

Darby Creek Watershed Management Plan

A Rivers Conservation Plan Scope of Work

REQUEST FOR PROPOSAL TO DO WORK FOR

Darby Creek Valley Association
PO Box 732 Drexel Hill, PA 19026

Plan Coordinator: Anne Ackerman

NOTE: This project is financed in part by a Keystone Recreation, Park and Conservation Fund Program grant from the PA Department of Conservation and Natural Resources, Bureau of Recreation and Conservation, and in part by a grant from Delaware County [CDBG].

SCOPE of Work for KEY-RCP-97-O8 Rivers Conservation Plan:

The Darby Creek Valley Association is requesting proposals from consultants with expertise in developing conservation plans as outlined by the Department of Conservation and Natural Resources under the Rivers Conservation Grant Program. The overall goal is to catalogue existing watershed uses and develop lists of short and long-term improvement projects. The plan should contribute to holistic watershed management by focusing on defining community-based watershed use goals, cultural and recreational resources, and restoration/management/enhancement options.

Since the Darby Creek Watershed covers approximately 80 square miles, crosses four (4) counties and contains 31 municipalities, it is incumbent upon the Darby Creek Valley Association (DCVA) to involve as many people in the region in the public participation process toward developing an effective and usable watershed management plan.

Several meetings have been held to identify the major issues existent in the watershed. The primary goals of these meetings were to:

- inform attendees about the study
- determine interest in the study
- collect information on problems in the study area
- rank local issues and concerns
- define opportunities for improvement
- receive offers of help with the study.

Issues identified at a DCVA membership meeting held 21 November 1998 were collated into a table. The results of this survey are tabulated in Appendix A.

A steering group, Plan Steering committee [PSC], for this plan has been formed. The DCVA Board of Directors is diverse and steering committee members are drawn from the Board. In addition, an Advisory Committee, representing all interest groups within the watershed, is in the process of being formed.

The Watershed Plan process will follow this outline.

- 1. Public Information Meetings:** Conduct a minimum of three information and focus meetings, and prepare minutes thereof, to follow-up on the issues initially identified in the November 21st 1998 meeting.
- 2. Collect and Analyze Resource Data with respect to existing and desired use.** The selected contractor will coordinate the elements of the Plan, which will be conducted cooperatively with donated and contracted services. Volunteer and in-kind services have been promised to help contain costs. Considerable inventory information is or will be available (see below). These elements must be accounted for in any proposal.
 - a. Identify available sources of planning information and resource inventories. Use the Rivers Conservation Plan Outline - Level 4 as a guide [Appendix B]
 - a. Determine existing level of water quality /quantity protection through storm water management planning, flood-plain zoning, zoning and subdivision ordinances, or special water related ordinances. The Delaware County Planning Department, in conjunction with Chester and Montgomery Counties and the City of Philadelphia, is in the process of preparing a state-mandated ACT 167 Storm water Management Plan for the Darby Creek Watershed. This plan will make recommendations for the control of storm water runoff from new developments taking place within the watershed from its headwaters in Chester and Montgomery Counties to the Delaware River. The Darby Creek Watershed Management Plan is to be prepared in coordination with the Storm water Management Plan and an ongoing Darby-Cobbs Watershed Initiative [Ann Smith (215-543-0250), project director]. Inventory water related amenities, wastewater treatment facilities, and sensitive environmental areas within the watershed based primarily on existing documentation.
 - b. Coordinate an analysis of the collected data, focused on the key issues identified from the focus sessions and potential future impacts.
 - c. The end of the time line for the Plan development is December 31, 2001, based on the limits of the DCNR Grant. Initial target dates for the key elements are listed on the attached Scope of Work [Appendix C].
- 3. Prepare the Draft River Conservation Plan.** Contractor will schedule and conduct preliminary meetings of the PSC and local government staff coordinators to quality control the report for inaccuracies, oversights, etc.
 - a. Plan elements must include:
 - (1) Background of the plan; brief history of the watershed (Available from DCVA files)
 - (2) An account of the roles of the key groups coordinating the plan.
 - (3) The methods used to gather the resources inventory data for the plan.
 - (4) A GIS map or maps of the sections of the watershed with key resources overlays, for land use, zoning, key environmental amenities, historical sites and problem areas.

- (5) An analysis of the key issues and alternative options for addressing the issues listed in Appendix A.
 - (6) Recommended or priority issues for implementation.
 - (7) Support appendices with supplemental information.
- 4. Conduct strategically located Workshop Meetings** about the Draft Plan and provide an open comment period of at least 30 days. All public meetings and workshops must be coordinated with the Darby Creek Valley Association with regard to locations, advertising and program outline. At least 2 sites must be used to represent input from throughout the watershed. (Target date for completion of this phase is 1 July 2001.)
- 5. Prepare the Final Darby Creek River Conservation Plan:** The Final Plan must conform to the State "Rivers Conservation Program" and include:
- (1) *Project area characteristics*--. A comprehensive inventory of the watershed must be provided. Much information on the physical, biological and cultural resources in the watershed is (or will be) available. The consultant should indicate how he (she) intends to use this information.
 - (2) *Issues, concerns and constraints*--These should be specified together with the opportunities for improvement of watershed resources.) Appropriate responses and resolution to key comments received on the Draft River Conservation Plan should be included.
 - (3) *Outstanding or unique features of the watershed.*
 - (4) *Management options*-- goals, objectives and projects that can be undertaken in the future need to be listed.
 - (5) *Workshop meeting record (on the draft plan review).*
 - (6) *An Executive Summary.* The Executive Summary should focus primarily on the management options for the watershed as a whole. This summary is the document, which should be provided to each municipality and school district within the watershed for their feedback and approval. Using the Executive Summary rather than the overall plan for this review process will simplify the public participation process and will make the Watershed Plan more understandable to the general public. This executive summary should be camera and print ready.
 - (7) *Final Darby Creek River Conservation Plan,* to include support resolutions from municipalities in the watershed.
 - (8) *Acknowledgments section* for all groups and key individuals who participated or contributed to the development of the plan.
 - (9) *A GIS based mapping* representation of the resources collected, overlays for key areas

and needs and future solutions or options. (GIS maps must be available in ARC-View format for the DCVA and the PA DCNR.)

Note: The DCNR requires:

Unprojected in Geographic (lat/long) is preferred, but data is acceptable in any standard projection; NAD 27 or 83 (83 is preferred)

Compatible with ARC View (decimal degree of a scale 1:24,000 (1" = 2000')

Accuracy (+) or (-) 25 meters recorded using PASDA metadata generator

(<http://www.pasda.psu.edu/search/metamaker.html>)

All graphical and tabular data produced for a Rivers Conservation Grant shall become the property of the Commonwealth. Two (2) sets - 1 for PA DCNR and 1 for the Pardee Library, PSU need to be provided. A listing of file names and descriptions of computerized data coverages must also be included. GIS information can be submitted on a floppy disk; iomega zip disk; or CD-ROM format.

- 6. Presentation and explanation of the final plan at public hearings within the Darby Creek Watershed**
- 7. In conjunction with the DCVA edit the Executive Summary for publication as a FINAL REPORT** outlining a practical plan fulfilling DCVA's vision of the Creek as a ribbon of beauty replete with recreational and cultural opportunities for the residents of the watershed.

Pertinent elements of the contract executed by and between DCVA, Inc. and the Commonwealth of Pennsylvania, PA DCNR as agent for the Commonwealth, shall be observed by the "selected contractor". Upon signing an acceptable contract between "selected contractor" and DCVA, the "selected contractor" will also be bound to conform to pertinent elements of contract KEY-RCP-97-O8, and to coordinate any activity which impacts said contract with the Project Coordinator [designated by the DCVA].

The proposal should include a brief history of the firm, relevant experience. The names of key managerial and technical staff should be included with brief [1page] resumes. There should be an assurance that once assigned to the project key personnel will not be replaced by other personnel unless they leave the company. Replacement personnel are to be comparably qualified and approved by DCVA's Plan Coordinator.

All proposals will be reviewed by the PSC. Depending on the number of proposals received a 'short list' may be decided upon and oral presentations scheduled. Choice of the Consultant will be made by the PSC based on [weighted%]:

- 1) Quality of the organization and level of expertise of the staff persons, 20%;
- 2) Past experience with relevant projects, 10%;
- 3) Understanding of the physical, cultural and political environment of the Darby Creek watershed, 10%;
- 4) Ability to relate to a diverse group of municipal and county officials and other interested parties, 10%;
- 5) Demonstrated experience in facilitation and conflict resolution, 10%;
- 6) Relationship of costs to work proposed, 10%;
- 7) Assurance of availability of Consultant, 10%; and
- 8) Enthusiasm and creativity in meeting an enormous challenge, 20%.

The DCVA reserves the right to award no contract if no proposal is deemed satisfactory.

Submit Proposals by [original and five copies] no **later than 23 Feb 2000** or 21 days following publication of record [whichever is later] to:

Darby Creek Valley Association, PO Box 732 Drexel Hill, PA 19026 Attn.: Corresponding Secretary

For questions about this Request for Proposal contact: John J. Furth (610-622-3939) [email address: jjfurth@excite.com]

Appendices:

- A: Darby Creek Watershed. Issues & Concerns List. Ranking of Results.
- B: River Conservation Plan Outline - Level 4 - annotated
- C: Darby Creek Watershed Conservation Plan - Scope of Work, Timeline and model budget.

APPENDIX A
Issues Identified at November 21, 1998 General Membership Meeting of the DCVA

<p>Population Pressure</p>	<ol style="list-style-type: none"> 1. Lack of greenway 2. Development on flood plains and in wetland areas 3. Development and redevelopment 4. Haverford State property 5. Preserving open space
<p>Open Space & Wetland Preservation</p>	<ol style="list-style-type: none"> 1. No zoning to protect wetlands, flood plain, floodway 2. Wet land protection 3. Land preservation along the creek 4. Development on flood plains and in wetland areas 5. Lack of greenway 6. Purchase or easement on slope and hillsides of Thompson tract (across from Hoffman Park; currently an Assisted Living Facility is planned) 7. Haverford State property 8. Preserving open space
<p>Recreation</p>	<ol style="list-style-type: none"> 1. Development of bike trails, hiking trails that are well marked 2. Improvement of walking paths 3. Implement Darby Creek park plan-a park from Bloomfield Ave. to Kent Park 4. More recreational areas along the Creek
<p>Pollution and Litter</p>	<ol style="list-style-type: none"> 1. Identify point and non-point source pollution & identify sewer line conditions 2. Litter trash, street pollution 3. Storm water run off, pesticides 4. Pollution 5. Pollution enforcement 6. Trash at various points along the creek not affected by clean up. 7. Understand pollution sources of feeder streams
<p>Government Assistance or lack or the lack thereof</p>	<ol style="list-style-type: none"> 1. Contact police departments to encourage enforcement of dumping ordinances 2. Storm water management plan 3. Getting local and county governments involved 4. Cooperation of political parties 5. Coordination of efforts of governmental agencies 6. No storm water management plan or if there is one not followed 7. Township based zoning should be better coordinated 8. State BOCA code adoption 9. Better understand county government responsibilities 10. PennDot bridge responsibilities 11. Government codes 12. Update code enforcement 13. Invite DEP or DER representative to future meetings

Education	<ol style="list-style-type: none"> 1. Coordination of local school based efforts and development of ongoing school based programs 2. Education of youth 3. Education: <ul style="list-style-type: none"> - environmental education - of upstream neighbors as to where sewage goes - at "Merry Place" involving DCVA - of young people about importance of environmental issues - influence School Boards about implementing environmental courses and programs - involve kids in creek responsibilities and activities; e.g. stream watch
History	<ol style="list-style-type: none"> 1. Preservation of historic sites
Involving other Resources	<ol style="list-style-type: none"> 1. Coordination of efforts of civic associations 2. Labeling storm water inlets 3. Getting more people involved 4. Getting people outside the watershed involved 5. Involve kids in creek responsibilities and activities 6. Money
Condition of the Creek	<ol style="list-style-type: none"> 1. Stream bank erosion 2. Loss of riparian buffers 3. Enhancement of Creek
Other	<ol style="list-style-type: none"> 1. Mineral resources 2. Understand how catastrophic event i.e. 100 year flood, could affect the communities along the Creek

APPENDIX B
Pennsylvania River Conservation Plan Outline (Level 4)
(from PA DCNRO6/21/96 document)

- I. Project Area Characteristics
 - A. Location - Geographic location within the state including counties, Townships, etc.
 - B. Size - Watershed area in acres or square miles and length of creek
 - C. Topography - Mountainous, upland, bottomland, wetland, type of cover, etc.
 - A. Tributaries - Names, lengths, etc.
 - E. Corridor - Drainage area, approximately one mile on either side of the river.
 - 1. Land Use - Farming, residential, commercial/industrial, etc
 - 2. Zoning - Public or private
 - F. Social/Economic Profile
 - 1. Population Centers - Proximity to river corridor, trends, etc
 - 2. Transportation Facilities - Roads, highways, trails, railroads, Airports, terminals, etc.
 - 3. Major Sources of Employment - Location, size, commercial, Industrial, educational, institutional, etc.
 - G. Outstanding or unique Features - River related values, etc.

- II. Issues, Concerns and Constraints - This section is provided for the purpose of addressing problem areas on a unique and individual basis. Any noteworthy situation not accounted for by other sections of this outline should be included here. * Issues noted in Appendix A need to be addressed here.

- III. Land Resources
 - A. Soil Characteristics - Group, type, classification, geology, etc.
 - 1. Limitations/Suitability - Erosion, building, drainage, wet, etc
 - B. Ownership (%)
 - 1. Public
 - 2. Private
 - C. Critical Areas
 - D. Landfills
 - E. Hazard Areas
 - 1. Waste sites
 - 2. Abandoned Mines - Quarries
 - 3. Sinkholes

- IV. Water Resources
 - A. *Tributaries - Name, length, protected use, confluence points, HQ/EV, etc,
 - F. *Wetlands - Map, characteristics, etc
 - G. *Floodplain - Map, insurance, problems, etc.
 - H. * Lakes and ponds
 - I. Water Quality
 - 1. Point Sources
 - 2. Non-point Sources
 - 3. *Monitoring

- J. *Water Supply - Use of surface and underground, locations, service areas, yield, etc.
 - 1. Public/Private
 - 2. Well Head Protection Areas

V. Biological Resources

- A. Wildlife
 - 1. Terrestrial - Amphibian, reptile, bird, mammal, etc
 - 2. Aquatic - Fish, invertebrates, etc.
- B. Vegetation - Native, exotic, etc
- C. PNDI Species
- D. Important habitats

VI. Cultural Resources

- E. Recreation
 - 1. Use (demand) - Day, night, seasonal, special, etc. a) Type - Hiking, biking, picnicking, birding, organized sports, scenic enjoyment, fishing, boating, camping, etc.
 - 2. Facilities (supply) - Private, public, federal, state, local, etc a) Kind - Hiking trails (mi.), biking (mi.), picnic tables (U), group shelters (if), sports fields (ft), river access, boat access, scenic vistas, camper sites, tent sites, etc
- F. *Archaeological/Historical
 - 1. Sites / Structure / Districts - Type, location, age, size, etc.
 - 2. Importance (recognition) - National register, State significance, Local significance, etc.
 - 3. Ownership (public/private) - Security, etc.
 - 4. Condition

VII. Management Options (recommended action based upon resources)

- A. Restoration
- B. Maintenance
- C. Enhancement

VIII. Appendices and Figures (maps and other appropriate graphics)

* NOTE: Considerable information available from DCVA and cooperating County Conservation Districts, etc.

APPENDIX C

**Darby Creek Watershed Conservation Plan
Scope of Work, Timeline* and budget outline****

Scope	Timeline*	Budget (\$)***
i. Distribution of the RFP	Jan 15, 2000	NA
ii. Receipt of RFP by DCVA	Feb 15, 2000	NA
iii. Selection of Consultant	Mar 15, 2000	NA
1. Initial Public meetings] to inform various groups and the public of the study; obtain initial feedback	July 1, 2000	#Meetings; hrs/meeting; \$/hour
2. Collection and analysis of resource data;	Jan 1, 2001***	Collection; # hrs; \$/hr. Analysis a: of storm water management plan- # hrs; \$/hr.; b: river conservation -#hrs; \$/hr.
3. Prepare preliminary draft of Conservation Plan with an Executive Summary.	May 1, 2001***	# hrs; \$/hr
4. Present plan at Public Meeting(s); the Executive Summary to be placed in libraries and distributed to schools and municipalities	July 1, 2001	#Meetings; hrs/meeting; \$/hour
5. Final plan with an Executive Summary.	Oct 1, 2001	# hrs; \$/hr
6. Present final plan at public hearings	Nov 15, 2001	#Meetings; hrs/meeting; \$/hour
7. In conjunction with the DCVA edit the Executive Summary for publication as a FINAL REPORT outlining a practical plan consonant with DCVA's vision of the Creek as a ribbon of beauty replete with recreational and cultural opportunities for the residents of Communities adjacent.	Dec31, 2001	# hrs; \$/hr
		NOT TO EXCEED \$ 70,000

* Since the project will be ongoing concomitant with Delaware County's Storm Water Management Study the dates may change concurrent with the Storm Water Management Study.

** Contracted services by Consultant. In the proposal the Consultant can specify the in-kind, donated and volunteer services he or she expects from the DCVA.

*** In the event a draft Storm Water Management Plan has been prepared earlier than this date, the Consultant for the Darby Creek Watershed Management Plan should be prepared to comment on this plan on behalf of the DCVA as storm water management is one component of a rivers conservation plan.