parks that we have master planned and designed in East Goshen, Edgmont, Charlestown, Marcus Hook and Exton to be our “signature parks” that have been enjoyed for many years by persons of all ages and abilities.

We also invite you to contact our References relative to the timeliness of our work products. We always submit materials one week prior to scheduled meetings. We have been doing this for the past 47 years and our clients always appreciate our punctuality.



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

**Proposal for Landscape Architectural & Park Master Planning Services:
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Work Schedule

Months	Tasks in Accordance with the Scope of Work								
June 2020	A, B							K	
July 2020	B	C						K	
August 2020	B	C, D							
September & October 2020	B	D	E	F, G					
November & December 2020	B			G	H	I	J	K	L
January 2021	B								L

Key to the Tasks described on pages 3-1 through 3-8:

- A. Goals & Objectives
- B. Public Participation
- C. Background Information
- D. Site Inventory & Analysis
- E. Activities & Facilities Analysis
- F. Design Considerations
- G. Design Process and Recommendations
- H. Cost Estimate and phased Capital Development Program
- I. Maintenance and Operation Costs, Revenues
- J. Narrative Report
- K. Base Mapping, Master Plan, and Site Development Drawing
- L. Final Products

Note: A detailed list of dates will be issued immediately after the first Study Committee Meeting.



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

**Proposal for Landscape Architectural & Park Master Planning Services:
Oakbourne Park Master Plan**

May 8, 2020

Cost Estimate

The total estimated fees and expenses are \$50,000, as listed on page 8-2. However, due to increased hardship and complexity of conducting a normative master planning process due to COVID-19, TCA offers to provide an adjusted cost estimate of \$46,950 as a goodwill gesture to Westtown Township. The \$3,050 adjustment can be used by Westtown Township for more complex public outreach involving more Township Staff time, more copies of the final report, and/or other value-added items.

Please note the following value-added aspects of our Cost Estimate, and the information presented on page 8-2:

- + TCA will absorb our expenses of \$3,050 as a goodwill gesture to Westtown Township;
- + TCA has substantially lowered our hourly rates in order to offer more hours of work to complete all required tasks; and
- + TCA, with 607 proposed hours, is offering to perform the work at an average hourly rate of approximately \$77.00.

We have listed the \$46,950 adjusted cost estimate on page 9-1, and in the Contract in Appendix B.



THOMAS COMMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

**Proposal for Landscape Architectural & Park Master Planning Services:
Oakbourne Park Master Plan**

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Cost Estimate (continued)

<u>Task</u>	<u>Staff Allocation in Hours</u>				
	<u>Comitta</u>	<u>Mallach</u>	<u>Reitz</u>	<u>Gross</u>	<u>Expenses</u>
A. Goals & Objectives	6			6	\$20.00
B. Public Participation	10	8	20	10	\$700.00
C. Background Info	4	10		24	\$80.00
D. Site Inventory & Analysis	12	20		24	\$200.00
E. Activity/Facility Analysis	6	16		24	\$150.00
F. Design Considerations	12	20	4	32	\$100.00
G. Design Process/Recommendations	16	30	4	32	\$130.00
H. Cost Estimate	8	8		16	\$80.00
I. Maintenance/Operation Costs	6	12		8	\$40.00
J. Narrative Report	20	20		30	\$300.00
K. Mapping, Plan, SDD	26	30		36	\$500.00
L. Final Products	4	8		24	\$750.00
Total Hours (607)	130	182	28	267	--
Hourly Rate	\$90	\$80	\$75	\$70	--
Total Fees	\$11,700	\$14,460	\$2,100	\$18,690	\$46,950
Total Expenses					\$3,050
Total Costs					\$50,000

Note: The adjusted cost of \$46,950 described on page 8-1.



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

**Proposal for Landscape Architectural & Park Master Planning Services:
Oakbourne Park Master Plan**

May 8, 2020

Contract for Professional Services

Our signed Contract for Professional Services is in Appendix B in the amount of \$46,950.

We also include the DCNR Nondiscrimination/Sexual Harassment Clause in Appendix B.



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

**Proposal for Landscape Architectural & Park Master Planning Services:
Oakbourne Park Master Plan**

May 8, 2020

Appendix A:

Qualifications & Experience

- Overview of Our Services
- Resumes of the Project Team
- Project Profiles



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

OVERVIEW OF OUR SERVICES

May 2020

The physical manifestations of economic growth often conflict with community values, environmental integrity, historical character, visual quality, and established legal frameworks. Thomas Comitta Associates, Inc. (TCA) specializes in mediating conflicts between the impacts of land development and the values of resource protection.

Tom Comitta and TCA have over 47 years of experience in understanding and evaluating land development issues throughout Pennsylvania. TCA's team of Certified Planners, Registered Landscape Architects, and Land Planners provides excellence in service to the public and private sectors. We have assisted numerous municipal, institutional, commercial, and residential clients. We combine our planning and design talents to improve future growth and change in natural, historical, and man-made environments.



Our Professional Services include:

- Landscape Architecture and Land Planning
- Park, Recreation, and Open Space Planning and Design
- Town Planning and Traditional Neighborhood Design
- Zoning Ordinance Preparation
- Expert Witness Testimony
- Comprehensive Planning & Strategic Planning
- Land Development Plan Review, Evaluation, and Mediation
- Subdivision & Land Development Ordinance Preparation
- Historic Preservation Planning

Thank you for considering TCA with your needs for high quality planning and design services.

TCA celebrates 39 years of service to our clients in 2020!



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

18 WEST CHESTNUT STREET, WEST CHESTER, PA 19380, PHONE: 610-696-3896 FAX: 610-430-3804 WWW.COMITTA.COM



**Thomas J.
Comitta,**
AICP, CNU-A, RLA

**President;
Town Planner &
Landscape
Architect**

As President and founder of Thomas Comitta Associates, Inc., (TCA), Thomas J. Comitta serves as Principal-In-Charge and Operations Manager. He has blended his roles as a Town Planner and Landscape Architect on numerous projects for municipal and private clients.

Tom is an expert in communications and has utilized his verbal and graphic skills for many assignments pertaining to: town planning; landscape architecture; expert witness testimony; public participation; preference surveys related to community development; and land planning mediation. He is a frequent lecturer at town planning workshops, and conducts training sessions on town planning, form-based codes, and traditional neighborhood development.

Tom has traveled extensively in the United States and Europe and has studied many traditional towns and neighborhoods, new towns and new communities. He believes that compact development with attractive and functional public spaces is a needed alternative to conventional suburban sprawl. He promotes a humanistic, sustainable and balanced approach to planning and design through careful consideration of the historic and cultural context of towns, neighborhoods and landscapes.

Education

Master of Landscape Architecture
Harvard University
Graduate School of Design, 1973

Bachelor of Science
in Landscape Architecture
The Pennsylvania State University, 1971

University of Lisbon, Portugal
Instituto de Agronomia,
Arquitetura Paisagista
Study Abroad Program, 1970

Professional Experience

Thomas Comitta Associates, Inc.
Town Planners & Landscape Architects
1981 - Present

Comitta Frederick Associates
Environmental Planning &
Design Consultants
1975 - 1980

Roy F. Weston, Inc.
Environmental Consultants & Designers
1973 - 1975

Professional Registration

Certified Planner
American Institute of Certified Planners (AICP)

CNU-Accredited (CNU-A)
Congress for The New Urbanism

Registered Landscape Architect
Commonwealth of Pennsylvania
State of Delaware
State of New Jersey

Associations

- Congress for The New Urbanism (CNU)
- American Planning Association (APA)
- American Society of Landscape Architects (ASLA)

Awards

Envision Leadership Award
Lancaster County, PA
2010 - Lititz Borough
2011 - Penn Township

Bates Memorial Award for Outstanding Site Design,
Market Square Memorial Park
a riverfront/neighborhood park
Marcus Hook, PA

Significant Projects

Lantern Hill, Doylestown, Pennsylvania
A Traditional Neighborhood

Miller Park, West Whiteland Township
Exton, Pennsylvania

Market Square Memorial Park
Borough of Marcus Hook, PA

Historic Renewal Plan for the
Manayunk Canal, Philadelphia, PA

A Plan for Open Space
Barnstable, Massachusetts

For Numerous Municipalities:

- Form-Based Codes
- Comprehensive Plans
- Zoning Ordinances
- Land Development Ordinances
- Design Guidelines
- Recreation & Open Space Plans
- Revitalization Plans
- Streetscape Plans
- Plan Reviews and Evaluations
- Expert Witness Testimony



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

“By The Numbers”: Overall Summary of Qualifications & Experience
Thomas Comitta Associates, Inc. (TCA)
and Thomas J. Comitta, AICP, CNU-A, RLA

May 2020

The following is a super summary of Tom Comitta/TCA, “By the Numbers”:

1. Tom’s experience with Municipal Planning & Zoning in Pennsylvania: 47 years (including Town Planning & Landscape Architecture)
2. Number of Municipalities TCA has assisted since 1981: 133 Townships, Boroughs and Cities
3. Number of Zoning Ordinances prepared by TCA since 1981: Over 60
4. Number of Subdivision & Land Development Ordinances prepared by TCA since 1981: Over 30
5. Number of Comprehensive Plans prepared by TCA since 1981: Over 50
6. Number of Public Hearings at which Tom Comitta has testified as an Expert Witness since 1973: Over 1,200
7. Number of Hours of Continuing Education Credits taken by Tom Comitta since 1973 Graduation from Harvard University: Over 1,000 hours (average 35 hours per year)
8. Number of Traditional Neighborhood Development (TND) Codes prepared by Tom Comitta since 1995: Over 30
9. Number of Form-Based Codes prepared by Tom Comitta since 2001: Over 18
10. Number of Campus Master Plans, Site Plans, Concept Plans, Land Development Plans, Cluster Development Plans, Revitalization Plans, and Traditional Neighborhood Development (TND) Plans prepared by Tom Comitta since 1973: Over 1,000
11. Number of Land Development Plans evaluated by Tom Comitta since 1973 for which an Evaluation Report for Code Compliance was prepared (i.e. “Review Comments”): Over 5,000
12. Number of Municipal Park Plans, County Park Plans, Playground Plans, Civic Plaza Plans, and Landscape Plans prepared by Tom Comitta since 1973: Over 200

Please contact Tom Comitta at 484-678-9245 for more information on TCA!



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

18 WEST CHESTNUT STREET, WEST CHESTER, PA 19380, PHONE: 610-696-3896 FAX: 610-430-3804 WWW.COMITTA.COM



Daniel Mallach

RLA, AICP, CPRP

Landscape Architect

Certified Planner

ISA Certified Arborist
PD-2782A

Certified Park
and Recreation
Professional

Dan Mallach is a Registered Landscape Architect (PA License LA3107), Certified Planner (AICP), Certified Park and Recreation Professional and ISA Certified Arborist (PD-2782A). His educational background is in open space design and planning, natural, historic and cultural resource management, field botany and plant ecology. His professional practice includes master planning and site analysis, open space, recreation, and planting design, and working with municipalities to achieve zoning and land development objectives. Dan is proficient in a variety of computer graphics applications, and is an experienced photographer.

Dan has worked with several public institutions and government entities, including the cultural resources divisions of the United States Air Force and the United States Army Corps of Engineers. He is an Eagle Scout, and also spent many summers in the outdoors as a YMCA camper, cabin leader, and instructor--learning, and then teaching, about the natural world.

At TCA, Dan coordinates planning and design projects and the preparation of ordinance materials, writes land development code compliance reviews, performs site planting and hardscape inspections, and provides expert witness testimony in Landscape Architecture and Planning. He brings to his work the desire to promote civic strength through a combination of conservation, sustainable land management, vibrant place making and innovative smart growth.

Education

Master of Landscape Architecture
School of Architecture and Planning
University of New Mexico, 2008
Academic Focus: Historic Preservation

Bachelor of Arts in Music
Minor in Conservation Biology/Botany
Middlebury College, 1995

Field Ecology and Wildlife Management
School for Field Studies,
North Queensland, Australia, 1993

Professional Experience

Landscape Architect & Certified Planner
Thomas Comitta Associates, Inc.
West Chester, Pennsylvania
June 2007 - Present

Research and Special Projects Associate
Van Citters: Historic Preservation
Albuquerque, New Mexico
2006 - 2007

Technical and Sales Staff
PhotoGarden
Burlington, Vermont
2000 - 2004

Director, Nature and Conservation Program
YMCA Camp Belknap
Wolfeboro, New Hampshire
1990 - 1993

Professional Affiliations

American Society of Landscape Architects
American Planning Association
International Society of Arboriculture
National Recreation and Park Association

Awards and Certifications

Chester County Master Planner, 2009
New Mexico Graduate Scholar, 2005
Eagle Scout, Boy Scouts of America, 1989
Tree Tender, Pennsylvania Horticultural Society

Select Projects

Rt. 52 Kennett Pike Greenway Landscape Plans
Kennett Township, Pennsylvania

Edgmont Community Park: Equipment,
Furniture, Planting, Pathway and Lighting,
Edgmont Township, Delaware Co, PA

Trails Ordinance Amendments,
Kennett Township, Chester County, PA

Open Space Concept Plans,
Charlestown Township, Chester County PA

Wharton Esherick Museum Master
Planning and Expert Witness Testimony,
Tredyffrin Township, PA

Select Ordinance Updates:

- Charlestown Township, Chester County, PA
- Cranberry Township, Butler County, PA
- Kennett Township, Chester County, PA
- Malvern Borough, Chester County, PA
- Manheim Township, Lancaster Co., PA
- Penn Township, Lancaster County, PA
- New Castle County, DE
- Springfield Township, Delaware Co., PA
- Windsor Township, York Co., PA

Select PA Land Development Plan Reviews:

- Middletown Township, Delaware Co.
- City of Coatesville, Chester Co.
- Concord Township, Delaware Co.
- Charlestown Township, Chester Co.
- Cranberry Township, Butler Co.
- East Bradford Township, Chester Co.
- Edgmont Township, Delaware Co.
- Lower Providence Township, Montgomery Co.
- Borough of Malvern, Chester Co.
- Bethlehem Township, Norhampton Co.
- Borough of Phoenixville, Chester Co.
- Springfield Township, Delaware Co.
- Upper Chichester Township, Delaware Co.
- West Whiteland Township, Chester Co.



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

18 WEST CHESTNUT STREET, WEST CHESTER, PA 19380, PHONE: 610-696-3896 FAX: 610-430-3804 WWW.COMITTA.COM



Jennifer
Leister Reitz,
AICP, LEED AP

Senior Planner

Jennifer Leister Reitz is a municipal planner with Thomas Comitta Associates, Inc. (TCA), with 16 years of strategic planning, ordinance preparation, and public participation experience. Jennifer's educational background is in community planning, land use planning, public administration, and community health and nutrition.

Prior to joining TCA, Jennifer worked as a public sector planner for New York City, New York and New Castle County, Delaware. In the latter role she gained significant experience in land development plan compliance reviews, and represented the County's interest for state and local initiatives such as the Claymont Village Redevelopment, the State Demographic committee, the Chesapeake and Delaware Canal Trail project, and Mobility Friendly Design Initiative.

At TCA, Jen's role focuses on comprehensive planning, ordinance preparation, demographic and fiscal impact analysis, and public outreach strategies. She has completed more than ten Comprehensive Plans, most recently in New Garden Township, Chester County.

Education

Master of Arts in Urban Affairs and Public Policy
University of Delaware, 2005

University of Delaware
Rotterdam, the Netherlands
Study Abroad Fellowship, 2001

Bachelor of Science in Nutrition
Pennsylvania State University, 1996

Professional Experience

Thomas Comitta Associates, Inc.
Town Planners & Landscape Architects
West Chester, Pennsylvania
May 2006 - Present

New Castle County Department of Land Use
New Castle, Delaware
2003 - 2006

New York City Department of City Planning
Staten Island, New York
2002 - 2003

Center for Historic Architecture & Design
University of Delaware
2000 - 2002

Food Bank of Delaware
Newark, Delaware
1997 - 2000

Professional Associations

Certified Planner (2006)
American Institute of Certified Planners (AICP)

American Planning Association

Girl Scouts of Eastern Pennsylvania (Troop Leader)

Awards & Honors

Certificate of Excellence in Nonprofit
Management & Strategic Planning, 1999

Representative Strategic Planning Projects

Comprehensive Plan Updates

- Ephrata Borough, Pennsylvania
- East Bradford Township, Pennsylvania
- East Whiteland Township, Pennsylvania
- New Castle County, Delaware
- South Whitehall Township, Pennsylvania
- New Garden Township, Pennsylvania
- Valley Township, Pennsylvania

Community Visioning Workshops

- London Britain Township, PA
- West Brandywine Township, PA
- New Garden Township, PA
- Valley Township, PA

Special Area Plans

- Route 30 Corridor Master Plan
East Whiteland Township, Pennsylvania
- Catasauqua Downtown Revitalization Plan
Catasauqua Borough, Pennsylvania
- Claymont Village Redevelopment Plan
Claymont, Delaware
- MacDade Boulevard Corridor
Ridley Township, Pennsylvania

SLDO & Zoning Ordinance Amendments

- City of Easton, PA
- Franklin Township (Chester), PA
- Gettysburg Borough (Adams), PA
- Manheim Township (Lancaster), PA
- Media Borough (Delaware), PA
- South Whitehall Township, (Lehigh) PA
- Straban Township (Adams), PA



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

18 WEST CHESTNUT STREET, WEST CHESTER, PA 19380, PHONE: 610-696-3896 FAX: 610-430-3804 WWW.COMITTA.COM



Erin L. Gross,
RLA, APA, ASLA

**Registered
Landscape Architect
&
Land Planner**

Erin Gross, a licensed Landscape Architect and Land Planner at TCA, has developed a strong foundation in Sustainable Planning and Design, and in the Art of Placemaking.

Erin's professional practice ranges from regional master planning, to municipal comprehensive planning, to ordinance amendments and preparation, to park and streetscape master planning and design. She exhibits strong skills in communication, organization, attention to detail, and leadership.

Erin assists with a wide range of design projects, community planning projects, the preparation of ordinance materials, and land development plan reviews. Her work displays a deep appreciation and sense of responsibility toward the natural and built environment, which improves the lives of our clients and enriches our communities.

Education

Bachelor of Arts in Landscape Architecture
Pennsylvania State University, 2012

Professional Experience

Thomas Comitta Associates, Inc.
Town Planners & Landscape Architects
West Chester, Pennsylvania
September 2013 - Present

Townscape Design, LLC.
Clarksville, Maryland
2013-2014

Lancaster Planning Commission (intern)
Lancaster, Pennsylvania
2012-2013

River Valley Landscape
Wrightsville, PA
2010

Professional Associations

Registered Landscape Architect
Commonwealth of Pennsylvania
American Planning Association
American Society of Landscape Architects

Awards and Certifications

Deans List, 2007-2012
Hammer Trustee Scholarship, 2010
RGS Associate Scholarship, 2010
Heinz Pohland Scholarship, 2008/2011
Girl Scout Gold Award, 2007
Scholastic Gold Key Art Award, 2007

Representative Projects

Ordinance Amendments & Preparation
TND Form-Based Code
Kennett Township, PA
Susquehanna Township, PA
Zoning Ordinance Amendments
Upper Dublin Township, PA

Design Guidelines
West Chester Borough
Chester County, PA
Susquehanna Township
Dauphin County, PA

Comprehensive Plans
West Bradford Township
Chester County, PA
Chadds Ford Township
Delaware County, PA
East Goshen Township
Chester County, PA

Streetscape Enhancement Plans
Paoli Pike Corridor Master Plan
East Goshen Township, PA
Frazer Walk
East Whiteland Township, PA

Park and Open Space Master Plans
East Goshen Twp Park & Playground
East Goshen Township, PA
Barkingfield Farm
Kennett Township, PA
Chadds Ford Twp. Open Space Plan
Chadds Ford Township, PA

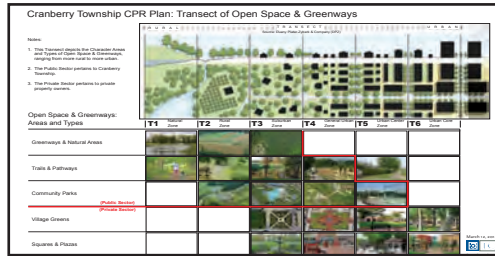
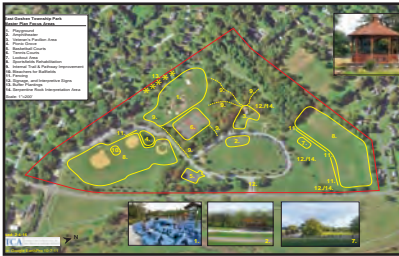
Land Development Plan Reviews & Evaluations
Concord Township
Delaware County, PA
Edgmont Township
Delaware County, PA
Middletown Township
Delaware County, PA

Land Development Master Plan Layout & Design
College Square: Newark, DE
Veterans Memorial: Media, PA

For Numerous Municipalities

- Form-Based Codes
- Revitalization Plans
- Alternative Concept Plans

Parks, Recreation & Open Space Plans

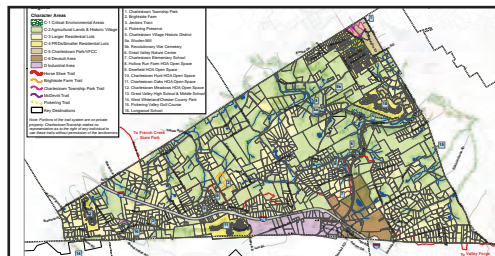


TCA has assisted many Communities with the preparation of Parks, Recreation & Open Space Plans, such as:

- East Goshen Township Park Master Plan & Playground Plan
- Manayunk Canal Towpath Plan
- Cranberry Township Parks, Recreation, & Open Space Plan
- Market Square Memorial Park (Marcus Hook) Improvement Plan
- Charlestown Township Parks, Recreational, Open Space & Trail Plan
- Kennett Township Community Park Master Plan
- East Whiteland Township Recreation Plan
- Middletown Township Trails & Walkways Plan
- Miller Park (West Whiteland Township) Improvement Plan



As Landscape Architects and Town Planners, TCA strives to create enjoyable, leisure environments for persons of all ages and abilities.





THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

PARK, RECREATION & OPEN SPACE PLANNING AND DESIGN QUALIFICATIONS AND EXPERIENCE

January 2020

The park, recreation & open space planning and design services offered by Thomas Comitta Associates, Inc. (TCA) are comprehensive, socially responsive, culturally sensitive, and environmentally sound. We offer expertise in the preparation of plans, reports, assessments and detailed documents which reflect an awareness of user, site, and community needs. Key to the provision of our services is the organization of a program for participation by public officials, interest groups, stakeholders, and other individuals. Such a program provides an open forum for communication and an ability to formulate more meaningful plans for the improvement and/or rehabilitation of attractive and functional leisure environments.

Park & recreation design and planning services have been provided by TCA for the projects noted and shown below.

Recreation Master Plans



Chester County, PA -- Parks and Recreation Department

Hibernia Park Master Plan
Warwick Park Master Plan

State of New Jersey, Pinelands Commission, Browns Mills, NJ

Comprehensive Recreation Master Plan for the Pinelands

Delaware County, PA

Darby Creek Stream Valley Park Master Plan

East Goshen Township, Chester County, PA

Master Plan revisions for: walkways, a fitness trail, a park shelter and picnic area (1982); and playground (2016) at East Goshen Township Park



Middletown Township, Delaware County, PA

Indian Orchards Master Plan

Community of Manayunk (Philadelphia), PA

A Historic Renewal Plan for the Manayunk Canal

West Goshen Township, Chester County, PA

Hallowell Park Master Plan
Community Park



West Whiteland Township, Chester County, PA

Albert E. Miller Memorial Park Master Plan

Upper Uwchlan Township, Chester County, PA

Hickory Park Master Plan

Common Grounds at Quail Hollow, Lancaster County, PA

Master Plan for Two Tracts for Homeowners Association

Kennett Township, Chester County, PA

Barkingfield Community Park Master Plan



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

**PARK, RECREATION & OPEN SPACE PLANNING AND DESIGN
QUALIFICATIONS AND EXPERIENCE**

January 2020



Recreation Master Plans (continued)

Historic Joanna Furnace, Berks County, PA
Master Plan for the Hay Creek Valley Historical Association

West Caln Township, Chester County, PA
Layton Community Park Master Plan

Borough of Marcus Hook, Delaware County, PA
Master Plan for Market Green

Easttown Township, Chester County, PA
Master Plan for the O'Dell Tract



Borough of Downingtown, Chester County, PA
Master Plan for five Borough Parks and Brandywine Trail

Charlestown Township, Chester County, PA
Master Plan for Charlestown Park
Master Plan for Brightside Farm
Master Plan for Jenkins Property



Thornbury Township, Chester County, PA
Master Plan for Goose Creek Park

Park Rehabilitation Plans

City of Wilmington, Delaware--Department of Parks and Recreation
Recovery Action Program for the Rehabilitation of Park and Recreation Facilities

Borough of Marcus Hook, PA
Recovery Action Program for the Rehabilitation of Park and Recreation Facilities



Park Development Plans, Specifications and Construction Administration

Penn State University, Delaware County Campus, PA
Ethel Sergeant Clark Smith Memorial Tennis Center

West Goshen Township, Chester County, PA
Hallowell Park Improvements



West Whiteland Township, Chester County, PA
Albert C. Miller Memorial Park – Phases 1 and 2

East Bradford Township, Chester County, PA
East Bradford Township Recreational Park

Borough of Marcus Hook, Delaware County, PA
Market Square Memorial Park - Phases I, II, III, IV, and parking & streetscape improvements (Phase V)



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

PARK, RECREATION & OPEN SPACE PLANNING AND DESIGN QUALIFICATIONS AND EXPERIENCE

January 2020



Park Development Plans, Specifications and Construction Administration (continued)

City of Coatesville, Chester County, PA

West End Park
Friendship Garden
Inter-Municipal Park

Borough of Marcus Hook, Delaware County, PA

Williamson Field, Phases 1 and 2

Charlestown Township, Chester County, PA

Charlestown Park -Trails and Basketball Court

West Caln Township, Chester County, PA

Layton Community Park – Trail, Parking, and Soccer Field

Nether Providence Township, Delaware County, PA

Hepford Park Improvements

Thornbury Township, Chester County, PA

Thornbury Township Park

City of Lancaster, Lancaster County, PA

Brandon Park
Crystal Park
Rodney Park

Edgmont Township, Delaware County, PA

Edgmont Township Park

East Goshen Township, Chester County, PA

East Goshen Park Playground

Open Space, Recreation and Environmental Resource Plans

Town of Barnstable, Cape Cod, Massachusetts

A Plan for Open Space

Centre County, PA

A Recreation and Open Space Plan for the Centre Sub-Region

Concord Township, Delaware County, PA

Open Space and Recreation Plan

Caln Township, Chester County, PA

Open Space and Recreation Plan

City of Coatesville, Chester County, PA

Open Space and Recreation Plan

Charlestown Township, Chester County, PA

Open Space, Recreation, and Environmental Resources Plan
Parks, Recreation, Open Space & Trails Plan

Easttown Township, Chester County, PA

Open Space and Recreation Plan





THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

PARK, RECREATION & OPEN SPACE PLANNING AND DESIGN QUALIFICATIONS AND EXPERIENCE

January 2020



Open Space, Recreation and Environmental Resource Plans (continued)

Thornbury Township, Chester County, PA
Open Space and Recreation Plan

Tredyffrin Township, Chester County, PA
Open Space and Recreation Plan

Warwick Township, Chester County, PA
Open Space and Recreation Plan



West Pikeland Township, Chester County, PA
Open Space and Recreation Plan

West Whiteland Township, Chester County, PA
Open Space and Recreation Plan Update

Uwchlan Township, Chester County, PA
Open Space and Recreation Plan Update

Upper Uwchlan Township, Chester County, PA
Open Space and Recreation Plan



West Goshen Township, Chester County, PA
Park and Recreation Plan

West Goshen Township, Chester County, PA
Park and Recreation Plan Update

Nether Providence Township, Delaware County, PA
Open Space and Recreation Plan

East Caln Township, Chester County, PA
Recreation and Open Space Plan

Upper Merion Township, Montgomery County, PA
Park and Recreation Master Plan



East Fallowfield Township, Chester County, PA
Open Space and Recreation Plan

Schuylkill Township, Chester County, PA
Open Space and Recreation Plan

Cranberry Township, Butler County, PA
Comprehensive Parks, Recreation,
Open Space and Greenways Plan

East Whiteland Township, Chester County, PA
Recreation Plan Addendum

Middletown Township, Delaware County, PA
Recreation Plan



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

PARK, RECREATION & OPEN SPACE PLANNING AND DESIGN QUALIFICATIONS AND EXPERIENCE

January 2020



Comprehensive Land Use/Recreation Plans

Central Lancaster County, PA

Central Lancaster County Regional Recreation and Open Space Plan for the City of Lancaster, Boroughs of Millersville, Mountville and East Petersburg, and the Townships of Manheim, Manor, Lancaster, West Hempfield, East Hempfield, East Lampeter and West Lampeter

Richland Township, Bucks County, PA

Recreation Plan

Conewago Township, Adams County, PA

Recreation Plan

Solebury Township, Bucks County, PA

Park and Recreation Plan

Edgmont Township, Delaware County, PA

Comprehensive Recreation, Park, and Open Space Plan

Middletown Township, Delaware County, PA

Recreation & Open Space Plan

Recreational Assessments

U.S. Department of the Interior, Bangor, Maine

U.S. Department of Energy, Bangor, Maine

Visual/Recreational Resources Impact Assessment of Electric Transmission Facilities in Maine, New Hampshire and Vermont

U.S. Department of Transportation - Coast Guard

Recreational Aesthetic Impact Assessment of LORAN-C sites in Nevada, California, Washington and Alaska

Maryland Department of Transportation

Recreational Assessment - Upper Patapsco River

Other Recreational Planning and Design Projects

Charlestown Township, Chester County, PA

Application for Federal Surplus Real Property for Park and Recreation Purposes - former Valley Forge General Hospital property, now known as the Charlestown Park

Charlestown Historical Society

Site Landscaping Plan for the Wisner-Rapp House

Charlestown Township, Chester County, PA

Township Trails Plan





THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

PARK, RECREATION & OPEN SPACE PLANNING AND DESIGN QUALIFICATIONS AND EXPERIENCE

January 2020

Other Recreational Planning and Design Projects



Charlestown Township, Chester County, PA
Horseshoe Trail Realignment

City of Coatesville, Chester County, PA
Coatesville Riverwalk

**Pennsylvania Department of Environmental Resources
Division of Water Supply and Sewerage**
COWAMP - Comprehensive Water Quality Management Plan for the
Upper Delaware River Basin - mapping of recreational, scenic and
historical resources

Walkway, Sidewalk, & Trails Plans



East Goshen Township, Chester County, PA
Paoli Pike Promenade Plan

South Whitehall Township, Lehigh County, PA
Hamilton Boulevard & Cedar Crest Boulevard
Streetscape Enhancement Plan



Kennett Township, Chester County, PA
Trails & Sidewalks Plan

East Whiteland Township, Chester County, PA
Frazer Walk Plan

Middletown Township, Delaware County, PA
Baltimore Pike Walkway Plan

Recreational Fee-In-Lieu Ordinances



Charlestown Township – Chester County, PA

Middletown Township – Delaware County, PA

Concord Township – Delaware County, PA

Edgmont Township – Delaware County, PA

Cranberry Township – Butler County, PA

Springfield Township – Delaware County, PA

West Chester Borough – Chester County, PA

East Whiteland Township – Chester County, PA





Public Engagement

Engaging the public is an essential aspect of many of TCA’s planning projects. Whether identifying issues and concerns, assessing planning priorities, or soliciting feedback on planning actions, TCA is committed to actively engaging residents, business and property owners, and other stakeholders in defining the future of communities.

We have significant experience with a wide variety of engagement techniques and work closely with our clients to customize outreach programs to meet the unique needs of each community.

These techniques include:

- + Visioning sessions
- + Online survey development and administration
- + Stakeholder interviews
- + Focus groups
- + Open houses
- + Facilitated exercises and workshops
- + Public presentations, meetings, and hearings

In addition, TCA has assisted in promoting various outreach events and exploring creative options, such as “pop-up” outreach during which we go where the target populations are (a farmers market, community day, etc.) instead of the other way around.

Common to each of our Public Engagement techniques is the offer to have three feedback loops . In so doing, we first listen to the input. Second, we ask if we heard you correctly. Third, we ask if we missed anything. These three feedback loops help to reach consensus on next steps.



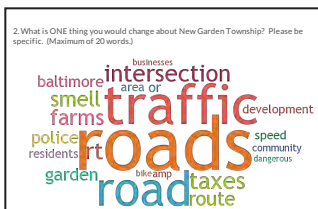
Open house in East Bradford Township



Small group break out session



Sticker voting at a public open house



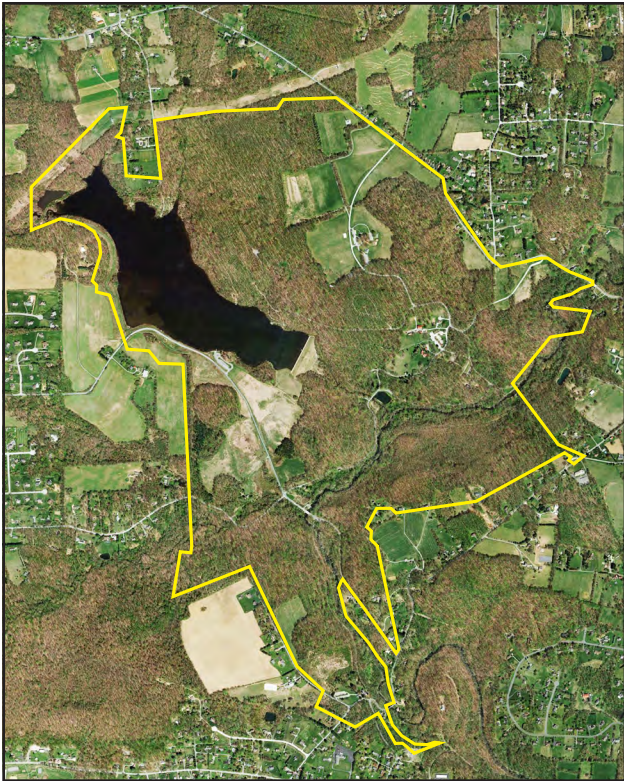
Above Photo: Visioning Session for the Westtown Township Comprehensive Plan

Right: “Word cloud” excerpt of survey results



Hibernia County Park Master Plan

Chester County Parks and Recreation Department



Hibernia County Park

Google Earth



Hibernia Mansion

This first Master Plan for Hibernia Park in 1982 established:

- a 30% threshold for active recreational use;
- alignments for new roads and trails;
- a location for a new Administration Building/Visitors Center;
- a 5-Phase improvements program; and
- staffing needs and projections.

Other recommendations of the Master Plan included:

- adaptive re-uses for several historic buildings;
- new Picnic Pavilion locations;
- new Picnic Module locations;
- new Amphitheater; and
- Summer and Winter Activities Areas.



Chambers Lake



Hibernia County Park, Wagontown, PA

East Goshen Township Park Master Plan Focus Areas

1. Playground
2. Amphitheater
3. Veteran's Pavilion Area
4. Picnic Grove
5. Basketball Courts
6. Tennis Courts
7. Lookout Area
8. Sportsfields Rehabilitation
9. Internal Trail & Pathway Improvement
10. Bleachers for Ballfields
11. Fencing
12. Signage, and Interpretive Signs
13. Buffer Plantings
14. Serpentine Rock Interpretation Area



East Goshen Township Park Master Plan

Park Design

Overview

The 2016 East Goshen Township Park Master Plan focuses primarily on the enhancement and expansion of the park amenities and facilities. The overarching Goals of the Master Plan for this 55 acre Park include:

- + Maintain and Enhance the Community Park for varied and diverse recreation opportunities;
- + Maintain the Character and Charm of the Community Park; and
- + Create a Playground for all ages and abilities.

Playground Objectives

- Diversify the Playground experience for all ages and abilities.
- Create a shaded central gathering space as the focal point of the Playground.
- Envelop the Playground with a curved Perimeter walkway, in order to provide a clear definition of the space, and to provide additional walking opportunities.
- Create 9 distinct opportunities for play.

These Objectives guided the design of the new and improved Playground.

Services

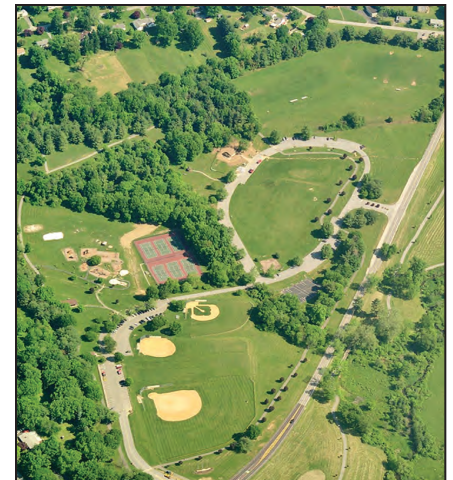
Community Outreach • Park Design • Park Master Plan

LOCATION:

East Goshen Township,
Chester County, Pennsylvania

PROJECT SIZE: 55 acres

ADOPTED: March 2016



Park Aerial



Park Playground Concept Design





East Goshen Township Playground

Park Design

Overview

In 2016 & 2017, TCA worked in collaboration with East Goshen Township in order to prepare a detailed Design for the renovation of the Playground at the East Goshen Township Park. The focus of the Playground is to provide a diversity of play experiences for visitors of all ages and abilities. The Playground incorporates nine unique areas for Play, which include:

- A central gathering space with a Shade Sail Canopy and Gazebo;
- A curvilinear Perimeter Pathway, which defines the Playground and provides an opportunity for walking;
- An area for Sand Play;
- A Zip Line;
- An Earthen Mound;
- A Boulder Sitting/Reading Area;
- A Labyrinth; and
- Age appropriate Play Equipment.

In addition to designing the overall Playground Layout for the East Goshen Township Park, TCA designed and prepared the Landscape Plan and Details, the Playground Renovation Timeline, Cost Estimate, and coordinated with DCNR on the Awarded Grant for the Playground Renovation. The playground has also been included in the 2019 Burke Playground Equipment catalogue as the featured playground, as Burke considers this playground to be the best of its type built in Pennsylvania.

Services

Park Design • Construction Administration • Community Outreach

LOCATION:

East Goshen Township,
Chester County, Pennsylvania

PROJECT SIZE: 0.97 acres

TIME FRAME: 2016 to 2018



Playground Illustrative Master Plan



Opening Day of the Playground





Market Square Memorial Park

Marcus Hook - Delaware County, Pennsylvania

Market Square Memorial Park, Phases I through V, were completed between 1985 and 1991. The site, located along the waterfront of the Delaware River in the Borough of Marcus Hook, is the southern terminus of Market Street. The site is flat and urban in character, with dramatic views of the Delaware River.

The park's signature feature is a riverfront promenade that leads to a fishing pier. The site also features a bandstand with lawn seating, a picnic pavilion, period lighting, parking, walkways, a large play apparatus with safety surface, signage, bollards, benches, picnic tables, and landscaping. All phases of the design as well as the construction and bid documents were prepared by TCA. In addition, TCA also administered the bidding process and performed construction administration services for all phases.

TCA won the prestigious William Bates Award for Outstanding Design in Delaware County for Market Square Memorial Park.

Funding was provided by PA DCNR, DVRPC, the Borough of Marcus Hook, Sun Oil, NOAA - the National Oceanic and Atmospheric Administration-Office of Coastal Management, and many other agencies.



ALBERT C. MILLER MEMORIAL PARK

West Whiteland Township - Exton, Pennsylvania

Phase I of Albert C. Miller Memorial Park was completed in 1992. Phase II is currently under construction and Phase III is currently in the planning and permitting stages. The park is located on the southwest corner of Waterloo Boulevard and Miller Way in West Whiteland Township, just north of the Whiteland Towne Center. The site is relatively flat and is bisected by a palustrine woodland and small stream.

The park's signature features include a large gazebo which is sited on a circular *green*. Collectively, they serve as a bandstand and seating area for the township's summer concert series. Other Phase I improvements include: three tennis courts, a basketball court, a volleyball court, a multi-purpose play field, a picnic pavilion, a restroom and storage building, public water hook up, electrical service, lighting, parking facilities, walkways, a large play apparatus and safety surface, swings, signage, steps, bollards, benches, picnic tables, grading, landscaping, and seeding. The design as well as the construction and bid documents were prepared by TCA. TCA also administered the bidding process and performed construction management services.

Phase II consists primarily of more walkways and riparian landscape buffers. Phase III will consist primarily of an elevated wetland boardwalk that is approximately 400 feet in length. TCA has been working with DEP and the Army Corp of Engineers to design a structural system for the boardwalk which will require a minimum amount of disturbance to the wetland.

Funding for Phases I and II was/is being provided by the Chester County Heritage Park and Open Space Municipal Grant Program and West Whiteland Township.





THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

**Proposal for Landscape Architectural & Park Master Planning Services:
Oakbourne Park Master Plan**

May 8, 2020

Appendix B:

Contract for Professional Services

and

DCNR Nondiscrimination/Sexual Harassment Clause

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this 8th day of May, 2020, by and between Westtown Township, Chester County, Pennsylvania ("Township"), and Thomas Comitta Associates, Inc ("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:

1. 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.
2. 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 \$ 46,950.00.
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:

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.
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.

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

WITNESS:

FOR THE TOWNSHIP:

TITLE: _____

WITNESS:

Erin Gross

FOR THE CONSULTING FIRM:

Thomas J. Conithe

TITLE: **President**

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