

## COMPREHENSIVE RECREATION, PARKS AND OPEN SPACE PLAN (CRPOSP)

### Scope of Work (SOW) for Lemoyne Application

A CRPOSP Plan is a plan for the future. It involves research, public input and analysis. The Plan that evolves identifies the methods, resources, organizational capacity and capital investment needed for short- and long-term recreation and conservation goals for the community. The planning process includes inventory of existing conditions and facilities, substantial citizen involvement, analysis of issues and community needs, and specific recommendations that set forth actions, priorities and cost. It includes an implementation plan and strategy for measuring and evaluating progress.

The SOW will describe specific work elements and tasks to be completed by the consultant, including deliverables and timeline. Potential consultants use the detailed SOW to develop a competitive proposal. Lemoyne must select a consultant using a competitive RFP process (to at least 5 consulting firms). The firm selected does not have to be the one submitting the lowest cost proposal.

The SOW must include:

- A. Plan Purpose, Goals and Objectives
- B. Public Participation

Study Committee (5-9 people), 2 Public Meetings, (10-20) Key Person Interviews

- C. Background Information (overview of Lemoyne's recreation, parks and open space system)
- D. Agency Mission Statement, Goals and Objectives
- E. Agency Administration
- F. Agency Personnel
- G. Facilities and Open Space Inventory and Analysis
- H. Facilities and Equipment Maintenance
- I. Recreation Programs and Services
- J. Financing
- K. Recommendations and Cost Estimates
- L. Plan Implementation
- M. Additional "SOW" Elements and/or Recommendations